



LINCOLNWOOD SCHOOL  
DISTRICT 74  
BOARD OF EDUCATION  
Regular Meeting AGENDA  
Thursday, May 2, 2024 at **7:30 PM**

BOARD OF EDUCATION  
**Kevin Daly**, President  
**Rupal Shah Mandal**, Vice President  
**John P. Vranas**, Secretary  
**Maxie Boynton**  
**Myra A. Foutris**  
**Jay Oleniczak**  
**Peter D. Theodore**

ADMINISTRATION  
**Dr. David L. Russo**, Superintendent of Schools  
**Dr. Dominick M. Lupo**, Assistant Superintendent for  
Curriculum and Instruction  
**Courtney Whited**, Business Manager/CSBO

*Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,  
Cook County, Illinois, to be held in the Lincolnwood Village Hall - Gerald C. Turry Village Board Room  
6900 North Lincoln Avenue  
Lincolnwood, Illinois 60712,  
on Thursday, May 2, 2024.*

**Bill Reviewers for the Month:** Kevin Daly and Jay Oleniczak

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - (7:30 p.m.)

- ☐ Kevin Daly
- ☐ Maxie Boynton
- ☐ Myra A. Foutris
- ☐ Jay Oleniczak
- ☐ Rupal Shah Mandal
- ☐ Peter D. Theodore
- ☐ John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

- |   |   |
|---|---|
| <input type="checkbox"/> Dr. David L. Russo | <input type="checkbox"/> Dr. Dominick M. Lupo |
| <input type="checkbox"/> Courtney Whited    | <input type="checkbox"/> Mark Atkinson        |
| <input type="checkbox"/> Aliaa Ibrahim      | <input type="checkbox"/> Joseph Segreti       |
| <input type="checkbox"/> Jennifer Ruttkay   | <input type="checkbox"/> Chris Harmon         |
| <input type="checkbox"/> Jordan Stephen     | <input type="checkbox"/> Jackie McGoe         |
| <input type="checkbox"/> Renee Tolnai       |   |

**President Daly to appoint Secretary Pro-Tem**

2. DISTRICT RECOGNITION

- a. Lincolnwood SD74 Student Art Exhibit is on display from May 1-24, 2024, at the Lincolnwood Village Hall located at 6900 Lincoln Ave., Lincolnwood, IL. The District is honored to celebrate and showcase the creativity and dedication to the visual arts of Lincoln Hall, Rutledge Hall, and Todd Hall students.

**A special reception recognizing the students and art teachers will take place this evening from 5:00 p.m.-7:00 p.m. before the Board of Education meeting at 7:30 p.m. This event is free and open to families.**

- b. Lincoln Hall Musical Preview: Disney's Frozen Jr.  
Lincoln Hall proudly presents Frozen Jr. on May 17 at 7:00 p.m., and May 18, 2024 at 2:00 p.m. and 7:00 p.m. A talented cast and crew of 28 Lincoln Hall students are preparing to take Lincolnwood by snowstorm this spring! Frozen Jr. brings Elsa, Anna, and the magical land of Arendelle to life on

stage, and features all the memorable songs from the animated film, plus five new songs written for the Broadway production. The show will be performed at Lincoln Hall Middle School, with tickets costing \$7.00 for each performance. The show is directed by Hayley Reynolds, with assistant direction by Beth Sterba, music direction by Shannon Keys and Maxwell Greene, and choreography by Faye Florence-Steddum.

- c. Lincoln Hall 6th Grade Boys Basketball Team - Little 9 Champs with an undefeated season.

### 3. AUDIENCE TO VISITORS

### 4. BOARD WILL CONDUCT AN ELECTION OF OFFICERS

- a. Election of President Pro-Tem (See Policies 2:210 and 2:110) 9  
Rationale: The Lincolnwood School District 74 Board of Education adheres to Board Policies 2:210 and 2:110.

**Recommended Motion: I move that Dr. David L. Russo be appointed as President Pro-Tem for the purpose of conducting the election of School Board President.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

- b. Nominations for and Election of Board President (See Policy 2:110)  
**President Pro-Tem:** "Nominations are now in order for the office of PRESIDENT".

**Any Board Member:** "I nominate \_\_\_\_\_ for PRESIDENT." Motion by member: \_\_\_\_\_

**Any Other Board Member:** "Second" Seconded by: \_\_\_\_\_

**President Pro-Tem:** "Member \_\_\_\_\_ is nominated for PRESIDENT. Are there any other nominations for the office of President?"

**President Pro-Tem:** "If there are no further nominations ..... nominations for the office of President are closed."

(Note: A motion to reopen nominations may be adopted by the majority vote.)

**President Pro-Tem:** "The motion was made by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_. All in favor say "Aye"; those opposed say "No." " The Board has elected \_\_\_\_\_ as PRESIDENT."

**The newly elected PRESIDENT immediately assumes the chair and conducts the election of other Board officer/s.**

- c. Nominations For and Election of Board Vice President and Secretary (See Policy 2:210)  
**Newly Elected Board President:** "Nominations are now in order for the office of VICE PRESIDENT"

**Any Board Member:** "I nominate \_\_\_\_\_ for VICE PRESIDENT"." Motion by member: \_\_\_\_\_

**Any Other Board Member:** "Second" Seconded by: \_\_\_\_\_

**Newly Elected Board President:** "Member \_\_\_\_\_ is nominated for VICE PRESIDENT. Are there any other nominations for this office?"



**Newly Elected Board President:** "If there are no further nominations .....nominations are closed."

*(Note: A motion to reopen nominations may be adopted by majority vote.)*

**Newly Elected Board President:** "The motion was made by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_. All in favor say "Aye"; those opposed say "No." " The Board has elected \_\_\_\_\_ as VICE PRESIDENT."

**Note:** The newly elected VICE PRESIDENT immediately assumes the chair.

**Newly Elected Board President:** "Nominations are now in order for the office of SECRETARY"

**Any Board Member:** "I nominate \_\_\_\_\_ for SECRETARY." Motion by member: \_\_\_\_\_

**Any Other Board Member:** "Second" Seconded by: \_\_\_\_\_

**Newly Elected Board President:** "Member \_\_\_\_\_ is nominated for SECRETARY. Are there any other nominations for this office?"

**Newly Elected Board President:** "If there are no further nominations .....nominations are closed."

*(Note: A motion to reopen nominations may be adopted by majority vote.)*

**Newly Elected Board President:** "The motion was made by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_. All in favor say "Aye"; those opposed say "No." " The Board has elected \_\_\_\_\_ as SECRETARY."

**Note:** The newly elected SECRETARY immediately assumes the chair.

5. INFORMATION/ACTION: CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **APRIL 4, 2024**
- II. Regular Board Meeting - Closed Session Minutes - **SESSION #1 - APRIL 4, 2024**
- III. Regular Board Meeting - Closed Session Minutes - **SESSION #2 - APRIL 4, 2024**
- IV. Regular Board Meeting - Closed Session Minutes - **SESSION #3 - APRIL 4, 2024**

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b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. Resignation
  1. **Audrey Evans**, Instructional Coach, Rutledge Hall, effective June 5, 2024
  2. **Nicholas Stanbrough**, Paraprofessional, Lincoln Hall, effective April 17, 2024
- III. FMLA Leave Request
  1. **Nida Tabba**, Bilingual Teacher, Todd Hall/Rutledge Hall, effective April 22, 2024 with a return date of May 20, 2024
  2. **Maureen Cook**, 5th Grade Teacher, Rutledge Hall, effective April 12, 2024 with a return date of May 1, 2024
- IV. Retirement
  1. **Colleen O'Shaughnessy**, 4th Grade Teacher, Rutledge Hall, effective the end of the 2027-2028 school year

|      |   |     |
|------|---|-----|
| 2.   | <b>Cathy Winckler</b> , EL Teacher, Rutledge Hall, effective the end of the 2027-2028 school year   |     |
| V.   | Leave of Absence Request  |     |
| 1.   | <b>Nida Tabba</b> , Bilingual Teacher, Todd Hall and Rutledge Hall, effective 2024-2025 school year   |     |
| c.   | Annual Approval of Directors' Contracts<br>The Lincolnwood School District 74 Board of Education annually approves all Directors' Contracts.  |     |
| I.   | <b>James Caldwell, Sr.</b> - Director of Buildings and Grounds  | 18  |
| II.  | <b>Peter Lembessis</b> - Director of Food Service   | 30  |
| III. | <b>Erin Curry</b> - Director of Student Services  | 42  |
| IV.  | <b>Jaclyn McGoey</b> - Director of Communications and Community Relations   | 53  |
| V.   | <b>Jennifer Ruttkay</b> - Director of Special Education   | 65  |
| d.   | Annual Approval of Administrator Contracts<br>The Lincolnwood School District 74 Board of Education approves all Administrator Contracts.   |     |
| I.   | <b>Aliaa Kamara-Ibrahim</b> - Rutledge Hall Principal   | 76  |
| II.  | <b>Joseph Segreti</b> - Lincoln Hall Assistant Principal  | 88  |
| e.   | Consolidated District Plan 2024-2025<br>It is the recommendation of the Administration that the Board of Education approve the FY25 Consolidated District Plan.   | 100 |
| f.   | 2024 Rutledge Hall Cabling Upgrades Bid<br>The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this bid from Applied Communications Group for the 2024 Rutledge Hall Cabling Upgrades project in the amount of \$733,045.12 to commence June 10, 2024 and be completed by August 16, 2024.                             | 152 |
| g.   | Winter 2024-25 & 2025-26 Snow Removal Services Contract with Contour Landscaping Inc.<br>The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from Contour Landscaping, Inc. for snow removal services in the amount of \$9,264 from November 1, 2024 through March 31, 2026.                             | 246 |
| h.   | Custodial Services Bid<br>The Facilities Committee concurred with the Administration's recommendation to the Board of Education to accept the bid from GSF USA, Inc. for three years of District-wide custodial services with the option to renew for two additional one-year periods. The first year cost will be \$506,445.97 commencing August 1, 2024 and ending July 31, 2025. | 251 |
| i.   | Policy  |     |
| I.   | <b>Consent Only</b> - Policies Excluded from 1st Reading for Approval* *These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.   |     |
| 1.   | Press Plus #114 Spring 2024   |     |
| (1)  | Draft Update  |     |
| (1)  | 2:265 Title IX Grievance Procedure  | 263 |
| (2)  | 5:300 Schedules and Employment Year   | 269 |
| (2)  | Review and Monitoring   |     |
| (1)  | 2:50 Board Member Term of Office  | 272 |
| (2)  | 2:60 Board Member Removal from Office   | 274 |
| (3)  | 4:20 Fund Balances  | 276 |
| (4)  | 5:35 Compliance with the Fair Labor Standards Act   | 278 |

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| (5) 5:40 Communicable and Chronic Infectious Disease                  | 281 |
| (6) 6:40 Curriculum Development                                       | 284 |
| (7) 2:140 Communications To and From the Board                        | 287 |
| (8) 4:110 Transportation  | 290 |
| j. Transportation Contract Amendment 2024-25 with First Student, Inc. | 294 |

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to accept this Amendment from First Student, Inc. for transportation services with a 4.90% rate increase on current rates effective August 1, 2024 through July 31, 2025.

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| k. Final Fiscal Year 2023 Single Audit by Lauterbach & Amen, LLP  | 344 |
| This summary is for informational purposes. The final Fiscal Year 2023 Single Audit Report prepared by Lauterbach & Amen, LLP will be presented to the Lincolnwood School District 74 Board of Education for review at the May 2, 2024 Board of Education meeting, as supported by the Finance Committee members in attendance at the April 18, 2024 Finance Committee meeting. |     |
| l. E Rate Category I – AT&T High Speed Internet Access  | 358 |
| The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Agreement from AT&T for Internet Services in the amount of \$999.60 per month from July 1, 2024 through June 30, 2026.  |     |
| m. Infinite Connections Inc. Agreement Renewal  | 384 |
| The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve the Infinite Connections, Inc. Agreement for Consulting Services in the amount of \$4,600 from February 1, 2024 to January 31, 2025.   |     |
| n. Kings III Emergency Elevator Phone   | 390 |
| The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Agreement from Kings III for Cellular Elevator Phones in the amount of \$98.34 plus required taxes and fees, beginning June 1, 2024. (Estimated)  |     |
| o. E Rate Category II – SHI Wireless Access Points  | 399 |
| The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this agreement from SHI for Meraki Network Licensing in the amount of \$48,160 from September 21, 2024 through September 21, 2029.   |     |

Rationale: As part of the Regular meeting, the Board of Education routinely approves minutes, personnel items, Board policies, and routine business matters.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

## 6. UNFINISHED BUSINESS

## 7. NEW BUSINESS

## 8. COMMUNICATION FROM BOARD MEMBERS

- NTDSE/District 807: **John P. Vranas/Kevin Daly**
- IASB (Illinois Association of School Boards): **Jay Oleniczak/Myra A. Foutris**
- Finance Committee: **Peter D. Theodore/Jay Oleniczak**

- d. Facilities Committee: **John P. Vranas/Rupal Shah Mandal**
- e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**
  - I. 1st Reading by the Lincolnwood School District 74 Board of Education
    - 1. Press Plus Issue #113 October 2023
      - (1) Draft Updates
        - (1) 7:270 Administering Medicines to Students 407
    - 2. Press Plus #114 Spring 2024
      - (1) Draft Update
        - (1) 2:40 Board Member Qualifications 413
        - (2) 5:10 Equal Employment Opportunity and Minority Recruitment 415
        - (3) 5:20 Workplace Harassment Prohibited 420
        - (4) 7:10 Equal Educational Opportunities 426
        - (5) 7:20 Harassment of Students Prohibited 429
        - (6) 2:260 Uniform Grievance Procedure 434
        - (7) 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment 441
      - (2) Draft Update - Rewritten
        - (1) 5:100 Staff Development Program 448
- f. President's Report: **Kevin Daly**
  - I. INFORMATION/DISCUSSION/ACTION: Final Committee Appointments
    - District 807/NTDSE:**
      - John P. Vranas, Delegate (BOE)
      - Kevin Daly, Alternate (BOE)
    - IASB: (Illinois Association of School Boards)**
      - Jay Oleniczak, Delegate (BOE)
      - Myra A. Foutris, Alternate (BOE)
    - Finance Committee:**
      - Peter D. Theodore (BOE), Chair
      - Jay Oleniczak (BOE), Co-Chair
    - Members:**
      - John P. Vranas (BOE)
      - Michael Bartholomew, Community Member
      - Maja Kenjar, Community Member
      - Steven Pawlow, Community Member
      - Paul Stellatos, Community Member
    - Facilities Committee:**
      - John P. Vranas (BOE), Chair
      - Rupal Shah Mandal (BOE), Co-Chair
    - Members:**
      - Myra A. Foutris (BOE)
      - Wendy Grano, Community Member
      - Emily McCall, Community Member
      - Zade Tagani, Community Member
    - Policy Committee:**
      - Rupal Shah Mandal (BOE), Chair
      - Myra A. Foutris (BOE), Co-Chair
    - Members:**
      - Maxie Boynton (BOE)
      - Melissa Theodore, Community Member

Rationale: The Board President makes all Board Committee and Liaison Appointments, subject to Lincolnwood School District 74 Board of Education approval.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve the final Committee appointments, as presented, without objection.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

9. COMMUNICATION TO THE BOARD OF EDUCATION

- a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**
- b. LSSU (Lincolnwood Support Staff Union): **Tommy Bujnowski (President) & Carol Krikorian (Vice President)**
- c. PALS (People Active with Lincolnwood Schools): **Mihra Seta (President)**

10. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. David L. Russo**
  - I. INFORMATION/DISCUSSION: District Updates
- b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**
  - I. INFORMATION/DISCUSSION: Curriculum Department Update
- c. Business and Operations, Business Manager/CSBO: **Courtney Whited**
  - I. INFORMATION/DISCUSSION: Finance Report - **FEBRUARY 2024** 455
  - II. INFORMATION/DISCUSSION/ACTION: Authorization to Use Fire Prevention and Safety Funds for the 2024 Rutledge Hall Renovations 478

Rationale: The Lincolnwood School District 74 Board of Education must approve interfund transfers.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve the proposed Request for Authorization to Use Fire Prevention and Safety Funds in the total amount of \$1,399,154.75.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

- III. INFORMATION/ACTION: Bills Payable in the Amount of \$2,092,782.90 483  
**Bills reviewed this month by:** Kevin Daly and Jay Oleniczak  
Rationale: The Board of Education routinely reviews and approves invoices and bills.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$2,092,782.90.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

11. AUDIENCE TO VISITORS

12. RECESS INTO CLOSED SESSION

I move that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

13. ADJOURNMENT

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

***Dr. David L. Russo, Superintendent of Schools***

*Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.*

## **Board of Education**

### **2:110 Qualifications, Term, and Duties of Board Officers**

The Board of Education officers are: President, Vice President and Secretary. These officers are elected or appointed by the Board at its organizational meeting. The offices of Vice President and Secretary may be combined at the Board's discretion. The Board may, at its discretion, extend terms of officers to two years.

#### **President**

The Board of Education elects a President from its members for a one-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments with Board approval;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
9. Administer the oath of office to new Board members;
10. Serve as or appoint the Board's official spokesperson to the media;
11. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
12. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

A vacancy in the Presidency is filled by the Vice President.

#### **Vice President and Secretary**

The Board of Education elects a Vice President and a Secretary from its members for a one-year term. The Vice President performs the duties of the President if:

- the office of President is vacant;
- the President is absent; or
- the President is unable to perform the office's duties.

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A vacancy in the Vice Presidency is filled by special Board election.

The Secretary shall perform or delegate the following duties:

1. Keep Board meeting minutes;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
5. Report to the Township Treasurer on or before July 7, annually, such information as the Township Treasurer is required to include in the Township Treasurer's report to the North Cook Intermediate Service Center Executive Director;
6. Act as the local election official for the District;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Recording Secretary

The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

#### Treasurer (NOT an officer of the Board of Education)

The Treasurer for the School District shall be appointed by the Township Trustees.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the Township Trustees;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board;
5. Receive, hold, and expend District funds only upon the order of the Board; and
6. Perform those duties in [Section 8-17 of the School Code](#).

LEGAL REF.:



[5/10-14](#), [5/10-16.5](#), [5/10-21.9](#), [5/17-1](#), [5/21B-85](#), and [5/22-94](#).

[5 ILCS 120/7](#), Open Meetings Act.

[5 ILCS 420/4A-106](#), Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure), 5:30 (Hiring Process and Criteria), 8:10 (Connection with the Community)

ADOPTED: September 10, 2002

REVISED: May 4, 2023

REVIEWED: May 4, 2023

### **Lincolnwood School District 74**

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## **Board of Education**

### **2:210 Organizational Board of Education Meeting**

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 40 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years.

At the organizational meeting, the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board of Education shall elect its officers, who assume office immediately upon their election.
4. The Board of Education shall fix a time and date for its regular meetings.

During an April Board meeting in even-numbered years, the Board considers organizational matters such as: selecting individual members to fill offices with terms that expire in April or May and fixing a time and date for its regular meetings.

LEGAL REF.:

[105 ILCS 5/10-5](#), [5/10-16](#), and [5/10-16.5](#).

[10 ILCS 5/2A-1](#) *et seq.*, Election Code.

CROSS REF.: 2:30 (District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)


ADOPTED: January 11, 2005

REVISED: January 12, 2023

REVIEWED: January 12, 2023

**Lincolnwood School District 74**

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|  | <p>LINCOLNWOOD SCHOOL DISTRICT 74<br/>BOARD OF EDUCATION<br/>Regular Meeting Minutes<br/>Thursday, April 4, 2024 at <b>7:30 PM</b></p> | <p>BOARD OF EDUCATION<br/>Kevin Daly, <i>President</i><br/>Rupal Shah Mandal, <i>Vice President</i><br/>John P. Vranas, <i>Secretary</i><br/>Maxie Boynton<br/>Myra A. Foutris<br/>Jay Oleniczak<br/>Peter D. Theodore</p> <p>ADMINISTRATION<br/>Dr. David L. Russo, <i>Superintendent of Schools</i><br/>Dr. Dominick M. Lupo, <i>Assistant Superintendent for Curriculum and Instruction</i><br/>Courtney Whited, <i>Business Manager/CSBO</i></p> |
|---|--|--|

*Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Lincolnwood Village Hall - Gerald C. Turry Village Board Room 6900 North Lincoln Avenue, Lincolnwood, Illinois 60712, on Thursday, April 4, 2024.*

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President Daly called the meeting to order at 7:30 p.m., roll call was taken and the Pledge of Allegiance was recited.

| <u>MEMBERS PRESENT</u>   | <u>MEMBERS ABSENT</u> |  |
|--|-----------------------|--|
| Kevin Daly<br>Maxie Boynton<br>Jay Oleniczak<br>Rupal Shah Mandal<br>Peter D. Theodore<br>John P. Vranas | Myra A. Foutris       |  |

| <u>ADMINISTRATORS/STAFF PRESENT</u>  |  |  |
|--|--|--|
| Dr. David L. Russo<br>Dr. Dominick M. Lupo<br>Courtney Whited<br>Mark Atkinson | Chris Harmon<br>Aliaa Ibrahim<br>Jackie McGoey<br>Jennifer Ruttkay | Jordan Stephen<br>Joseph Segreti<br>Renee Tolnai |

2. AUDIENCE TO VISITORS

None

3. CONSENT AGENDA

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **MARCH 7, 2024**
- II. Regular Board Meeting - Closed Session Minutes - **MARCH 7, 2024**
- III. Special Board Meeting Minutes - **MARCH 12, 2024**

b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. Resignation
  1. **Raisa Martin**, 12-Month Building Administrative Assistant, Rutledge Hall, effective March 29, 2024
  2. **Zack Beyer**, Physical Education Teacher, Rutledge Hall and Todd Hall, effective June 5, 2024
  3. **Jordan Clifford**, Instructional Coach, Lincoln Hall, effective April 5, 2024
  4. **Carla Spinelli**, Special Education Teacher, Rutledge Hall, effective June 5, 2024
- III. FMLA Leave Request
  1. **Lani Maldonado**, Library Media Specialist, Lincoln Hall, effective February 27, 2024 with a return on May 28, 2024
  2. **Bridget Doyle**, 3rd Grade Teacher, Rutledge Hall, effective April 29, 2024 with a return for the 2024-2025 school year

c. Todd Hall Sensory Paths

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to accept Option #1 from Paint the City for the Todd Hall Sensory Paths in the amount of \$22,760.06 to be completed by July 15, 2024.

d. Donation from ROSE Foundation

The Finance Committee concurred with the Administration's recommendation to the Board of Education to accept the donation of \$200 and \$60 Smoothie King gift certificates from ROSE Foundation.

e. 6-year | Kindergarten through Fifth Grade Math Program Adoption | Carnegie Learning, Inc. © 2014-2023

The Finance Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from Carnegie Learning, Inc. © 2014-2023 for the adoption of the K-5 math curriculum in the amount of \$233,733.12 from the 2024-2025 school year to the 2029-2030 school year.

f. Middle School Science Curriculum Adoption – © 2024 Amplify Education, Inc.

The Finance Committee concurred with the Administration's recommendation to the Board of Education to approve this Agreement from Amplify Education for the middle school science curriculum in the amount of \$67,710.20 from the 2024-2025 school year until the 2029-2030 school year.

It was moved by Secretary Vranas and seconded by Vice President Shah Mandal that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Vranas, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Foutris

Motion passed.

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

None

6. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: **John P. Vranas/Kevin Daly**

The NTDSE Governing Board last met on March 14, 2024. The following are brief highlights:

- Tarin Kendrick, Executive Director, reported on the Illinois Alliance of Administrators of Special Education Winter Conference. Heather Lane, an NTDSE Administrator, received the IAASE Trailblazer Award
- Matt Baud, NTDSE Assistive Tech Coordinator received the "Those Who Excel" award from the Illinois State Board of Education
- The 2024-25 staffing proposal was presented. Administrators attended the Niles North job fair to fill aide positions.
- We are looking for additional classroom space needed for the 2024-25 school year.
- Tarin reported on advocacy efforts in Springfield including support of SB 3606 – Equalized Funding.
- Christine Perry, Principal of Molloy Education Center, reported on ESY planning. Todd Hall is the satellite location.
- Board Member, Dr. Sullivan, reported on the Collaborative For Curriculum (CFC) meeting.
- The Governing Board approved the following:
  - Roof Restoration contract with L. Marshall Roofing
  - Hiring a Human Resources Coordinator
  - Compensation for Administrators
- The next meeting of the NTDSE Governing Board is scheduled on April 11, 2024 at 6:00 PM

b. IASB (Illinois Association of School Boards): **Jay Oleniczak/Myra A. Foutris**

No report.

c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**

The Finance Committee last met on March 21, 2024.

- The Committee sent three items to the Consent Agenda:
  1. 6-year Kindergarten through Fifth Grade Math Program Adoption, Carnegie Learning, Inc. © 2014-2023
  2. Middle School Science Curriculum Adoption – © 2024 Amplify Education, Inc.
  3. Donation from ROSE Foundation

The next Finance Committee meeting is scheduled for Thursday, April 18, 2024 at 5:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Rupal Shah Mandal**

The Facilities Committee last met on March 19, 2024.

- Athi Toufexis presented the Rutledge Hall furniture plan for review. The Committee recommended keeping the gray top tables and replacing the wood grain top tables in Room 15. All rooms will have a horseshoe table. Dr. Russo will clarify with the staff if the chairs that were chosen for the horseshoe tables are still preferred over wobble stools. Additionally, Athi explained that the Task Chair presented was preferred by Rutledge Hall.
- Athi presented the updated draft of the SD74 Master Facilities Plan. The Committee expressed concern regarding the 2025 Todd Hall projects without knowing the impact that proposed multi-family developments would have on future enrollment. The Administration will meet with Athi to discuss potential scenarios that would add more learning spaces across the District. In response to Dr Russo's inquiry, the Committee did not see the value of securing a demographic study at this time.
- Athi explained the Energy Efficient Deductions Allocation. The goal is to incentivize building owners to increase energy efficiencies. Since SD74 is exempt from taxes and could not access those funds, StudioGC requested that it be allowed to claim 100% of the benefit. The Committee requested that Studio GC consider what it would offer the District to access that benefit. Athi indicated that StudioGC will consider and present some options at our next meeting.
- The Facilities Committee concurred with the Administration's recommendation to the Board of Education to accept Option #1 from Paint the City for the Todd Hall Sensory Paths to be completed by July 15, 2024.
- District Facilities Update:
  - Bids for the Custodial services were submitted on April 2, 2024, and the Administration expects to have a recommendation for the May Board of Education meeting.
  - The peeling of the vinyl door branding at Lincoln Hall's entry has been addressed.
  - The toilet paper dispensers for Todd Hall and Lincoln Hall have arrived. Installation began during spring break.
  - The Administration received a proposal to mechanize Lincoln Hall's west wall Basketball Hoops. Another proposal for Lincoln Hall's gymnasium audio-visual improvements has also been provided for consideration. Administration will make a recommendation in the near future relative to these projects.
  - The Lincoln Hall lobby cameras were installed on March 21, 2024.

The next Facilities Committee meeting is scheduled for Tuesday, April 16, 2024 at 6:00 p.m. The public is welcome.

e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**

The Policy Committee last met on Friday, January 19, 2024.

The March 22, 2024, Policy Committee meeting was canceled due to light agenda.

The next Policy Committee meeting is scheduled for Friday, April 19, 2024, at 8:30am in the Administration Building. The public is welcome.

f. President's Report: **Kevin Daly**

President Daly shared important District upcoming dates. Please see the District website for information: [sd74.org](https://sd74.org).

7. COMMUNICATION TO THE BOARD OF EDUCATION

a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**

No report.

- b. LSSU (Lincolnwood Support Staff Union): **Tommy Bujnowski (President) & Carol Krikorian (Vice President)**

No report.

- c. PALS (People Active with Lincolnwood Schools): **Mihra Seta (President)**

No report.

## 8. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. David L. Russo**

### I. District Updates

- Superintendent Russo welcomed the Lincolnwood Learning Community back from Spring Break. The District hopes that everyone enjoyed leisurely pursuits last week gearing up for the final weeks of school. Although there has been a great deal accomplished thus far; the Administrative team knows a great deal more learning and academic growth will take place before the year ends.
- Spring is going to be an extremely busy time in the District. Please continue to consult *Tuesday Newsday* on a weekly basis to gather details on upcoming events.
- All families are encouraged to register their child or children for the 2024-2025 school year. There is a **\$20.00 Early Registration Incentive** in the form of a lunch credit given to each K-8 student who is completely re-registered by May 10, 2024, with full payment submitted. Re-registration must be complete, meaning all required paperwork has been submitted and approved, along with full fee payment. There will be a **\$25.00 Late Registration Fee** applied to the account for **each student** beginning August 1, 2024.

- b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**

### I. Curriculum Department Update

Assistant Superintendent for Curriculum and Instruction Lupo thanked the Board of Education for adopting the Amplify Education, Inc. middle school science and the Carnegie Learning, Inc. kindergarten through fifth grade math curriculums on the Consent Agenda. The Curricular Review teams are excited about the staff professional development opportunities to prepare for the 2024-25 school year.

### II. Set the Last Day of School for Each School Year

It was moved by Vice President Shah Mandal and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education approve the last day of school for the 2023-24 District calendar to show a closing date of June 5, 2024.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Vranas, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Foutris

Motion passed.

- c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

### I. Finance Report - **JANUARY 2024**

Courtney Whited, Business Manager/CSBO presented the January 2024 Finance Report.

### II. Bills Payable in the Amount of \$1,337,086.22

**Bills reviewed this month by:** Rupal Shah Mandal and John P. Vranas

It was moved by Vice President Shah Mandal and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$1,337,086.22.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Vranas, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Foutris

Motion passed.

9. AUDIENCE TO VISITORS

None

10. RECESS INTO CLOSED SESSION

It was moved by President Daly and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel and 5 ILCS 2(c)(4.5) Evidence or testimony presented to a school board regarding denial of admission to school events or property pursuant to Section 24-24 of the School Code.**

President Daly submitted the motion to a voice vote and the motion passed at 7:45 p.m.

11. RETURN TO OPEN SESSION AT 12:48 a.m. April 5, 2024.

12. Possible Denial of Admission to School Events or Property to a Member of the Public

It was moved by Secretary Vranas and seconded by Vice President Shah Mandal that the Lincolnwood School District 74 Board of Education adopt the written decision denying admission to all school events and all District 74 buildings, grounds, vehicles, and bus stops to Ms. Soula Spyropoulos for a period of one year, as presented.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Vranas, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Foutris

Motion passed.

13. ADJOURNMENT

It was moved by Secretary Vranas and seconded by Member Oleniczak to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

President Daly submitted the motion to a voice vote and the motion passed at 12:50 a.m.

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Kevin Daly, President

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John P. Vranas, Secretary

**DIRECTOR OF BUILDINGS AND GROUNDS  
EMPLOYMENT CONTRACT  
(2024 - 2025)**

**THIS AGREEMENT** is made on May 2, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **James Caldwell** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2024, through and including June 30, 2025, at an annual salary in the amount of One Hundred Thirty-Seven Thousand Dollars (\$137,000.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

The Contract will consist of 260 workdays for a Contract Year. The Administrator acknowledges that he will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

- 2. Illinois Municipal Retirement Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Illinois Municipal Retirement Fund (hereafter “IMRF”) the Administrator’s required member contributions to such pension system. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from IMRF. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to IMRF, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to IMRF by the Board on his behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.



3. **IMRF Status.** The parties agree that the Board makes no representations regarding the IMRF member wage status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding wage status, years of service, and related IMRF issues shall be made by IMRF and, where applicable, a court of competent jurisdiction.

## **B. CONDITIONS OF EMPLOYMENT**

1. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
2. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
3. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or municipalities, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

## **C. BENEFITS**

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may,

in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

- b. Long-term disability insurance, as provided under any group program effective in the District.
- c. Single or family coverage vision service plan, as provided under any group program effective in the District.
- d. Group term life and AD&D insurance, in the amount of \$50,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.

**3. Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, up to five (5) unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*). To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

**4. Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 support staff, which may be accumulated without limit.

5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 support staff.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels, subject to prior Superintendent approval. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

#### **D. POWERS AND DUTIES**

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Director of Buildings and Grounds. As such, he shall supervise the operation of the entire Buildings and Grounds department, plus any related contractual services, as the Board and Superintendent shall determine necessary. The Administrator shall also be expected to establish clear lines of communication regarding goals, accomplishments, practices, and policies with administrators, staff, and contractors. The Administrator shall also assume administrative responsibilities and departmental leadership, under the supervision and direction of the Superintendent, Business Manager/CSBO, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the program and the staff in the entire Buildings and Grounds department, plus any related contractual services. The Administrator shall submit recommendations to the Superintendent or Business Manager/CSBO, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to the entire Buildings and Grounds department, plus any related contractual services, and shall keep such other registers, records, and reports as may be directed by the Superintendent, Business Manager/CSBO, and the Board or required by law. The Administrator shall also

be responsible for all obligations contained in the official job description for a Director of Buildings and Grounds.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and Business Manager/CSBO and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

2. **Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Buildings and Grounds, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.
3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent and Business Manager/CSBO, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, Business Manager/CSBO, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** The Superintendent or designee shall evaluate the Administrator's performance, including but not limited to performance on the goals and indicators listed above, at least annually. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

## F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in executive session.);

- c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## H. MISCELLANEOUS

- 1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
- 2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
- 3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
- 4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
- 5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- 6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
JAMES CALDWELL

By: \_\_\_\_\_  
Board President

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

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

**ATTEST**

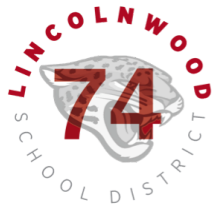
By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**

**JOB DESCRIPTION – DIRECTOR OF BUILDINGS AND GROUNDS**





## EXHIBIT A

### Director of Buildings and Grounds

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Job Category: Non-Certified

Status: Exempt

Location: Administration

Reports to: Business Manager

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Five years of supervisory and facility operation and maintenance experience.
- Ability to communicate effectively with the public, staff and vendors, both orally and in writing, and work well with others.
- Thorough working knowledge of HVAC, electricity, plumbing systems, security, roofing, and construction (including experience in reading blueprints).
- Computer literate with experience in computerized energy management systems, spreadsheets, word processing, database, and facility management software.
- Familiar with the Illinois Health Life/Safety Code.
- Experienced in developing and administering a comprehensive preventative maintenance program that includes familiarity with the Illinois Health Life/Safety Code.
- Able to manage teams including scheduling and development of work flows.

Job Goal

To maintain the School District's physical plant in a condition of operating excellence so that full educational use of it may be made at all times; to maintain the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness, so that each student may be provided with an outdoor environment both pleasing to look at and good to play in; and to provide students with an attractive, safe, and natural environment in which to learn.

Performance Responsibilities

1. Implements changes and upgrades and makes recommendations (as a result of regular building inspections) that will positively impact the schools, for short and long-term preventative maintenance programs and provides written reports to the Business Manager.
2. Coordinates and directs the comprehensive overall planning and scheduling of cleaning, maintenance, and repair requirements for all district buildings and grounds, including roof management and inspection.
3. Develops a system for dealing with emergency repairs in all buildings.
4. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of school grounds.

5. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate and shares this information with custodians.
6. Assists the Business Manager in developing a three to five year facility operations and maintenance plan for all buildings working in conjunction with building principals and in development and monitoring of Operation and Maintenance Budget.
7. Supervises and advises purchasing and bid specifications for all required staff and services. Inspects work and verifies that terms and conditions of contract have been fulfilled before authorizing payment.
8. Makes recommendations for the optimal timing of replacements for vehicles and equipment assigned to the district's buildings, including all necessary equipment to perform grounds and maintenance work.
9. Maintains communications and relationships with all local fire and police departments.
10. Represents the Business Manager in day--to--day contacts with contractors and architects, in connection with school construction programs and inspections and keeps office informed of the progress and quality of work being performed on all construction projects.
11. Develops and maintains an inspection program to monitor the quality of custodial cleaning in all buildings.
12. Recruits, screens, interviews, trains, evaluates, and recommends all employees necessary to the maintenance, grounds and custodial program and recommends the number of engineers needed to properly care for all buildings. Maintains proper employee records.
13. Recruits, recommends, and schedules custodial personnel projects for all summer cleaning and substitutes for absent custodians.
14. Coordinates and supervises after hour or weekend maintenance work by contractors.
15. Organizes and implements an orientation and ongoing training program on proper operation and maintenance of school facilities for custodial, maintenance and grounds personnel. Include training associated with Blood Borne Pathogen, OSHA, and other training as deemed necessary.
16. Provides and updates Material Safety Data Sheets for all cleaning materials and chemicals in each building, and provides technical training and interpretation to all custodial, maintenance and grounds personnel.
17. Orders, receives, stores, inventories, and issues all maintenance and grounds material, supplies, and equipment as needed by buildings. Provide for adequate quantities on hand and their safe storage.
18. Updates and maintain district wide security systems and fire alarm systems in all buildings and responds to emergency calls 24/7.
19. Coordinates required yearly inspections of school buildings with local fire departments and maintain all buildings with Fire and Life Safety Codes and is back--up for emergency drills.
20. Develops and maintains an indoor air quality program, energy management and pest control plan.
21. Maintains manuals and records related to all building and maintenance equipment, regulations, and inspections.
22. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities, and coordinates with district athletic director, principals, and community organizations using district facilities.

23. Supervises and schedules snow removal and makes recommendations to the Business Manager for related contractual services.
24. Oversees traffic control.
25. Attends administrative, Facilities Committee and other related meetings and make reports as necessary.
26. Any and all additional duties that may be assigned by the Superintendent or Business Manager.
27. Supervises other building engineers and maintenance staff.

*Other essential duties and responsibilities may be assigned*

#### Physical, Sensory and Environmental Demands

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee frequently is required to sit; use hands to manipulate, handle, or feel; and talk or hear; frequently is required to reach with hands and arms; frequently is required to stand and walk; frequently must lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds; bend, squat, kneel; twist, turn, balance; climb/crawl; reach above shoulder/reach outward; occasionally may be required to drive.

In the work environment, the employee regularly works in interior and exterior environmental conditions. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is moderate. The employee occasionally works in evenings or on weekends. The work environment may include exposure to heat and cold; unscheduled interruptions; frequent movement from one work location to another; and public contact requiring appropriate demeanor.

#### Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

#### Terms of Employment

Twelve--month position. Salary and work year to be established by the Board of Education.

September 2019

**DIRECTOR OF FOOD SERVICE  
EMPLOYMENT CONTRACT  
(2024 – 2026)**

**THIS AGREEMENT** is made on May 2, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Peter Lembessis** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

1. **Salary and Term of Employment.** The Board employs the Administrator for two years, from July 1, 2024, through and including June 30, 2026. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
  - For July 1, 2024, through June 30, 2025, the salary shall be \$80,000; and
  - For July 1, 2025, through June 30, 2026, the salary shall be \$83,500.

The Contract will consist of 260 workdays for a full Contract Year. The Administrator acknowledges that he will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

2. **Illinois Municipal Retirement Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Illinois Municipal Retirement Fund (hereafter “IMRF”) the Administrator’s required member contributions to such pension system. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from IMRF. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to IMRF, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to IMRF by the Board on his behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to

the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **IMRF Status.** The parties agree that the Board makes no representations regarding the IMRF member wage status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding wage status, years of service, and related IMRF issues shall be made by IMRF and, where applicable, a court of competent jurisdiction.

## **B. CONDITIONS OF EMPLOYMENT**

1. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
2. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
3. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or municipalities, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

## **C. BENEFITS**

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator

to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

- b. Long-term disability insurance, as provided under any group program effective in the District.
- c. Single or family coverage vision service plan, as provided under any group program effective in the District.
- d. Group term life and AD&D insurance, in the amount of \$50,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.

3. **Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, up to five (5) unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*). To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent

it differs, the same amount as the normal annual allotment provided to District 74 support staff, which may be accumulated without limit.

5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 support staff.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels, subject to prior Superintendent approval. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

#### **D. POWERS AND DUTIES**

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Director of Food Service. As such, he shall plan and implement the District food service program to ensure proper nutrition and to safeguard the health of students, staff, and visitors. The Administrator shall plan menus with nutritional values and allergen information for the District website, and shall develop new entrees and side dishes with an emphasis on fresh, whole ingredients and scratch-made recipes for a diverse palate. The Administrator shall be responsible for the evaluation of all cafeteria employees, shall conduct interviews and make hiring recommendations, and shall also assume administrative responsibilities and departmental leadership, under the supervision and direction of the Superintendent, Business Manager/CSBO, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, and shall keep such other registers, records, and reports as may be directed by the Superintendent, Business Manager/CSBO, and the Board or required by law. The Administrator

shall also be responsible for all obligations contained in the official job description for a Director of Food Service.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and Business Manager/CSBO and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

2. **Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Food Service, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.
3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent and Business Manager/CSBO, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, Business Manager/CSBO, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** The Superintendent or designee shall evaluate the Administrator's performance, including but not limited to performance on the goals and indicators listed above, at least annually. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.



## F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.

- a. **Performance and Retention Incentives.** Pursuant to the employment contract previously entered between the Board and the Administrator dated August 3, 2023, and in addition to the salary amount stated above in section A.1, the Board shall make an incentive payment in the amount of Seven Thousand Dollars (\$7,000.00), payable on or after July 1, 2024.

If the Board, in its sole discretion, elects to renew this Contract and the parties agree to continue the employment of the Administrator for the 2026-2027 Contract Year, any new contract of employment to take effect after the expiration of this Contract shall include an incentive in the amount of Eight Thousand Three Hundred Fifty Dollars (\$8,350.00), payable on or after July 1, 2026.

The parties acknowledge that these amounts are intended as an incentive for job performance warranting a contract renewal and the retention of the Administrator for additional years of employment. The 2026-2027 incentive payment is not guaranteed and shall not become due and payable until the parties agree on a successor contract in writing. These incentive payments shall not be added to the Administrator's base salary amount and shall not be used in the calculation of future salary increases, if any. Specific terms and conditions regarding the payment of the 2026-2027 incentive payment will be set forth in any new contract of employment and subject to agreement by the parties.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in

rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in closed session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## **H. MISCELLANEOUS**

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.

2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

***SIGNATURE PAGE TO FOLLOW***

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
PETER LEMBESSIS

By: \_\_\_\_\_  
Board President

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

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

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**  
**JOB DESCRIPTION –**  
**DIRECTOR OF FOOD SERVICE**



## Exhibit A

### Director of Food Service

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Job Title: Director of Food Service

Status: Non-Certified

Location: Building Cafeterias

Reports to: Business Manager

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Director of Food Service supervises and coordinates the District food service program to ensure proper nutrition and to safeguard the health of students, staff, and visitors. To accomplish these tasks the Director of Food Service must work closely with the staff and administration. This position maintains the responsibility to effectuate the procedures and practices associated with a lunch program that meets the needs of a diverse palate of students.

#### Job Goal

To provide each student with highly nutritious meals in a safe, clean and efficient environment.

#### Performance Responsibilities

*Other essential duties and responsibilities may be assigned.*

1. Plans, directs, and oversees the preparation and servicing of all food in the cafeterias.
2. Assumes responsibility for the security of food and supplies.
3. Supervises the storage and care of food and supplies.
4. Assumes responsibility for the security of revenue from the cafeteria.
5. Records funds to lunch debit cards within the 48-hour timeline.
6. Supervises and participates in the preparation and serving of all food.
7. Plans menus with nutritional values and allergen information for the District website.
8. Develops new entrees and side dishes with an emphasis on fresh, whole ingredients and scratch-made recipes.
9. Oversees and participates in the cleaning of kitchen, servicing areas, storage areas, and dining areas.
10. Assigns, directs, plans, and supervises the work of the cafeteria staff.
11. Evaluates the performance of all cafeteria employees. Conducts interviews and makes hiring recommendations.
12. Plans and organizes kitchen staff training to support use of fresh ingredients, scratch-based preparations and new recipe development.
13. Ensures employee time records are properly reported.
14. Instructs cafeteria staff in performing their assigned tasks.

15. Plans work schedules and makes arrangements for substitutes when required.
16. Inspects kitchen, cooking utensils, and staff for cleanliness and sanitary conditions. Ensures there is no cross-contamination of ingredients.
17. Conducts taste tests and/or surveys with students and staff prior to launching new menu items.
18. Assumes responsibility for checking that all equipment is in safe working condition and notifies the appropriate authority when repairs or replacements are needed.
19. Approves purchases and maintains an inventory of all foods, supplies, and equipment.
20. Places orders and gets information on new products and pricing with a prioritization on locally-sourced, whole ingredients.
21. Orders and sets up food and supplies for District sponsored events when requested.
22. Standardizes prices charged for daily lunches and ala carte items including milk.
23. Standardizes the portions served related to a healthy lunch.
24. Operates the point of sale system during lunch periods.
25. Sends out letters and emails for low balance, negative accounts, and quarterly statements.
26. Updates individual debit card accounts to be sent to the parents on request.
27. Collects the necessary data and submits the ISBE milk reports on time.
28. Prints, laminates, and issues new lunch ID cards for new students and lost or damaged cards.
29. Other projects as assigned.

#### Physical, Sensory and Environmental Demands:

Physical: While performing the duties of the job, the employee is frequently required to use hands to manipulate, handle, or feel; frequently is required to reach with hands and arms; frequently is required to stand and walk; frequently must lift and/or move up to 50 pounds.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of a school kitchen environment.

#### Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

#### Terms of Employment:

Twelve-month position. Salary and benefits to be determined by the Board of Education.

**DIRECTOR OF STUDENT SERVICES  
EMPLOYMENT CONTRACT  
(2024 - 2025)**

**THIS AGREEMENT** is made on May 2, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Erin Curry** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2024, through and including June 30, 2025, at an annual salary in the amount of One Hundred Five Thousand Five Hundred Dollars (\$105,500.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

The Contract will consist of 205 workdays for a Contract Year. The Administrator acknowledges that she will work on a schedule set by the Superintendent and agrees that the 205-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

- 2. Teachers’ Retirement System and Health Insurance Security Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Teachers’ Retirement System of the State of Illinois (hereafter “TRS”) and the Teachers Health Insurance Security Fund (hereafter “THIS”) the Administrator’s required member contributions to such pension system and health fund. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from TRS and THIS. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to TRS or THIS by the Board on her behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.



3. **Creditable Earnings.** The parties agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

## **B. CONDITIONS OF EMPLOYMENT**

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying her to serve in District 74 in the position of Director of Student Services. The Administrator shall also keep current her attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable her to legally evaluate staff.
2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at her own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** During the term of this Contract, the Administrator does not waive rights granted under Sections 24-11 through 24-16 of the School Code. During the term of this Contract, the Administrator will maintain contractual continued service status (i.e. tenure) as a teacher of the School District. The Board and the Administrator agree that this Contract is not a performance-based contract pursuant to Section 10-23.8a of the School Code.
5. **Employment Representations.** The Administrator represents that she is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

## **C. BENEFITS**

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of her duties. The Administrator shall itemize and

substantiate all expenses incurred, in accordance with applicable Board policy and procedures.

**2. Insurance.** The Board will provide the Administrator with the following insurance benefits:

- a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
- b. Long-term disability insurance, as provided under any group program effective in the District.
- c. Single or family coverage vision service plan, as provided under any group program effective in the District.
- d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.

**3. Paid Leave.**

- a. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the School Code, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
- b. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
- c. **Cook County Paid Leave Ordinance.** To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023,

herein “the Ordinance”) applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of personal leave days and sick leave days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District’s fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Professional Organizations.** Upon the Superintendent’s approval of the appropriateness of the Administrator’s involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
5. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
6. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board’s 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

#### **D. POWERS AND DUTIES**

1. **Duties.** The Administrator, as directed in her job description, shall assist the Superintendent in the administrative operation and management of the School District. The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.
2. **Extent of Service.** The Administrator shall devote her time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Student Services, as set forth in the

job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.

3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### E. PERFORMANCE GOALS AND EVALUATIONS

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the *Illinois School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.

4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if she presents to the Board a physician's statement certifying that she is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, she shall bear any related costs. The Board hearing shall be conducted in executive session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, she shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## **H. MISCELLANEOUS**

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.

2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

***SIGNATURE PAGE TO FOLLOW***

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
Erin Curry

By: \_\_\_\_\_  
Board President

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

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

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**

**JOB DESCRIPTION – DIRECTOR OF STUDENT SERVICES**





## EXHIBIT A

# Director of Student Services

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Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Principal endorsement preferred but not required.
- Knowledge of curriculum, program modifications, and accommodations for students with disabilities.
- Experience in systems change, research-based programming, data-based decision making, and behavior intervention planning.
- Excellent communication and organizational skills.
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain supportive, collaborative public, student, and coworker relationships.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.
- Ability to physically move about the buildings and grounds.
- Ability to handle all district information with confidentiality.

### Job Goal

To serve as a general assistant to the Superintendent with administrative functions that support the mission and vision of the Board of Education as assigned by the Superintendent.

### Performance Responsibilities

- Assist the Superintendent in providing leadership to the implementation of instructional programs and coordination of resources for students receiving support from special services.
- Maintain knowledge of current research and evidence-based practices in delivering comprehensive services to diverse learners.
- Remain current with legal requirements governing Special Education, Section 504, and health services.
- Engage in problem solving with building level teams to remove barriers to inclusive practices.
- Support and guide teams in managing complex Section 504 and health issues.
- Establish and maintain effective work relationships with the administration, faculty, and community.
- Provide professional leadership in education throughout the school system, and study, keep informed of and stimulate interest of staff in new developments in education focused on EL and intervention services.
- Oversee all curriculum review processes to ensure the curriculum maps are up-to-date and instructional materials relevant for EL and intervention programming.
- Attend all Board Meetings, and prepare such reports for the Board as are appropriate to the primary function and other reports which may be requested by the Superintendent or the Board of Education.

- Keeps staff informed of best practices in compliance with state/federal mandates.
- Works collaboratively with parents, outside providers, and team members.
- Makes determinations and recommendations regarding professional development for EL and intervention personnel.
- Helps assess student performance on Access and FastBridge Assessments to inform classroom instruction.
- Works with families of students with chronic absenteeism to overcome barriers in their availability to learn.
- Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

#### Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

#### Evaluation:

Performance will be evaluated by the Superintendent in accordance with Board's Policy.

#### Terms of Employment

Twelve-month position (205 work days). Salary to be determined by Board of Education.

**DIRECTOR OF COMMUNICATIONS AND COMMUNITY RELATIONS  
EMPLOYMENT CONTRACT  
(2024 – 2026)**

**THIS AGREEMENT** is made on May 2, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Jaclyn McGoe**y (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for two years, from July 1, 2024, through and including June 30, 2026. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
  - For July 1, 2024, through June 30, 2025, the salary shall be \$85,000; and
  - For July 1, 2025, through June 30, 2026, the salary shall be \$88,500.

The Contract will consist of 260 workdays for a full Contract Year. The Administrator acknowledges that she will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

- 2. Illinois Municipal Retirement Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Illinois Municipal Retirement Fund (hereafter “IMRF”) the Administrator’s required member contributions to such pension system. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from IMRF. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to IMRF, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to IMRF by the Board on her behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to

the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **IMRF Status.** The parties agree that the Board makes no representations regarding the IMRF member wage status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding wage status, years of service, and related IMRF issues shall be made by IMRF and, where applicable, a court of competent jurisdiction.

## **B. CONDITIONS OF EMPLOYMENT**

1. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
2. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at her own expense and provide the cell phone number to District administrators and Board members for daily communication.
3. **Employment Representations.** The Administrator represents that she is not under contract with any other employer, including but not limited to school districts or municipalities, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

## **C. BENEFITS**

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of her duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator

to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

- b. Long-term disability insurance, as provided under any group program effective in the District.
- c. Single or family coverage vision service plan, as provided under any group program effective in the District.
- d. Group term life and AD&D insurance, in the amount of \$50,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.

3. **Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, up to five (5) unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*). To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent

it differs, the same amount as the normal annual allotment provided to District 74 support staff, which may be accumulated without limit.

5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 support staff.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels, subject to prior Superintendent approval. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

#### **D. POWERS AND DUTIES**

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Director of Communications and Community Relations. As such, she shall plan and implement a District public relations program to keep the community informed and build support through open and authentic communications. The public relations program shall include, without limitation, media relations; internal communications; communications to the community; communications to students and parents/guardians; emergency communications in coordination with the District Safety Coordinator; the District website and social media platforms; alumni relations; and other efforts to reach all audiences using suitable mediums. The Administrator shall also assume administrative responsibilities and departmental leadership, under the supervision and direction of the Superintendent, Business Manager/CSBO, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, and shall keep such other registers, records, and reports as may be directed by the Superintendent, Business Manager/CSBO, and the Board or required by law. The Administrator

shall also be responsible for all obligations contained in the official job description for a Director of Communications and Community Relations.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and Business Manager/CSBO and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

2. **Extent of Service.** The Administrator shall devote her time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Communications and Community Relations, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.
3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent and Business Manager/CSBO, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, Business Manager/CSBO, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** The Superintendent or designee shall evaluate the Administrator's performance, including but not limited to performance on the goals and indicators listed above, at least annually. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

## F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.

- a. **Performance and Retention Incentives.** Pursuant to the employment contract previously entered between the Board and the Administrator dated May 4, 2023, and in addition to the salary amount stated above in section A.1, the Board shall make an incentive payment in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00), payable on or after July 1, 2024.

If the Board, in its sole discretion, elects to renew this Contract and the parties agree to continue the employment of the Administrator for the 2026-2027 Contract Year, any new contract of employment to take effect after the expiration of this Contract shall include an incentive in the amount of Eight Thousand Eight Hundred Fifty Dollars (\$8,850.00), payable on or after July 1, 2026.

The parties acknowledge that these amounts are intended as an incentive for job performance warranting a contract renewal and the retention of the Administrator for additional years of employment. The 2026-2027 incentive payment is not guaranteed and shall not become due and payable until the parties agree on a successor contract in writing. These incentive payments shall not be added to the Administrator's base salary amount and shall not be used in the calculation of future salary increases, if any. Specific terms and conditions regarding the payment of the 2026-2027 incentive payment will be set forth in any new contract of employment and subject to agreement by the parties.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.



4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if she presents to the Board a physician's statement certifying that she is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, she shall bear any related costs. The Board hearing shall be conducted in executive session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, she shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## **H. MISCELLANEOUS**

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage

prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.

2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

***SIGNATURE PAGE TO FOLLOW***

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
JACLYN MCGOEY

By: \_\_\_\_\_  
Board President

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

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

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**  
**JOB DESCRIPTION –**  
**DIRECTOR OF COMMUNICATIONS AND COMMUNITY RELATIONS**



## EXHIBIT A

### Director of Communications and Community Relations

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Job Category: Non-Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong oral and written communication skills.
- Self-directed with a high degree of common sense and the ability to work well under pressure.
- Minimum of 5-7 years experience in a Public Relations (or similar field) that includes communications strategy development, writing, editing and project management of communications directed to internal as well as public audiences in venues such as print, video, broadcast and digital.
- A degree in Public Relations (or related field) preferred but not required.
- Working knowledge of internal and external public relations programs/processes with the ability to organize workload to handle multiple projects simultaneously under tight deadlines.
- Excellent analytical and critical thinking skills.
- Experience in planning, implementing, evaluating, budgeting and personnel management.
- Good judgment and ability to maintain a "global" perspective.

#### Job Goal

To facilitate mutually supportive relationships between Lincolnwood School District 74 and the many "publics" it serves. The responsibility and goal of this position is to showcase and communicate, to the Lincolnwood community, the programs and events that are happening in Lincolnwood School District 74. This position reengages the community, enhances the existing programs and events, and continually grows participation.

#### Performance Responsibilities

- Reaches out to local, regional and, when appropriate, national media outlets with regard to newsworthy projects being undertaken in the district. Responds to media inquiries with accurate information.
- Serves as a liaison between the school district and various media outlets for the purposes of ensuring accurate dissemination of information relative to the district.
- Manages district social media accounts.
- Develops and implements programs to showcase district initiatives.
- Acts as the District spokesperson.
- Oversees and evaluates district communications.
- Serves as district liaison, on behalf of SD74, to parent groups and the public.
- Oversees alumni relations.
- Exercises authority to make independent decisions with regard to appropriate representations on behalf of SD74, when necessary, and report such decisions to the Superintendent and/or designee.

- Works with principals, teachers, and parents to identify newsworthy events.
- Works with the Director of Technology to ensure that information posted to the SD74 website, and all affiliated sites, is timely, accurate, and updated.
- Facilitates positive relations with students, parents, administration, staff, Board of Education, community and high school district for the purpose of unifying efforts of all stakeholders.
- Fosters strong relationships between the district and parent groups, library, parks, chamber, village and related agencies such as Children's Care and Development Center (CCDC) toward the vision and mission of Lincolnwood School District 74.
- Provides local realtors with district information for potential residents to review.
- Manages multimedia (pictures, videos, podcasts, etc.) on behalf of the district.
- Participates in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required to successfully execute this job description.
- Develops and implements newsletters.
- Executes surveys and collection of survey data.
- Assist the Business Office in the preparation and administration of the budget of the office of the Director of Community Relations.
- Serves as administrative liaison to recognized Parent-Community organizations.
- Oversees planning of special district events in coordination with the administrative team.
- Develops the agenda with the superintendent for the Communications Task Force meetings.
- *Other essential duties and responsibilities may be assigned.*

#### Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

#### Evaluation:

Performance will be evaluated by the Superintendent in accordance with Board Policy.

#### Terms of Employment

Twelve-month position. Salary to be determined by Board of Education.

**DIRECTOR OF SPECIAL EDUCATION  
EMPLOYMENT CONTRACT  
(2024 - 2025)**

**THIS AGREEMENT** is made on May 2, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Jennifer Ruttkay** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

1. **Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2024, through and including June 30, 2025, at an annual salary in the amount of One Hundred Twenty-Five Thousand Dollars (\$125,000.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

The Contract will consist of 205 workdays for a Contract Year. The Administrator acknowledges that she will work on a schedule set by the Superintendent and agrees that the 205-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

2. **Teachers’ Retirement System and Health Insurance Security Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Teachers’ Retirement System of the State of Illinois (hereafter “TRS”) and the Teachers Health Insurance Security Fund (hereafter “THIS”) the Administrator’s required member contributions to such pension system and health fund. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from TRS and THIS. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to TRS or THIS by the Board on her behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **Creditable Earnings.** The parties agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

## **B. CONDITIONS OF EMPLOYMENT**

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying her to serve in District 74 in the position of Director of Special Education. The Administrator shall also keep current her attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable her to legally evaluate staff.
2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at her own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** During the term of this Contract, the Administrator does not waive rights granted under Sections 24-11 through 24-16 of the School Code. During the term of this Contract, the Administrator will maintain contractual continued service status (i.e. tenure) as a teacher of the School District. The Board and the Administrator agree that this Contract is not a performance-based contract pursuant to Section 10-23.8a of the School Code.
5. **Employment Representations.** The Administrator represents that she is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

## **C. BENEFITS**

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of her duties. The Administrator shall itemize and



substantiate all expenses incurred, in accordance with applicable Board policy and procedures.

**2. Insurance.** The Board will provide the Administrator with the following insurance benefits:

- a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
- b. Long-term disability insurance, as provided under any group program effective in the District.
- c. Single or family coverage vision service plan, as provided under any group program effective in the District.
- d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.

**3. Paid Leave.**

- a. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the School Code, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
- b. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
- c. **Cook County Paid Leave Ordinance.** To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023,

herein “the Ordinance”) applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of personal leave days and sick leave days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District’s fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Professional Organizations.** Upon the Superintendent’s approval of the appropriateness of the Administrator’s involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
5. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
6. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board’s 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

#### **D. POWERS AND DUTIES**

1. **Duties.** The Administrator, as directed in her job description, shall assist the Superintendent in the administrative operation and management of the School District. The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.
2. **Extent of Service.** The Administrator shall devote her time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Special Education, as set forth in

the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.

3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### **F. RENEWAL OR AMENDMENT OF CONTRACT**

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the *Illinois School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.

4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if she presents to the Board a physician's statement certifying that she is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, she shall bear any related costs. The Board hearing shall be conducted in executive session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, she shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## **H. MISCELLANEOUS**

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.

2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

***SIGNATURE PAGE TO FOLLOW***

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
Jennifer Ruttkay

By: \_\_\_\_\_  
Board President

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

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

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**

**JOB DESCRIPTION – DIRECTOR OF SPECIAL EDUCATION**



## EXHIBIT A

### Director of Special Education

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Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment; Director of Special Education endorsement.
- Minimum of 5 years experience in the field of special education.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

#### Job Goal

To enable students to derive the fullest possible educational experience from school by overseeing the district's special education program.

#### Performance Responsibilities

- Oversees the school's special education programs.
- Plans, organizes and directs implementation of special education processes.
- Keeps the Superintendent informed of the status of current issues in special education.
- Makes recommendations regarding the district's special education program.
- Supervises the maintenance of special education records.
- Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate when it is requested.
- Works with members of the administration team regarding special education programming.
- Confers with teachers, administrators and parents whenever necessary.
- Consults with parents, school staff and teachers about ways to facilitate the learning and adjustment of students.
- Works in a cooperative and positive manner with parents.
- Responds to written and oral requests for information.
- Keeps up with changes and developments in the profession by attending professional meetings, reading professional journals and discussing problems of mutual interest with others in the field.
- Participates in the selection of special education personnel.
- Orients newly assigned staff members and assists in their development, as appropriate.
- Conducts district special education meetings.
- Facilitates Eligibility Determination Conferences and Individualized Education Plan meetings (EDC/IEP).
- Serves as a resource on mental health topics for staff.
- Acts as the liaison between the district and township/private placements.
- Coordinates preschool screenings.



- Acts as a district liaison with Niles Township District for Special Education (NTDSE).
- Acts as administrative agent at EDC/IEP meetings.
- Protects the School District, its students and staff from and against liability, property damage and losses.
- Complies with federal, state and local policies and regulations in the delivery of special education services.
- Presents to the school board annually or as requested.
- Evaluate the performance of district Special Education Teachers.
- *Other essential duties and responsibilities may be assigned.*

#### Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

#### Evaluation:

Performance will be evaluated by the Superintendent in accordance with Board's Policy.

#### Terms of Employment

205 work days. Salary to be determined by Board of Education.

**PRINCIPAL  
EMPLOYMENT CONTRACT  
(2024 - 2027)**

**THIS AGREEMENT** is made on May 2, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Aliaa Kamara-Ibrahim** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

1. **Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2024, through and including June 30, 2027. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
  - For July 1, 2024, through June 30, 2025, the salary shall be \$129,780;
  - For July 1, 2025, through June 30, 2026, the salary shall be \$135,500; and
  - For July 1, 2026, through June 30, 2027, the salary shall be \$141,600;

The Contract will consist of 260 workdays for a Contract Year. The Administrator acknowledges that she will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

2. **Teachers’ Retirement System and Health Insurance Security Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Teachers’ Retirement System of the State of Illinois (hereafter “TRS”) and the Teachers Health Insurance Security Fund (hereafter “THIS”) the Administrator’s required member contributions to such pension system and health fund. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from TRS and THIS. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to TRS or THIS by the Board on her behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the

pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **Creditable Earnings.** The parties agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

## B. CONDITIONS OF EMPLOYMENT

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying her to serve in District 74 in the position of Principal. The Administrator shall also keep current her attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable her to legally evaluate staff.
2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at her own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** The Administrator acknowledges that, pursuant to the School Code, and by accepting the terms of a multi-year contract, the Administrator waives all tenure and other rights granted under Sections 24-11 through 24-16 of the School Code only for the term of the multi-year contract and any multi-year extension thereof. During the term of this Contract, the Administrator's employment shall not qualify as "consecutive school terms of service" or as a "probationary period" as those terms are used in Section 24-11 and shall not be counted toward attainment of contractual continued service status (i.e. tenure) as a teacher of the School District; however, the Administrator shall not lose any previous "consecutive school terms of service" toward the attainment of tenure credit with the District, if any.
5. **Employment Representations.** The Administrator represents that she is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The

Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

### **C. BENEFITS**

- 1. Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of her duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
- 2. Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
  - b. Long-term disability insurance, as provided under any group program effective in the District.
  - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
  - d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.
- 3. Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon

separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*). To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

## **D. POWERS AND DUTIES**

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Principal. As such, she shall supervise the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as her primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in her assigned attendance center. The Administrator shall submit recommendations to the Superintendent, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to her attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for a Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

2. **Extent of Service.** The Administrator shall devote her time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Principal, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.

3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Student Performance and Academic Improvement.** The Administrator acknowledges that, pursuant to Section 10-23.8a of the School Code (105 ILCS 5/10-23.8a), this multi-year agreement is subject to performance-based goals and indicators. The Parties agree the goals and indicators are linked to student performance and academic improvement of the schools within the District.

Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.

In addition to the above, the Parties may establish additional annual performance objectives which shall be reduced to writing, attached hereto as Exhibit B and included as part of this Agreement.

2. **Evaluation.** The Administrator shall be evaluated by March 1 of each Contract Year during the term of the Contract by the Superintendent, using the District's Principal Evaluation Plan. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### **F. RENEWAL OR AMENDMENT OF CONTRACT**

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if she presents to the Board a physician's statement certifying that she is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, she shall bear any related costs. The Board hearing shall be conducted in executive session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, she shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.



## H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

***SIGNATURE PAGE TO FOLLOW***

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
Aliaa Kamara-Ibrahim

By: \_\_\_\_\_  
Board President

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

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

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**  
**JOB DESCRIPTION – PRINCIPAL**



## EXHIBIT A

### Principal

Job Category: Certified

Status: Exempt

Location: Todd Hall/Rutledge Hall

Reports to: Superintendent of Schools

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment; General Administrative endorsement. Minimum requirement of Master's Degree with specialization in Administration and Supervision.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

#### Job Goal

To improve organizational and operational effectiveness to maximize opportunities for student learning and achievement. To improve student learning and achievement while providing a safe, respectful and inviting learning environment, as well as expand quality relations with the District 74 community for improvement of student achievement.

#### Performance Responsibilities

- Serves as instructional leader of the building.
- Maintains a positive school climate by making connections with students.
- Provides leadership in the organization, administration and supervision of the building.
- Provides leadership for the adaptation of the general program approved for the schools to meet the particular needs of the community served.
- Facilitates a strand of the district's strategic plan.
- Contributes as a member of the district's administrative team in progress toward achieving the district's strategic plan.
- Supervises, evaluates and/or provides input for all staff assigned to the building.
- Identifies teacher competencies in need of improvement and develops programs of remediation to assist teachers in improving teaching competencies.
- Supports the development and implementation of curriculum and the improvement of instruction.
- Partners with the district administrators in the planning and implementation of the staff development program.
- Implements Board policies, administrative rules and regulations and Board-teacher agreements relating to the school.
- Directs the activities of all staff members in the performance of their duties.
- Works with the Business Manager in the development and administration of the school budget.
- Develops efficient schedules, reasonable workloads and coordination of staff efforts and programs.
- Identifies staff needs and coordinates the recruitment, selection and assignment of staff and makes recommendations for employment.
- Informs the Superintendent about the needs of the school with respect to personnel, equipment, supplies and curriculum.

- Assumes responsibility for the safety and maintenance of the school facility.
- Completes required State reports.
- Communicates with the staff to establish realistic expectations for student performance.
- Publicizes and interprets school programs and maintains rapport with the community.
- Fosters good interpersonal relations among parents, students and staff.
- Maintains membership in professional organizations.
- *Other essential duties and responsibilities may be assigned.*

#### Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

#### Evaluation:

Performance will be evaluated by the Superintendent in accordance with Board's Policy.

#### Terms of Employment

Twelve-month position. Salary to be determined by the Board of Education.

**ASSISTANT PRINCIPAL  
EMPLOYMENT CONTRACT  
(2024 - 2026)**

**THIS AGREEMENT** is made on May 2, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Joseph Segreti** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2024, through and including June 30, 2026. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
  - For July 1, 2024, through June 30, 2025, the salary shall be \$107,537; and
  - For July 1, 2025, through June 30, 2026, the salary shall be \$111,800.

The Contract will consist of 260 workdays for a Contract Year. The Administrator acknowledges that he will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

- 2. Teachers’ Retirement System and Health Insurance Security Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Teachers’ Retirement System of the State of Illinois (hereafter “TRS”) and the Teachers Health Insurance Security Fund (hereafter “THIS”) the Administrator’s required member contributions to such pension system and health fund. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from TRS and THIS. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to TRS or THIS by the Board on his behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the

pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **Creditable Earnings.** The parties agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

## B. CONDITIONS OF EMPLOYMENT

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying him to serve in District 74 in the position of Principal. The Administrator shall also keep current his attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable him to legally evaluate staff.
2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** The Administrator acknowledges that, pursuant to the School Code, and by accepting the terms of a multi-year contract, the Administrator waives all tenure and other rights granted under Sections 24-11 through 24-16 of the School Code only for the term of the multi-year contract and any multi-year extension thereof. During the term of this Contract, the Administrator's employment shall not qualify as "consecutive school terms of service" or as a "probationary period" as those terms are used in Section 24-11 and shall not be counted toward attainment of contractual continued service status (i.e. tenure) as a teacher of the School District; however, the Administrator shall not lose any previous "consecutive school terms of service" toward the attainment of tenure credit with the District, if any.
5. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The

Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

### **C. BENEFITS**

- 1. Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
- 2. Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
  - b. Long-term disability insurance, as provided under any group program effective in the District.
  - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
  - d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.
- 3. Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon



separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*). To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

## **D. POWERS AND DUTIES**

- 1. Duties.** The duties of the Administrator shall be those incidental to the office of an Assistant Principal. As such, he shall assist the Building Principal in supervising the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as his primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Building Principal, Superintendent, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in his assigned attendance center. The Administrator shall submit recommendations to the Superintendent or Building Principal, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to his attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for an Assistant Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and Building Principal and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

- 2. Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Assistant Principal, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.

3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Student Performance and Academic Improvement.** The Administrator acknowledges that, pursuant to Section 10-23.8a of the School Code (105 ILCS 5/10-23.8a), this multi-year agreement is subject to performance-based goals and indicators. The Parties agree the goals and indicators are linked to student performance and academic improvement of the schools within the District.

Annually the Administrator, in consultation with the Superintendent and Building Principal, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Building Principal, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.

In addition to the above, the Parties may establish additional annual performance objectives which shall be reduced to writing, attached hereto as Exhibit B and included as part of this Agreement.

2. **Evaluation.** The Administrator shall be evaluated by March 1 of each Contract Year during the term of the Contract by the Superintendent or the Superintendent's designee, using the District's Principal Evaluation Plan. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### **F. RENEWAL OR AMENDMENT OF CONTRACT**

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in executive session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

***SIGNATURE PAGE TO FOLLOW***

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
Joseph Segreti

By: \_\_\_\_\_  
Board President

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

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

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**  
**JOB DESCRIPTION – ASSISTANT PRINCIPAL**



## EXHIBIT A

### Assistant Principal

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Job Category: Certified

Status: Exempt

Location: Lincoln Hall Middle School

Reports to: Building Principal

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment; General Administrative endorsement.
- At least 3 years of successful experience as middle school teacher, administrator or supervisor.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

#### Job Goal

To promote, establish and maintain an effective learning climate.

#### Performance Responsibilities

- Assists and supports the principal in developing and communicating the goals of the school.
- Fosters good interpersonal relations among students and staff.
- Maintains current knowledge of effective educational practices and provides staff with related information.
- Provides necessary assistance to teachers for improvement of instruction.
- Coordinates school-wide testing program for district and State assessments.
- Participates and facilitates in building and district-wide committees.
- Is visible and accessible to students, teachers, parents and community members.
- Demonstrates fairness and open mindedness.
- Demonstrates the ability to effectively manage conflict.
- Maintains high standards for student conduct.
- Works collaboratively with school team to develop, coordinate and monitor master schedule.
- Serves as the primary administrator regarding student discipline and office referrals.
- Participates as an active member of the school PBIS Team.
- Coordinates supervision for bus duty, recess and cafeteria.
- Assists with evaluation and supervision of certified and non-certified staff members.
- Stays current with federal, state and local special education regulations and procedures.
- Participates in determining eligibility for special education services.
- Attends Annual Review Conferences and Multi-disciplinary conferences as necessary.
- *Other essential duties and responsibilities may be assigned.*



#### Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

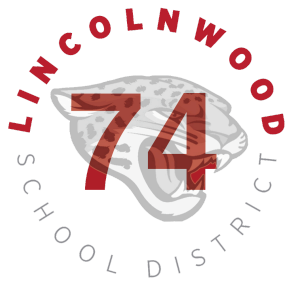
Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

#### Evaluation:

Performance will be evaluated by the Superintendent in accordance with Board's Policy.

#### Terms of Employment

Twelve-month position. Salary to be determined by Board of Education.



## Executive Summary Board of Education Meeting

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DATE: May 2, 2024

TOPIC: Consolidated District Plan 2024-2025

PREPARED BY: Dominick Lupo

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

The State of Illinois requires the Board of Education to approve the Consolidated District Plan.

Annually, the District submits a grant to qualify for Title I, II, III, IV and IDEA funds. This year, the State has again consolidated the plan for all these grants into one Consolidated District Plan (CDP). The plan includes a series of questions on a wide range of programming topics. The CDP must be approved in order to apply for funds in the individual grant areas.

### **Fiscal Impact:**

The Consolidated District Plan comes with no direct fiscal impact. However, completion and approval of the plan allows the District to apply for the funds that have been allocated in Title, IDEA, and ESSER Grants.

### **Recommendation:**

It is the recommendation of the Administration that the Board of Education approve the FY25 Consolidated District Plan.

**eGrant Management System**

**Printed Copy of Application**

Applicant: LINCOLNWOOD SD 74

Application: Consolidated District Plan - 00

Cycle: Original Application

Sponsor/District: LINCOLNWOOD SD 74

Date Generated: 4/3/2024 1:00:31 PM

Generated By: dominicklupo

**1. Contact Information for Person Completing This Form**

Last Name\*

Lupo

Phone\*

847 745 3712

Extension

First Name\*

Dominick

Middle  
Initial

Email\*

dlupo@sd74.org

**2. General Education Provisions Act (GEPA) Section 427 \***

Section 427 of GEPA (20 U.S.C. 1228a) affects all applicants submitting proposals under this program. This section requires each applicant to include in its proposal a description of the steps the applicant proposes to take to ensure equitable access to, and participate in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc. from such access to, or participation in, the federally funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy; the school district may provide a clear and succinct description of how it plans to address those barriers that are applicable to its circumstances. In addition, the information may be provided in a single narration, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of the civil rights statutes, but rather to ensure that, in designing their programs, applicants for federal funds address equity concerns that may affect the ability of certain beneficiaries to fully participate in the program and to achieve high standards. Consistent with requirements and its approved proposal, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

**Describe the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.**

((count) of 2500 maximum characters used)

The Administration of Lincolnwood School District 74 would enforce Board Policy 7:10 to overcome barriers to equitable programming. Board Policy 7:10 states, "Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities." The Policy goes on to state that, "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." Through professional development, building staff meetings, and curricular review; the District has taken steps so that all teachers and instructional staff have training on an annual basis to ensure that all students are included in every aspect of the curriculum including extracurricular activities. When determining students who may qualify or benefit from programs funded in whole, or part, through grant allocations; objective criteria such as Measure of Academic Progress (MAP) data will be applied. No student or teacher will be denied access to federally funded projects based on their gender, race, national origin, color, disability, or age.

**3. Bilingual Program Director Assurance**

Please take note of the following, which is determined by your district's English Learner (EL) count, shown below:

241

If the district has 1 or more EL students, the bilingual program director must participate in the completion of the Bilingual Service Plan (BSP). The bilingual program director must also participate in the completion of Title III sections, as applicable. Districts with 0 ELs do not need to complete the Bilingual Service Plan (BSP).

**4. General Completion Instructions**

Work through the tabs from left to right. Save each page before moving to the next tab.

Required fields on each page are dependent upon funding sources selected on the Needs Assessment and Programs tab.

Many pages have notes at the bottom indicating for which programs the page is required.

To determine if a page is required for the funding sources selected earlier in the application, save the page before completing and look for error messages. If none, the page is not required for the program(s) selected.

**How to Complete Pages with Pre-populated Fields**

Several pages have two boxes below the narrative questions - one has the response from the prior year plan and the other allows responses for the updated plan. Copy the response from the redisplay and paste it into the updated plan box, revising the description as necessary. Be sure to save the page once this has been completed for all questions on the page.

Some pages display sections based on which grants were selected on the Funding page as anticipated as funded. To change the sections that display, return to the Funding page and select or de-select grants for which funding is anticipated.

\*Required field, applicable for all funding sources

#### Amendments

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**Indicate whether this is the first submission for the fiscal year or an amendment to the APPROVED initial plan for the fiscal year.\***

*NOTE: This page must be completed each time a new plan version within the fiscal year is submitted to ISBE.*

- ☐ Initial submission for the fiscal year  
☐ Amendment to approved plan for the fiscal year

#### Plan Changes

Provide a brief description of the changes which have been made to the APPROVED initial application for the fiscal year or a subsequent APPROVED amendment with this amendment. Include the name of any page that was changed.

([count] of 5000 maximum characters used)

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\*Required field, applicable for all funding sources

**1. Consolidated planning includes how anticipated programs will be funded. Indicate below for which programs the LEA anticipates receiving funding for school year 2024-2025.\* [1]**

**NOTE: All funding sources should be reviewed after October 1, and the plan should be amended and resubmitted to ISBE if funding sources have been added or removed due to actual grant awards.**

- ☒ Title I, Part A - Improving Basic Programs
- ☒ Title I, Part A - School Improvement Part 1003
- ☐ Title I, Part D - Delinquent
- ☐ Title I, Part D - Neglected
- ☐ Title I, Part D - State Neglected/Delinquent
- ☒ Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- ☒ Title III - Language Instruction Educational Program (LIEP)
- ☐ Title III - Immigrant Student Education Program (ISEP)
- ☒ Title IV, Part A - Student Support and Academic Enrichment
- ☐ Title V, Part B - Rural and Low Income Schools
- ☒ IDEA, Part B - Flow-Through
- ☒ IDEA, Part B - Preschool

**2. Describe how the LEA will align federal resources, including but not limited to the programs in the CDP, with state and local resources to carry out activities supported in whole or in part with funding from the programs selected.\* [2]** For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*  
([count] of 7500 maximum characters used)

Federal funding in Lincolnwood School District 74 is combined with local and State resources to pay the salary and benefits for a cadre of teachers and paraprofessionals ranging from Pre-Kindergarten to math to Instructional Technology Coaches. The District provides students with a variety of instructional tools to assist in their learning, many of which require subscriptions. Federal resources, along with local funds, are allocated to provide these learning experiences to students. Grant funds are used to provide after school tutoring and summer programming for EL students. These are vital programs to extend the school day and year for students to continue to build their language acquisition skills. Allocations will be used for improvements to our facilities. IDEA dollars are used to fund specialized programming for students with low incident disabilities that would provide challenging to meet the needs without programs within our cooperative. Finally, funds are used to help offset costs to provide teachers with professional development on a number of instructional topics. These can include reviewing standardized testing data, alignment of curriculum to applicable standards, or trends in instructional methodology to reach students in new and different ways.

Response from the approved prior year Consolidated District Plan.

Federal funding in Lincolnwood School District 74 is combined with local and State resources to pay the salary and benefits for a cadre of teachers and paraprofessionals ranging from Pre-Kindergarten to math to Instructional Technology Coaches. The District provides students with a variety of instructional tools to assist in their learning, many of which require subscriptions. Federal resources, along with local funds, are allocated to provide these learning experiences to students. Grant funds are used to provide after school tutoring and summer programming for EL students. These are vital programs to extend the school day and year for students to continue to build their language acquisition skills. Allocations will be used for improvements to our facilities. IDEA dollars are used to fund specialized programming for students with low incident disabilities that would provide challenging to meet the needs without programs within our cooperative. Finally, funds are used to help offset costs to provide teachers with professional development on a number of instructional topics. These can include reviewing standardized testing data, alignment of curriculum to applicable standards, or trends in instructional methodology to reach students in new and different ways.

**3. Will the LEA braid funding?\***

Indicate the funds that will be braided, and list the programs or initiatives that will be supported by braiding. If no programs/initiatives are supported by braiding, enter N/A in the text field.

**If No Braiding is selected, additional fund sources will not be checked.**

- ☒ No Braiding
- ☐ Title I, Part A - Improving Basic Programs
- ☐ Title I, Part A - School Improvement Part 1003
- ☐ Title I, Part D - Delinquent
- ☐ Title I, Part D - Neglected
- ☐ Title I, Part D - State Neglected/Delinquent
- ☐ Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- ☐ Title III - Language Instruction Educational Program (LIEP)
- ☐ Title III - Immigrant Student Education Program (ISEP)
- ☐ Title IV, Part A - Student Support and Academic Enrichment
- ☐ Title V, Part B - Rural and Low-Income Schools
- ☐ IDEA, Part B - Flow-Through

N/A

**4. Will the LEA hybrid-blend Title II and/or Title IV funding?\***

Indicate all that apply, and list the programs or initiatives that will be supported by hybrid blending. If no programs/initiatives are supported by the full/partial transfer of funds, enter N/A in the text field.

**If No Transfer of Funds is selected, additional hybrid blending options will not be checked.**

- ☐ No Transfer of Funds
- ☒ Title II to Title I
- ☒ Title IV to Title I

☐ Title II to Title IV

☐ Title IV to Title II

Interventionist salaries, special education assistants salaries, differentiation materials, English Language Learner materials and resources.

**5. Provide a Summary of the LEA's Needs Assessment.\***

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

[[count] of 7500 maximum characters used)

Students in the District are administered the NWEA/MAP test three times a year in the fall, winter, and spring. After each round of administration, attendance centers conduct a "Data Day." These meetings involve teachers, psychologists, and administration. Data is reviewed for all students to determine individual programming needs. Those in the lowest quartile are considered for Tier II interventions in reading and/or math. There might also be discussion about the necessity of a case study. Conversely, students in the top 10% are considered for off-level reading and math experiences in a more enriched environment. Areas of need include programs to support students at all points of the learning spectrum. In this instance, students are evaluated for intervention or enriched programming in reading and math. The District serves a diverse community where pre-school participation can be sporadic. This creates a school-readiness gap at a student's entry into education. Therefore, the District has made a commitment to Pre-K instruction, offering a high quality program for students. Within our analysis of NWEA/MAP data, the District has noticed greater gaps in historical math performance as compared to reading. Therefore, the District is offering specialized math tutoring for students at the middle school grades who are not already receiving special education or intervention services. Analysis of Illinois Report Card and MAP data has provided the District with insights into the performance of EL students and helped to identify those students right on the cusp of improved levels of performance. The District is taking this information and offering professional development resources to teachers for staff to make instructional changes supporting the achievement growth of students in these sub-groups. The 22-23/23-24 NTDSE Professional Learning Needs Assessment was administered to NTDSE member district administrators in February of 2023. Areas of high interest for general education educators included but were not limited to a) Co-Teaching Professional Development b) Social-Emotional/Positive Behavior Supports, and c) Restorative Practices. Areas of high interest for special education educators included but were not limited to a) Positive Behavior (e.g. Writing Better FABs and BIPs, Deescalation Strategies) b) CPI Training and c) Special Education law. Networking opportunities for a variety of specialists groups were rated of high value (e.g. Speech Pathologists, Occupational Therapists). Lastly, areas of high interest of trainings to offer to parents include but were not limited to a) Behavior and Mental Health b) Communication Device Training and c) CPR/First Aid. A blended approach of in-person and Zoom opportunities are preferred.

**Legislative References:**

[1] Title I, Part A, Reference Section 1112(a) (1)

[2] Title I, Part A, Reference Section 1112(a) (1)

\*Required field, applicable for all funding sources

**1. Indicate which of the instruments below were used in the LEA needs assessment process.\***

- A. ☒ School and/or district report card(s)
- B. ☒ Five Essentials Survey
- C. ☒ Student achievement data (disaggregated by student groups)
- D. ☐ Current recruitment and retention efforts and effectiveness data
- E. ☐ Professional development plan(s)
- F. ☐ School improvement plan(s)
- G. ☐ ESSA site based expenditure data
- H. ☐ ED School Climate Survey (EDSCLS)
- I. ☐ CDC School Health Index
- J. ☐ National School Climate Center
- K. ☐ ASCD School Improvement Tool
- L. ☐ Illinois Quality Framework and Supporting Rubric
- M. ☐ Other

List and describe other instruments and/or processes that were used in the needs assessment.

**2. For each program for which funding is anticipated, provide a summary of the needs assessment results. Include the program goal(s) identified through the needs assessment process, as applicable.\* Writing space appears if a program was selected on the Needs Assessment and Programs page; to make changes in program funding, return to that page, revise, save the page, and return to this page.**

- Identify areas of need related to student achievement, subgroup performance, and resource inequities.
- Include any additional information relevant to this planning document. Provide targeted responses where noted.
- Describe how the needs assessment information will be used for identifying program goals and planning grant activities for each program as applicable.

**A. Title I, Part A - Improving Basic Programs**

Students in the District are administered the NWEA/MAP test three times a year in the fall, winter, and spring. After each round of administration, attendance centers conduct a "Data Day." These meetings involve teachers, psychologists, and administration. Data is reviewed for all students to determine individual programming needs. Those in the lowest quartile are considered for Tier II interventions in reading and/or math. There might also be discussion about the necessity of a case study. Conversely, students in the top 10% are considered for off-level reading and math experiences in a more enriched environment. Areas of need include programs to support students at all points of the learning spectrum. In this instance, students are evaluated for intervention or enriched programming in reading and math. The District serves a diverse community where pre-school participation can be sporadic. This creates a school-readiness gap at a student's entry into education. Therefore, the District has made a commitment to Pre-K instruction, offering a high quality program for students. Analysis of Illinois Report Card and MAP data has provided the District with insights into the performance of EL students and helped to identify those students right on the cusp of improved levels of performance. The District is taking this information and offering professional development resources to teachers for staff to make instructional changes supporting the achievement growth of students in these sub-groups.

**B. Title I, Part A - School Improvement Part 1003**

We were identified for Early exit from Targeted Status, therefore; no funds are anticipated.

**C. Title I, Part D - Delinquent****D. Title I, Part D - Neglected****E. Title I, Part D - State Neglected/Delinquent****F. Title II, Part A - Preparing, Training, and Recruiting**

**Also identify needs assessment results, including programs and activities planned as a result of the needs assessment, a description of strategies for closing any achievement gaps, and key professional development opportunities for teachers and principals.**

Through building administration, teachers are given access to MAP reports that predict the level of student performance on the IAR test. From there, teams are provided time on Institute Days to develop individual and small group plans to move students to the next level of performance. These goals are typically shared with parents at fall parent-teacher conferences. Additionally, the District invested in professional resources for our Instructional Technology Coaches to expand their ability to provide high quality, on-demand professional development. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level. Over the past few years, the District has been seeking to identify priority literacy standards that better align to our core instructional program. In math, the District is seeking to develop the Math Practice Standards whose habits of mind assist all students, particularly those who struggle, with strategies they can apply to any problem to become better mathematical thinkers. On behalf of Lincolnwood School District 74, the Niles Township District for Special Education (NTDSE) conducts a needs assessment for professional development as a part of the comprehensive needs assessment for IDEA. All staff development has a needs assessment component and input is received on an ongoing basis to reflect the demands and professional needs of the participants.

**G. Title III - LIEP**



Teachers and administrators use ACCESS and MAP data to determine those EL students who fall into the lowest quartile of academic performance based upon assessment results. These students are invited to participate in an after school tutoring program and/or EL Summer School experience. The after school program has two components. In the first, students are exposed to learning games that help them build their social language skills. They also receive help with their homework during this time. In the second phase, teachers work with small groups of students to extend their exposure to language acquisition strategies. The Summer School program is predicated on the same goals. Students are exposed to different literacy experiences to expand their vocabulary and reading comprehension skills.

**H. Title III - ISEP**

**I. Title IV, Part A - Student Support and Academic Enrichment**

*Also provide information for Title IV-A programs and activities planned as a result of needs assessment that align with the Title IV-A budget.*

As allowable under grant guidelines, Title IV-A funds have been transferred to Title I budgets for the past several years.

**J. Title V, Part B - Rural and Low Income Schools**

**K. IDEA, Part B - Flow-Through [1]**

The District is small and it would be a challenge to meet the academic needs of some low incident students. Therefore, based on decisions of the MDC at the IEP meeting, there are some students who most benefit from specialized programming run through our Cooperative, NTDSE. Needs in this area are determined by IEP goals.

**L. IDEA, Part B - Preschool**

The District maintains a Pre-School program that serves approximately 80 students annually in a half-day program. Pre-School teachers are included in curricular review committees. This means that students in Pre-School are being exposed to the prerequisite skills and information in the same context for literacy, math and science as kindergarten students. Fall MAP data for kindergarten shows that District Pre-School students are better prepared for the fall as compared to those without a pre-school experience.

**Legislative Requirement:**

[1] IDEA - 23 IAC Section 1.420(q)

\*Required field, applicable for all funding sources selected

**INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.\***

**ISBE Goals:**

- ☒ Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- ☒ Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- ☒ Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

**District Goal(s):**

- ☒ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Student Learning: In the spring, the District hosts a kindergarten-screening event. Using several different measures, teachers and administrators develop a profile of school readiness for each incoming student. Additionally, all kindergarten students are administered the KIDS Assessment in the fall. Teachers take that data to inform instruction throughout the year. Across the District, teachers have taken fall MAP data and divided their classroom into what the District calls "Power Groupings." These represent students within each classroom who are at the class mean or significantly above or below the class mean. From there, teachers are developing individualized or small group plans, drawn from tools within our core instructional programs, to work with students to achieve their individual MAP growth goal from fall to spring. These plans are designed to enrich or remediate skill areas. The vast majority of students in the District make positive RIT growth fall to spring, the District is working to increase the percentage of students who meet or exceed their individual fall to spring growth goal. In light of the challenges to teaching and learning created by the Pandemic, the District will be evaluating those skill areas leveraged for student success at the next grade level. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level.

**1. Select the types of personnel/groups that were included in the planning process (required stakeholders for various programs as footnoted below).\***  
**Check all that apply.**

- A. ☒ Teachers (1,7,8)
- B. ☒ Principals (1,7,8)
- C. ☐ Other school leaders (1,8)
- D. ☒ Paraprofessionals (1)
- E. ☒ Specialized instructional support personnel (1,2,3,4,8)
- F. ☐ Charter school leaders (in a local educational agency that has charter schools) (1)
- G. ☒ Parents and family members of children in attendance centers covered by included programs (1,2,3,4,7,8)
- H. ☒ Parent liaisons
- I. ☒ Title I director (1)
- J. ☐ Title II director (1)
- K. ☒ Bilingual director (1,6,8)
- L. ☐ Title IV director (1)
- M. ☒ Special Education director
- N. ☐ Guidance staff
- O. ☐ Community members and community based organizations (7)
- P. ☐ Business representatives (2,3,4)
- Q. ☐ Researchers (7)
- R. ☐ Institutions of Higher Education (7)
- S. ☐ Other - specify
- T. ☐ Additional Other - specify

Program Footnotes:

- 1 = Title I, Part A - Improving Basic Programs
- 2 = Title I, Part D - Neglected
- 3 = Title I, Part D - Delinquent
- 4 = Title I, Part D - State Neglected/Delinquent
- 5 = Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- 6 = Title III, including LIEP and ISEP

7 = Title IV, Part A - Student Support and Academic Enrichment

8 = EL - BSP

**2. Articulate how the LEA consulted with the stakeholders identified above in the development of this plan.\*\* Describe how stakeholders' input impacted the final plan submission, as well as references to particular meetings. Note that documentation of stakeholder engagement may be requested during monitoring; keep documentation on file. [1]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

The development of this plan results from a collection of programmatic decisions of several sub-committees. The District Response to Intervention Leadership team, the Administration Team, and the Gifted and Talented Education team (GATE), Librarians throughout the District, High School Articulation representatives, as well as the EL Department, and Policy Committee (School Board). Additionally, the District is directed in its efforts by a five year Strategic Plan created with representation from within the organization and from the surrounding community. These committees meet regularly to review the services offered through each program and make necessary changes to address the varied needs of learners. Answers to questions in this plan are the direct result of decisions made within these meetings to address the diverse learning needs of our students. Over the course of the next several months, there will be consultation regarding the Consolidated District Plan with aforementioned groups. The Administrative Team meets weekly during the summer. During a July meeting, consultation of the plan will be on the agenda. Each month there are meetings of the EL and GATE leadership teams. Consultation for this plan will occur as an agenda item at either the September or October meetings. Finally, the District is guided by a five-year Strategic Plan that was recently developed with input from the community through both in-person and survey data. We are also excited to begin the process of developing a new five-year Strategic Plan throughout next year.

Response from the prior year Consolidated District Plan.

The development of this plan results from a collection of programmatic decisions of several sub-committees. The District Response to Intervention Leadership team, the Administration Team, and the Gifted and Talented Education team (GATE), Librarians throughout the District, High School Articulation representatives, as well as the EL Department, and Policy Committee (School Board). Additionally, the District is directed in its efforts by a five year Strategic Plan created with representation from within the organization and from the surrounding community. These committees meet regularly to review the services offered through each program and make necessary changes to address the varied needs of learners. Answers to questions in this plan are the direct result of decisions made within these meetings to address the diverse learning needs of our students. Over the course of the next several months, there will be consultation regarding the Consolidated District Plan with aforementioned groups. The Administrative Team meets weekly during the summer. During a July meeting, consultation of the plan will be on the agenda. Each month there are meetings of the EL and GATE leadership teams. Consultation for this plan will occur as an agenda item at either the September or October meetings. Finally, the District is guided by a five-year Strategic Plan that was initially developed with input from the community through both in-person and survey data. We are also excited to begin the process of developing a new five-year Strategic Plan throughout next year.

**3. Describe the approaches the district will use to include parents and family members in the development of LEA plans, so that the plans and related activities represent the needs of varied and diverse populations.\*\* [2]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

The District has a five year Strategic Plan. One of the three main goal areas is to continue to engage community stakeholders. Within this goal, the District has incorporated regular forms of communication with families from building level administration, teachers, and a District Director of Community Relations. The District maintains a Communication Task Force ensuring a consistent, ongoing flow of information from school to home. The group looks at all forms of communication including print and electronic sources. The goal is to build the home-school connection with all families in ways that best meet the needs of the community in a way that families will actually consume the content. The District also maintains strong ties with the local police and fire departments. Family members and parents are annually consulted on policies articulated through the Student/Parent Handbooks. They review any changes and can ask questions about their meaning and enforcement. Parents are encouraged to take the annual Five Essentials Survey and that data is analyzed by Administration. The Strategic Plan process included a strong parent/family component. Families had the opportunity to participate in a needs assessment survey, attend the planning session that reviewed the District's progress on the current Strategic Plan, and provide input on the development of goal areas for the District's Strategic Plan.

Response from the prior year Consolidated District Plan.

The District has a five year Strategic Plan. One of the three main goal areas is to continue to engage community stakeholders. Within this goal, the District has incorporated regular forms of communication with families from building level administration, teachers, and a District Director of Community Relations. The District maintains a Communication Task Force ensuring a consistent, ongoing flow of information from school to home. The group looks at all forms of communication including print and electronic sources. The goal is to build the home-school connection with all families in ways that best meet the needs of the community in a way that families will actually consume the content. The District also maintains strong ties with the local police and fire departments. Family members and parents are annually consulted on policies articulated through the Student/Parent Handbooks. They review any changes and can ask questions about their meaning and enforcement. Parents are encouraged to take the annual Five Essentials Survey and that data is analyzed by Administration. The Strategic Plan process included a strong parent/family component. Families had the opportunity to participate in a needs assessment survey, attend the planning session that reviewed the District's progress on the current Strategic Plan, and provide input on the development of goal areas for the District's Strategic Plan.

**4. Describe the activities/strategies the LEA will implement for effective parent and family engagement. This includes a description of any activities/strategies that will be implemented for effective English learner and immigrant parent family engagement, as applicable.\*\* [3]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

There are numerous ways that the District attempts to engage parents and families including: There is close communication and planning with the local parent group.

This parent group planned several community engagement events including an ice-cream social, BINGO night, and Book Fair. The District employs a full-time Director of Community Relations. This individual handles the District's social media presence and sends out a weekly communication on the happenings in the District. The District holds parent teacher conferences in the fall and spring, and we offer both an in-person and virtual conference format to ensure that all parents have access to meeting with the teachers. Parents are encouraged to communicate with teachers in an ongoing fashion. There are also numerous concerts, a science fair, and sporting events where parents and family members are encouraged to attend. Title III funds used, in part, to create book bags for EL families to share in reading time. Effort is made to include titles in a family's native language so anyone in the family can participate in a shared reading experience.

Response from the prior year Consolidated District Plan.

There are numerous ways that the District attempts to engage parents and families including: There is close communication and planning with the local parent group. This parent group planned several community engagement events including an ice-cream social, BINGO night, and Book Fair. The District employs a full-time Director of Community Relations. This individual handles the District's social media presence and sends out a weekly communication on the happenings in the District. The District holds parent teacher conferences in the fall and spring, and we offer both an in-person and virtual conference format to ensure that all parents have access to meeting with the teachers. Parents are encouraged to communicate with teachers in an ongoing fashion. There are also numerous concerts, a science fair, and sporting events where parents and family members are encouraged to attend. Title III funds used, in part, to create book bags for EL families to share in reading time. Effort is made to include titles in a family's native language so anyone in the family can participate in a shared reading experience.

**Title I Requirement:**

An LEA must develop the Title I Plan with timely and meaningful consultation with the stakeholders identified below.

[FSEA section 1112\(a\)\(1\)\(A\)](#)

**Title III Requirement:**

An LEA must develop and implement the plan in consultation with teachers, researchers, school administrators, parent and family members, community members, public or private entities, and institutions of higher education. (Section 3121(b)(4)(C))

**Legislative References:**

[1] Title I, Part A, Section 1112(a) (1) (A and B) and Section 3121 (b) (4)(C)

[2] Title I, Part A, Section 1116(a)(2)

[3] Title I, Part A, Section 1116(a)(2) and Section 1112(b)(7)

\*Required field

\*\*Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A

Private School Participation

File Upload instructions are linked below. Click here for general page instructions.

NOTE: This page may remain blank if no private schools are listed or participating in the programs  
NOTE: This page is not applicable to state schools or state-authorized charter schools.

Using the latest available verified data, private schools within the districts boundaries that are registered with ISBE are pre-populated in the table below. Timely and meaningful consultation with these schools is required by legislation for ESEA Titles I, II, and IV, as well as both IDEA grants. Any additional newer schools can be added by selecting Create Additional Entries. See separate sections below for more detailed information on completing the table.

Will Private Schools participate in the Program?  
☐ Yes ☒ No

| Private School Name |  | School Closing           | Title I<br><input type="radio"/> Yes <input type="radio"/> No<br>Number of Low-Income Student(s): | Title II<br><input type="radio"/> Yes <input type="radio"/> No<br>Total Enrollment Number Student(s): | Title IV<br><input type="radio"/> Yes <input type="radio"/> No<br>Total Enrollment Number Student(s): | Nonpublic Consultation Form   |
|---------------------|--|--------------------------|---|---|---|---|
|                     |  | <input type="checkbox"/> |   |   |   | <input type="button" value="Choose File"/> <a href="#">No file chosen</a> |

Comments:

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.\*

**ISBE Goals:**

- ☒ Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- ☒ Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- ☒ Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

**District Goal(s):**

- ☒ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Student Learning: In the spring, the District hosts a kindergarten-screening event. Using several different measures, teachers and administrators develop a profile of school readiness for each incoming student. Additionally, all kindergarten students are administered the KIDS Assessment in the fall. Teachers take that data to inform instruction throughout the year. Across the District, teachers have taken fall MAP data and divided their classroom into what the District calls "Power Groupings." These represent students within each classroom who are at the class mean or significantly above or below the class mean. From there, teachers are developing individualized or small group plans, drawn from tools within our core instructional programs, to work with students to achieve their individual MAP growth goal from fall to spring. These plans are designed to enrich or remediate skill areas. The vast majority of students in the District make positive RIT growth fall to spring, the District is working to increase the percentage of students who meet or exceed their individual fall to spring growth goal. In light of the challenges to teaching and learning created by the Pandemic, the District will be evaluating those skill areas leveraged for student success at the next grade level. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level. Learning Conditions: Safety has been a yearlong District theme. The District has been working with a two safety consulting groups on a series of "table top" exercises designed to have everyone in the organization better prepare for how they would respond to various crisis situation. Also, one of the groups went room by room to each teacher to evaluate each space affording better strategies to secure or flee a location. This information has been shared with teachers to broaden their response options in a crisis situation. In the coming months, a Safety Committee will evaluate our current crisis response plans to improve upon them with the most current information, including but not limited to emergency pickup of students from a secure location. Emergency safety kits are being looked at to support classrooms during a crisis situation. Documentation to remind teachers of established protocols will be published. The district also enabled an app that allows administration to immediately alert all staff members on campus about a lockdown situation. Elevating Educators: The District has utilizes professional development days in the school calendar to provide additional training and planning time. The District's Instructional Technology Coaches have continuously provided on-demand professional development affording teachers the time and expertise to learn new educational technology tools essential to teaching and learning this year. The district also approved the hiring of six full-time substitute teachers for the entire district to help with continuity of learning when teachers may be pulled for various professional learning opportunities. Additionally, the district just adopted a new math curriculum for the middle school, and the board of education approved six full professional development trainings with the company in an effort to have the teachers prepared to deliver the curriculum to the full extent of it's capabilities.

**Describe how the district will support, coordinate, and integrate services provided under this part with early childhood education programs at the district or individual school level, including plans for the transition of participants in such programs to local elementary school programs.\* [1]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

If the district does not offer early childhood education programs, enter

**No Preschool Programs**

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

The District operates a preschool in part with Title I funds. This allows us to target at-risk children ages 3-5 to help prepare them for kindergarten. All the District Learning Teams and committees include pre-school representatives. This allows the District to plan and integrate school and district initiatives that range from pre-school to 8th grade. This includes coordination of curriculum to ensure articulation of expectations across the early primary grades and a seamless approach to student's matriculation from Pre-K-8. The preschool program is housed in our Pre-Kindergarten-2nd grade building. This allows for ongoing and consistent collaboration with the Kindergarten Team. As part of our preschool programming, we offer parent education.

Response from the approved prior year Consolidated District Plan.

The District operates a preschool in part with Title I funds. This allows us to target at-risk children ages 3-5 to help prepare them for kindergarten. All the District Learning Teams and committees include pre-school representatives. This allows the District to plan and integrate school and district initiatives that range from pre-school to 8th grade. This includes coordination of curriculum to ensure articulation of expectations across the early primary grades and a seamless approach to student's matriculation from Pre-K-8. The preschool program is housed in our Pre-Kindergarten-2nd grade building. This allows for ongoing and consistent collaboration with the Kindergarten Team. As part of our preschool programming, we offer parent education.

**Title I Requirement**

Coordination of services with preschool education programs

**Legislative References:**

[1] Title I, Part A, Section 1112(b)(8)

\*Required field for Title I and/or IDEA Preschool

|   |              |
|---|--------------|
| Student Achievement and Timely Graduation | Instructions |
|---|--------------|

**INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below.A minimum of one ISBE or District Goal must be selected.\***

**ISBE Goals:**

☒ Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.

☒ Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.

☒ Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

**District Goal(s):**

☒ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

The District operates a preschool in part with Title I funds. This allows us to target at-risk children ages 3-5 to help prepare them for kindergarten. All the District Learning Teams and committees include pre-school representatives. This allows the District to plan and integrate school and district initiatives that range from pre-school to 8th grade. This includes coordination of curriculum to ensure articulation of expectations across the early primary grades and a seamless approach to student's matriculation from Pre-K-8. The preschool program is housed in our Pre-Kindergarten-2nd grade building. This allows for ongoing and consistent collaboration with the Kindergarten Team. As part of our preschool programming, we offer parent education.

**1. Describe the well-rounded instructional program to meet the academic and language needs of all students and how the district will develop and implement the program(s).\* [1]**

For your convenience, the prior year Consolidated District Plan approved response is provided below.It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numberedor bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

Lincolnwood School District 74's well-rounded program of instruction for students in grades PK-8 includes: Reading, Language Arts, Writing, Spelling, Handwriting (part of the balanced literacy approach), Mathematics, Science, Social Studies, Humanities, Health, Physical Education, Art, Music, STEM (Science, Technology, Engineering, Math), Food Science, Spanish and Fine Arts. Beginning in the 4th grade, all students have the opportunity to participate in Band and Orchestra. At the 6th through 8th grade levels, students can participate in Chorale as well. Social emotional learning is purposefully taught throughout the District through our Positive Behavior Intervention System. The District is also looking to expand the footprint of the Second Step SEL curriculum. A wide variety of after school clubs, intra-murals, and interscholastic activities provide experiences for all students to promote a well rounded educational experience. Students are allowed to come to school early and stay late to get additional assistance with school work. Additionally, the middle school and intermediate building run tutoring services at lunch for students who would want to take advantage of the extra assistance. Board policy and Board funding support the District's approach to students' well-rounded education. The District's philosophy/vision "Children Empowered for Life" is supported through the systems of the District (ie. policy, business, curriculum, human resources, etc.) The objective of the educational program is, "To build a community of learning that inspires curiosity, compassion, and actively engaged students striving for excellence." Board policy 7:10, Equal Educational Opportunities, guides the philosophy to provide an educational climate and culture free of bias concerning the protected classifications identified in this policy.

Response from the prior year Consolidated District Plan.

Lincolnwood School District 74's well-rounded program of instruction for students in grades PK-8 includes: Reading, Language Arts, Writing, Spelling, Handwriting (part of the balanced literacy approach), Mathematics, Science, Social Studies, Humanities, Health, Physical Education, Art, Music, STEM (Science, Technology, Engineering, Math), Food Science, Spanish and Fine Arts. Beginning in the 4th grade, all students have the opportunity to participate in Band and Orchestra. At the 6th through 8th grade levels, students can participate in Chorale as well. Social emotional learning is purposefully taught throughout the District through our Positive Behavior Intervention System. The District is also looking to expand the footprint of the Second Step SEL curriculum. A wide variety of after school clubs, intra-murals, and interscholastic activities provide experiences for all students to promote a well rounded educational experience. Students are allowed to come to school early and stay late to get additional assistance with school work. Additionally, the middle school and intermediate building run tutoring services at lunch for students who would want to take advantage of the extra assistance. Board policy and Board funding support the District's approach to students' well-rounded education. The District's philosophy/vision "Children Empowered for Life" is supported through the systems of the District (ie. policy, business, curriculum, human resources, etc.) The objective of the educational program is, "To build a community of learning that inspires curiosity, compassion, and actively engaged students striving for excellence." Board policy 7:10, Equal Educational Opportunities, guides the philosophy to provide an educational climate and culture free of bias concerning the protected classifications identified in this policy.

**2. List and describe the measures the district takes to use and create the identification criteria for students at risk of failure.\*Include criteria for low-income, EL, special education, neglected, and delinquent as applicable to the district. [2]**

For your convenience, the prior year Consolidated District Plan approved response is provided below.It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

Lincolnwood School District 74 utilizes the Response to Intervention (RtI) model to identify students at risk. RtI integrates assessment data with intervention and adjustment to instruction in order to provide the opportunity for ALL students to reach their fullest growth and potential. Special education students can be identified through a number of different paths. A student who continues to struggle after receiving Tier II supports can be recommended for case study by District teachers and staff. In this situation, the District would proceed with the steps necessary to conduct a case study evaluation. Parents may also request a case study evaluation. The team would gain consent, conduct the evaluation and meet to discuss appropriateness of services. Finally, a parent can present an outside evaluation for the team to consider for the appropriateness of receiving special education services.

Response from the prior year Consolidated District Plan.

Lincolnwood School District 74 utilizes the Response to Intervention (RtI) model to identify students at risk. RtI integrates assessment data with intervention and adjustment to instruction in order to provide the opportunity for ALL students to reach their fullest growth and potential. Special education students can be identified through a number of different paths. A student who continues to struggle after receiving Tier II supports can be recommended for case study by District teachers and staff. In this situation, the District would proceed with the steps necessary to conduct a case study evaluation. Parents may also request a case study evaluation. The team would gain consent, conduct the evaluation and meet to discuss appropriateness of services. Finally, a parent can present an outside evaluation for the team to consider for the appropriateness of receiving special education services.

**3. Describe the additional and supplemental education assistance (resources and/or programming) to be provided to individual students needing additional help meeting the challenging State academic and language standards.This includes a description of any additional and supplemental instructional assistance designed to assist English learners and immigrant students to access academic content and develop language proficiency, as applicable.\* [3]**

For your convenience, the prior year Consolidated District Plan approved response is provided below.It may be copied and modified to address the Consolidated District Plan needs.

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Students who need additional assistance to meet the challenges of the State academic standards have access to a wide range of intervention programs and personnel. There is a continuum of accommodations, modifications, and differentiated instruction within the core curriculum. Students identified for intervention are provided with a research based supplemental curriculum targeted to their identified skill gap. In the middle school, students identified through measures such as FASTBridge and MAP are placed into programs led by highly qualified intervention teachers. These programs provide students with "in addition to" minutes beyond what they would experience in general education curriculum. Teachers use a wide range of research-based print and electronic instructional materials to remediate skill deficient areas or re-teach grade level concepts that students have not yet fully comprehended. Intervention programs are built into student's schedules daily with regular progress monitoring to track their achievement level and assess the effectiveness of the intervention. At the intermediate grades, MAP data is again used to identify those students who would benefit from instructional support. These students experience an additional 60-90 minutes of instructional time for reading and math weekly, developing their skills through intervention resources available from our foundational programs and other resources tailored to meet the student's needs. Additionally, intervention teachers at the middle school and intermediate grade attendance center collaborate closely with general education teachers and review standardized assessment data to drill down to very finite skill sets that each student needs to work toward mastering. This creates a highly individual experience where students within the intervention may work with different sets of expectations and activities to meet their needs. Examples of this individualization include providing additional language and vocabulary support for key words, pre-teaching difficult content, using a small group workshop model, or guiding reading groups. The Pre-K three and four year old programs, along with our Development Kindergarten, are specifically designed to intervene with the most at-risk students at the very beginning stages of their education. The effort is to build school readiness skills and aptitudes allowing students opportunity to best prepare for the academic and social expectations of school. Students are identified through a screening process.Title III dollars are used to fund an after school tutoring program for EL students at all three District attendance centers. This program meets several times per week for 30-90 minutes. There are two goals to the experience: 1) Students spend time learning social language through game play and social skills lessons. 2) Time is spent continuing to build students' language acquisition skills in the domains of reading, writing, speaking, and listening. Additionally, the District hosts a summer school program. In this program, the Title III allocation is used to provide a series of EL support classes for students. This experience is meant to extend the school year and prevent summer regression. It is a five-week program. Finally, Title III funds are used to provide participants in both aforementioned programs with a literacy bundle. These materials are selected for each grade level. They are meant to continue literacy development after these experiences and add to the reading materials in the homes of these children.

Response from the prior year Consolidated District Plan.

Students who need additional assistance to meet the challenges of the State academic standards have access to a wide range of intervention programs and personnel. There is a continuum of accommodations, modifications, and differentiated instruction within the core curriculum. Students identified for intervention are provided with a research based supplemental curriculum targeted to their identified skill gap. In the middle school, students identified through measures such as FASTBridge and MAP are placed into programs led by highly qualified intervention teachers. These programs provide students with "in addition to" minutes beyond what they would experience in general education curriculum. Teachers use a wide range of research-based print and electronic instructional materials to remediate skill deficient areas or re-teach grade level concepts that students have not yet fully comprehended. Intervention programs are built into student's schedules daily with regular progress monitoring to track their achievement level and assess the effectiveness of the intervention. At the intermediate grades, MAP data is again used to identify those students who would benefit from instructional support. These students experience an additional 60-90 minutes of instructional time for reading and math weekly, developing their skills through intervention resources available from our foundational programs and other resources tailored to meet the student's needs. Additionally, intervention teachers at the middle school and intermediate grade attendance center collaborate closely with general education teachers and review standardized assessment data to drill down to very finite skill sets that each student needs to work toward mastering. This creates a highly individual experience where students within the intervention may work with different sets of expectations and activities to meet their needs. Examples of this individualization include providing additional language and vocabulary support for key words, pre-teaching difficult content, using a small group workshop model, or guiding reading groups. The Pre-K three and four year old programs, along with our Development Kindergarten, are specifically designed to intervene with the most at-risk students at the very beginning stages of their education. The effort is to build school readiness skills and aptitudes allowing students opportunity to best prepare for the academic and social expectations of school. Students are identified through a screening process. Title III dollars are used to fund an after school tutoring program for EL students at all three District attendance centers. This program meets several times per week for 30-90 minutes. There are two goals to the experience: 1) Students spend time learning social language through game play and social skills lessons. 2) Time is spent continuing to build students' language acquisition skills in the domains of reading, writing, speaking, and listening. Additionally, the District hosts a summer school program. In this program, the Title III allocation is used to provide a series of EL support classes for students. This experience is meant to extend the school year and prevent summer regression. It is a five-week program. Finally, Title III funds are used to provide participants in both aforementioned programs with a literacy bundle. These materials are selected for each grade level. They are meant to continue literacy development after these experiences and add to the reading materials in the homes of these children.

**4. Describe the instructional and additional strategies intended to strengthen academic and language programs and improve school conditions for student learning and how these are implemented. This includes a description of any additional supplemental instructional activities and strategies designed to strengthen academic and language programs for English learners and immigrant students, as applicable.\* [4]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

Lincolnwood School District 74 utilizes RTI and PBIS structures that are our foundation for learning in both academics and social-emotional areas. These programs are a positive behavior support program that sets expectations for school and classroom behaviors and is a means to identify students at risk. The District has also developed a full range of clubs and activities at each of our buildings to engage students before and after school. The District partners with our Park District to provide before and after school care for students as well. A strong partnership exists between the District and the PTA. This relationship not only extends to community building, but supporting the needs of classrooms. Title III dollars are used to fund an after school tutoring program for EL students. This program meets several times per week for 30-90 minutes. There are two goals to the experience: 1) Students spend time learning social language through game play and social skills lessons. 2) Time is spent continuing to build students' language acquisition skills in the domains of reading, writing, speaking, and listening. Additionally, the District hosts a summer school program. In this program, the Title III allocation is used to provide a series of EL support classes for students. This experience is meant to extend the school year and prevent summer regression. It is a five-week program. Finally, Title III funds are used to provide participants in both aforementioned programs with a literacy bundle. These materials are selected for each grade level. They are meant to continue literacy development after these experiences and add to the reading materials in the homes of these children.

Response from the prior year Consolidated District Plan.

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**5. Explain the process through which the district will identify and address any disparities that result in low-income and/or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.\*\*[5]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

Lincolnwood School District 74's Board Policy 6:170 states that, "The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children." All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. Board policy 5:190 requires that, "All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements." Lincolnwood School District 74 has a Teacher Evaluation Program committee that meets regularly throughout the year to identify criteria and professional development needed for teachers. This includes reviewing teacher needs and experiences. By utilizing this structure, teachers and administrators work together to provide supports and development of all of our teachers utilizing the Danielson Framework as our foundation. In addition, all pre-tenured teachers are evaluated yearly and participate in a Mentoring Program. The District utilizes our evaluation process to ensure ineffective teachers are not recommended for rehire. The District does not employ any teachers to teach outside of their field. The District also encourages staff members to pursue advanced degrees and additional training through its compensation model.

Response from the prior year Consolidated District Plan.

Lincolnwood School District 74's Board Policy 6:170 states that, "The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children." All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. Board policy 5:190 requires that, "All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements." Lincolnwood School District 74 has a Teacher Evaluation Program committee that meets regularly throughout the year to identify criteria and professional development needed for teachers. This includes reviewing teacher needs and experiences. By utilizing this structure, teachers and administrators work together to provide supports and development of all of our teachers utilizing the Danielson Framework as our foundation. In addition, all pre-tenured teachers are evaluated yearly and participate in a Mentoring Program. The District utilizes our evaluation process to ensure ineffective teachers are not recommended for rehire. The District does not employ any teachers to teach outside of their field. The District also encourages staff members to pursue advanced degrees and additional training through its compensation model.

**6. Describe the measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop digital literacy skills and improve academic achievement.\*\* [6]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

The District maintains a full-time librarian in each attendance center. Librarians support the work of general education teachers by pulling research materials relating to a particular topic of study and hosting students on a regular basis to read and explore literature. The librarians assist students with selection of reading materials that are appropriately aligned with their reading level, ultimately building student's skill to select books independently. There are regular author visits to connect students with professional writers to discuss the storytelling and writing processes. The school libraries sponsor reading contests to motivate students to read independently and connect with award winning literature. There is also collaboration with the local public library to ensure the maximum percentage of students hold public library cards and understand how to access resources available through the public library. Each attendance center has access to a full suite of digital research data bases and other resources allowing students to develop skills identifying valid electronic resources and taking information from multiple places and weaving it into a cohesive set of ideas. All students are exposed to instruction related to developmentally appropriate information literacy and technology skills for their grade level. Students have time to explore in the library on a rotating basis with librarians working collaboratively with teachers to infuse these skills into our general education curriculum. Librarians are also partly responsible for implementing the District's digital citizenship curriculum, which is an essential set of skills for students in this day and age. Teachers are a part of these lessons so the skills and concepts can be reinforced in the general classroom. The curriculum is built on lessons through Common Sense Media and covers a broad range of skills including privacy and social media use.

Response from the prior year Consolidated District Plan.

The District maintains a full-time librarian in each attendance center. Librarians support the work of general education teachers by pulling research materials relating to a particular topic of study and hosting students on a regular basis to read and explore literature. The librarians assist students with selection of reading materials that are appropriately aligned with their reading level, ultimately building student's skill to select books independently. There are regular author visits to connect students with professional



writers to discuss the storytelling and writing processes. The school libraries sponsor reading contests to motivate students to read independently and connect with award winning literature. There is also collaboration with the local public library to ensure the maximum percentage of students hold public library cards and understand how to access resources available through the public library. Each attendance center has access to a full suite of digital research data bases and other resources allowing students to develop skills identifying valid electronic resources and taking information from multiple places and weaving it into a cohesive set of ideas. All students are exposed to instruction related to developmentally appropriate information literacy and technology skills for their grade level. Students have time to explore in the library on a rotating basis with librarians working collaboratively with teachers to infuse these skills into our general education curriculum. Librarians are also partly responsible for implementing the District's digital citizenship curriculum, which is an essential set of skills for students in this day and age. Teachers are a part of these lessons so the skills and concepts can be reinforced in the general classroom. The curriculum is built on lessons through Common Sense Media and covers a broad range of skills including privacy and social media use.

**7. Describe how the district will identify and serve gifted and talented students by using objective criteria.\*\* [7]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

There is differentiated instruction for students who demonstrate aptitude in grades K and 1. Beginning with incoming second graders, the District uses a combination of MAP and CogAT 8 data to place approximately the top 10% of students into a program of gifted and talented instruction called GATE. This is a pull out program in reading and math allowing students to explore the curriculum using differentiated materials at least a grade level advanced. These are daily programs replacing the general education curriculum in those subjects. For those students falling between the tenth and twenty-fifth percentile on the aforementioned standardized assessments, there are Advanced and Accelerated levels of reading and math respectively. In all programs, the curriculum is compacted affording qualifying students to move through materials at a faster pace at a level of difficulty and interest congruent with their learning needs. For example, the District has identified a pathway to get 8th grade students to the geometry level prior to high school. This will allow qualifying students to advance to higher levels of math as they get older. There is also a process using standardized assessment measures to evaluate students for early entry into kindergarten and first grade.

Response from the prior year Consolidated District Plan.

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**Title I Requirements:**

Ensure that all children receive a high-quality education.

Close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

**Legislative References:**

[1] Title I, Part A, Section 1112(b)(1)(A)

[2] Title I, Part A, Section 1112(b)(1)(B); 34 CFR 300.226 and 300.646

[3] Title I, Part A, Section 1112(b)(1)(C); 34 CFR 300.226 and 300.646

[4] Title I, Part A, Section 1112(b)(1)(D); 34 CFR 300.226 and 300.646

[5] Title I, Part A, Section 1112(b)(2)

[6] Title I, Part A, Section 1112(b)(13)(B)

[7] Title I, Part A, Section 1112(b)(13)(A)

\*Required if funding selected for Title I, Part A; Title I, Part 1003a; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A

\*\*Required field for only Title I, Part A

**INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.\***

**ISBE Goals:**

- ☒ Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- ☒ Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- ☒ Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

**District Goal(s):**

- ☒ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Student Learning: In the spring, the District hosts a kindergarten-screening event. Using several different measures, teachers and administrators develop a profile of school readiness for each incoming student. Additionally, all kindergarten students are administered the KIDS Assessment in the fall. Teachers take that data to inform instruction throughout the year. Across the District, teachers have taken fall MAP data and divided their classroom into what the District calls "Power Groupings." These represent students within each classroom who are at the class mean or significantly above or below the class mean. From there, teachers are developing individualized or small group plans, drawn from tools within our core instructional programs, to work with students to achieve their individual MAP growth goal from fall to spring. These plans are designed to enrich or remediate skill areas. The vast majority of students in the District make positive RIT growth fall to spring, the District is working to increase the percentage of students who meet or exceed their individual fall to spring growth goal. In light of the challenges to teaching and learning created by the Pandemic, the District will be evaluating those skill areas leveraged for student success at the next grade level. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level. Learning Conditions: Safety has been a yearlong District theme. The District has been working with a two safety consulting groups on a series of "table top" exercises designed to have everyone in the organization better prepare for how they would respond to various crisis situations. Also, one of the groups went room by room to each teacher to evaluate each space affording better strategies to secure or flee a location. This information has been shared with teachers to broaden their response options in a crisis situation. In the coming months, a Safety Committee will evaluate our current crisis response plans to improve upon them with the most current information, including but not limited to emergency pickup of students from a secure location. Emergency safety kits are being looked at to support classrooms during a crisis situation. Documentation to remind teachers of established protocols will be published. The district also enabled an app that allows administration to immediately alert all staff members on campus about a lockdown situation. Elevating Educators: The District has utilized professional development days in the school calendar to provide additional training and planning time. The District's Instructional Technology Coaches have continuously provided on-demand professional development affording teachers the time and expertise to learn new educational technology tools essential to teaching and learning this year. The District also approved the hiring of six full-time substitute teachers for the entire district to help with continuity of learning when teachers may be pulled for various professional learning opportunities. Additionally, the district just adopted a new math curriculum for the middle school, and the board of education approved six full professional development trainings with the company in an effort to have the teachers prepared to deliver the curriculum to the full extent of its capabilities.

**1. Describe how the district will facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable, through:\* [1]**

**i. Coordination with institutions of higher education, employers, and other local partners;\* and**

**ii. Increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.\***

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

There are several levels of intersection between Lincolnwood School District 74 and the high school the District feeds into that effectively transitions students from Lincoln Hall Middle School to the 9th grade. At the beginning of the school year, the middle school hosts personnel from the high school administration and academic departments for an informational night to highlight all the key events throughout the year. They also review the high school registration process. At many times throughout the school year, the District publicizes high school curriculum, athletic, and fine arts programs. This allows District students to familiarize themselves with the multitude of offerings available at the next level of their education. In the winter there is a program for students and parents called "Curriculum and Activities" night. This event affords middle school students and parents with an opportunity to become familiar with the curricular and extracurricular offerings at the high school. Families receive their student's PSAT-8/9 test scores and learn about how best to prepare for the counseling appointment where the 9th grade schedule is developed. Prior to the counseling appointment, middle school teachers have opportunity to provide input on course recommendations. During the spring, there is an additional orientation program for students only called "Leaders to Feeders." At this event, current high school students talk with middle school students about student life and the benefits of becoming an involved participant at the high school. The middle school administration maintains a close relationship with the high school throughout the year and our middle school teachers participate in articulation meetings with the various high school departments.

Response from the approved prior year Consolidated District Plan.

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**2. If applicable, describe the district's support for programs that coordinate and integrate the following:\* [2]**

**Academic and career and technical education content through coordinated instructional strategies, that may incorporate experimental learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and work-based learning opportunities that provide students in-depth integration with industry professionals and, if appropriate, academic credit.**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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**NOTE: If not applicable because district serves only grades K-8, enter Elementary District**

([count] of 7500 maximum characters used)

The District's recent investment in STEM education supports the goal of preparing students for the types of high school experiences that will position them for college and career readiness. The District has built individual STEM lab spaces for each middle school grade. These courses are opportunities for students to apply what they have learned in science and math classes in the engineering design process. The PLTW Launch program is now in our K-5 grades so elementary students will possess the prerequisite skills for their middle school opportunities. Every week each section of grades K-5 has a dedicated STEM lesson with a STEM specific teacher. The District was recognized by Project Lead the Way as a Distinguished PLTW District during the 2022-2023 school year. This is one way to illustrate the District's commitment to STEM Education. A goal is to establish community partnerships with STEM related fields so students can witness first-hand what those in these careers do on a day-to-day basis. STEM education is expanded beyond the school day through extracurricular clubs. There is a Lego Robotics club where students can design robots from kits. The Vex Robotics experience is a competitive endeavor whereby students design and program a robot to perform a specific function and compete against other schools. There are also opportunities for students at the intermediate grades to build, tinker and create through a MakerSpace club and a Coding experience.

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**Legislative References:**

[1] Title I, Part A, Section 1112(b)(10)(A and B)

[2] Title I, Part A, Section 1112(b)(12)(A and B)

\*Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title IV, Part A; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.\*

**ISBE Goals:**

- ☒ Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- ☒ Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- ☒ Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

**District Goal(s):**

- ☒ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

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**For each program for which funding is anticipated for the 2024-2025 school year, provide a brief description of professional development activities to be funded by the program as applicable.\* [1]**

NOTE: - If Professional Development will not be provided for a funded program below, enter **NOT PROVIDING**.

- Be sure to include information on how participating private schools will be included in the professional development plans.
- NOTE - writing space appears only if a program was selected on the Needs Assessment and Programs page; to make changes in program funding, return to that page, revise, save the page, and return to this page.

**Program and Description**

A. Title I, Part A - Improving Basic Programs

The District will provide teachers with professional development on our new middle school science program and our new kindergarten through fifth grade math program, which will be implemented in the fall. Additionally, Instructional Technology Coaches will support new teaching and learning strategies based on the needs of students. Funds may also support professional development activities scheduled for institute days and half-day school improvement agendas. We are also looking to expand our social-emotional curriculum throughout the district and we anticipate the need to train our staff in order to deliver this program with fidelity. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level. We are really looking to bolster the professional development programming by including the program provider as the main source of professional development.

B. Title I, Part A - School Improvement Part 1003

No funds anticipated

C. Title I, Part D - Delinquent

D. Title I, Part D - Neglected

E. Title I, Part D - State Neglected/Delinquent

F. Title II, Part A - Preparing, Training, and Recruiting

The District and Union partner on a two-year mentoring program. New District personnel are assigned a mentor and those two individuals meet on a regular basis for the next two years on a range of topics from evaluation to parent-teacher conferences. There is also a new teacher orientation program where new personnel have the opportunity to learn more about working in the District. The District will also attend virtual education career fairs to seek out the best, qualified candidates for a specific position.

G. Title III - LIEP

Professional development will be provided to the EL Department to attend the annual Bilingual conference at the State level. There may also be opportunity to support teachers in their analysis of standardized testing information. The District also advertises professional development sponsored by the IRC for our EL staff to attend.

H. Title III - ISEP

I. Title IV, Part A - Student Support and Academic Enrichment

Not providing.

J. Title V, Part B - Rural and Low Income Schools

K. IDEA, Part B - Flow-Through [2]

IDEA funds would be used to provide professional development to teachers in the area of social-emotional learning. Based on responses to the Needs Assessment Survey conducted by our Special Education Cooperative, NTDSE, the District may offer professional development on new methods in deescalating student conflict and delivering curricula with new methods.

L. IDEA, Part B - Preschool

Pre-school teachers have representation on all relevant District curriculum review committees and participate in Institute Days, in-District workshops and they are encouraged to attend professional development opportunities in the surrounding area.

**Legislative Requirement:**

[1] Title III, Section 3115(c)(2)

[2] 34 CFR 300.207 ; 2122(b)(4-9) of ESSA

\*Required if funding selected for Title I, Part A; Title II, Part A; Title III; Title IV, Part A; Title V, Part B; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

**INSTRUCTIONS:**Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.\*

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**1. Describe the process through which the districts will:**

- i. reduce incidences of bullying and harassment;**
- ii. reduce the overuse of discipline practices that remove students from the classroom [1];**
- iii. reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of student as defined below [2]:**
  - a. each major racial and ethnic group;
  - b. economically disadvantaged students as compared to students who are not economically disadvantaged;
  - c. children with disabilities as compared to children without disabilities;
  - d. English proficiency status;
  - e. gender; and
  - f. migrant status.

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*([count] of 7500 maximum characters used)*

Through Board Policy 7:180, the District has a bullying policy to follow. We also have a K-8 Social Emotional Learning program (Second Step) that provides direct instruction for students on bullying and harassment. We utilize the PBIS system to help students learn appropriate behaviors in a variety of settings. There are posters throughout each school building illustrating reminders for norms of behavior. There is time spent at the beginning of each year emphasizing the need for civil and respectful behavior, which goes to lessen the number of incidents of bullying and harassment. Expectations for respectful behavior are listed in our handbooks, which are distributed to families at the beginning of the school year. Students review behavioral expectations at the beginning of the school year and again immediately after Winter Break. The District has fully implemented tenets of SB100, working to decrease the number of suspensions except in the situations calling for that type of consequence in accordance with the law. There are very few suspensions in the District to begin with because of the overall positive climate and respectful behavior of students, but the District is mindful to ensure that no one group of students receives a certain type of consequence compared to others. Building level administration coordinates record keeping of disciplinary situations to better ensure that events of a similar nature are handled in the same manner to create a level of consistency throughout the District. The District has led several presentations that talk about ways to handle bullying and how to prevent it from happening. Students discuss building a positive digital footprint and treating peers with kindness in the electronic world. This has been reaffirmed throughout the year with a revamped Digital Citizenship curriculum. In the 2018-2019 school year, the District implemented a revamped digital citizenship curriculum. This program is taught by both librarians and the District's Instructional Technology Coaches. The curriculum is based on materials from Common Sense Media and focuses on students responsible use of computers, maintaining privacy, giving proper credit for academic materials, and appropriate social media use. PBIS structures are in place at all three schools. Students learn expected behaviors in the identified settings at the very beginning of the school year and are reminded of expectations mid-year through a series of activities and experiences. Expectations are posted throughout each school that students can reference when decision-making is called into question. Additionally, each building is looking at ways to go beyond PBIS. For example, one school has been trained in Foundations, which uses data to target behaviors and associated interventions for common areas of the building. In another example, teachers were taught the basics of Zones training, which is a technique for students to recognize their behavior and emotional before they become escalated.

Response from the prior year Consolidated District Plan.

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**2. Describe the services the district will provide homeless children and youth, including services provided with funds reserved to support the enrollment, attendance, and success of homeless children and youth, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act. [3]**

*(42 U.S.C. 11301 et seq.):\**

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[[count] of 7500 maximum characters used)

The District does not have any students who qualify as homeless children and youth; however, reserves are set aside annually to provide homeless children services if one were to enroll at some point in the school year.

Response from the prior year Consolidated District Plan.

The District does not have any students who qualify as homeless children and youth; however, reserves are set aside annually to provide homeless children services if one were to enroll at some point in the school year.

**Title I Requirement:**

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards

**Legislative Requirements:**

[1] Title I, Part A, Section 1112(b)(11)

[2] Title I, Part A, Section 1111(c)(2); 34 CFR 300.226 and 300.646

[3] Title I, Part A, Section 1112(b)(6)

\*Required if funding selected for Title I, Part A and/or Title IV, Part A

**Attendance Center Designation**[Instructions](#)**Attendance Center Designation**

| Attendance Center                 | Schoolwide            | Targeted Assistance              | Not Served            | Closed                | Board Approved Date |
|-----------------------------------|-----------------------|----------------------------------|-----------------------|-----------------------|---------------------|
| 1001 - LINCOLN HALL MIDDLE SCHOOL | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                     |
| 2003 - RUTLEDGE HALL ELEM SCHOOL  | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                     |
| 2004 - TODD HALL ELEM SCHOOL      | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                     |

**Describe anticipated Reorganizations:**

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If Title I funding was selected on the Needs Assessment and Programs page, this page is required. If the page is blank and the entity does plan to receive and use Title I funds, return to the Needs Assessment and Programs page and select Title I, save the page, and return to this page.

**INSTRUCTIONS:**Select the goal(s) below that align with the District responses provided in the required information below.A minimum of one ISBE or District Goal must be selected.\*

**ISBE Goals:**

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**District Goal(s):** Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

- ☒ Additionally, all kindergarten students are administered the KIDS Assessment in the fall. Teachers take that data to inform instruction throughout the year. Across the District, teachers have taken fall MAP data and divided their classroom into what the District calls "Power Groupings." These represent students within each classroom who are at the class mean or significantly above or below the class mean. From there, teachers are developing individualized or small group plans, drawn from tools within our core instructional programs, to work with students to achieve their individual MAP growth goal from fall to spring. These plans are designed to enrich or remediate skill areas. The vast majority of students in the District make positive RIT growth fall to spring, the District is working to increase the percentage of students who meet or exceed their individual fall to spring growth goal. In light of the challenges to teaching and learning created by the Pandemic, the District will be evaluating those skill areas leveraged for student success at the next grade level. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level. Learning Conditions: Safety has been a yearlong District theme. The District has been working with a two safety consulting groups on a series of "table top" exercises designed to have everyone in the organization better prepare for how they would respond to various crisis situation. Also, one of the groups went room by room to each teacher to evaluate each space affording better strategies to secure or flee a location. This information has been shared with teachers to broaden their response options in a crisis situation. In the coming months, a Safety Committee will evaluate our current crisis response plans to improve upon them with the most current information, including but not limited to emergency pickup of students from a secure location. Emergency safety kits are being looked at to support classrooms during a crisis situation. Documentation to remind teachers of established protocols will be published. The district also enabled an app that allows administration to immediately alert all staff members on campus about a lockdown situation. Elevating Educators: The District has utilizes professional development days in the school calendar to provide additional training and planning time. The District's Instructional Technology Coaches have continuously provided on-demand professional development affording teachers the time and expertise to learn new educational technology tools essential to teaching and learning this year. The district also approved the hiring of six full-time substitute teachers for the entire district to help with continuity of learning when teachers may be pulled for various professional learning opportunities. Additionally, the district just adopted a new math curriculum for the middle school, and the board of education approved six full professional development trainings with the company in an effort to have the teachers prepared to deliver the curriculum to the full extent of it's capabilities.

**1. Describe how the district will carry out its responsibilities to support and improve schools identified as comprehensive or targeted under paragraphs (1) and (2) of section 1111(d).\* (Section 1112(b)(3))**

[Section 1111\(d\)](#)

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*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

*If the district does not have any schools identified as comprehensive or targeted, enter*

**No schools identified under this part**

([count] of 7500 maximum characters used)

No schools identified under this part

Response from the approved prior year Consolidated District Plan.

Lincolnwood School District 74 has one school that was identified as Targeted. This was believed to be an anomaly due to lack of participation on the 2020-2021 administration of the IAR. The school has been designated for early exit from designation based on the performance of the EL students on the IAR in the 2022-2023 school year. The administration of the school has developed a SIP team with targeted supports of our EL population as a recurring theme, also, the building administration has made EL support a regular, rolling agenda item with the building leadership team. Lincoln Hall also purchased a new curriculum this year for the EL team.

**2. Does the district serve eligible children in an institution or community day program for neglected or delinquent children or in an adult correctional institution?\*(Section 1112(b)(5))**

- ☐ Yes  
☒ No

**3. Select the poverty criteria below that will be used to rank school attendance centers.A district shall use the same measure(s) of poverty, which measure the number of children aged 5 through 17 in poverty counted in the most recent census data, with respect to ALL school attendance centers in the LEA.\* (Section 1112(b)(4))**

[Measures of Poverty from 1113\(5\)\(A\) and \(B\)](#)

- ☒ School Lunch: the number of children eligible for a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.),
- ☐ TANF: the number of children in families receiving assistance under the State program funded under part A of Title IV of the Social Security Act,
- ☐ Medicaid: the number of children eligible to receive medical assistance under the Medicaid Program, and/or
- ☐ Direct Certification.

**4. Describe, in general, the targeted assistance (section 1115) and/or schoolwide programs (section 1114) the district will operate, as well as the goal of those programs.Where appropriate, please explain educational services outside such schools for children living in local institutions or community day programs for neglected or delinquent children.\* (Section 1112(b)(5))**

[Section 1114 and 1115](#)

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

The District places priority on offering high quality pre-kindergarten experiences; therefore, funds go to support implementing this type of program. Additionally, Instructional Technology Coaches provide on-demand professional learning on a wide range of topics that support teaching and learning in a wide variety of classrooms. Title dollars also used to provide intervention services for those students deemed academically at-risk based on standardized assessment data. The District's goals focus on both STEM improvements targeted to all sub groups (including at-risk students) as well as intervention programs to augment learning in the general education curriculum. Areas are identified for professional development to ensure our teachers are up-to-date in best practices and revised State and Common Core Standards. There is specific attention targeted on the needs of unique learners with a priority of ensuring high quality programming and success for students. In supplement to our core instructional areas, the District has had a focus on technology integration. In fact, the District has made STEM education a daily part of the core curriculum in the middle school and has expanded STEM experiences into the primary grades, including hiring dedicated primary STEM teachers. STEM areas have seen significant improvement to include coding and computer science. Integrating up-to date technology in the hands of students and classrooms has allowed the District to expect higher level skills and differentiation for all learners.

All technology expectations are built alongside the curriculum to ensure they are in alignment and supported through professional development. Problem Based Learning strategies make STEM investigations meaningful and emphasize the STEM classroom as a natural environment for the application of knowledge gained in general education math and science programs. In the upcoming year, the focus turns toward math by providing continued professional development for a relatively new core program. Additionally, the District will explore Pre-K-5 science programs to better align our curricula with the Next Generation Science Standards. Through this process, the District has decided to use a new general science curriculum to complement the work being completed in STEM.

Response from the approved prior year Consolidated District Plan.

The District places priority on offering high quality pre-kindergarten experiences; therefore, funds go to support implementing this type of program. Additionally, Instructional Technology Coaches provide on-demand professional learning on a wide range of topics that support teaching and learning in a wide variety of classrooms. Title dollars also used to provide intervention services for those students deemed academically at-risk based on standardized assessment data. The District's goals focus on both STEM improvements targeted to all sub groups (including at-risk students) as well as intervention programs to augment learning in the general education curriculum. Areas are identified for professional development to ensure our teachers are up-to-date in best practices and revised State and Common Core Standards. There is specific attention targeted on the needs of unique learners with a priority of ensuring high quality programming and success for students. In supplement to our core instructional areas, the District has had a focus on technology integration. In fact, the District has made STEM education a daily part of the core curriculum in the middle school and has expanded STEM experiences into the primary grades, including hiring dedicated primary STEM teachers. STEM areas have seen significant improvement to include coding and computer science. Integrating up-to date technology in the hands of students and classrooms has allowed the District to expect higher level skills and differentiation for all learners. All technology expectations are built alongside the curriculum to ensure they are in alignment and supported through professional development. Problem Based Learning strategies make STEM investigations meaningful and emphasize the STEM classroom as a natural environment for the application of knowledge gained in general education math and science programs. In the upcoming year, the focus turns toward math by providing continued professional development for a relatively new core program. Additionally, the District will explore Pre-K-5 science programs to better align our curricula with the Next Generation Science Standards. Through this process, the District has decided to use a new general science curriculum to complement the work being completed in STEM.

**5. In schools operating a targeted assistance program, please describe the objective criteria the district has established to identify the target populations, AND how teachers and school leaders will include parents, administrators, paraprofessionals, and instructional support personnel in their identification of the target population.\* (Section 1112(b)(9))**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

*If the district does not serve any schools identified as targeted assistance, enter **Schoolwide Program Only***

*([count] of 7500 maximum characters used)*

The District uses standardized testing information, such as FastBridge, MAP, and CogAT 8 data to identify target populations. Students who are in the bottom percentages or quartiles of local or national percentile rankings are identified to receive various forms of programming. After each administration of the MAP test, there are "Data Days" in each building. Led by the District Psychologists, these events bring together the administration, teachers, and instructional support personnel to review the relevant standardized testing information from that previous administration window. Staff look at the data to make programmatic decisions for students. Teachers relay student needs to paraprofessionals who help implement the services and interventions on a day-to-day basis. Parents are informed of their child's identification. They are given an overview of the program's structures and goals. Parents have the right to refuse services after reviewing documentation and/or meeting with school personnel. Throughout participation in a specialized program, parents are kept apprised of their child's progress and the method by which students may be exited from the intervention upon successful remediation of skills.

Response from the approved prior year Consolidated District Plan.

The District uses standardized testing information, such as FastBridge, MAP, and CogAT 8 data to identify target populations. Students who are in the bottom percentages or quartiles of local or national percentile rankings are identified to receive various forms of programming. After each administration of the MAP test, there are "Data Days" in each building. Led by the District Psychologists, these events bring together the administration, teachers, and instructional support personnel to review the relevant standardized testing information from that previous administration window. Staff look at the data to make programmatic decisions for students. Teachers relay student needs to paraprofessionals who help implement the services and interventions on a day-to-day basis. Parents are informed of their child's identification. They are given an overview of the program's structures and goals. Parents have the right to refuse services after reviewing documentation and/or meeting with school personnel. Throughout participation in a specialized program, parents are kept apprised of their child's progress and the method by which students may be exited from the intervention upon successful remediation of skills.

**Title I Requirement:**

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

\*Required field

If IDEA funding was selected on the Needs Assessment and Programs page, this page is required. If the page is blank and the entity does plan to receive and use IDEA funds, return to the Needs Assessment and Programs page and select IDEA, save the page, and return to this page.

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

**ISBE Goals:**

- ☒ Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- ☒ Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- ☒ Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

**District Goal(s):** Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

- ☒ Student Learning: In the spring, the District hosts a kindergarten-screening event. Using several different measures, teachers and administrators develop a profile of school readiness for each incoming student. Additionally, all kindergarten students are administered the KIDS Assessment in the fall. Teachers take that data to inform instruction throughout the year. Across the District, teachers have taken fall MAP data and divided their classroom into what the District calls "Power Groupings." These represent students within each classroom who are at the class mean or significantly above or below the class mean. From there, teachers are developing individualized or small group plans, drawn from tools within our core instructional programs, to work with students to achieve their individual MAP growth goal from fall to spring. These plans are designed to enrich or remediate skill areas. The vast majority of students in the District make positive RIT growth fall to spring, the District is working to increase the percentage of students who meet or exceed their individual fall to spring growth goal. In light of the challenges to teaching and learning created by the Pandemic, the District will be evaluating those skill areas leveraged for student success at the next grade level. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level. Learning Conditions: Safety has been a yearlong District theme. The District has been working with a two safety consulting groups on a series of "table top" exercises designed to have everyone in the organization better prepare for how they would respond to various crisis situation. Also, one of the groups went room by room to each teacher to evaluate each space affording better strategies to secure or flee a location. This information has been shared with teachers to broaden their response options in a crisis situation. In the coming months, a Safety Committee will evaluate our current crisis response plans to improve upon them with the most current information, including but not limited to emergency pickup of students from a secure location. Emergency safety kits are being looked at to support classrooms during a crisis situation. Documentation to remind teachers of established protocols will be published. The district also enabled an app that allows administration to immediately alert all staff members on campus about a lockdown situation. Elevating Educators: The District has utilized professional development days in the school calendar to provide additional training and planning time. The District's Instructional Technology Coaches have continuously provided on-demand professional development affording teachers the time and expertise to learn new educational technology tools essential to teaching and learning this year. The district also approved the hiring of six full-time substitute teachers for the entire district to help with continuity of learning when teachers may be pulled for various professional learning opportunities. Additionally, the district just adopted a new math curriculum for the middle school, and the board of education approved six full professional development trainings with the company in an effort to have the teachers prepared to deliver the curriculum to the full extent of its capabilities.

**1. How was the comprehensive needs assessment information used for planning grant activities? \*This section should include the comprehensive needs identified that will be targeted by the activities and programs funded by IDEA.**

DO NOT use special characters, numbered or bulleted lists copied from Word, "see above," or N/A as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The comprehensive needs assessment shows how important it is to the community to provide a Pre-School learning experience. The District's Pre-School is fully integrated into the District's curricular and other programming. Therefore, those students who participate have been well versed in the academic and school structures that best prepare them for kindergarten readiness. Information from the needs assessment can also help the District target those areas that can be supported through professional development led by our Instructional Technology Coaches.

Response from the approved prior year Consolidated District Plan.

The comprehensive needs assessment shows how important it is to the community to provide a Pre-School learning experience. The District's Pre-School is fully integrated into the District's curricular and other programming. Therefore, those students who participate have been well versed in the academic and school structures that best prepare them for kindergarten readiness. Information from the needs assessment can also help the District target those areas that can be supported through professional development led by our Instructional Technology Coaches.

**2. Summarize the activities and programs to be funded within the grant application.\***

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([count] of 7500 maximum characters used)

The funds are used to support, in part, a half-day Pre-School program that serves approximately 80 students. The program targets at-risk students and focuses on the academic and social skills necessary for school readiness. There is also a component for those students who have been identified with special needs. The program allows students to get support services early on in the hopes of either remediating learning issues or providing support necessary for students with needs to access the school and curriculum. IDEA funds would be used to provide professional development to teachers in the area of social-emotional learning. Students have had a unique experience with the physical, economic, and social hardships related to the pandemic. Some students will be coming to campus for the first time in a year and a half this coming fall. Therefore, staff will be provided training on how to address the trauma that many students have experienced in an effort to build relationships so students can be ready to learn to the best of their ability.

Response from the approved prior year Consolidated District Plan.

The funds are used to support, in part, a half-day Pre-School program that serves approximately 80 students. The program targets at-risk students and focuses on the academic and social skills necessary for school readiness. There is also a component for those students who have been identified with special needs. The program allows students to get support services early on in the hopes of either remediating learning issues or providing support necessary for students with needs to access the school and curriculum. IDEA funds would be used to provide professional development to teachers in the area of social-emotional learning. Students have had a unique experience with the physical, economic, and social hardships related to the pandemic. Some students will be coming to campus for the first time in a year and a half this coming fall. Therefore, staff will be provided training on how to address the trauma that many students have experienced in an effort to build relationships so students can be ready to learn to the best of their ability.

**3. Describe any changes in the scope or nature of services from the prior fiscal year.\***

DO NOT use special characters, numbered or bulleted lists copied from Word, "see above," or N/A as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

There are no planned changes to the Pre-School program for the upcoming school year.

Response from the approved prior year Consolidated District Plan.

There are no planned changes to the Pre-School program for the upcoming school year.

**4. How are funds being used to support district performance on the State Performance Plan Indicators? Please provide a brief narrative below for each indicator that's applicable. For a listing of State Performance Plan (SPP) Indicators, please click on the hyperlink below.**

<https://www.isbe.net/Pages/SPPAPR-Indicators.aspx>

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([count] of 7500 maximum characters used)

Indicator 3 is a results indicator that measures the participation and performance of children with IEPs on statewide assessments [20 U.S.C.1416 (a)(3)]: Through building administration, teachers are given access to MAP reports that predict the level of student performance on the IAR test. From there, teams are provided time on Institute Days to develop individual and small group plans to move students to the next level of performance. These goals are typically shared with parents at fall parent-teacher conferences. Additionally, the District invested in professional resources for our Instructional Technology Coaches to expand their ability to provide high quality, on-demand professional development. In light of the challenges to teaching and learning created by the Pandemic, the District will be evaluating those skill areas leveraged for student success at the next grade level. Through this analysis, the District seeks to ensure there are no gaps in student learning and individuals have been adequately exposed to prerequisite skills or knowledge essential to success in the core areas of the next grade level. Over the past few years, the District has been seeking to identify priority literacy standards that better align to our core instructional program. In math, the District is seeking to develop the

Math Practice Standards whose habits of mind assist all students, particularly those who struggle, with strategies they can apply to any problem to become better mathematical thinkers. On behalf of Lincolnwood School District 74, the Niles Township District for Special Education (NTDSE) conducts a needs assessment for professional development as a part of the comprehensive needs assessment for IDEA. All staff development has a needs assessment component and input is received on an ongoing basis to reflect the demands and professional needs of the participants. Personnel from NTDSE compile results from this survey and meet with the Assistant Superintendent for Curriculum and Instruction and Director of Special Education to review how the professional development needs of Lincolnwood School District 74 staff can be met. This meeting takes annually in the spring of the school year. These funds will help support all of the initiatives listed above. Indicator 6 is a results indicator that measures the percentage of preschool children with IEPs attending [20 U.S.C. 1416(a)(3)(A)]: The District is small and it would be a challenge to meet the academic needs of some low incident students. Therefore, based on decisions of the MDC at the IEP meeting, there are some students who most benefit from specialized programming run through our Cooperative, NTDSE. Needs in this area are determined by IEP goals, and these funds will support this specialized programming. Indicator 7 is a results indicator that measures the percentage of preschool children aged 3 through 5 with IEPs who demonstrate improved [20 U.S.C. 1416(a)(3)(A)]: The District maintains a Pre-School program that serves approximately 80 students annually in a half-day program. Pre-School teachers are included in curricular review committees. This means that students in Pre-School are being exposed to the prerequisite skills and information in the same context for literacy, math and science as kindergarten students. Fall MAP data for kindergarten shows that District Pre-School students are better prepared for the fall as compared to those without a pre-school experience. These funds will help keep this program running to the best of its ability.

\*Required field

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## Overview

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**\*Note: This plan section is not required for the Department of Juvenile Justice.**

**PROGRAM:** Youth in Care Stability

**PURPOSE:** To comply with ESSA requirements for educational stability for students who are Youth in Care.

**REQUIRED FOR:** All Illinois school districts and state-authorized charter schools

**RESOURCES:** [ED and HHS Letter to Chief State School Officers and Child Welfare Directors on Implementing the Fostering Connections Act of May 30, 2014](#)  
[US Department of Education \(USDE\) web page for Students in Foster Care](#)  
[The Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#)  
[Educational Stability Requirements \(Effective October 7, 2008\)](#)  
[Public Act 099-0781 \(effective 8/12/2016\)](#)  
[USDE Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care \(June 23, 2016\)](#)  
[Finance, Budgets & Funding Transportation Programs \(scroll to Foster Care Transportation section\)](#)  
[ESEA of 1965 as Amended, Section 6312\(c\)](#)

### BACKGROUND

Section 6312(5)(B) of ESEA of 1965 as Amended by ESSA requires that the local educational agency (LEA) collaborate with the state or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain students who are Youth in Care in the school of origin when in their best interests will be provided, arranged, and funded for the duration of the time as Youth in Care.

### DEFINITION AND REFERENCES

First Division vehicles are defined in the Illinois Vehicle Code as motor vehicles designed to carry no more than 10 persons total.

First Division vehicles can be used to transport 10 or fewer persons, including the driver, on regular routes for any and all school-sponsored activities, including curriculum-related trips. Examples of First Division vehicles include cars, station wagons, mini-vans (10 passengers or less which includes the driver), taxi cabs, medical carrier or medi-car, and Suburbans. The manufacturer sticker (Federal Certification Label) located on the inside of the drivers side door will stipulate MPV for Multi-Passenger Vehicle, MPPV (MultiPurpose Passenger Vehicle), or Passenger Car [49 CFR 571.3]

Vehicle Usage:

[https://www.isbe.net/Documents/school\\_vehicle\\_guidance.pdf](https://www.isbe.net/Documents/school_vehicle_guidance.pdf)  
[https://www.isbe.net/Documents/vehicle\\_use\\_summary.pdf](https://www.isbe.net/Documents/vehicle_use_summary.pdf)  
<https://www.isbe.net/Documents/ISBE-Visual-Vehicle-Use-Guide.pdf>

Transportation Programs:

<https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx>

### REQUIREMENTS

**A. The following factors should be considered when developing the transportation procedures for a student that is Youth in Care/in foster care:**

1. Safety
2. Duration of the need for services
3. The time/length of travel time for the student each day
4. Time of placement change
5. Type of transportation available (yellow school bus, taxi cab, First Division vehicle, etc.)
6. Traffic patterns
7. Flexibility in school schedule
8. Impact of extracurricular activities on transportation options.
9. Maturity and behavioral capacity of student

**B. The following low-cost/no-cost options should be considered when developing the transportation procedures:**

1. Pre-existing transportation route
2. New transportation route
3. Route-to-Route hand-offs
4. District-to-district boundary hand-offs
5. Eligibility of the student for transportation through other services such as, but not limited to, Individuals with Disabilities Education Act (IDEA)
6. Alternatives not directly provided by the district/school such as:
  - a. Contracted services - taxis, student transport companies, etc. - see note below
  - b. Public transportation such as city buses, rails, etc.
  - c. Carpools - see note below
  - d. School/District staff - see note below
  - e. Options presented by DCFS outside of those provided by the district/school, such as reimbursing the foster parents for transportation costs, or including transport in contracts with licensed child placing agencies or group homes

**NOTE: A school bus driver permit is REQUIRED for these options! IMPORTANT: All drivers transporting students (other than parents or legal guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.**

**REMINDER: A multifunction school activity bus (MFSAB) can NEVER be used to transport home-to-school or school-to-home [625 ILCS 5/1-148.3a-5]**

**C. The following funding options should be considered when developing the transportation procedures for a student that is Youth in Care/in foster care:**

1. Title IV-E of the Social Security Act if the student is eligible
2. Title I of the ESEA of 1965 as Amended by ESSA (except that funds reserved for comparable services for homeless children and youth may NOT be used for transportation)

3. IDEA funds, if the student has an Individual Educational Program (IEP) that includes provisions for specialized transportation
4. State special education transportation funds, if the student has an IEP
5. Local funds

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**Contact Information**

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**\*Note: This page is not required for the Department of Juvenile Justice.**

As part of the Youth in Care Stability Plan development process, several stakeholders should be involved. These may include, but are not limited to:

- a. Local educational agency (LEA) point of contact for Youth in Care/Foster Care students (LEA-POC)
- b. LEA transportation director
- c. Child welfare agency point of contact
- d. LEA Department of Children and Family Services (DCFS) liaison as permitted by 105 ILCS 5/10-20.58, if applicable
- e. Title I director
- f. School social worker
- g. Guidance counselor
- h. Special education personnel

**Provide contact information for all personnel included in the development of the plan. The LEA-POC and transportation director are required; others are optional and should be included as applicable.**

1. Youth in Care/Foster Care LEA-POC - required\*

| Last Name*           | First Name*          | Position/Title*      | Email*               |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

☐ Click here to add information for an additional Youth in Care/Foster Care LEA-POC.

2. LEA Transportation Director - required\*

| Last Name*           | First Name*          | Position/Title*      | Email*               |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

☐ Click here to add information for other personnel involved in the plan development.

\*Required field

## Best Interest Determination as it relates to School Stability

**\*Note: This page is not required for the Department of Juvenile Justice.**

**NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.**

### 1. Describe the process for determining the best interest of the affected student's placement if the student becomes a Youth in Care or changes residences while they are a Youth in Care. Include the positions of all district personnel and other stakeholders involved.\*

*Be sure to include the factors that should be considered in determining whether remaining in a child's school of origin is in their best interest, as it relates to ensuring school stability.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

In the event of a foster care situation, the District will promptly schedule a meeting with all stakeholders to determine a cost-effective transportation plan for a student in foster care. This team would include the Director of Special Education, Building Principal, relevant teachers, social worker, parents, DCFS officials, and other District personnel as needed. This group would gather to review all pertinent information to ensure that the best interests of the child were being met. The District will collaborate with parents, state agencies, special education cooperative personnel in making this decision. The factors include the appropriateness of the current educational setting and proximity of placement. This team would look for a continuity of instruction for the child and determine the most efficient, least intrusive means of transportation. The District provides free bus transportation for all students. The District will ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost effective manner and in accordance with the child welfare agency's authority to use child welfare funding for school of origin transportation. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin. The factors that should be considered in determining whether remaining in a child's school of origin is in his or her best interest, as it relates to ensuring school stability include: What are the child's preferences? What are the preferences of the child's parents? The child's attachment to the school and placement of the child's siblings. Would the distance and amount of travel involved become an obstacle to the child participating in the full curriculum? Does travel create a barrier to participation in extracurricular activities? Can the child receive the same type of specialized programming in the new school setting? Is the child connected to a mentor where separating the child from that individual would be detrimental? Is the child close to completing an academic or extracurricular experience where moving them prematurely would be detrimental? Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

Response from the approved prior year Consolidated District Plan.

In the event of a foster care situation, the District will promptly schedule a meeting with all stakeholders to determine a cost-effective transportation plan for a student in foster care. This team would include the Director of Special Education, Building Principal, relevant teachers, social worker, parents, DCFS officials, and other District personnel as needed. This group would gather to review all pertinent information to ensure that the best interests of the child were being met. The District will collaborate with parents, state agencies, special education cooperative personnel in making this decision. The factors include the appropriateness of the current educational setting and proximity of placement. This team would look for a continuity of instruction for the child and determine the most efficient, least intrusive means of transportation. The District provides free bus transportation for all students. The District will ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost effective manner and in accordance with the child welfare agency's authority to use child welfare funding for school of origin transportation. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin. The factors that should be considered in determining whether remaining in a child's school of origin is in his or her best interest, as it relates to ensuring school stability include: What are the child's preferences? What are the preferences of the child's parents? The child's attachment to the school and placement of the child's siblings. Would the distance and amount of travel involved become an obstacle to the child participating in the full curriculum? Does travel create a barrier to participation in extracurricular activities? Can the child receive the same type of specialized programming in the new school setting? Is the child connected to a mentor where separating the child from that individual would be detrimental? Is the child close to completing an academic or extracurricular experience where moving them prematurely would be detrimental? Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

### 2. Describe any special considerations and legal requirements taken into account for children with disabilities under IDEA and students with disabilities under Section 504.\*

See IDEA legislation here See Section 504 here

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

The District will ensure that students with disabilities retain their right to receive a free appropriate education in the least restrictive environment. When making decisions regarding the educational placement of students with disabilities under IDEA and Section 504, the District will ensure that all required special education and supports are provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan can be met. All relevant accommodations for transportation would be adhered to.

Response from the approved prior year Consolidated District Plan.

The District will ensure that students with disabilities retain their right to receive a free appropriate education in the least restrictive environment. When making decisions regarding the educational placement of students with disabilities under IDEA and Section 504, the District will ensure that all required special education and supports are provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan can be met. All relevant accommodations for transportation would be adhered to.

### 3. Describe any special consideration and legal requirements taken into account for children who are English learners.\*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

The District will identify and assess all potential EL students, and provide all EL students, including EL students in foster care, with a language assistance program that is educationally sound and proven successful. When a best-interest determination is made for an EL student in foster care, the LEA must ensure that it complies with its obligations under Title VI and the EEOA. If necessary, translation services would be introduced into the process to ensure full comprehension of the plan on the part of anyone representing the child.

Response from the approved prior year Consolidated District Plan.

The District will identify and assess all potential EL students, and provide all EL students, including EL students in foster care, with a language assistance program that is educationally sound and proven successful. When a best-interest determination is made for an EL student in foster care, the LEA must ensure that it complies with its obligations under Title VI and the EEOA. If necessary, translation services would be introduced into the process to ensure full comprehension of the plan on the part of anyone representing the child.

### 4. Describe the dispute resolution process should there be disagreement among education decision makers, and other stakeholders regarding the best interest determination.\*

*Be sure to include the step-by-step process if one would want to initiate a dispute about the Best Interest Determination decision. NOTE: include that DCFS has the final say if a resolution cannot be determined.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

The District will make every effort to ensure the dispute resolution process should be fair to all parties and reached in an expeditious manner. Within 10 days, the District will hold a meeting with all stakeholders to review information, determining factors, and reach consensus regarding the best interest determination. The District would attempt to work with families at the local level and look to resolve any disputes at the school. This would include meeting with the family and gathering all relevant information about how the original decision was reached. The school would attempt to have input from all sources about how to reach a resolution. If a decision could not be reached from these efforts, the decision could be appealed to the Superintendent. Again, the family would be given the chance to meet with administration and provide all pertinent information to the decision. If a resolution cannot be determined, DCFS would have the final say. Once the decision is made, a written explanation will be provided to all involved parties. To the extent feasible and appropriate, the District will ensure that a child remains in his or her school of origin while the dispute is being resolved to minimize disruption and reduce the number of moves between schools.

Response from the approved prior year Consolidated District Plan.

The District will make every effort to ensure the dispute resolution process should be fair to all parties and reached in an expeditious manner. Within 10 days, the District will hold a meeting with all stakeholders to review information, determining factors, and reach consensus regarding the best interest determination. The District would attempt to work with families at the local level and look to resolve any disputes at the school. This would include meeting with the family and gathering all relevant information about how the original decision was reached. The school would attempt to have input from all sources about how to reach a resolution. If a decision could not be reached from these efforts, the decision could be appealed to the Superintendent. Again, the family would be given the chance to meet with administration and provide all pertinent information to the decision. If a resolution cannot be determined, DCFS would have the final say. Once the decision is made, a written explanation will be provided to all involved parties. To the extent feasible and appropriate, the District will ensure that a child remains in his or her school of origin while the dispute is being resolved to minimize disruption and reduce the number of moves between schools.

### 5. Describe how the district/school will ensure that all appropriate school personnel are aware of the ESSA requirements for educational stability for students who are identified as Youth in Care.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

The administration does a presentation to the entire staff about the most up-to-date McKinney-Vento laws and ESSA requirements. The school office personnel along with the social workers are also given the most relevant rules and regulations as they are often the first staff members that are made aware of such situations.



\*Required field

## Youth in Care Stability Plan Development

**\*Note: This plan section is not required for the Department of Juvenile Justice.**

**NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.**

### 1. Describe the process for determining how transportation will be provided to students who qualify, including the position of all individuals involved in the process.\*

*Be sure to include the factors that should be considered when developing the transportation procedures for a student who is Youth in Care.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

In the event of a foster care situation, the District will promptly schedule a meeting with all stakeholders to determine a cost-effective transportation plan for the student. The team will include the Director of Special Education, Building Principal, student's teacher(s), School Social Worker, District Psychologist, DCFS officials, and student's parents or guardians. The team would gather to review all pertinent information to ensure that the transportation needs of the child were being met. The factors considered when developing this transportation plan include a variety of factors including cost, distance, and length of travel, as well as whether the mode of transportation is developmentally appropriate for the child.

Response from the approved prior year Consolidated District Plan.

In the event of a foster care situation, the District will promptly schedule a meeting with all stakeholders to determine a cost-effective transportation plan for the student. The team will include the Director of Special Education, Building Principal, student's teacher(s), School Social Worker, District Psychologist, DCFS officials, and student's parents or guardians. The team would gather to review all pertinent information to ensure that the transportation needs of the child were being met. The factors considered when developing this transportation plan include a variety of factors including cost, distance, and length of travel, as well as whether the mode of transportation is developmentally appropriate for the child.

### 2. Indicate which options will be considered when developing the transportation plan. Check all that apply.\*

- ☒ a. Pre-existing transportation route
- ☒ b. New transportation route
- ☒ c. Route-to-route hand-offs
- ☒ d. District-to-district boundary hand-offs
- ☒ e. Other services for which student is eligible, such as IDEA transportation options
- ☒ f. Options presented by DCFS worker
- ☐ g. Alternatives not directly provided by the district/school such as taxis, carpools, public transportation, etc.

**IMPORTANT: All drivers transporting students (other than parents or legal guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.**

- ☐ h. Other - describe
- ☐ i. Other - describe
- ☐ j. Other - describe

### 3. Describe how all funding options selected above will be considered and coordinated when developing the transportation plan.\*

*Be sure to include the funding options that should be considered when developing the transportation procedures for a student who is Youth in Care.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

The District will consider all available funding sources when developing the transportation plan. Federal funds include Title IV-E to assist with additional transportation costs for children who are eligible for Title IV-E foster care maintenance payments (those children who meet the specific requirements set forth in section 472 of the Social Security Act). Transportation costs associated with the child's attendance at his or her school of origin are allowable foster care administrative costs under Title IV-E. The District currently provides free bus transportation to all students within District boundaries. The District could support the transportation of foster students out of the Transportation fund using the services of either the District's regular or special education bus service. In addition to the aforementioned, the funding options that should be considered when developing transportation procedures for a student in foster care include: local district resources, State reimbursable special education, if applicable, grant funding sources, and local social service agency funding.

Response from the approved prior year Consolidated District Plan.

The District will consider all available funding sources when developing the transportation plan. Federal funds include Title IV-E to assist with additional transportation costs for children who are eligible for Title IV-E foster care maintenance payments (those children who meet the specific requirements set forth in section 472 of the Social Security Act). Transportation costs associated with the child's attendance at his or her school of origin are allowable foster care administrative costs under Title IV-E. The District currently provides free bus transportation to all students within District boundaries. The District could support the transportation of foster students out of the Transportation fund using the services of either the District's regular or special education bus service. In addition to the aforementioned, the funding options that should be considered when developing transportation procedures for a student in foster care include: local district resources, State reimbursable special education, if applicable, grant funding sources, and local social service agency funding.

### 4. Describe the dispute resolution process to be utilized if the district/school and DCFS have difficulty coming to agreement on how to provide transportation for a particular student in need.\*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

The District will make every effort to ensure the dispute resolution process should be fair to all parties and reached in an expeditious manner. Within 10 days, the District will hold a meeting with all stakeholders to review the information, determining factors, and reach consensus regarding the transportation for a student in need. The District would attempt to work with families at the local level and seek to resolve any difficulty coming to agreement on how to provide transportation at the school. This would include meeting with the family and gathering all relevant information about how the original decision was reached. The school would attempt to have input from all sources about how to reach a resolution. If a decision could not be reached from these efforts, the decision could be appealed to the Superintendent. Again, the family would be given the chance to meet with administration and provide all pertinent information to the decision. If a resolution cannot be determined, DCFS would have the final say. Once the decision is made, a written explanation will be provided to all involved parties.

Response from the approved prior year Consolidated District Plan.

The District will make every effort to ensure the dispute resolution process should be fair to all parties and reached in an expeditious manner. Within 10 days, the District will hold a meeting with all stakeholders to review the information, determining factors, and reach consensus regarding the transportation for a student in need. The District would attempt to work with families at the local level and seek to resolve any difficulty coming to agreement on how to provide transportation at the school. This would include meeting with the family and gathering all relevant information about how the original decision was reached. The school would attempt to have input from all sources about how to reach a resolution. If a decision could not be reached from these efforts, the decision could be appealed to the Superintendent. Again, the family would be given the chance to meet with administration and provide all pertinent information to the decision. If a resolution cannot be determined, DCFS would have the final say. Once the decision is made, a written explanation will be provided to all involved parties.

### 5. Describe how the district/school will provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.\*

*NOTE: Include that the School Of Origin [SOO] is responsible for the transportation while all disputes are being resolved.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

Within three days, the school of origin will arrange and pay for adequate and appropriate transportation to and from the school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools. The School Of Origin (SOO) is responsible for the transportation while all disputes are being resolved.

Response from the approved prior year Consolidated District Plan.

Within three days, the school of origin will arrange and pay for adequate and appropriate transportation to and from the school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools. The School Of Origin (SOO) is responsible for the transportation while all disputes are being resolved.

**6. Describe how the district/school will ensure that all school personnel are aware of the transportation plan process and can initiate the process if they become aware of a student who is eligible for such services.\***

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Youth in Care Stability Plan needs.

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above,' or N/A as this may delay the submission or approval of your plan.*

The central office administration will provide the specifics of this plan to building level leadership at one of the regularly scheduled summer Administrative Team meetings in July or August. Building leadership will explain this plan and apprise their staff on the specifics during a full staff meeting at the beginning of the year. These meetings include social workers who would likely be working closely with foster care families. Finally, building secretaries would be informed of the plan and that they can initiate the process for students that they become aware of for such services since they are the front line of interaction with the public in each building. Additionally, administrators have access to central office administration whenever they need to reach out to have a plan like this approved or discussed. If the need were to arise, principals would call central office and the team would be gathered to develop a plan for the individual case.

Response from the approved prior year Consolidated District Plan.

The central office administration will provide the specifics of this plan to building level leadership at one of the regularly scheduled summer Administrative Team meetings in July or August. Building leadership will explain this plan and apprise their staff on the specifics during a full staff meeting at the beginning of the year. These meetings include social workers who would likely be working closely with foster care families. Finally, building secretaries would be informed of the plan and that they can initiate the process for students that they become aware of for such services since they are the front line of interaction with the public in each building. Additionally, administrators have access to central office administration whenever they need to reach out to have a plan like this approved or discussed. If the need were to arise, principals would call central office and the team would be gathered to develop a plan for the individual case.

\*Required field

#### BSP Overview

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|                      |  |
|----------------------|--|
| <b>Program Name:</b> | EL - Bilingual Service Plan  |
| <b>Purpose:</b>      | The purpose of the EL - Bilingual Service Plan is to ensure that English learner programs are implemented in accordance with Illinois School Code Article 14C and 23 IL Administrative Code Part 228 Transitional Bilingual Education. In addition, this data collection will help the Multilingual Department better support school districts in providing services for English learners to attain English proficiency and meet the same challenging academic standards as all children are expected to meet in Illinois. |
| <b>Rules:</b>        | <a href="#">23 Ill. Admin. Code, Part 228.50</a>   |
| <b>Contact:</b>      | Multilingual Department at 312-814-3850<br><a href="mailto:multilingual@isbe.net">multilingual@isbe.net</a>  |

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**BSP Contact Information**

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241 English Learners (ELs) are in the district

**Provide information below for the Program Director/individual who completed this application:**

Last Name\*

Phone\*

First Name\*

Middle

Initial

Email\*

**EL Program Director Requirements:**

Does the Program Director meet the requirements to administer an English Learner program?\*

Yes

☒

No

☐[Administrator Requirements](#)

If not, provide an action plan describing how the district will meet the requirements in the space below:

**Comments:**

Use this text area for any needed explanations to ISBE in regard to this program.

([count] of 3000 maximum characters used)

The Transitional Bilingual Education program is for non-native English speaking students who have difficulty with written or spoken English. The program provides instruction in the student's native language with transition into English. In Lincolnwood School District 74, the native language is Urdu. Ultimately, the program helps students to succeed in academic subjects and learn English.

\*Required field

241 English Learners (ELs) are in the district

**Complete the requested information below.**

Key: Types of Instructional Design

1. Dual Language - Two Way (Self-contained)
2. Dual Language - One Way (Self-contained)
3. Transitional Bilingual Program (Self-contained)
4. Transitional Bilingual Program (Collaboration)
5. Transitional Program in English (Self-contained)
6. Transitional Program in English (Collaboration)

|     | Attendance Center Name   | Grade Span | Program Type (check all that apply) |                                     | Types of Instructional Design (check all that apply) |                          |                          |                                     |                                     |                                     | PEL with ESL and/or Bilingual Endorsement - Enter zero if no teachers in a category. |  |   | ELS-TBE and ELS-VIT - Enter zero if no teachers in a category. | Language Codes   |
|-----|--|------------|-------------------------------------|-------------------------------------|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|--|---|--|--|
|     |  |            | TBE                                 | TPI                                 | 1  | 2                        | 3                        | 4                                   | 5                                   | 6                                   | Number of PEL Teachers with ESL Endorsement Only                                     | Number of PEL Teachers with Bilingual Endorsement Only | Number of PEL Teachers with ESL and Bilingual Endorsement | Number of Teachers with ELS-TBE or ELS-VIT Endorsements        |  |
|     | <b>In addition to district attendance centers that have ELs, special education co-ops and non-public special education program attendance centers that have out placed dually identified (ELs with IEPs) students must be listed.*</b> |            |                                     |                                     |  |                          |                          |                                     |                                     |                                     |  |  |   |  | <b>If a number greater than zero is reported for PEL Teachers with Bilingual Endorsement, ESL and Bilingual Endorsement, and/or ELS-TBE/ELS-VIT Endorsements, provide the endorsed language code(s) represented using the reference document below.</b><br><a href="#">Language Codes Alphabetical</a> |
| 1.  | Todd Hall  | K-2        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 2  | 0  | 1   | 0  | 033  |
| 2.  | Rutledge Hall  | 3-5        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 2  | 0  | 2   | 0  | 033  |
| 3.  | Lincoln Hall   | 6-8        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1  | 0  | 0   | 0  |  |
| 4.  | East Prairie Elementary School   | PRE-K-8    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1  | 0  | 0   | 0  | 002, 034   |
| 5.  | Elizabeth Meyer School   | PRE-K-8    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1  | 0  | 0   | 0  | 077, 001, 033, 034   |
| 6.  | Julia S Molloy Education Center  | PRE-K-8    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1  | 0  | 0   | 0  | 033  |
| 7.  |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 8.  |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 9.  |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 10. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 11. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 12. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 13. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 14. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 15. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 16. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 17. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 18. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 19. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 20. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 21. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 22. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 23. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 24. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |
| 25. |  |            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |  |   |  |  |

**If one or more attendance centers has EL enrollment but no ESL/Bilingual endorsed teachers above, then describe how the district will ensure that EL students receive appropriate language support for their education from properly endorsed teachers.**

([count] of 2500 maximum characters used)

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\*If district has more than 25 attendance centers, please contact Multilingual/Language Development Department at [multilingual@isbe.net](mailto:multilingual@isbe.net) or (312) 814-3850.

241 English Learners (ELs) are in the district

BSP Short Form Page - Use only for Districts with 1 to 19 ELs.



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**BSP Program Enrollment**

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**Instructions**

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241 English Learners (ELs) are in the district

**PROGRAM ENROLLMENT**

Check the type(s) of Program Enrollment offered

TBE ☒ TPI ☐

**SPANISH LANGUAGE ARTS CURRICULUM**

Indicate whether or not the district is offering Spanish language arts. All districts with a full-time TBE Spanish program must offer Spanish language arts.

Does the district offer Spanish language arts to TBE/TPI students?\*

Yes ☐ No ☒

Indicate whether the district is placing students in part-time TBE based on the criteria found in Section 228.30 (c)(3) and has the part-time TBE rational template in the students' records.

Yes ☒ No ☐

[Part-Time Transitional Bilingual Education \(TBE\) Placement](#)

\*Required field

## TBE Parent Advisory Committee

Instructions

241 English Learners (ELs) are in the district

**Parent Advisory Committee Page** - Complete this page **ONLY** if the district has a TBE program. A district is required to have a Bilingual Parent Advisory Committee if an attendance center has 20 or more EL students with the same language group (Preschool counted separately).

**Verification of Plan Review by Bilingual Parent Advisory Committee for TBE Programs**

Parent and Community Participation - Each district or cooperative with a TBE program shall establish a parent advisory committee consisting of the following: parents, legal guardians, transitional bilingual teachers, counselors, and community leaders. A majority of its members must be parents of students enrolled in the TBE program. This committee shall:

1. Meet at least four times per year;
2. Maintain on file with the school district, minutes of these meetings; and
3. Review district's annual Bilingual Service Plan and EBF spending plan submitted to the State Board of Education.

|  |                         |      |               |             |         |           |       |     |      |
|--|-------------------------|------|---------------|-------------|---------|-----------|-------|-----|------|
| Identify all members of the Bilingual Parent Advisory Committee. Indicate under Role whether they are a parent (P), legal guardian (G), teacher (T), counselor (C), or community member (CM). Indicate the language(s) spoken by the member. Indicate the members home address and phone number where they can be reached. |                         |      |               |             |         |           |       |     |      |
| Name   | Asma Habib              | Role | Parent        | Language(s) | Urdu    | Telephone | 847   | 626 | 8125 |
| Street   | 6529 N Kilpatrick Ave   | City | Lincolnwood   | State       | IL      | Zip+4     | 60712 |     |      |
| Name   | Adeeba Tazeen           | Role | Parent        | Language(s) | Urdu    | Telephone | 773   | 574 | 3736 |
| Street   | 7308 N Lowell           | City | Lincolnwood   | State       | IL      | Zip+4     | 60712 |     |      |
| Name   | Anam Mirza              | Role | Parent        | Language(s) | Urdu    | Telephone | 773   | 574 | 2553 |
| Street   | 6802N Lowell            | City | Lincolnwood   | State       | IL      | Zip+4     | 60712 |     |      |
| Name   | Sheetal Chopra          | Role | Parent        | Language(s) | Urdu    | Telephone | 630   | 449 | 8121 |
| Street   | 7001 N East Prairie Rd. | City | Lincolnwood   | State       | IL      | Zip+4     | 60712 |     |      |
| Name   | Nida Tabba              | Role | Teacher       | Language(s) | Urdu    | Telephone | 847   | 675 | 8235 |
| Street   | 3925 W Lunt Ave         | City | Lincolnwood   | State       | IL      | Zip+4     | 60712 |     |      |
| Name   | Dominick Lupo           | Role | Administrator | Language(s) | English | Telephone | 847   | 675 | 8235 |
| Street   | 6950 N East Prairie Rd. | City | Lincolnwood   | State       | IL      | Zip+4     | 60712 |     |      |
| Name   |                         | Role |               | Language(s) |         | Telephone |       |     |      |
| Street   |                         | City |               | State       |         | Zip+4     |       |     |      |
| Name   |                         | Role |               | Language(s) |         | Telephone |       |     |      |
| Street   |                         | City |               | State       |         | Zip+4     |       |     |      |
| Name   |                         | Role |               | Language(s) |         | Telephone |       |     |      |
| Street   |                         | City |               | State       |         | Zip+4     |       |     |      |
| Name   |                         | Role |               | Language(s) |         | Telephone |       |     |      |
| Street   |                         | City |               | State       |         | Zip+4     |       |     |      |

☒ I certify that the Bilingual Parent Advisory Committee has had an opportunity to review this Bilingual Service Plan. I furthermore assure on behalf of the district that the Bilingual Advisory Committee has had the opportunity to review the EL-EBF Spending Plan as required by 23 IL Admin Code Part 228.30, section C, (4) A, by or before October 31, 2024.

Date: 10/17/2023

Name of Committee Chairperson: Asma Habib

A committee chair must be a member of the BPAC.

\* A printed copy of the completed page with the signature of the Committee Chairperson must be retained on file at the district for review upon request.

**Projected Dates**

**Meeting** (7/1/2024 - 6/30/2025)

**Activity**

|    |            |   |
|----|------------|---|
| 1. | 08/27/2024 | Bilingual Advisory Committee Training (required activity).  |
| 2. | 11/21/2024 | District Standards/Progress Reports/What to Expect at Conference/ACCESS Testing, and review next year's plan.         |
| 3. | 02/19/2024 | Family Reading Night  |
| 4. | 03/20/2024 | Literacy in the Home/What Parents Can do to Help with Reading/Summer School Programming, and review next year's plan. |

241 English Learners (ELs) are in the district

### PROPOSED PROFESSIONAL DEVELOPMENT ACTIVITIES

Describe the professional development activities proposed to be developed and implemented for staff involved in the education of English Learners and immigrant students. Such training activities should be directly related to helping staff attain the qualifications, knowledge, and skills needed to increase EL and immigrant students' academic performance. These activities must also meet requirements set forth in the laws and regulations governing the TBE/TPI program.

#### TBE/TPI Staff Inservice Plan - Indicate at least two Professional Development Activities

Inservice activities must be provided to all TBE/TPI staff at least twice yearly. Specify the areas to be addressed, which must include, but need not be limited to, one of the following: Current Research in the Teaching of EL Students; Methods for Teaching in the Native Language and Methods of Teaching ESL; Content Area and Language Proficiency Assessment of EL Students; Issues Related to the Native Culture and the Culture of the United States; and Issues Related to EL Students with Disabilities. Additionally, for new certificated and noncertificated program staff, the following must be addressed: Minimum Program Standards; District Identification and Assessment Procedures; Program Design; and Basic Instructional Techniques for Teachers of EL Students.

Districts that offer Spanish language arts must offer at least one session related to the implementation of Spanish language arts for staff members who provide the instruction in that course subject.

| Activity*  | Date (Projected)     | Certified Staff                     | Non-Certified Staff      | Expected No. of Participants |
|--|----------------------|-------------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> Current Research in the Teaching of EL Students                           | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |
| <input type="checkbox"/> Methods for Teaching in the Native Language and Method of Teaching ESL    | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |
| <input checked="" type="checkbox"/> Language Assessment  | 10/18/2024           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6                            |
| <input type="checkbox"/> Issues Related to the Native Culture and the Culture of the United States | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |
| <input type="checkbox"/> Issues Related to EL Students with Disabilities                           | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |
| <input type="checkbox"/> Program Standards   | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |
| <input checked="" type="checkbox"/> District Identification Assessment                             | 04/25/2025           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6                            |
| <input checked="" type="checkbox"/> Program Design   | 01/24/2025           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6                            |
| <input type="checkbox"/> Basic Instructional Techniques for Teachers of EL Students                | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |
| <input type="checkbox"/> Spanish Language Arts   | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |
| <input type="checkbox"/> Others (Specify):   | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/>         |

\*Required field

|   |              |
|---|--------------|
| Board Approval, Certification, and Assurances | Instructions |
|---|--------------|

☐ By checking this box, the applicant hereby certifies that he or she has read, understood, and will comply with the assurances listed below, as applicable to the planning requirements of all included programs as applicable.

Provide the date on which the District Board approved the Consolidated District Plan.

Each district plan shall provide assurances that the district will, as applicable based on grant award(s):

1. ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part;
2. provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services;
3. participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3));
4. coordinate and integrate services provided under this part with other educational services at the district or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program;
5. collaborate with the State or local child welfare agency to
  - A. designate a point of contact if the corresponding child welfare agency notifies the local educational agency, in writing, that the agency has designated an employee to serve as a point of contact for the local educational agency and
  - B. by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall
    - i. ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A))
    - ii. ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if
      - a. The local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;
      - b. the local educational agency agrees to pay for the cost of such transportation; or
      - c. the local educational agency and the local child welfare agency agree to share the cost of such transportation; and
6. ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification; and
7. in the case of a local educational agency that chooses to use funds under this part to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)).
8. Each LEA that is included in the eligible entity is complying with Section 1112(e) prior to, and throughout, each school year as of the date of application;
9. the eligible entity is not in violation of any State law, including State constitutional law, regarding the education of English learners, consistent with sections 3125 and 3126;
10. the eligible entity consulted with teachers, researchers, school administrators, community members, public or private entities, and institutions of higher education, in developing and implementing such plan; and
11. the eligible entity will, if applicable, coordinate activities and share relevant data under the plan with local Head Start and Early Head Start agencies, including migrant and seasonal Head Start agencies, and other early childhood education providers.
12. Teacher English Fluency - each eligible entity receiving a subgrant under section 3114 shall include in its plan a certification that all teachers in any language instruction educational program for English learners that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communications skills.
13. in the case of a school district serving at least one English learner, and in accordance with Article 14C of the Illinois School Code, assurance is provided that at least 60% of the district's state funds attributable to ELs will be used for the instructional costs of programs and services authorized under this article.
14. In the case of a school district offering Transitional Bilingual Education programs, assurance is provided that the parent advisory committee was afforded the opportunity effectively to express its views in order to ensure that the EL programs are planned, operated, and evaluated with the involvement of, and in consultation with, parents of children served by the programs.
15. The district further assures that no policy of the LEA prevents, or otherwise denies participation in constitutionally protected prayer in public elementary schools and secondary schools as set forth in the Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools on the U.S. Department of Education's website.

v.01.31.2024

|   |              |
|---|--------------|
| Grant Application Certifications and Assurances | Instructions |
|---|--------------|

☐ By checking this box, the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires) hereby certifies and assures the Illinois State Board of Education that:

1. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

*The undersigned representative affirms, under penalties of perjury, that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.*

**DEFINITIONS**

Applicant means an individual, entity, or entities for which grant funds may be available and who has made application to the Illinois State Board of Education for an award of such grant funds.

Grant means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms grant, award, program, and project may be used interchangeably.

Grantee means the person, entity, or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms grantee and award recipient may be used interchangeably.

Project means the activities to be performed for which grant funds are being sought by the applicant. The terms project and program may be used interchangeably.

The capitalized word Term means the period of time from the project beginning date through the project ending date.

Termination means the ending of a grant, whether in whole or in part, at any time prior to the end of the grant Term, as stated in the Grant Agreement.

#### **LAWS AND REGULATIONS REGARDING FEDERAL AND STATE AWARDS**

The applicant acknowledges and agrees that this grant is subject to the provisions of:

2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

[http://www.ecfr.gov/cgi-bin/text-idx?tol=/ecfr/browse/Title02/2cfr200\\_main\\_02.tol](http://www.ecfr.gov/cgi-bin/text-idx?tol=/ecfr/browse/Title02/2cfr200_main_02.tol)

Illinois Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq.

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>

Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000

<https://ilga.gov/commission/icar/admincode/044/04407000sections.html>

#### **NO BINDING OBLIGATION**

2. The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the Illinois State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the Illinois State Board of Education. Prior to the execution of a final Grant Agreement, the Illinois State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.
3. Payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the Illinois State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.
4. Funding in the subsequent years beyond the Term of the grant will be contingent upon compliance with federal and state law, regulations, administrative rules, terms and conditions of the award, passage of sufficient appropriations for the program, and satisfactory performance in the preceding grant period. Renewal decisions are at the sole discretion of the Illinois State Board of Education, and the receipt of an award in a current or previous Term does not create any right to or expectation of renewal in a subsequent Term.

#### **PROJECT**

5. The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the project. In planning the project there has been, and in establishing and carrying out the project there will be (to the extent applicable to the project), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
6. Applicants may be asked to clarify certain aspects of their proposals/applications or proposed amendments prior to final agreement on the terms of the project or amendment.
7. The project will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses, or consent forms as may be required to implement the project.

#### **FUNDING**

8. All funds provided will be used solely for the purposes stated in the approved proposal/application, as finalized in the Grant Agreement, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the grant.
9. The applicant may not count tuition and fees collected from students towards meeting matching, cost sharing, or maintenance of effort requirements of a program, pursuant to 34 CFR 76.534.
10. The applicant will maintain records for three years following competition of the activities for which the applicant uses the federal or state funding, pursuant to 2 CFR 200.334.
11. If real property or structures are provided or improved with the aid of federal financial assistance, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, or sale of such property or structure. If personal property is so provided, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, disposal, and sale of such.
12. The applicant will have effective financial management systems which conform to the standards present in 2 CFR 200.302, which includes, but is not limited to, the ability to report financial data verifying compliance with program regulations and maintaining effective internal control over the operations of the approved grant.
13. The applicant will conform all activities conducted under the approved grant to the provisions contained within 2 CFR Part 200.
14. All expenditures claimed in relation to a grant are subject to applicable federal and state laws, regulations, and administrative rules. Expenditures claimed in relation to an award are subject to cost allowability standards, as defined by the grant program and 2 CFR Part 200, and other applicable federal and state laws, regulations, and administrative rules. Failure to adhere to these requirements will lead to disallowed expenditures for which funds must be returned.
15. Adequacy tier designation under Evidence-Based Funding will be utilized by ISBE at its discretion pursuant to applicable law and agency policy (105 ILCS 5/18-8.15).

#### **INVOLUNTARY TERMINATION**

16. The applicant will accept funds in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award, and administer the programs in compliance with all provisions of such statutes, regulations, administrative rules, terms and conditions of the award, and amendments thereto.
17. Failure of applicant to comply with state and federal statutes, regulations, administrative rules, or the terms and conditions of the award may result in conditions placed on grantee, including, but not limited to, involuntary termination of a grant at the discretion of the Illinois State Board of Education, in whole or in part, in accordance with federal and state law and regulations.

#### **GENERAL CERTIFICATIONS AND ASSURANCES**

18. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.) and 34 CFR part 106, the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 34 CFR part 104, the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Age Discrimination Act (42 U.S.C. 6101 et seq.) and 34 CFR part 110, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.) and 34 CFR part 100, the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
19. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant/grantee was formerly employed by the Illinois State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
20. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the Illinois State Board of Education's employees during any part of the application process or during the Term of the Grant Agreement.
21. The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
22. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
23. The applicant certifies it does not pay dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
24. The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state, and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state, or local unit of government.
25. Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all its employees, b) volunteers, and c) all employees of persons or firms holding contracts with the applicant/grantee, who have direct contact with children receiving services under the grant; and such applicant shall not a) employ individuals, b) allow individuals to volunteer, or c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).

26. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant/grantee will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21, which instructs the publisher to send (at no additional cost) to the National Instructional Materials Access Center (NIMAC) electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard (NIMAS), on or before delivery of the print instructional materials. This does not preclude a grantee school district from purchasing or obtaining accessible materials directly from the publisher.

27. The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

#### **JOINT APPLICATIONS - ADMINISTRATIVE AND/OR FISCAL AGENT**

28. Applicants/grantees participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant. An applicant/grantee that is a party to the joint application and is a legal entity, or a Regional Office of Education, may serve as the administrative and/or fiscal agent under the grant.

29. The entity acting as the fiscal agent certifies that it is responsible to the applicant/grantee or, in the case of a joint application, to each applicant/grantee that is a party to the application; it is the agent designated and responsible for reports and for receiving and administering funds; and it will:

- a) Obtain fully executed Grant Application Certifications and Assurances forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
- b) Maintain separate accounts and ledgers for the project;
- c) Provide a proper accounting of all revenue from the Illinois State Board of Education for the project;
- d) Properly post all expenditures made on behalf of the project;
- e) Be responsible for the accountability, documentation, and cash management of the project; the approval and payment of all expenses, obligations, and contracts; and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
- f) Disburse all funds to joint applicants/grantees based on information (payment schedules) from joint applicants/grantees showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants/grantees.);
- g) Require joint applicants/grantees to report expenditures to the fiscal agent based on actual expenditures/obligation data and documentation. Reports submitted to the Illinois State Board of Education should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants/grantees on actual expenditures/obligations that occur within project beginning and ending dates;
- h) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
- i) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education; and
- j) Have a recovery process in place with all joint applicants/grantees for collection of any funds to be returned to the Illinois State Board of Education.

#### **DRUG-FREE WORKPLACE CERTIFICATION**

30. This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the state unless that grantee or contractor has certified to the state that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant, and debarment of contracting or grant opportunities with the state of Illinois for at least one (1) year but not more than five (5) years.

For the purpose of this certification, applicant, grantee, or contractor means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the state

The applicant certifies and agrees that it will provide a drug-free workplace by:

- a) Publishing a statement:
  - 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the grantees or contractors workplace.
  - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
  - 3) Notifying the employee that, as a condition of employment on such contract or grant, they:
    - A) Abide by the terms of the statement; and
    - B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
- b) Establishing a drug-free awareness program to inform employees about:
  - 1) The dangers of drug abuse in the workplace;
  - 2) The grantees or contractors policy of maintaining a drug-free workplace;
  - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4) The penalties that may be imposed upon an employee for drug violations.
- c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- d) Notifying the contracting or granting agency within ten (10) calendar days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
- f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.

31. The applicant represents and warrants that all of the certifications and assurances set forth herein, in the application, all attachments, and the Grant Agreement are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) calendar days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the Illinois State Board of Education.

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**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

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Instructions

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

**Before completing this certification, read instructions below.**

**CERTIFICATION**

☐ By checking this box, the prospective lower tier participant certifies that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
3. It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
4. It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions; and
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.

**Instructions for Certification**

1. By checking the box and saving this page, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms covered transaction, debarred, 'suspended,' 'ineligible,' 'lower tier covered transaction,' 'participant,' 'person,' 'primary covered transaction,' 'principal,' 'proposal,' and 'voluntarily excluded,' as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the GSA Government-Wide System for Award Management Exclusions (SAM Exclusions) at: [www.sam.gov](http://www.sam.gov)
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

v.04.26.2021

**Certification Regarding Lobbying**

Instructions

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

☐ By checking this box, the applicant hereby certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the contractor/grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor/grantee shall complete and submit [ISBE 85-37](#) "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

v.04.23.2021

**GEPA 442 Assurances**

Instructions

☐ By checking this box, the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

**DEFINITIONS**

"APPLICANT" means an individual, entity, or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

"LEA" means the local educational agency.

"AWARD RECIPIENT" means the person, entity, or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms "grantee" and "award recipient" may be used interchangeably.

"GRANT" means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award. The terms "grant," "award," and "project" may be used interchangeably.

"PROGRAM" means any applicable program under which federal funds are made available to the applicant.

"PROJECT" means the activities to be performed for which grant funds are being sought by the applicant.

"SECRETARY" means the Secretary of Education.

**PROJECT**

2. The LEA will administer each Program in accordance with all applicable statutes, regulations, program plans, and applications;
3. The control of funds provided to the LEA under each Program and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;



4. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each Program, in accordance with 2 CFR 200.302 and 2 CFR 200.303 and the Illinois State Board of Education's State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures manual, maintained on the Illinois State Board of Education's Internet website. The LEA's administration and expenditure of Program funds shall be in accordance with all applicable requirements of the Education Department General Administrative Regulations (EDGAR), 2 CFR 200, and other applicable federal state statutes, regulations, and administrative rules.
5. The LEA will make reports to ISBE and to the Secretary as may reasonably be necessary to enable ISBE and the Secretary to perform their duties and meet federal reporting requirements, and the LEA will maintain such records, including the records required under 20 U.S.C. 1232f, and provide access to those records, as ISBE or the Secretary deem necessary to perform their duties;
6. The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each Program;
7. An application, evaluation, periodic program plan, or report relating to each Program will be made readily available to parents and other members of the general public;
8. In the case of any Program project involving construction: (A) the project will comply with state requirements for the construction of school facilities; and (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under 29 U.S.C. 794 in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities;
9. The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each Program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and
10. None of the funds expended under any applicable Program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or an affiliate of such an organization.

v.01.31.2024

## Assurances

## Instructions

GRANT AGREEMENT: The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the Budget Detail tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process or otherwise by the approval of the Illinois State Board of Education. By hitting Submit on the Submit page, this grant agreement shall be deemed to be executed on behalf of the applicant.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood, and will comply with all of the provisions of the following certifications and assurances.

The person approving these Grant Application Certifications and Assurances hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so.

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete, and accurate to the best of his/her knowledge. He/she also provided the required assurances and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil, or administrative penalties, in accordance with applicable federal and state law, including, but not limited to, 18 U.S.C. 101, the federal False Claims Act (31 U.S.C. 3729 et seq), and the Illinois False Claims Act (740 ILCS 175/). The list of certification and assurances is included below and/or incorporated into the Uniform Grant Agreement pages contained herein.

NOTE: These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

- ☐ Assurances for all covered programs
- ☐ Grant Application Certifications and Assurances (State Assurances)
- ☐ Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion See the Overview page for instructions
- ☐ Certification Regarding Lobbying
- ☐ GEPA 442 Assurances

Not calling IWAS Web Service

Signature of School District Superintendent / Agency Administrator

Signature of Board-Certified Delegated Authority for the School District Superintendent

**Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.**

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

Application was created on:

3/25/2024

Assurances

District Data Entry

Business Manager

District Administrator

ISBE Program Administrator #1

ISBE Program Administrator #2

ISBE Program Administrator #3

ISBE Program Administrator #4

ISBE Program Administrator #5

This Application has not been submitted

☒ Expand All

| Consolidated District Plan                   |      |                          |                          | Page Status              | Open Page for editing    |
|--|------|--------------------------|--------------------------|--------------------------|--------------------------|
| <a href="#">Consolidated District Plan</a>   |      |                          |                          |                          |                          |
| Contact Information                          |      |                          |                          | OPEN                     | <input type="checkbox"/> |
| Needs Assessment and Programs                |      |                          |                          | OPEN                     | <input type="checkbox"/> |
| <a href="#">Plan Specifics</a>               |      |                          |                          |                          |                          |
| Needs Assessment Impact                      |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Stakeholders                                 |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Private Schools Participation                |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Preschool Coordination                       |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Student Achievement                          |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| College and Career                           |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Professional Development                     |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Safe Learning Environment                    |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| <a href="#">Title I Specific Pages</a>       |      |                          |                          |                          |                          |
| Title I Specific - Part One                  | OPEN | <input type="checkbox"/> |                          |                          |                          |
| Title I Specific - Part Two                  | OPEN | <input type="checkbox"/> |                          |                          |                          |
| IDEA Specific Requirements                   |      |                          | OPEN                     | <input type="checkbox"/> |                          |
| <a href="#">Youth in Care Stability Plan</a> |      |                          |                          |                          |                          |
| Youth in Care Stability Plan Contacts        | OPEN | <input type="checkbox"/> |                          |                          |                          |
| Best Interest Determination Plan             | OPEN | <input type="checkbox"/> |                          |                          |                          |
| Youth In Care Transportation Plan            | OPEN | <input type="checkbox"/> |                          |                          |                          |
| <a href="#">Bilingual Service Plan</a>       |      |                          |                          |                          |                          |
| <a href="#">BSP Plan Specifics</a>           |      |                          |                          |                          |                          |
| BSP Program Contact                          | OPEN | <input type="checkbox"/> |                          |                          |                          |
| BSP Program Info                             | OPEN | <input type="checkbox"/> |                          |                          |                          |
| BSP Short Form                               | OPEN | <input type="checkbox"/> |                          |                          |                          |
| BSP Program Enrollment                       | OPEN | <input type="checkbox"/> |                          |                          |                          |
| BSP Parent Advisory Committee                | OPEN | <input type="checkbox"/> |                          |                          |                          |
| BSP Professional Development                 | OPEN | <input type="checkbox"/> |                          |                          |                          |
| <a href="#">Assurance Pages</a>              |      |                          |                          |                          |                          |
| Plan Assurances                              |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| State Assurances                             |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Debarment                                    |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| Lobbying                                     |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| GEPA 442                                     |      | OPEN                     | <input type="checkbox"/> |                          |                          |
| AssurancesText                               |      | OPEN                     | <input type="checkbox"/> |                          |                          |

Save

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Selectable Application Print

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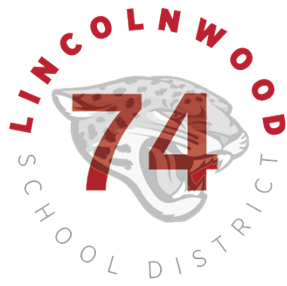
Request Print Job

☐ [Consolidated District Plan](#)

Requested Print Jobs

[Requested by dominicklupo on 4/3/2024](#)

Completed Print Jobs



## Executive Summary Board of Education Meeting

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DATE: May 2, 2024

TOPIC: 2024 Rutledge Hall Cabling Upgrades Bid

PREPARED BY: Courtney Whited

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

The Board of Education approves expenditures over \$10,000.

Bids for the Rutledge Hall low voltage cabling project were received at 11:30 a.m. on Thursday, March 28, 2024. There were seven (7) bidders of record; two (2) bids were received.

StudioGC performed the bid packet evaluations that led to recommending Applied Communications Group as the lowest responsible, responsive bidder. The recommendation, bid tabulation and bid packet follow in the attachments.

### **Fiscal Impact:**

\$733,045.12 total base bid which includes a \$300,000 allowance.

### **Recommendation:**

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this bid from Applied Communications Group for the 2024 Rutledge Hall Cabling Upgrades project in the amount of \$733,045.12 to commence June 10, 2024 and be completed by August 16, 2024.

April 11, 2024

Mrs. Courtney Whited  
Business Manager/CSBO  
Lincolnwood School District 74  
6950 N. East Prairie Road  
Lincolnwood, IL 60712

RE: 2024 Rutledge Hall Cabling Upgrades  
Project No. 23039A

Dear Mrs. Whited:

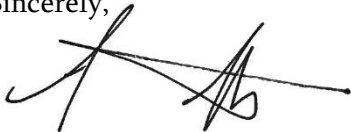
Bids for the above referenced project were received at 11:30 a.m. on Thursday, March 28, 2024. There were seven (7) bidders of record; two (2) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for the 2024 Rutledge Hall Cabling Upgrades project be awarded to the lowest responsible, responsive bidder, **Applied Communications Group**. Their total base bid proposal is for \$733,045.12. This includes allowance monies in the amount of \$300,000.00 which will be returned to the school district if not used at the end of the project.

Bids are aligned with cost estimates and project budget. Studio GC will be at the Facilities Committee Meeting to further discuss the bid results with the committee.

Please do not hesitate to contact me if you have any questions.

Sincerely,



Athi Toufexis, AIA, ALEP, LEED-AP

Enclosure – Bid Tabulation

cc: Vicki Luczynski, Studio GC

## BID TAB WORKSHEET

| Contractor                                    | Total Bid Amount | Addendum |    | Bid Bond | Remarks |
|---|------------------|----------|----|----------|---------|
|   |                  | #1       | #2 |          |         |
| Andrei Galea<br>773-895-2867                  | NO BID           |          |    |          |         |
| Applied Communications Group<br>630-529-1020  | \$733,045.12     | X        | X  | X        |         |
| Communication Zone Inc.<br>630-994-5040       | NO BID           |          |    |          |         |
| Intellis LLC<br>312-502-1297                  | NO BID           |          |    |          |         |
| Malco Communications Services<br>312-701-4492 | NO BID           |          |    |          |         |
| RC Systems<br>847-671-1340                    | NO BID           |          |    |          |         |
| Stuckey Construction Company<br>847-336-8575  | \$954,000.00     | X        | X  | X        |         |



SECTION 004113 – BID FORM

NAME: Applied Communciations Group

ADDRESS: 1015 Lunt Ave

CITY: Schaumburg, IL ZIP: 60193

PHONE: (630)- 529-1020 FAX: ( )-

TO: Lincolnwood School District 74  
6950 N. East Prairie Road  
Lincolnwood, IL 60712

Attn: Mrs. Courtney Whited

1. BASE BID

The Undersigned, having inspected the construction site and having familiarized themselves with the conditions likely to be encountered affecting the cost and schedule of the Work, and having thoroughly familiarized themselves with the Bidding Documents; hereby proposes to provide all labor, material, tools, equipment, utilities, transportation, supervision and services required for the proper execution of the entire Work required, in strict accordance with the Contract Documents for the **2024 Rutledge Hall Cabling System Upgrades** prepared by Studio GC for the Base Bid Sum, plus any allowances, for the Total Bid Amount listed below:

Base Bid: \$ 433,045.12

Allowance No. 1: Contingency Allowance \$ 300,000.00

TOTAL BID AMOUNT: \$ 733,045.12

Seven Hundred Thirty Three Thousand, Forty-Five Dollars

and, if this proposal is accepted, agrees to execute a formal Contract subject to modifications as may be exercised by the Owner under alternate proposals.

2. ALTERNATE PROPOSALS

a. No Alternates

3. UNIT PRICES: State the amount (unit price) which shall include all expenses, including overhead and profit, which shall be used to make adjustments to the Contract Sum should additional work or less work be required. The unit prices shall be the same for additional, deducted or omitted units of work. Unit prices shall be established by the Bidder in accordance with Section "Unit Prices".

Item 1: Cat6e data drop (plenum rated cable, 175', including Cat6 jack Add \$450  
and faceplate terminated and tested). \$ Deduct \$300 /each  
assembly

4. SUBCONTRACTORS

Indicate each subcontracted trade or equipment supplier, subcontractor, and subcontract amount for all subcontracts greater than \$25,000.00. The bidder (Contractor) affirms that their Bid includes Subcontract Bids from the following entities for the specific trades indicated, and that should this bid be accepted, Contractor fully intends to enter into a subcontract agreement with each subcontractor indicated. Include only one name per Trade or Supplier. In the event that the designated subcontractor is not willing or is otherwise unable to enter into an agreement with the successful Contractor, Contractor must provide to the Owner a letter on the Subcontractor's letterhead indicating that the Subcontractor is unwilling to enter into said agreement, including the reason(s) for such action. If such documentation is not received by the Owner within ten (10) days following bid opening, Owner may consider the bid to be non-responsive.

| TRADE/EQUIPMENT | COMPANY NAME | SUBCONTRACT AMOUNT |
|-----------------|--------------|--------------------|
| N/A             |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |
|                 |              | \$                 |

5. UNDERSTANDING: The Undersigned in submitting this proposal agrees to the following:

- Not to withdraw their proposal for a period of 60 days after the date of the Bid Opening.
- To enter into and execute a Contract, if same is awarded to them on the basis of this Proposal, and to furnish Contract Bonds, within five days of a written "Notice of Award".
- To construct the Work in accordance with the intent of the Contract documents.
- That the owner reserves the right to reject any and all Bids and to waive irregularities in the Bidding, and to award the contract in its best interest.
- That any alterations to this Bid Form will result in disqualification of the Bid.

6. CONTRACT DOCUMENTS: The Undersigned acknowledges the following documents as the basis for their proposal:

- a. Instructions to Bidders.
- b. Agreement: AIA Document A101, 2017 Edition by reference.
- c. The General Conditions of the Contract for Construction, AIA Form A201, 2017 Edition by reference.
- d. Supplementary General Conditions.
- e. Project Manual dated February 28, 2024, including all Divisions and Sections of the Specifications.
- f. Drawings indexed on Sheet T-1 of the Drawings, all dated February 28, 2024.
- g. Addenda: The undersigned further acknowledges receipt of Addenda as listed below and represents that any additions to, modifications of, or deletions from the Work specified, as called for in these Addenda, are included in the Base Bid Sum and the Alternates.

| <u>ADDENDUM NO.</u> | <u>DATE</u>       |
|---------------------|-------------------|
| <u>Add 01</u>       | <u>03/13/2024</u> |
| <u>Add 02</u>       | <u>03/25/2024</u> |

(NOTE: If no Addenda have been received, write "NONE".)

7. **BID SECURITY:** The undersigned shall attach to this Form of Proposal a Bid Bond, in an amount not less than 10% of the Base Bid amount, payable to the Board of Education, Lincolnwood School District 74 which is agreed will be forfeited to the Board of Education if the undersigned fails to execute the Standard Form of Owner/Contractor Agreement (AIA Document A101, 2017 Edition), as modified herein as modified herein by the Supplementary Conditions and General Conditions of the Contract for Construction (AIA Document A201, 2017 edition), as modified herein by the Supplementary Conditions, and which is hereby made a part of this Contract Document by reference, and furnish evidence of their ability to become bonded and provide insurance coverage as specified, within five days after Owner's notification of the intent to award the contract to the undersigned.
8. In signing and submitting this bid, the undersigned certifies that all materials and construction to be provided are as specified in the proposed Contract Documents.
9. **TIME OF COMPLETION:** If awarded the Contract for Construction, the Bidder agrees to complete all work for the Owner's occupancy on or before the following dates:
  - a. Commence Construction Work on site: June 10, 2024
  - b. Final Completion of Work: August 16, 2024
10. **TAX EXEMPTION:** The Owner is exempt from the Illinois Retailer's Occupation Tax and Use Tax (Sales Tax). The Bidder shall exclude such taxes from consideration in preparing their bid.
11. **ADDRESS, LEGAL STATUS AND SIGNATURE OF BIDDER**
  - a. The Undersigned hereby designates the address given below as the legal address to which all notices, directions, or other communications may be served or mailed.

Name of Firm or Joint Venture: Applied Communications Group

Street Address: 1015 Lunt Ave

City: Schaumburg

State: IL

Zip: 60193

Telephone: (630) 529-1020

b. The Undersigned hereby declares that the Bidder has the legal status indicated below.

1) If a partnership, give full names of all partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) If a corporation, indicate state in which incorporated:

Illinois

Affix Seal

c. The Undersigned hereby affirms that they are qualified to do business in the State of Illinois.

d. Signatures:

1) Individual, partnership or corporation:

Name: Applied Communications Group

By: Michael Meilahn

Title: President

2) Parties to Joint Venture:

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

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

**BIDDER'S REQUIRED BID DOCUMENTS CHECKLIST**

**All Bidders must submit this form, completed in its entirety and signed, with their bid.**

Below is a list of all documents and attachments which must be included with a bid in order for the bid to be considered a complete bid. Bidders must check boxes to indicate each item has been included with this bid.

- ☐ 004113 – Bid Form, including all attachments listed below:
  - ☐ Bidder's Required Bid Documents Checklist
  - ☐ Bidder's Responsibility Information
  - ☐ Attachment 1 To Bidder's Responsibility Information
  - ☐ Financial reports for the two consecutive, most recently available years.
  - ☐ References and project names of all projects as set forth in Section 004395 – General Requirements
- ☐ 004325 – Substitutions
- ☐ 004345 - Certificate of Prevailing Wage Requirements
- ☐ 004347 – Certification of Jobsite Covid-19 Requirements Compliance
- ☐ 004353 – Certification of Illinois Preference Act Requirements
- ☐ 004519 - Non-Collusion Affidavit
- ☐ 004521 - Bidder Eligibility Certificate
- ☐ 004546 - Certificate of Compliance with Illinois Drug-Free Workplace Act
- ☐ 004548 - Certificate Regarding Non-Discrimination in Employment – Protected Categories
- ☐ 004550 - Certificate Regarding Sexual Harassment Policy
- ☐ 004552 - Certificate Regarding Criminal Background Investigations
- ☐ Documentation of a minimum of five continuous years in business as detailed in Section 004395 General Requirements, Item 1.2.A.1.
- ☐ Documentation that the Project Manager assigned to the project meets the requirements as detailed in Section 004395 General Requirements, Item 1.2.B and 1.2.B.1.
- ☐ Documentation that the Contractor meets the requirements as detailed in Section 004395 General Requirements, Item 1.2.C.
- ☐ Documentation that Contractor's Insurance Rating is 1.0 or less.
- ☐ Letter from President of the Company certifying absence of any filings for protection from creditors under federal bankruptcy laws and/or placement under receivership or similar restrictions in the last five years.
- ☐ Letter from President of the Company certifying absence of contracts terminated by Owner for non-performance in the past five years, except where not due to the material fault of the Bidder.
- ☐ Letter from bonding company certifying absence of claims on Bidder's bond in the past five years, except where not due to the material fault of the Bidder.
- ☐ Completed AIA Document A305, Contractor's Qualification Statement.

Signature:

Name: Applied Communications Group

By: Michael Meilahn

Title: President

**THIS FORM MUST BE SUBMITTED WITH BID**

**BIDDER'S RESPONSIBILITY INFORMATION**

Information required to be submitted with bid to facilitate application of Bidder Responsibility Criteria as described in Section 004395 of the Project Manual:

1. Date of establishment of current form of business organization: 06/01/1997
2. Type of current form of business organization: Low-Voltage
3. State of registration of current form of business organization: IL
4. Name of bidder's project manager with experience limits set forth in Section 004395 – General Requirements:  
Michael Meilahn
5. Identification of projects which meet the requirements set forth in Section 004395 – General Requirements. Use Attachment 1 as the form on which to provide this information.
6. Enclose with this form independently prepared financial reports for the two consecutive, most recently available years.
7. Case, caption, number and court for any bankruptcy, receivership or similar proceeding involving the bidder other than solely as a claimant:  
N/A
8. List contracts terminated by owner for non-performance within the past five years of this project's bid date, and the name, address, and telephone number of Owner's representative under all such contracts:  
N/A
9. List contracts on which a claim against the bidder's bond was made within the past five years of this project's bid date, and the name, address, and telephone number of owner's representative under all such contracts.  
N/A
10. **Enclose with this form** a list of references and project names of all projects as set forth in Section 004395 – General Requirements. The references must include the names of contact person who are or were officials representing the Owner who are familiar with the Bidder's performance.

**THIS FORM MUST BE SUBMITTED WITH BID**

**ATTACHMENT 1 TO BIDDER'S RESPONSIBILITY INFORMATION**

Identification of projects which meet the requirements set forth in Section 004395 – General Requirements. Fill out one sheet for each project. Duplicate as necessary.

1. Name of Project Lincolnwood School District 74
2. Contract Price as Bid: \$ 433,045.12
3. Final Contract Price: \$ 733,045.12
4. Contract Start Date TBD
5. Contract Completion Date: TBD
6. Date of Substantial Completion: TBD
7. Date of Final Completion: TBD
8. Identification of change orders which increased contract price or completion date were due to the material fault of the Bidder.  
N/A
9. Identification of any litigation, mediation or arbitration in which the bidder is or was a party, including the case caption, number and court, mediator or arbitrator and reasons for bidder's involvement:  
N/A
10. Identification of claims on the Bidder's bond by owner, subcontractor or others which were due to the material fault of the Bidder.  
N/A
11. Identification of mechanic's liens filed against the owner and reasons for liens:  
N/A
12. Name, address, and telephone number of owner's representative:  
N/A

END OF SECTION 004113

SECTION 004325 – SUBSTITUTIONS

All bids shall be based upon the Contractor providing materials and equipment as required by the proposed Contract Documents.

Bidders desiring to propose substitutions for acceptable manufacturers, suppliers, materials and/or equipment indicated within the specifications shall list below such proposed substitutions, along with the amount to be added or deducted from the lump sum base bid should the Owner decide to accept such proposed substitutions.

The Owner reserves the right to reject any and all such proposed substitutions.

Proposed substitutions will not be used to determine the low bid.

In order to receive consideration, each proposed substitution shall be accompanied by complete technical data and written description of material or product, including effect on the construction schedule.

Note: Manufacturers, suppliers, materials and/or equipment approved by the Architect prior to the scheduled time for receipt of Bids, but not indicated in Addenda, must be listed below if said change from the specification requirements is to be considered.

| <u>ITEM SPECIFIED</u> | <u>PROPOSED SUBSTITUTION</u> | <u>ADD</u> | <u>DEDUCT</u> |
|-----------------------|------------------------------|------------|---------------|
| <u>N/A</u>            |                              |            |               |
|                       |                              |            |               |
|                       |                              |            |               |
|                       |                              |            |               |

Name of Bidder: Applied Communications Group

Date: 03/26/2024

END OF SECTION 004325



SECTION 004345 – CERTIFICATION OF PREVAILING WAGE REQUIREMENTS

CERTIFICATION OF PREVAILING WAGE REQUIREMENTS

I, Applied Communications Group, Inc, Contractor, hereby certifies that all laborers, workers and mechanics performing work under the contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor or the Board of Education, and that Contractor and all subcontractors shall in all other respects comply with the *Prevailing Wage Act* in carry out work under the contract. If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract, Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by Contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the contract sum. Contractor shall protect, defend, indemnify and hold the Owner harmless for any claims or demands made as a result of Contractor's failure to comply with this certification.

Certified By: Michael Meilahn - President Dated: 03/26/2024  
(Contractor's Authorized Representative)

\_\_\_\_\_  
(Name of Contractor or Subcontractor's Representative)

\_\_\_\_\_  
(Title of Representative)

Applied Communications Group, Inc  
(Name of Contractor or Subcontractor)

Address of Contractor or Subcontractor:

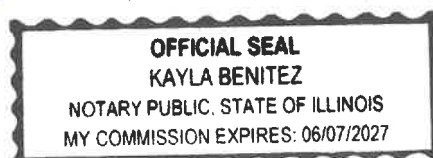
1015 Lunt Ave

Schaumburg, IL 60193

SUBSCRIBED and SWORN TO before me this 26 day of March, 2024.

Kayla Benitez  
(Notary Public)

END OF SECTION 004345



CERTIFICATION OF PREVAILING  
WAGE REQUIREMENTS

004345<sup>163</sup>

FEBRUARY 28, 2024

SECTION 004347 – CERTIFICATION OF JOBSITE COVID-19 REQUIREMENTS COMPLIANCE

CERTIFICATION OF JOBSITE COVID-19 REQUIREMENTS COMPLIANCE

I, Applied Communications Group, Inc, Contractor, hereby certifies that all laborers, workers and mechanics performing work under the contract shall at all times while on the job site comply with applicable requirements of the National Center for Disease Control, Illinois Department of Public Health, and the Illinois State Board of Education as they pertain to health and safety guidelines relative to control of the disease commonly known as Covid-19, and that Contractor and all subcontractors shall in all other respects comply with the these requirements as they carry out work under the contract. If, during the course of work under this contract, any of the above entities modify their requirements as they pertain to control to Covid-19, Contractor shall have the sole responsibility and duty to ensure that the revised requirements are stringently adhered to. Revisions to the requirements as set forth above shall not result in an increase in the contract sum. Individual workers who fail to adhere to these requirements will not be allowed access to the job site. Contractor shall protect, defend, indemnify and hold the Owner harmless for any claims or demands made as a result of Contractor's failure to comply with this certification.

Certified By: Michael Meilahn - President Dated: 03/26/2024  
(Contractor's Authorized Representative)

\_\_\_\_\_  
(Name of Contractor or Subcontractor's Representative)

\_\_\_\_\_  
(Title of Representative)

Applied Communications Group, Inc  
(Name of Contractor or Subcontractor)

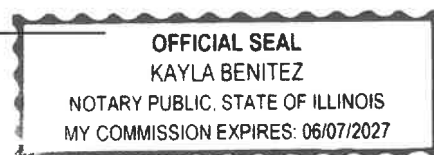
Address of Contractor or Subcontractor:

1015 Lunt Ave

Schaumburg, IL 60193

SUBSCRIBED and SWORN TO before me this 26 day of March, 2024.

Kayla Benitez  
(Notary Public)



END OF SECTION 004347

SECTION 004353 – CERTIFICATION OF ILLINOIS PREFERENCE ACT REQUIREMENTS

CERTIFICATION OF ILLINOIS PREFERENCE ACT REQUIREMENTS

I, Applied Communications Group, Inc, Contractor, hereby certifies that it will use at least 90% Illinois laborers on all public works projects that receive State funds or funds administered by the State during a period of excessive unemployment. Excessive unemployment is defined as any month immediately following two (2) consecutive calendar months that the Illinois unemployment rate exceeds 5%. Contractor shall protect, defend, indemnify and hold the Owner harmless for any claims or demands made as a result of Contractor's failure to comply with this certification.

Certified By: Michael Meilahn - President Dated: 03/26/2024  
(Contractor's Authorized Representative)

\_\_\_\_\_  
(Name of Contractor or Subcontractor's Representative)

\_\_\_\_\_  
(Title of Representative)

Applied Communications Group, Inc  
(Name of Contractor or Subcontractor)

Address of Contractor or Subcontractor:

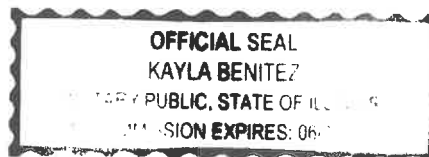
1015 Lunt Ave

Schaumburg, IL 60193

SUBSCRIBED and SWORN TO before me this 26 day of March, 2024.

Kayla Benitez  
(Notary Public)

END OF SECTION 0043535



SECTION 004519 – NON-COLLUSION AFFIDAVIT

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

(If an Individual)

Signature of Bidder \_\_\_\_\_ (Seal)

Business Address \_\_\_\_\_  
\_\_\_\_\_

(If a Partnership)

Firm Name \_\_\_\_\_ (Seal)

By \_\_\_\_\_

Business Addresses \_\_\_\_\_ (\_\_\_\_\_)

of all Partners \_\_\_\_\_ (\_\_\_\_\_)

of the Firm \_\_\_\_\_ (\_\_\_\_\_)

(If a Corporation)

Corporate Name Applied Communications Group

By Michael Meilahn

Business Address 1015 Lunt Ave

Schaumburg, IL 60193 (Corporate Seal)

Name of Officers: (President) Michael Meilahn  
(Secretary) \_\_\_\_\_  
(Treasurer) \_\_\_\_\_

Attest:   
(Secretary)

Name of Bidder Michael Meilahn

Date 03/26/2024

END OF SECTION 004519

LINCOLNWOOD SCHOOL DISTRICT 74  
2024 RUTLEDGE HALL CABLING SYSTEM UPGRADES

PROJ. NO. 23039A

SECTION 004521 – BIDDER ELIGIBILITY CERTIFICATE

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

The following certification must be completed, signed and submitted with the Bidder's Form of Proposal.  
FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.


Applied Communications Group, as part of its bid on a contract for  
(Firm Name of Contractor)

LINCOLNWOOD SCHOOL DISTRICT 74  
2024 RUTLEDGE HALL CABLING SYSTEM UPGRADES

certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

Firm Name: Applied Communications Group

By: Michael Meilahn (Typed or printed name)  
(Authorized Agent of Contractor)

  
(Signature)

\_\_\_\_\_  
(Title)

Subscribed and sworn to  
before me on this 26 day  
of March, 2024.

  
(Notary Public)



END OF SECTION 004521

SECTION 004546 – CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

[Contractors With 25 Or More Employees]

CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT

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

  
\_\_\_\_\_  
By Authorized Agent

03/26/2024  
\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me  
this 26 day of March, 2024.

  
\_\_\_\_\_  
NOTARY PUBLIC



END OF SECTION 004546

SECTION 004548 – CERTIFICATE REGARDING NON-DISCRIMINATION IN EMPLOYMENT –  
PROTECTED CATEGORIES

CERTIFICATE REGARDING  
NON-DISCRIMINATION IN EMPLOYMENT – PROTECTED CATEGORIES

Applied Communications Group [contractor], does hereby certify that [he, she, it] has a written policy that includes, at a minimum, the following information: (i) the definition of persons in a Protected Category in Employment under State and Federal law; (ii) the illegality of discrimination against persons in a Protected Category in Employment; (iii) an internal complaint process including penalties; (iv) the legal recourse, investigative and complaint process available through both the Illinois Department of Human Rights and Human Rights Commission and the U.S. Equal Employment Opportunity Commission; (v) directions on how to contact the Illinois Department of Human Rights and Human Rights Commission and the U.S. Equal Employment Opportunity Commission; and (vi) protection against retaliation.

Discrimination against Persons in a Protected Category in Employment can occur in the following categories: Age, Disability, Equal Pay/Compensation, Genetic Information, Harassment, National Origin, Pregnancy, Race/Color, Religion, and Sex-Based Discrimination.

  
By Authorized Agent

03/26/2024  
Date

SUBSCRIBED and SWORN TO before me  
this 26 day of March, 2024.

  
NOTARY PUBLIC



END OF SECTION 004548

SECTION 004550 – CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

CERTIFICATE REGARDING  
SEXUAL HARASSMENT POLICY

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

  
By Authorized Agent

03/26/2024  
Date

SUBSCRIBED and SWORN TO before me  
this 26 day of March, 2024.

  
NOTARY PUBLIC



END OF SECTION 004550



SECTION 004552 – CERTIFICATE REGARDING CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 2012," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-30 (Public indecency), 5/11-14 (Prostitution), 5/11-18 (Patronizing a prostitute), 5/11-18.1 (Patronizing a minor engaged in Prostitution), 5/14-3 (Promoting prostitution), 5/11-14.4 (Promoting juvenile prostitution), 5/11-19.1 (Sexual exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Child Pornography), 5/11-1.30 (Aggravated criminal sexual assault), 5/11-1.50 (Criminal sexual abuse), and 5/11-1.60 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et. seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et. seq. and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Investigations" form authorizing the Board of Education to request a fingerprint-based criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor shall incur any costs and expenses associated with the fingerprint-based criminal background investigation. Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students. This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: Michael Meilahn

Its: Applied Communications Group

Dated: 03/26/2024


END OF SECTION 004552

SECTION 004554 – AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATIONS

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION INFORMATION

The undersigned hereby authorizes the School Board, Lincolnwood School District 74, to request a fingerprint-based criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

By: Michael Meilahn  
(Printed/Typed Name of Applicant Employee)

By:   
(Signature of Applicant or Employee)

Dated: 03/26/2024

NOTE: SIGNATURE NOT REQUIRED FOR SUBMITTAL WITH BID. THIS IS THE FORM REFERRED TO IN SECTION 004552 FOR USE WITH EMPLOYMENT APPLICATIONS.

END OF SECTION 004554

SECTION 007343 – CERTIFICATION OF MONTHLY PAYROLL

CERTIFICATION OF MONTHLY PAYROLL

I, Nuvia Moreno, do hereby certify that attached hereto are true and correct payroll records for all laborers, mechanics, and other workers employed by Applied Communications Group on the project known as 2024 RUTLEDGE HALL CABLING SYSTEM UPGRADES. Such records contain a true and accurate statement of each worker's name, address, telephone number (if available), social security number, classification(s), hourly wages paid in each pay period, number of hours worked each day, and starting and ending times of each day. The hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Illinois Prevailing Wage Act. I am aware that filing a certified payroll that I know to be false is a Class B misdemeanor.

Certified By: Michael Meilahn - President Dated: 03/26/2024  
(Contractor's Authorized Representative)

\_\_\_\_\_  
(Name of Contractor or Subcontractor's Representative)

\_\_\_\_\_  
(Title of Representative)

Applied Communications Group  
(Name of Contractor or Subcontractor)

Address of Contractor or Subcontractor:

1015 Lunt Ave

Schaumburg, IL 60193

SUBSCRIBED and SWORN TO before me this 26 day of March, 2024.

Kayla Benitez  
(Notary Public)

END OF SECTION 007343.



SUBSTITUTIONS REQUEST FROM

All bids shall be based upon the Contractor providing materials and equipment as required by the proposed Contract Documents.

Bidders desiring to propose substitutions for acceptable manufacturers, suppliers, materials and/or equipment indicated within the specifications shall list below such proposed substitutions, along with the amount to be added or deducted from the lump sum base bid should the Owner decide to accept such proposed substitutions.

The Owner reserves the right to reject any and all such proposed substitutions.

Proposed substitutions will not be used to determine the low bid.

In order to receive consideration, each proposed substitution shall be accompanied by complete technical data and written description of material or product, including effect on the construction schedule.

Note: Manufacturers, suppliers, materials and/or equipment approved by the Architect prior to the scheduled time for receipt of Bids, but not indicated in Addenda, must be listed below if said change from the specification requirements is to be considered.

| <u>ITEM SPECIFIED</u> | <u>PROPOSED SUBSTITUTION</u> | <u>ADD</u> | <u>DEDUCT</u> |
|-----------------------|------------------------------|------------|---------------|
| N/A                   |                              |            |               |
|                       |                              |            |               |
|                       |                              |            |               |
|                       |                              |            |               |

Name of Bidder: Applied Communications Group

Date: 03/26/2024



**Date** *Mar 26, 2024*  
**Client** *Lincolnwood SD74 Rutledge Hall*  
**Contact**  
**System** *Listed Systems*  
**Section**  
**Project** *Lincolnwood SD74 Rutledge Hall*

**Contact** *Michael Mellahn*  
**Phone** *630-259-5222*  
**Email** *mmellahn@getacg.co*  
**Drawing** *February 29, 2024*  
**Addenda's** *2*

**Intro:** *Applied Communications Group is pleased to provide this proposal for the following project. The Applied's proposal includes competitive pricing, expert and timely installation, and a commitment to providing ongoing support of your systems requirements.*

**Scope** *ACG will provide material and labor to install the Listed System's for the Lincolnwood SD74 Rutledge Hall project. Quote is as per prints and specifications.*

| System                        | Labor         | Materials     | Tax | TOTAL         |
|-------------------------------|---------------|---------------|-----|---------------|
| System Demo                   | \$ 17,113.00  | -             | -   | \$ 17,113.00  |
| 271000 Communications Cabling | \$ 144,666.00 | \$ 127,512.37 | -   | \$ 272,178.37 |
| 275123 Integrated Comm System | \$ 39,531.00  | \$ 92,660.55  | -   | \$ 132,191.55 |
| 281300 Access Control         | -             | -             | -   | -             |
| 281600 Intrusion Detection    | \$ 1,250.00   | \$ 312.50     | -   | \$ 1,562.50   |
| 282605 - Rescue Assistance    | \$ 3,125.00   | \$ 6,874.70   | -   | \$ 9,999.70   |
| Grand Total                   |               |               | -   | \$ 433,045.12 |

All listed material is guaranteed to be as specified above. All work is to be completed in accordance with current standards and general installation practices. Any additions or changes to the above specifications resulting in additional cost to Applied Communications Group, Inc. will be performed only upon written orders, and will be invoiced as an Engineering Change Order above this original quotation. Owner agrees to carry building insurance. Certificates of insurance reflecting Applied's coverages are available upon request. The above prices, specifications are hereby accepted. Applied has authorization to perform all work as specified in the quotation. Payment in full is due within 30 days, interest @ 1.5% a month is due on invoices over 30 days, in addition to any collection fees which may be incurred and will be responsible for all attorney fees.

Customer Signature \_\_\_\_\_ Date of Acceptance \_\_\_\_\_

#### Design Assumptions

1. Free and clear access for all work area will be required.
2. Union labor has been quoted.
3. All labor has been quoted on normal time.
4. An on-site, secure area for materials and tools will be designated by the client for Applied 's use during the installation.
5. All conduit, cores, sleeves and cable trays if needed, will be supplied by others.
6. Permit fee's have not been included and will be considered billable to the customer.
7. Contract Pricing is contingent on approved submittal package.
8. No allowances have been included unless clearly specified.



### System Demo

| Qty | Unit | Scope of Work                    |
|-----|------|----------------------------------|
| 24  | ea   | Demo Projector                   |
| 24  | ea   | Demo Projector Screen            |
| 12  | ea   | Demo AV Speakers                 |
| 35  | ea   | Demo Paging Speakers             |
| 6   | ea   | Demo Analog Clocks               |
| 37  | ea   | Demo Call Buttons                |
| 12  | ea   | Demo Exterior Camera             |
| 10  | ea   | Demo Card Reader                 |
| 2   | ea   | Demo Motion Detector             |
| 1   | ea   | Demo Keypad                      |
| 18  | ea   | Demo Wireless Access Point (WAP) |
| 120 | ea   | Demo Data Location               |

| Qty | Unit | Materials & Equipment | Part Number |
|-----|------|-----------------------|-------------|
|-----|------|-----------------------|-------------|

|                  |    |           |
|------------------|----|-----------|
| MATERIAL TOTAL   | \$ | -         |
| TAX              | \$ | -         |
| LABOR TOTAL      | \$ | 17,113.00 |
| TOTAL INVESTMENT | \$ | 17,113.00 |

### 271000 Communications Cabling

| Qty | Unit | Scope of Work                               |
|-----|------|---|
| 200 | ea   | Install J-Hook Cable Supports - Cat6 Cable  |
| 200 | ea   | Install J-Hook Cable Supports - Cat6a Cable |
| 53  | ea   | Install Single Cat6 Location - C1           |
| 45  | ea   | Install Single Cat6 Wall Phone Location - W |
| 23  | ea   | Install Single Cat6 Camera Location - CAM   |
| 109 | ea   | Install Dual Cat6 Location - C2             |
| 3   | ea   | Install Quad Cat6 Location - C4             |
| 45  | ea   | Install Dual Cat6a WAP Location - WAP       |
| 450 | ea   | Terminate Cable Drops to Jacks              |
| 450 | ea   | Terminate Cable Drops to Patch Panels       |
| 450 | ea   | Certify Cable Drops                         |
| 2   | ea   | IDF Buildout                                |
| 2   | ea   | Install 2-Post Free Standing Rack           |
| 2   | ea   | Grounding of Racking                        |
| 34  | ea   | Install AV Locations WP1 & WP2              |
|     |      | ***   |
| 45  | ea   | Install Wireless Access Point (WAP)         |
| 46  | ea   | Re- Install Cameras                         |

| Qty | Unit | Materials & Equipment                          | Part Number |
|-----|------|--|-------------|
| 100 | ea   | 2" Basic J-Hook                                | J-Hook-2    |
| 150 | ea   | Winnie (2) 2" J Hook Tiered w/angel brk & Shot | WJH32ACEXT  |



|     |    |  |                    |
|-----|----|--|--------------------|
| 88  | m  | Hubbell Cat6 Plenum Cable (Min) White                  | HC6RPEW            |
| 23  | m  | Hubbell Cat6A Plenum Cable White                       | C6ASPD5W           |
| 360 | ea | Hubbell Cat6 jack White                                | HXJ6W              |
| 90  | ea | Hubbell Cat6A jack White                               | HJU6AW             |
| 10  | ea | Hubbell 48 Port Cat6 Patch Panel                       | HP648              |
| 3   | ea | Hubbell 48 Port Cat6A Patch Panel                      | HPJ6A48            |
| 46  | ea | Hubbell Two Port Surface Mount Box White               | hsb2w              |
| 25  | ea | Hubbell One Port Plenum Surface Mount Box White        | hsb1wp             |
| 170 | ea | Hubbell Two Port Keystone Faceplate White              | IFP12W             |
| 5   | ea | Hubbell Four Port Keystone Faceplate White             | IFP14W             |
| 6   | ea | Hubbell Keystone Blanks White                          | SFBW10             |
| 48  | ea | Hubbell Cat6 Stainless Wall Phone Plate                | SP6R               |
| 3   | ea | Jingchengmei 2-post Rack Shelf                         | 2U2PC10V           |
| 3   | ea | APC Rack Mount UPS                                     | SMX1500RM2UC       |
| 2   | ea | Hubbell 6" single sided economy vertical cable manager | VS76H              |
| 48  | ea | Hubbell Cat6 Stainless Wall Phone Plate                | SP6R               |
| 1   | ea | CPI QuadraRack 4-Post Equipment Rack                   | 50120-703          |
| 1   | ea | Grounding Materials                                    | 40164-001          |
| 34  | ea | Atlona Single Gang TX Wall Plate with USB-C and HDMI   | AT-OME-SW21-TX-WPC |
| 34  | ea | Atlona Omega 4K/UHD HDMI Over HDBaseT Receiver         | AT-OME-EX-RX       |

|                         |           |                   |
|-------------------------|-----------|-------------------|
| <b>MATERIAL TOTAL</b>   | <b>\$</b> | <b>127,512.37</b> |
| <b>TAX</b>              | <b>\$</b> | <b>-</b>          |
| <b>LABOR TOTAL</b>      | <b>\$</b> | <b>144,666.00</b> |
| <b>TOTAL INVESTMENT</b> | <b>\$</b> | <b>272,178.37</b> |

#### 275123 Integrated Comm System

| Qty | Unit | Scope of Work                    |
|-----|------|----------------------------------|
| 1   | ea   | Install Headend                  |
| 47  | ea   | Install Call Buttons             |
| 56  | ea   | Install Wireless Clocks          |
| 56  | ea   | Install Paging Speakers          |
| 47  | ea   | Install Zone Speakers            |
| 150 | ea   | Cable supports                   |
| 4   | ea   | Installation of Outdoor Speakers |

| Qty | Unit | Materials & Equipment                     | Part Number |
|-----|------|---|-------------|
| 6   | m    | Lake 18/2 Stranded unshielded Plenum Wire | 4040PL-10RB |
| 150 | ea   | ACG Cable Supports                        | SUPPORT     |

|                         |           |                   |
|-------------------------|-----------|-------------------|
| <b>MATERIAL TOTAL</b>   | <b>\$</b> | <b>92,660.55</b>  |
| <b>TAX</b>              | <b>\$</b> | <b>-</b>          |
| <b>LABOR TOTAL</b>      | <b>\$</b> | <b>39,531.00</b>  |
| <b>TOTAL INVESTMENT</b> | <b>\$</b> | <b>132,191.55</b> |

#### 281300 Access Control



Any work related to access control Has been exuded.

**Qty Unit Scope of Work**

Any work related to access control Has been exuded

**Qty Unit Materials & Equipment**

**Part Number**

MATERIAL TOTAL \$ -  
TAX \$ -  
LABOR TOTAL \$ -  
TOTAL INVESTMENT \$ -

#### 281600 Intrusion Detection

**Qty Unit Scope of Work**

2 ea Reinstall Motion Detectors

**Qty Unit Materials & Equipment**

**Part Number**

1 ea Required Cable

MATERIAL TOTAL \$ 312.50  
TAX \$ -  
LABOR TOTAL \$ 1,250.00  
TOTAL INVESTMENT \$ 1,562.50

#### 282605 - Rescue Assistance

**Qty Unit Scope of Work**

1 ea Install Area of Rescue Master Station  
2 ea Install Area of Rescue Call Station  
2 ft Install Area of Rescue Wire  
1 ea Install Single Cat6 Location

**Qty Unit Materials & Equipment**

**Part Number**

|   |    |  |            |
|---|----|--|------------|
| 1 | ea | CORNER SCIM-4825 Control Module, Sentinel V2 | SCIM-4825  |
| 1 | ea | HW-02 Rack Mounting Hardware                 | HW-02      |
| 1 | ea | POTS-4800S Sentinel AOR - POTS Assembly      | POTS-4800S |
| 1 | ea | B-4825-7 Battery Backup Kit                  | B-4825-7   |
| 1 | ea | BB-48SM Sentinel AOR - Metal Phone Backbox   | BB-48SM    |
| 1 | ea | BB-48TS Sentinel AOR - Trim Ring             | BB-48TS    |
| 1 | ea | A-4800BS Sentinel AOR - Base / Phone         | A-4800BS   |
| 2 | ea | 4800VS-3 Call Station with Mushroom Button   | 4800VS-3   |
| 2 | ea | SN-C48 Sign, Instr, Lum, Push Help Braille   | SN-C48     |
| 1 | ea | Required Cable                               |            |





|                         |           |                 |
|-------------------------|-----------|-----------------|
| <b>MATERIAL TOTAL</b>   | <b>\$</b> | <b>6,874.70</b> |
| <b>TAX</b>              | <b>\$</b> | <b>-</b>        |
| <b>LABOR TOTAL</b>      | <b>\$</b> | <b>3,125.00</b> |
| <b>TOTAL INVESTMENT</b> | <b>\$</b> | <b>9,999.70</b> |

# MERCHANTS BONDING COMPANY™

MERCHANTS NATIONAL BONDING, INC. P.O. BOX 14498, DES MOINES, IOWA 50306-3498

PHONE: (800) 678-8171 FAX: (515) 243-3854

## Bid Bond

Bond Number: Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Applied Communications Group, Inc.

1015 Lunt Ave.

Schaumburg, IL 60193

### OWNER:

(Name, legal status and address)

Board of Education, Lincolnwood School District 74

6950 N. East Prairie Road

Lincolnwood, IL 60712

**BOND AMOUNT:** Ten Percent of the Total Amount Bid (10%)

### PROJECT:

(Name, location or address, and Project number, if any)

Lincolnwood SD74 Rutledge Hall Cabling Systems Upgrade

### SURETY:

(Name, legal status and principal place of business)

Merchants National Bonding, Inc.

A Corporation

6700 Westown Parkway,

West Des Moines, IA 50266

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27 day of March, 2024

  
(Witness)

Applied Communications Group, Inc.

  
(Principal)

president  
(Title)

(Seal)

OFFICIAL SEAL

KAYLA BENITEZ

JUDICIAL PUBLIC, STATE OF ILL.

COMMISSION EXPIRES: 06/30/2025

Stephanie Shetler

CON 0657 (2/15)

Merchants National Bonding, Inc.

(Surety)

180  
(Title)

Annette Albach, Attorney-in-Fact

(Seal)

**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Annette Albach; Stephanie Shetler

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

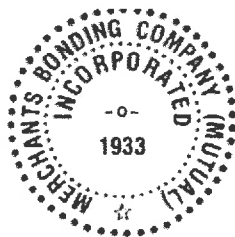
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



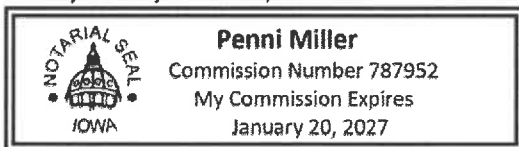
MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.  
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

*Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 3rd day of February 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 27 day of March, 2024.



*William Warner Jr.*  
Secretary

# MERCHANTS BONDING COMPANY™

MERCHANTS NATIONAL BONDING, INC. P.O. BOX 14498, DES MOINES, IOWA 50306-3498

PHONE: (800) 678-8171 FAX: (515) 243-3854

## Bid Bond

Bond Number: Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Applied Communications Group, Inc.

1015 Lunt Ave.

Schaumburg, IL 60193

### OWNER:

(Name, legal status and address)

Board of Education, Lincolnwood School District 74

6950 N. East Prairie Road

Lincolnwood, IL 60712

**BOND AMOUNT:** Ten Percent of the Total Amount Bid (10%)

### PROJECT:

(Name, location or address, and Project number, if any)

Lincolnwood SD74 Rutledge Hall Cabling Systems Upgrade

### SURETY:

(Name, legal status and principal place of business)

Merchants National Bonding, Inc.  
A Corporation

6700 Westown Parkway,  
West Des Moines, IA 50266

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27 day of March, 2024

Applied Communications Group, Inc.

(Witness)



(Principal)

(Seal)

(Title)

Merchants National Bonding, Inc.

(Surety)

(Seal)

(Witness) Stephanie Shetler

182  
(Title)

Annette Albach, Attorney-in-Fact

CON 0657 (2/15)



**MERCHANTS**  
**BONDING COMPANY, INC.**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Annette Albach; Stephanie Shetler

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

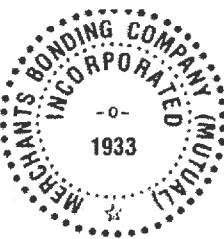
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



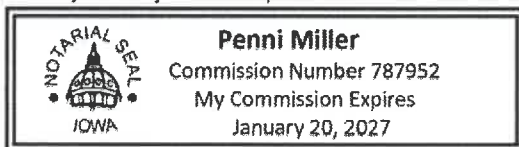
MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.  
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

*Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 3rd day of February, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 27 day of March, 2024.



*William Warner Jr.*  
Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |
|---|--|
| PRODUCER<br>FEDERATED MUTUAL INSURANCE COMPANY<br>HOME OFFICE: P.O. BOX 328<br>OWATONNA, MN 55060 | CONTACT NAME: CLIENT CONTACT CENTER<br>PHONE (A/C, No, Ext): 888-333-4949<br>FAX (A/C, No): 507-446-4664<br>E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM |
| INSURED<br>APPLIED COMMUNICATIONS GROUP, INC.<br>1015 LUNT AVE<br>SCHAUMBURG, IL 60193-4418       | INSURERS AFFORDING COVERAGE<br>INSURER A: FEDERATED MUTUAL INSURANCE COMPANY<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F:         |
| 429-313-0   | NAIC #<br>13935  |

## COVERAGES

CERTIFICATE NUMBER: 0

REVISION NUMBER: 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | N         | N        | 1867194       | 07/26/2023              | 07/26/2024              | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) EXCLUDED<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS & COMP/OP AGG \$2,000,000 |
| A        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br>HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  | N         | N        | 1867194       | 07/26/2023              | 07/26/2024              | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per Person)<br>BODILY INJURY (Per Accident)<br>PROPERTY DAMAGE (Per Accident)   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION  | N         | N        | 1867195       | 07/26/2023              | 07/26/2024              | EACH OCCURRENCE \$5,000,000<br>AGGREGATE \$5,000,000  |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | N/A       | N        | 1867197       | 07/26/2023              | 07/26/2024              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L EACH ACCIDENT \$1,000,000<br>E.L DISEASE EA EMPLOYEE \$1,000,000<br>E.L DISEASE POLICY LIMIT \$1,000,000                                      |

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

THIS COPY IS NOT TO BE REPRODUCED FOR ISSUANCE OF CERTIFICATES.

## CERTIFICATE HOLDER

A CERTIFICATE HAS BEEN FILED WITH EACH OF YOUR CERTIFICATE HOLDERS.

0 0

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Nicholas R. Zower

184

# JESSE WHITE

## SECRETARY OF STATE



|                               |                                       |                          |  |
|-------------------------------|---------------------------------------|--------------------------|--|
| File Number                   | 59414437                              |                          |  |
| Entity Name                   | APPLIED COMMUNICATIONS GROUP, INC.    |                          |  |
| Status                        | ACTIVE                                |                          |  |
| Entity Type                   | CORPORATION                           | Type of Corp             | DOMESTIC BCA                                   |
| Incorporation Date (Domestic) | 05/13/1997                            | State                    | ILLINOIS                                       |
| Agent Name                    | MICHAEL MEILAHN                       | Agent Change Date        | 03/17/2015                                     |
| Agent Street Address          | 1015 LUNT AVE                         | President Name & Address | MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193 |
| Agent City                    | SCHAUMBURG                            | Secretary Name & Address | MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193 |
| Agent Zip                     | 60193                                 | Duration Date            | PERPETUAL                                      |
| Annual Report Filing Date     | 03/30/2018                            | For Year                 | 2018   |
| Old Corp Name                 | 01/05/2000 - APPLIED NETWORKING, INC. |                          |  |

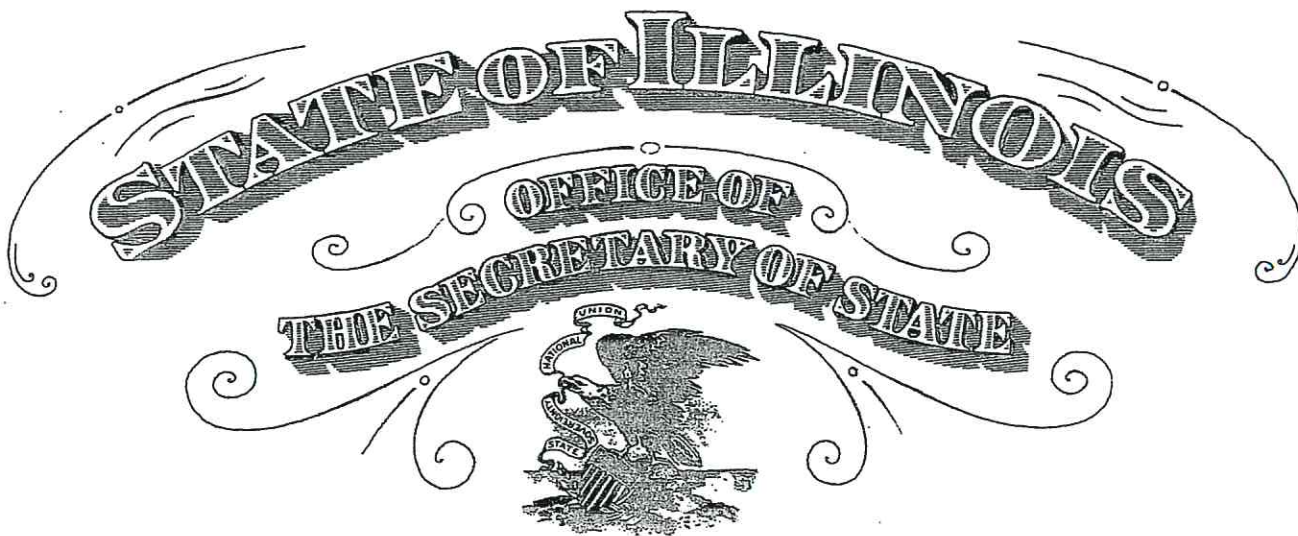
[Purchase Certificate of Good Standing](#)

(One Certificate per Transaction)

### OTHER SERVICES

[File Annual Report](#)
[Adopting Assumed Name](#)
[Articles of Amendment Effecting A Name Change](#)
[Change of Registered Agent and/or Registered Officer Address](#)





*To all to whom these Presents Shall Come, Greeting:*

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

APPLIED COMMUNICATIONS GROUP, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MAY 13, 1997, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



*In Testimony Whereof, I hereto set  
my hand and cause to be affixed the Great Seal of  
the State of Illinois, this 27TH  
day of FEBRUARY A.D. 2020 .*

*Jesse White*





Office of the Secretary of State Jesse White  
*DRIVEILLINOIS.COM*

## Corporation/LLC Search/Certificate of Good Standing

### Corporation File Detail Report

File Number 59414437  
Entity Name APPLIED COMMUNICATIONS GROUP, INC.  
Status  
ACTIVE

#### Entity Information

Entity Type  
CORPORATION

Type of Corp  
DOMESTIC BCA

Incorporation Date (Domestic)  
Tuesday, 13 May 1997

State  
ILLINOIS

Duration Date  
PERPETUAL

#### Agent Information

Name

187

MICHAEL MEILAHN

Address

1015 LUNT AVE  
SCHAUMBURG , IL 60193

Change Date

Tuesday, 17 March 2015

## Annual Report

Filing Date

Wednesday, 27 March 2019

For Year

2019

## Officers

President

Name & Address

MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193

Secretary

Name & Address

MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193

---

## Old Corp Name

01/05/2000

APPLIED NETWORKING, INC.

[Return to Search](#)

[File Annual Report](#)

[Adopting Assumed Name](#)

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[Articles of Amendment Effecting A Name Change](#)

2/27/2020

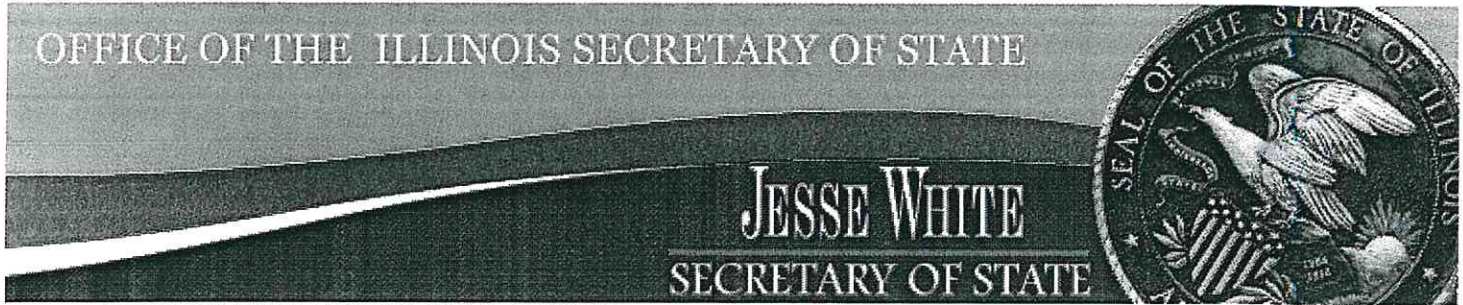
Corporation/LLC Search/Certificate of Good Standing

## Change of Registered Agent and/or Registered Office

(One Certificate per Transaction)

This information was printed from [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com), the official website of the Illinois Secretary of State's Office.

Thu Feb 27 2020



## CORPORATION FILE DETAIL REPORT

|                               |                                       |                          |  |
|-------------------------------|---------------------------------------|--------------------------|--|
| File Number                   | 59414437                              |                          |  |
| Entity Name                   | APPLIED COMMUNICATIONS GROUP, INC.    |                          |  |
| Status                        | ACTIVE                                |                          |  |
| Entity Type                   | CORPORATION                           | Type of Corp             | DOMESTIC BCA                                   |
| Incorporation Date (Domestic) | 05/13/1997                            | State                    | ILLINOIS                                       |
| Agent Name                    | MICHAEL MEILAHN                       | Agent Change Date        | 03/17/2015                                     |
| Agent Street Address          | 1015 LUNT AVE                         | President Name & Address | MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193 |
| Agent City                    | SCHAUMBURG                            | Secretary Name & Address | MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193 |
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[Return to the Search Screen](#)
[Purchase Certificate of Good Standing](#)

(One Certificate per Transaction)

## OTHER SERVICES

[File Annual Report](#)
[Adopting Assumed Name](#)
[Articles of Amendment Effecting A Name Change](#)
[Change of Registered Agent and/or Registered Office Address](#)





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***In Testimony Whereof, I hereto set***  
*my hand and cause to be affixed the Great Seal of*  
*the State of Illinois, this 27TH*  
*day of FEBRUARY A.D. 2020 .*

*Jesse White*



Office of the Secretary of State Jesse White  
*CYBERDRIVEILLINOIS.COM*

## Corporation/LLC Search/Certificate of Good Standing

### Corporation File Detail Report

File Number      59414437

Entity Name      APPLIED COMMUNICATIONS GROUP, INC.

Status  
ACTIVE

#### Entity Information

Entity Type  
CORPORATION

Type of Corp  
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Incorporation Date (Domestic)  
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State  
ILLINOIS

Duration Date  
PERPETUAL

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Address

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Tuesday, 17 March 2015

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For Year

2019

## Officers

President

Name & Address

MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193

Secretary

Name & Address

MICHAEL MEILAHN 1015 LUNT AVE SCHAUMBURG 60193

---

## Old Corp Name

01/05/2000

APPLIED NETWORKING, INC.

[Return to Search](#)

[File Annual Report](#)

[Adopting Assumed Name](#)

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[Articles of Amendment Effecting A Name Change](#)

## Change of Registered Agent and/or Registered Office

(One Certificate per Transaction)

This information was printed from [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com), the official website of the Illinois Secretary of State's Office.

Thu Feb 27 2020



ACTION BY SOLE SHAREHOLDER

I, the undersigned, Michael Meilahn being  
the sole owner of record of all of the outstanding shares of  
APPLIED COMMUNICATIONS GROUP, INC.

an Illinois corporation, do hereby nominate and select myself  
to act as the sole Director of said corporation to hold office  
until the next annual meeting of the shareholder of said cor-  
poration or until my successor shall be elected and qualify.



MICHAEL MEILAHN

Being the owner of record of all of the  
shares of said corporation.

Dated 5-15-1997

ACTION BY SOLE DIRECTOR OF

APPLIED COMMUNICATIONS, GROEP, INC.

I, the undersigned, being the sole director of  
APPLIED COMMUNICATIONS GROUP, INC. an Illinois corporation, do  
hereby take the following action without a meeting, pursuant to  
the authority of the Illinois Business Corporation Act, as  
follows:

1. I nominate and appoint as officers of the corporation to act  
as such officers until their successors shall have been duly  
elected and qualified, the following:

|                 |                              |
|-----------------|------------------------------|
| MICHAEL MEILANN | PRESIDENT AND SECRETARY      |
| DAVID MEILAHN   | VICE PRESIDENT AND TREASURER |

2. I do hereby ratify and approve the following By-Laws and  
adopt them as the By-Laws of the corporation.

- 2 -

I do hereby approve the form of corporate seal an impression of which is herein set forth.

I do hereby approve the form of certificate representing shares of the corporation.

I authorize the Treasurer of the corporation, as, if and when I have paid into the corporate account the sum of my subscription, to issue a Certificate of shares to me.

I also authorize the Treasurer to pay all costs of organization of the corporation.



Being the only Director of said corporation.

Dated 5-15-97

BY-LAWS

OF

APPLIED COMMUNICATIONS GROUP, INC.

ARTICLE I

OFFICES

The corporation shall continuously maintain in the State of Illinois a registered office and a registered agent whose business office is identical with such registered office, and may have other offices within or without the state.

ARTICLE II

SHAREHOLDERS

SECTION 1. ANNUAL MEETING. An annual meeting of the shareholders shall be held on the First Tuesday in March of each year or at such time as the board of directors may designate for the purpose of electing directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day.

SECTION 2. SPECIAL MEETINGS. Special meetings of the shareholders may be called either by the president, by the board of directors or by the holders of not less than one-fifth of all the outstanding shares of the corporation entitled to vote, for the purpose or purposes stated in the call of the meeting.

SECTION 3. PLACE OF MEETING. The board of directors may designate any place, as the place of meeting for any annual meeting or for any special meeting called by the board of directors. If no designation is made, or if a special meeting be otherwise called, the place of meeting shall be at.

SECTION 4. NOTICE OF MEETINGS. Written notice stating the place, date, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than 10 nor more than 60 days before the date of the meeting, or in the case of a merger,



consolidation, share exchange, dissolution or sale, lease or exchange of assets not less than 20 nor more than 60 days before the date of the meeting, either personally or by mail, by or at the direction of the president, or the secretary, or the officer or persons calling the meeting, to each shareholder of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the shareholder at his or her address as it appears on the records of the corporation, with postage thereon prepaid. When a meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken.

SECTION 5. FIXING OF RECORD DATE. For the purpose of determining the shareholders entitled to notice of or to vote at any meeting of shareholders, or shareholders entitled to receive payment of any dividend, or in order to make a determination of shareholders for any other proper purpose, the board of directors of the corporation may fix in advance a date as the record date for any such determination of shareholders, such date in any case to be not more than 60 days and for a meeting of shareholders, not less than 10 days, or in the case of a merger, consolidation, share exchange, dissolution or sale, lease or exchange of assets, not less than 20 days before the date of such meeting. If no record date is fixed for the determination of shareholders entitled to notice of or to vote at a meeting of shareholders, or shareholders entitled to receive payment of a dividend, the date on which notice of the meeting is mailed or the date on which the resolution of the board of directors declaring such dividend is adopted, as the case may be, shall be the record date for such determination of shareholders. A determination of shareholders shall apply to any adjournment of the meeting.

SECTION 6. VOTING LISTS. The officer or agent having charge of the transfer book for shares of the corporation shall make, within 20 days after the record date for a meeting of shareholders or 10 days before such meeting, whichever is earlier, a complete list of the shareholders entitled to vote at such meeting, arranged in alphabetical order, with the address of and the number of shares held by each, which list, for a period of 10 days prior to such meeting, shall be kept on file at the registered office of the corporation and shall be subject to inspection by any shareholder, and to copying at the shareholder's expense, at any time during usual business hours. Such list shall also be produced and kept open at the time and place of the meeting and shall be subject to the inspection of any shareholder during the whole time of the meeting. The original share ledger or transfer book, or a duplicate thereof kept in this State, shall be prima facie evidence as to who are the shareholders entitled to examine such list or share ledger or transfer book or to vote at any meeting of shareholders.



SECTION 7. QUORUM. The holders of a majority of the outstanding shares of the corporation entitled to vote on a matter, represented in person or by proxy, shall constitute a quorum for consideration of such matter at any meeting of shareholders, but in no event shall a quorum consist of less than one-third of the outstanding shares entitled so to vote; provided that if less than a majority of the outstanding shares are represented at said meeting, a majority of the shares so represented may adjourn the meeting at any time without further notice. If a quorum is present, the affirmative vote of the majority of the shares represented at the meeting shall be the act of the shareholders, unless the vote of a greater number or voting by classes is required by the Business Corporation Act, the articles of incorporation or these by-laws. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting. Withdrawal of shareholders from any meeting shall not cause failure of a duly constituted quorum at that meeting.

SECTION 8. PROXIES. Each shareholder may appoint a proxy to vote or otherwise act for him or her by signing an appointment form and delivering it to the person so appointed, but no such proxy shall be valid after 11 months from the date of its execution, unless otherwise provided in the proxy.

SECTION 9. VOTING OF SHARES. Each outstanding share, regardless of class, shall be entitled to one vote in each matter submitted to vote at a meeting of shareholders, and in all elections for directors, every shareholder shall have the right to vote the number of shares owned by such shareholder for as many persons as there are directors multiplied by the number of such shares or to distribute such cumulative votes in any proportion among any number of candidates. Each shareholder may vote either in person or by proxy as provided in SECTION 8 hereof.

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SECTION 10. VOTING OF SHARES BY CERTAIN HOLDERS.  
Shares held by the corporation in a fiduciary capacity may be voted and shall be counted in determining the total number of outstanding shares entitled to vote at any given time.

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Shares registered in the name of another corporation, domestic or foreign, may be voted by any officer, agent, proxy or other legal representative authorized to vote such shares under the law of incorporation of such corporation.

Shares registered in the name of a deceased person, a minor ward or a person under legal disability, may be voted by his or her administrator, executor or court appointed guardian, either in person or by proxy without a transfer of such shares into the name of such administrator, executor or court appointed guardian. Shares registered in the name of a trustee may be voted by him or her, either in person or ~~200~~ proxy.



Shares registered in the name of a receiver may be voted by such receiver, and shares held by or under the control of a receiver may be voted by such receiver without the transfer thereof into his or her name if authority to do so is contained in an appropriate order of the court by which such receiver was appointed.

A shareholder whose shares are pledged shall be entitled to vote such shares until the shares have been transferred into the name of the pledgee, and thereafter the pledgee shall be entitled to vote the shares so transferred.

Any number of shareholders may create a voting trust for the purpose of conferring upon a trustee or trustees the right to vote or otherwise represent their shares, for a period not to exceed 10 years, by entering into a written voting trust agreement specifying the terms and conditions of the voting trust, and by transferring their shares to such trustee or trustees for the purpose of the agreement. Any such trust agreement shall not become effective until a counterpart of the agreement is deposited with the corporation at its registered office. The counterpart of the voting trust agreement so deposited with the corporation shall be subject to the same right of examination by a shareholder of the corporation, in person or by agent or attorney, as are the books and records of the corporation, and shall be subject to examination by any holder of a beneficial interest in the voting trust, either in person or by agent or attorney, at any reasonable time for any proper purpose.

Shares of its own stock belonging to this corporation shall not be voted, directly or indirectly, at any meeting and shall not be counted in determining the total number of outstanding shares at any given time, but shares of its own stock held by it in a fiduciary capacity may be voted and shall be counted in determining the total number of outstanding shares at any given time.

~~SECTION 11. CUMULATIVE VOTING. In all elections for directors, every shareholder shall have the right to vote in person or by proxy, the number of shares owned by him/her, for as many persons as there are directors to be elected, or to cumulate such votes, and give one candidate as many votes as the number of directors multiplied by the number of his/her shares shall equal, or to distribute them on the same principle among as many candidates as he/she shall think fit.~~

The articles of incorporation may be amended to limit or eliminate cumulative voting rights in all or specified circumstances, or to limit or deny voting rights or to provide special voting rights as to any class or classes or series of shares of the corporation.



SECTION 12. INSPECTORS. At any meeting of shareholders, the presiding officer may, or upon the request of any shareholder, shall appoint one or more persons as inspectors for such meeting.

Such inspectors shall ascertain and report the number of shares represented at the meeting, based upon their determination of the validity and effect of proxies; count all votes and report the results; and do such other acts as are proper to conduct the election and voting with impartiality and fairness to all the shareholders.

Each report of an inspector shall be in writing and signed by him or her or by a majority of them if there be more than one inspector acting at such meeting. If there is more than one inspector, the report of a majority shall be the report of the inspectors. The report of the inspector or inspectors on the number of shares represented at the meeting and the results of the voting shall be prima facie evidence thereof.

SECTION 13. INFORMAL ACTION BY SHAREHOLDERS. Any action required to be taken at a meeting of the shareholders, or any other action which may be taken at a meeting of the shareholders, may be taken without a meeting and without a vote, if a consent in writing, setting forth the action so taken shall be signed (a) if 5 days prior notice of the proposed action is given in writing to all of the shareholders entitled to vote with respect to the subject matter hereof, by the holders of outstanding shares having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all shares entitled to vote thereon were present and voting or (b) by all of the shareholders entitled to vote with respect to the subject matter thereof.

Prompt notice of the taking of the corporate action without a meeting by less than unanimous written consent shall be given in writing to those shareholders who have not consented in writing. In the event that the action which is consented to is such as would have required the filing of a certificate under any section of the Business Corporation Act if such action had been voted on by the shareholders at a meeting thereof, the certificate filed under such selection shall state, in lieu of any statement required by such section concerning any vote of shareholders, that written notice and consent have been given in accordance with the provisions of the Business Corporation Act governing informal action by shareholders.

SECTION 14. VOTING BY BALLOT. Voting on any question or in any election may be by voice unless the presiding officer shall order or any shareholder shall demand that voting be by ballot.



## ARTICLE III

### DIRECTORS

SECTION 1. GENERAL POWERS. The business of the corporation shall be managed by or under the direction of its board of directors. A majority of the board of directors may establish reasonable compensation for their services and the services of other officers, irrespective of any personal interest.

SECTION 2. NUMBER, TENURE AND QUALIFICATIONS. The number of directors of the corporation shall be one. Each director shall hold office until the next annual meeting of shareholders; or until his successor shall have been elected and qualified. Directors need not be residents of Illinois or shareholders of the corporation. The number of directors may be increased or decreased from time to time by the amendment of this section. No decrease shall have the effect of shortening the term of any incumbent director.

SECTION 3. REGULAR MEETINGS. A regular meeting of the board of directors shall be held without other notice than this by-law, immediately after the annual meeting of shareholders. The board of directors may provide, by resolution, the time and place for holding of additional regular meetings without other notice than such resolution.

SECTION 4. SPECIAL MEETINGS. Special meetings of the board of directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board of directors may fix any place as the place for holding any special meeting of the board of directors called by them.

SECTION 5. NOTICE. Notice of any special meeting shall be given at least days previous thereto by written notice to each director at his business address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegram company. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board of directors need be specified in the notice or waiver of notice of such meeting.

SECTION 6. QUORUM. A majority of the number of directors fixed by these by-laws shall constitute a quorum for transaction of business at any meeting of the20board of directors, provided



that if less than a majority of such number of directors are present at said meeting, a majority of the directors present may adjourn the meeting at any time without further notice.

SECTION 7. MANNER OF ACTING. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by statute, these by-laws, or the articles of incorporation.

SECTION 8. VACANCIES. Any vacancy on the board of directors may be filled by election at the next annual or special meeting of shareholders. A majority of the board of directors may fill any vacancy prior to such annual or special meeting of shareholders.

SECTION 9. RESIGNATION AND REMOVAL OF DIRECTORS. A director may resign at any time upon written notice to the board of directors. A director may be removed with or without cause, by a majority of shareholders if the notice of the meeting names the director or directors to be removed at said meeting.

SECTION 10. INFORMAL ACTION BY DIRECTORS. The authority of the board of directors may be exercised without a meeting if a consent in writing, setting forth the action taken, is signed by all of the directors entitled to vote.

SECTION 11. COMPENSATION. The board of directors, by the affirmative vote of a majority of directors then in office, and irrespective of any personal interest of any of its members, shall have authority to establish reasonable compensation of all directors for services to the corporation as directors, officers or otherwise notwithstanding any director conflict of interest. By resolution of the board of directors, the directors may be paid their expenses, if any, of attendance at each meeting of the board. No such payment previously mentioned in this section shall preclude any director from serving the corporation in any other capacity and receiving compensation therefor.

SECTION 12. PRESUMPTION OF ASSENT. A director of the corporation who is present at a meeting of the board of directors at which action on any corporate matter is taken shall be conclusively presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered or certified mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

SECTION 13. COMMITTEES. A majority of the board of directors may create one or more committees of two or more members to exercise appropriate authority of the board of directors. A majority of such committee shall constitute a quorum for transaction of business. A committee may transact business without a meeting by unanimous written consent.

#### ARTICLE IV

##### OFFICERS

SECTION 1. NUMBER. The officers of the corporation shall be a president, one or more vice-presidents, a treasurer, a secretary, and such other officers as may be elected or appointed by the board of directors. Any two or more offices may be held by the same person.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected annually by the board of directors at the first meeting of the board of directors held after each annual meeting of shareholders. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the board of directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided. Election of an officer shall not of itself create contract rights.

SECTION 3. REMOVAL. Any officer elected or appointed by the board of directors may be removed by the board of directors whenever in its judgment the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

SECTION 4. PRESIDENT. The president shall be the principal executive officer of the corporation. Subject to the direction and control of the board of directors, he/she shall be in charge of the business of the corporation; he shall see that the resolutions and directions of the board of directors are carried into effect except in those instances in which that responsibility is specifically assigned to some other person by the board of directors; and, in general, he/she shall discharge



all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time. He shall preside at all meetings of the shareholders and of the board of directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these by-laws, he may execute for the corporation certificates for its shares, and any contracts, deeds, mortgages, bonds or other instruments which the board of directors has authorized to be executed, and he may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the board of directors, according to the requirements of the form of the instrument. He may vote all securities which the corporation is entitled to vote except as and to the extent such authority shall be vested in a different officer or agent of the corporation by the board of directors.

SECTION 5. THE VICE-PRESIDENTS. The vice-president (or in the event there be more than one vice-president, each of the vice-presidents) shall assist the president in the discharge of his/her duties as the president may direct and shall perform such other duties as from time to time may be assigned to him/her by the president or by the board of directors. In the absence of the president or in the event of his/her inability or refusal to act, the vice-president (or in the event there be more than one vice-president, the vice-presidents in the order designated by the board of directors, or by the president if the board of directors has not made such a designation, or in the absence of any designation, then in the order of seniority of tenure as vice president) shall perform the duties of the president, and when so acting, shall have the powers of and be subject to all the restrictions upon the president. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these by-laws, the vice president (or each of them if there are more than one) may execute for the corporation certificates for its shares and any contracts, deeds, mortgages, bonds or other instruments which the board of directors has authorized to be executed, and he/she may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the board of directors, according to the requirements of the form of the instrument.

SECTION 6. THE TREASURER. The treasurer shall be the principal accounting and financial officer of the corporation. He shall: (a) have charge of and be responsible for the maintenance of adequate books of account for the corporation; (b) have charge



and custody of all funds and securities of the corporation, and be responsible therefor and for the receipt and disbursement thereof; and (c) perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the president or by the board of directors. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the board of directors may determine.

SECTION 7. THE SECRETARY. The secretary shall: (a) record the minutes of the shareholders' and of the board of directors' meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation; (d) keep a register of the post-office address of each shareholder which shall be furnished to the secretary by such shareholder; (e) sign with the president, or a vice-president, or any other officer thereunto authorized by the board of directors, certificates for shares of the corporation, the issue of which shall have been authorized by the board of directors, and any contracts, deeds, mortgages, bonds, or other instruments which the board of directors has authorized to be executed, according to the requirements of the form of the instrument, except when a different mode of execution is expressly prescribed by the board of directors or these by laws; (f) have general charge of the stock transfer books of the corporation; (g) have authority to certify the by-laws, resolutions of the shareholders and board of directors and committees thereof, and other documents of the corporation as true and correct copies thereof, and (h) perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the president or by the board of directors.

SECTION 8. ASSISTANT TREASURERS AND ASSISTANT SECRETARIES. The assistant treasurers and assistant secretaries shall perform such duties as shall be assigned to them by the treasurer or the secretary, respectively, or by the president or the board of directors. The assistant secretaries may sign with the president, or a vice-president, or any other officer thereunto authorized by the board of directors, certificates for shares of the corporation, the issue of which shall have been authorized by the board of directors, and any contracts, deeds, mortgages, bonds, or other instruments which the board of directors has authorized to be executed, according to the requirements of the form of the instrument, except when a different mode of execution is expressly prescribed by the board of directors or these by-laws. The assistant treasurers shall respectively, if required by the board of directors, give bonds for the faithful discharge of their duties in such sums and with such sureties as the board of directors shall determine.

SECTION 9. SALARIES. The salaries of the officers shall be fixed from time to time by the board of directors and no officer shall be prevented from receiving such salary by reason of



the fact that he is also a director of the corporation.

## ARTICLE V

### CONTRACTS, LOANS, CHECKS AND DEPOSITS

SECTION 1. CONTRACTS. The board of directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

SECTION 2. LOANS. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the board of directors.

SECTION 3. CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness if issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors.

SECTION 4. DEPOSITS. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the board of directors may select.

## ARTICLE VI

### SHARES AND THEIR TRANSFER

SECTION 1. SHARES REPRESENTED BY CERTIFICATES AND UNCERTIFICATED SHARES. Shares either shall be represented by certificates or shall be uncertificated shares.

Certificates representing shares of the corporation shall be signed by the appropriate officers and may be sealed with the seal or a facsimile of the seal of the corporation. If a certificate is countersigned by a transfer agent or registrar, other than the corporation or its employee, any other signatures may be facsimile. Each certificate representing shares shall be consecutively numbered or otherwise identified, and shall also state the name of the person to whom issued, the number and class of shares (with designation of series, if any), the date of issue, and that the corporation is organized under Illinois law. If the corporation is authorized to issue shares of more than one class or of series within a class, the certificate shall also contain such information or statement as may be required by law.

Unless prohibited by the articles of incorporation, the board of directors may provide by resolution that some or all of

any class or series of shares shall be uncertificated shares. Any such resolution shall not apply to shares represented by a certificate until the certificate has been surrendered to the corporation. Within a reasonable time after the issuance or transfer of uncertificated shares, the corporation shall send the registered owner thereof a written notice of all information that would appear on a certificate. Except as otherwise expressly provided by law, the rights and obligations of the holders of uncertificated shares shall be identical to those of the holders of certificates representing shares of the same class and series.

The name and address of each shareholder, the number and class of shares held and the date on which the shares were issued shall be entered on the books of the corporation. The person in whose name shares stand on the books of the corporation shall be deemed the owner thereof for all purposes as regards the corporation.

SECTION 2. LOST CERTIFICATES. If a certificate representing shares has allegedly been lost or destroyed the board of directors may in its discretion, except as may be required by law, direct that a new certificate be issued upon such indemnification and other reasonable requirements as it may impose.

SECTION 3. TRANSFERS OF SHARES. Transfer of shares of the corporation shall be recorded on the books of the corporation. Transfer of shares represented by a certificate, except in the case of a lost or destroyed certificate, shall be made on surrender for cancellation of the certificate for such shares. A certificate presented for transfer must be duly endorsed and accompanied by proper guaranty of signature and other appropriate assurances that the endorsement is effective. Transfer of an uncertificated share shall be made on receipt by the corporation of an instruction from the registered owner or other appropriate person. The instruction shall be in writing or a communication in such form as may be agreed upon in writing by the corporation.

## ARTICLE VII

### FISCAL YEAR

The fiscal year of the corporation shall be fixed by resolution of the board of directors.



## ARTICLE VIII

### DISTRIBUTIONS

The board of directors may authorize, and the corporation may make, distributions to its shareholders, subject to any restrictions in its articles of incorporation or provided by law.

## ARTICLE IX

### SEAL

The corporate seal shall have inscribed thereon the name of the corporation and the words "Corporate Seal, Illinois." The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any other manner reproduced, provided that the affixing of the corporate seal to an instrument shall not give the instrument additional force or effect, or change the construction thereof, and the use of the corporate seal is not mandatory.

## ARTICLE X

### WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of these by-laws or under the provisions of the articles of incorporation or under the provisions of The Business Corporation Act of the State of Illinois, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.



## ARTICLE XI

### INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS

SECTION 1. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment or settlement, conviction or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was unlawful.

SECTION 2. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

SECTION 3. To the extent that a director, officer, employee, or agent of a corporation has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding



referred to in sections 1 and 2, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses actually and reasonably incurred by such person in connection therewith.

SECTION 4. Any indemnification under sections 1 and 2 shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in sections 1 and 2. Such determination shall be made (a) by the board of directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding, or (b) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, or (c) by the shareholders.

SECTION 5. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation as authorized in this article.

SECTION 6. The indemnification provided by this article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any by-law, agreement vote of shareholders or disinterested directors or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person.

SECTION 7. The corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the corporation would have the power to indemnify such person against such liability under the provisions of these sections.

SECTION 8. If the corporation has paid indemnity or had advanced expenses to a director, officer, employee or agent, the corporation shall report the indemnification or advance in

writing to the shareholders with or before the notice of the next shareholders' meeting.

SECTION 9. References to "the corporation" shall include, in addition to the surviving corporation, any merging corporation, including any corporation having merged with a merging corporation, absorbed in a merger which otherwise would have lawfully been entitled to indemnify its directors, officers, and employees or agents.

## ARTICLE XII

### AMENDMENTS

Unless the power to make, alter, amend or repeal the by-laws is reserved to the shareholders by the articles of incorporation, the by-laws of the corporation may be made, altered, amended or repealed by the shareholders or the board of directors, but no by-law adopted by the shareholders may be altered, amended or repealed by the board of directors if the by-laws so provide. The by-laws may contain any provisions for the regulation and management of the affairs of the corporation not inconsistent with the law or the articles of incorporation.



FORM **BCA 12.45/13.6** (rev. Dec. 2003)  
**APPLICATION FOR REINSTATEMENT**  
**DOMESTIC/FOREIGN CORPORATIONS**  
Business Corporation Act

Jesse White, Secretary of State  
Department of Business Services  
Springfield, IL 62756  
217-782-1837 (foreign)  
217-785-5782 or 217-782-5797 (domestic)  
www.cyberdriveillinois.com

Remit payment in the form of a cashier's  
check, certified check, money order,  
Illinois attorney's check payable to  
Secretary of State.

**FILED**  
**DEC 7 - 2006**  
JESSE WHITE  
SECRETARY OF STATE

See notes on back.

File # 59414437

Filing Fee: \$200 Approved: LC

----- Submit in duplicate ----- Type or Print clearly in black ink ----- Do not write above this line -----

1. a. Corporate Name as of date of issuance of Certificate of Dissolution or Revocation:

Applied Communications Group, Inc.

- b. Corporate Name if changed: (See Note 2.)

N/A

- c. If a foreign corporation having authority under an assumed corporate name restriction, the Assumed Corporate Name  
(See Note 3.)

N/A

2. State of Incorporation: Illinois

3. Date Certificate of Dissolution or Revocation issued: 10/2/06

4. Name and Address of Illinois Registered Agent and the Illinois Registered Office upon reinstatement:  
**NOTICE:** Completion of Item 4 does not constitute a registered agent or office change. (See Note 4.)

Registered Agent Michael Meilahan

First Name

Middle Name

Last Name

Registered Office 345 W. Irving Park Road

Number

Street

Suite # (P.O. Box alone is unacceptable)

Roselle

City

IL 60172

ZIP Code

DuPage

County

5. This application is accompanied by all delinquent report forms together with the filing fees, franchise taxes, license fee and penalties required. (See Note 1.)

6. The undersigned corporation has caused this application to be signed by a duly authorized officer who affirms, under penalties of perjury, that the facts stated herein are true and correct. (All signatures must be in **BLACK INK.**)

Dated December 5, 2006 Applied Communications Group, Inc.  
Month & Day Year Exact Name of Corporation

M Meilahan Pres.  
Any Authorized Officer's Signature

Michael Meilahan  
Name and Title (type or print)

## NOTES

1. All fees in connection with the reinstatement must be in the form of a certified check, cashier's check, Illinois attorney's check, CPA's check or money order payable to Secretary of State. This includes all filing fees, franchise taxes, penalties and interest.
2. If the corporate name the corporation had at the time of dissolution or revocation is not available for use at the time of reinstatement, the corporation shall set forth the new name by which it will hereafter be known. A change of corporate name also must be properly effected in accordance with the provisions of the Business Corporation Act of 1983. For domestic corporations, Articles of Amendment must be filed, pursuant to Section 10.30. For foreign corporations, if the name has been changed, an Application for Amended Authority (Form BCA 13.40), together with a certified copy of the amendment, must be filed pursuant to Section 13.40.
3. This item must be completed if either the foreign corporation's true name was not available at the time of qualification or the foreign corporation's true name is now not available at the time of reinstatement. If the foreign corporation's true name is no longer available at the time of reinstatement, Forms BCA 13.40 and BCA 4.15 must accompany the other documents pertaining to the reinstatement. If the renewal date for the assumed name is prior to the date of signing in Item 6, an assumed name renewal statement must accompany the reinstatement application.
4. If either or both the registered agent or the registered office of the corporation has changed since the time of dissolution or revocation, the corporation shall properly report such a change on Form BCA-5.10.





*To all to whom these Presents Shall Come, Greeting:*

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that*

APPLIED COMMUNICATIONS GROUP, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MAY 13, 1997, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



Authentication #: 0634502044

Authenticate at: <http://www.cyberdriveillinois.com>

*In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 11TH day of DECEMBER A.D. 2006 .*

*Jesse White*

216

SECRETARY OF STATE

FORM **BCA 12.45/13.6** (rev. Dec. 2003)  
**APPLICATION FOR REINSTATEMENT**  
**DOMESTIC/FOREIGN CORPORATIONS**  
Business Corporation Act

Jesse White, Secretary of State  
Department of Business Services  
Springfield, IL 62756  
217-782-1837 (foreign)  
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Remit payment in the form of a cashier's  
check, certified check, money order,  
Illinois attorney's check payable to  
Secretary of State.

See notes on back.

\_\_\_\_\_ File # \_\_\_\_\_ Filing Fee: \$200 Approved: \_\_\_\_\_

----- Submit in duplicate ----- Type or Print clearly in black ink ----- Do not write above this line -----

File # 59414437

1. a. Corporate Name as of date of issuance of Certificate of Dissolution or Revocation:

Applied Communication Group, Inc.

- b. Corporate Name if changed: (See Note 2.)

N/A

- c. If a foreign corporation having authority under an assumed corporate name restriction, the Assumed Corporate Name  
(See Note 3.)

N/A

2. State of Incorporation: Illinois

3. Date Certificate of Dissolution or Revocation issued: 10/2/06

4. Name and Address of Illinois Registered Agent and the Illinois Registered Office upon reinstatement:

**NOTICE:** Completion of Item 4 does not constitute a registered agent or office change. (See Note 4.)

Registered Agent: Michael Meilahan

First Name

Middle Name

Last Name

Registered Office: 345 W. Irving Park Road

Number

Street

Suite # (P.O. Box alone is unacceptable)

Roselle

IL

60172

DoPage

City

ZIP Code

County

5. This application is accompanied by all delinquent report forms together with the filing fees, franchise taxes, license fee and penalties required. (See Note 1.)

6. The undersigned corporation has caused this application to be signed by a duly authorized officer who affirms, under penalties of perjury, that the facts stated herein are true and correct. (All signatures must be in **BLACK INK**.)

Dated December 5, 2006 Applied Communication Group, Inc.  
Month & Day Year Exact Name of Corporation

M. Meilahan Pres  
Any Authorized Officer's Signature

Michael Meilahan  
Name and Title (type or print)



## NOTES

1. All fees in connection with the reinstatement must be in the form of a certified check, cashier's check, Illinois attorney's check, CPA's check or money order payable to Secretary of State. This includes all filing fees, franchise taxes, penalties and interest.
2. If the corporate name the corporation had at the time of dissolution or revocation is not available for use at the time of reinstatement, the corporation shall set forth the new name by which it will hereafter be known. A change of corporate name also must be properly effected in accordance with the provisions of the Business Corporation Act of 1983. For domestic corporations, Articles of Amendment must be filed, pursuant to Section 10.30. For foreign corporations, if the name has been changed, an Application for Amended Authority (Form BCA 13.40), together with a certified copy of the amendment, must be filed pursuant to Section 13.40.
3. This item must be completed if either the foreign corporation's true name was not available at the time of qualification or the foreign corporation's true name is now not available at the time of reinstatement. If the foreign corporation's true name is no longer available at the time of reinstatement, Forms BCA 13.40 and BCA 4.15 must accompany the other documents pertaining to the reinstatement. If the renewal date for the assumed name is prior to the date of signing in Item 6, an assumed name renewal statement must accompany the reinstatement application.
4. If either or both the registered agent or the registered office of the corporation has changed since the time of dissolution or revocation, the corporation shall properly report such a change on Form BCA-5.10.



YEAR OF: 2006  
File Prior to:

STATE OF ILLINOIS  
DOMESTIC CORPORATION ANNUAL REPORT  
PLEASE TYPE OR PRINT CLEARLY IN BLACK INK

CORPORATION  
FILE NO.: 59414437

NOTE: A change in the Registered Agent and/or Registered Office may only be effected by filing Form BCA-5.10/5.20. If there have been any changes in items 6 or 7a; Form BCA-14.30 must be completed and submitted in the same envelope.

1. Corporate Name: Applied Communication Group, Inc.  
Registered Agent: Michael Meilahan  
Registered Office: 345 W. Irving Park Road  
City, IL, ZIP Code: Roselle, Illinois 60172 County: DuPage

2. Principal Address of Corporation: 345 W. Irving Park Road, Roselle IL 60172  
Street City State ZIP Code

3. Date Incorporated: 5/13/97

4. Names and Addresses of Officers and Directors:

NOTE: The names and addresses of ALL officers and directors must be entered in this item!

| OFFICE    | NAME             | NUMBER & STREET         | CITY         | STATE | ZIP   |
|-----------|------------------|-------------------------|--------------|-------|-------|
| President | Michael Meilahan | 345 W. Irving Park Road | Roselle, IL  | IL    | 60172 |
| Secretary | Michael Meilahan | 345 W. Irving Park Road | Roselle, IL  | IL    | 60172 |
| Treasurer | David Meilaha    | 345 N. York Road        | Elmhurst, IL | IL    | 60126 |
| Director  |                  |                         |              |       |       |
| Director  |                  |                         |              |       |       |
| Director  |                  |                         |              |       |       |

5. If 51% or more of stock is owned by a minority or female, please check appropriate box: ☐ Minority Owned ☐ Female Owned

6. Number of shares authorized and issued (as of \_\_\_\_\_):

| CLASS  | SERIES | PAR VALUE | NUMBER AUTHORIZED | NUMBER ISSUED |
|--------|--------|-----------|-------------------|---------------|
| Common |        | N/P/V     | 1000              | 1000          |
|        |        |           |                   |               |
|        |        |           |                   |               |
|        |        |           |                   |               |
|        |        |           |                   |               |

IMPORTANT: If the amount in item 6 or 7a differs from the Secretary of State's records, Form BCA 14.30 must be completed.

7a. Amount of Paid-in Capital (as of \_\_\_\_\_) \$ \_\_\_\_\_

7b. Paid-in Capital on record with Secretary of State: \$ \_\_\_\_\_

(Paid-in Capital reflects the sum of the Stated Capital and Paid-in surplus accounts.)

8. By M. Meilahan 12-5-06  
Any Authorized Officer's Signature Title Date

Under the penalty of perjury and as an authorized officer, I declare that this annual report, pursuant to provisions of the Business Corporation Act, has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.

Item 8 Must Be Signed

RETURN TO:

Jesse White, Secretary of State  
Department of Business Services • Springfield, IL 62756  
217-782-7808 • www.cyberdriveillinois.com

Please Complete Reverse Side of This Report

PRESIDENT  
SECRETARY

IF THE ABOVE OFFICERS' NAMES AND ADDRESSES ARE MISSING OR HAVE CHANGED, ENTER ONLY THE ADDITIONS OR CORRECTIONS BELOW.

PRESIDENT \_\_\_\_\_  
Name Street Address City State ZIP Code  
SECRETARY \_\_\_\_\_  
Name Street Address 219 City State ZIP Code

ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER IF NOT PRINTED: —

(Item 9 OR 10a OR 10b, whichever is applicable, **MUST** be completed.)

9. Amounts stated in parts (a) through (d) below are given for the 12-month period ending \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Value of the property (gross assets):

(a) owned by the corporation, wherever located: ..... \$ \_\_\_\_\_  
 (b) of the corporation located within the State of Illinois: ..... \$ \_\_\_\_\_

Gross amount of business transacted by the corporation:

(c) everywhere for the above period: ..... \$ \_\_\_\_\_  
 (d) at or from places of business in Illinois for the above period: ..... \$ \_\_\_\_\_

ALLOCATION FACTOR =  $\frac{b + d}{a + c}$  =  $\frac{1000}{1000}$  =  $\frac{1}{1}$   
 6 decimal places

Write this figure on line 11b below.

- 10a. ☐ ALL property of the Corporation is located in Illinois and ALL business of the Corporation is transacted at or from places of business in Illinois.  
 10b. ☐ The Corporation elects to pay franchise tax on the basis of 100% of its total Paid-in Capital.

ALLOCATION FACTOR = 1.00000 (Write this figure on line 11b below.)

**STOP: Item 9 or 10 must be completed before continuing to Item 11.**

11. ANNUAL FRANCHISE TAX AND FEES

11a. TOTAL PAID-IN CAPITAL (Enter amount from Item 7a; if late, enter the greater of 7a or 7b) .....

|     |      |            |
|-----|------|------------|
| a.  | 1000 |            |
| b.  | 1000 |            |
| c.  | 1000 |            |
| d1. | 1.0  |            |
| d2. |      |            |
| e1. |      |            |
| e2. |      |            |
| e3. |      | \$894.18   |
| f.  |      | + 75.00    |
| g.  |      | \$1,944.18 |

11b. ALLOCATION FACTOR (Enter from Item 9 or Item 10.) .....

11c. ILLINOIS CAPITAL (Multiply line 11a by line 11b) .....

11d1. Multiply line 11c by .001 (Round to nearest cent) .....

11d2. ANNUAL FRANCHISE TAX (Enter amount from line d1, but not less than \$25) .....

11e1. If Annual Report is late, multiply line d2 by .10 .....

11e2. If Annual Franchise Tax is late, multiply line d2 by .01 for each month late or part thereof (minimum \$1) .....

11e3. INTEREST & PENALTIES (Add lines e1 and e2) .....

11f. ANNUAL REPORT FILING FEE (\$75) .....

11g. TOTAL ANNUAL FRANCHISE TAX, FEES, INTEREST, PENALTIES DUE (Add line d2 + line e3 + line f) .....

**MAKE CHECKS PAYABLE TO ILLINOIS SECRETARY OF STATE.**  
 (Place corporate file number on check.)

**IMPORTANT**

If there have been changes in Items 6 or 7, Form BCA 14.30 must be executed and submitted with this Annual Report in the same envelope.



619 S. ADDISON ROAD  
ADDISON, IL 60101  
**(630) 834-4890**  
**FAX (630) 834-4966**

# Invoice

DATE INVOICE #

December 5, 2006

**BILL TO:**

Applied Communications Group, Inc.  
345 West Irving Park Road  
Roselle, Illinois 60172

[illegible]

YEAR OF: 2006  
File Prior to:

STATE OF ILLINOIS  
DOMESTIC CORPORATION ANNUAL REPORT  
PLEASE TYPE OR PRINT CLEARLY IN BLACK INK

CORPORATION  
FILE NO.: 59414437

**NOTE:** A change in the Registered Agent and/or Registered Office may only be effected by filing Form BCA-5.10/5.20. If there have been any changes in items 6 or 7a; Form BCA-14.30 must be completed and submitted in the same envelope.

1. Corporate Name: Applied Communications Group, Inc.  
Registered Agent: Michael Meilahan  
Registered Office: 345 W. Irving Park Road  
City, IL, ZIP Code: Roselle, IL 60172 County: Do Page
2. Principal Address of Corporation: 345 W. Irving Park Road, Roselle IL 60172  
Street City State ZIP Code
3. Date Incorporated: \_\_\_\_\_
4. Names and Addresses of Officers and Directors:

**NOTE: The names and addresses of ALL officers and directors must be entered in this item!**

| OFFICE    | NAME             | NUMBER & STREET         | CITY     | STATE | ZIP   |
|-----------|------------------|-------------------------|----------|-------|-------|
| President | Michael Meilahan | 345 W. Irving Park Road | Roselle  | IL    | 60172 |
| Secretary | David Meilahan   | 385 N. York Road        | Elmhurst | IL    |       |
| Treasurer |                  |                         |          |       |       |
| Director  |                  |                         |          |       |       |
| Director  |                  |                         |          |       |       |
| Director  |                  |                         |          |       |       |

5. If 51% or more of stock is owned by a minority or female, please check appropriate box: ☐ Minority Owned ☐ Female Owned

6. Number of shares authorized and issued (as of \_\_\_\_\_):

| CLASS | SERIES | PAR VALUE | NUMBER AUTHORIZED | NUMBER ISSUED |
|-------|--------|-----------|-------------------|---------------|
|       |        |           |                   |               |
|       |        |           |                   |               |
|       |        |           |                   |               |
|       |        |           |                   |               |

**IMPORTANT:** If the amount in item 6 or 7a differs from the Secretary of State's records, Form BCA 14.30 must be completed.

7a. Amount of Paid-in Capital (as of \_\_\_\_\_) \$ \_\_\_\_\_

7b. Paid-in Capital on record with Secretary of State: \$ \_\_\_\_\_

(Paid-in Capital reflects the sum of the Stated Capital and Paid-in surplus accounts.)

8. By \_\_\_\_\_  
Any Authorized Officer's Signature Title Date

Under the penalty of perjury and as an authorized officer, I declare that this annual report, pursuant to provisions of the Business Corporation Act, has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.

**Item 8 Must Be Signed**

**RETURN TO:**

Jesse White, Secretary of State  
Department of Business Services • Springfield, IL 62756  
217-782-7808 • www.cyberdriveillinois.com

**Please Complete Reverse Side of This Report**

PRESIDENT  
SECRETARY

**IF THE ABOVE OFFICERS' NAMES AND ADDRESSES ARE MISSING OR HAVE CHANGED, ENTER ONLY THE ADDITIONS OR CORRECTIONS BELOW.**

File No. \_\_\_\_\_

PRESIDENT \_\_\_\_\_  
Name Street Address City State ZIP Code

SECRETARY \_\_\_\_\_  
Name Street Address 222 City State ZIP Code

**ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER IF NOT PRINTED: —**



(Item 9 OR 10a OR 10b, whichever is applicable, **MUST** be completed.)

9. Amounts stated in parts (a) through (d) below are given for the 12-month period ending \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Value of the property (gross assets):

(a) owned by the corporation, wherever located: ..... \$ \_\_\_\_\_

(b) of the corporation located within the State of Illinois: ..... \$ \_\_\_\_\_

Gross amount of business transacted by the corporation:

(c) everywhere for the above period: ..... \$ \_\_\_\_\_

(d) at or from places of business in Illinois for the above period: ..... \$ \_\_\_\_\_

$$\text{ALLOCATION FACTOR} = \frac{b + d}{a + c} = \frac{\quad}{\quad} \text{ 6 decimal places}$$

Write this figure on line 11b below.

- 10a. ☐ ALL property of the Corporation is located in Illinois and ALL business of the Corporation is transacted at or from places of business in Illinois.
- 10b. ☐ The Corporation **elects** to pay franchise tax on the basis of 100% of its total Paid-in Capital.

ALLOCATION FACTOR = 1.00000 (Write this figure on line 11b below.)

**STOP: Item 9 or 10 must be completed before continuing to Item 11.**

11. ANNUAL FRANCHISE TAX AND FEES

11a. TOTAL PAID-IN CAPITAL (Enter amount from Item 7a; if late, enter the greater of 7a or 7b) .....

11b. ALLOCATION FACTOR (Enter from Item 9 or Item 10.) .....

11c. ILLINOIS CAPITAL (Multiply line 11a by line 11b) .....

11d1. Multiply line 11c by .001 (Round to nearest cent) .....

11d2. ANNUAL FRANCHISE TAX (Enter amount from line d1, but not less than \$25) .....

11e1. If Annual Report is late, multiply line d2 by .10 .....

11e2. If Annual Franchise Tax is late, multiply line d2 by .01 for each month late or part thereof (minimum \$1) .....

11e3. INTEREST & PENALTIES (Add lines e1 and e2) .....

11f. ANNUAL REPORT FILING FEE (\$75) .....

11g. TOTAL ANNUAL FRANCHISE TAX, FEES, INTEREST, PENALTIES DUE (Add line d2 + line e3 + line f) .....

|     |  |         |
|-----|--|---------|
| a.  |  |         |
| b.  |  |         |
| c.  |  |         |
| d1. |  |         |
| d2. |  |         |
| e1. |  |         |
| e2. |  |         |
| e3. |  | 94.18   |
| f.  |  | + 75.00 |
| g.  |  | 194.18  |

**MAKE CHECKS PAYABLE TO ILLINOIS SECRETARY OF STATE.**  
(Place corporate file number on check.)

**IMPORTANT**

If there have been changes in Items 6 or 7, Form BCA 14.30 must be executed and submitted with this Annual Report in the same envelope.

COPY TO: NOT APPLICABLE

Please deliver the following 6 page(s) and this cover sheet to:

NAME: Celeste / Applied Communications Group, Inc.

If you do not receive the number of pages indicated above please call us at (630) 834-4890.

COMMENTS: Here are copies of everything I  
Our invoice for same. I should  
have everything returned hopefully  
by Friday.

IMPORTANT: THIS FACSIMILE TRANSMISSION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL  
OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS UNCLASSIFIED, OR  
CONFIDENTIAL, OR EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS  
MESSAGE IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED  
THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IN ERROR, PLEASE  
NOTIFY US IMMEDIATELY BY TELEPHONE AND RETURN THE ORIGINAL MESSAGE TO US AT THE ABOVE  
ADDRESS VIA THE UNITED STATES POSTAL SERVICE. THANK YOU.

I'll call you when I get  
same back.

DOCUMENT# : 6838460-479  
TIME STORED : DEC 5 16:01  
TIME SENT : DEC 5 16:01  
DURATION : 1min, 29sec  
MODE : ECM

ACCOUNT NAME :  
DESTINATION : 5291026  
DEST. NUMBER : 5291026  
F-CODE :  
PAGES : 7 sheets  
RESULT : OK

(TUE) DEC 5 2006 16:02

THOMAS M. BREEN  
Attorney at Law

619 South Addison Road.  
Addison, Illinois 60101  
(630)834-4890  
(630)834-4966

FACSIMILE  
TRANSMISSION

DATE: 12-5-06

FROM: KATHY

630-529-1026

COPY TO: NOT APPLICABLE

Please deliver the following 6 page(s) and this cover sheet to:

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I'll call you when I get  
same back.



YEAR OF 2006  
DUE PRIOR TO

SECRETARY OF STATE JESSE WHITE  
STATE OF ILLINOIS  
CORPORATE ANNUAL REPORT  
(Form CDBCAF - Rev. 12/13/2002)

PAGE 1  
CORPORATION FILE #  
D 5941-443-7

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM  
(USE BLACK INK)

APPLIED COMMUNICATIONS GROUP, INC.  
345 West Irving Park Road  
Roselle, Illinois 60172

1-4. Verify information is accurate.

First annual report or any changes to the President and Secretary must complete their name and address in space provided below and return with annual report.

5. MUST list all officers and directors. If you are the sole officer, please indicate to avoid a delay in filing. If more space is needed, enclose attachment with corporate file number on the attachment.

6. Changes to the authorized shares must be completed on form BCA 10.30 for Illinois Corporations. Foreign Corporations must file certified copies of amendment from state of incorporation. If any changes have been made to the issued shares, a BCA form 14.30 must be completed and filed.

7. Verify Registered Agent on file is true and accurate. Make any changes to Registered Agent's name and / or address in 7a

Page 2

8. If item 8 is incorrect or blank, please enter the correct information here and in item 8.

FEIN:

9. Complete preparer information as requested.

10. Affirm female or minority status: F means Female; M means Minority; B for Both. You must complete annually by selecting appropriate box. TO QUALIFY, 51% OWNERSHIP IS REQUIRED.

COMPLETE FOR FIRST FILING OF OFFICERS OR CHANGES TO OFFICERS ON FILE

FILE # D-5941-443-7

|           |                 |         |                                       |
|-----------|-----------------|---------|---------------------------------------|
| President | Michael Meilahn | Address | 764 Red Oak, Bartlett, Illinois 60103 |
| Secretary | Michael Meilahn | Address | 764 Red Oak, Bartlett, Illinois 60103 |

DETACH AT PERFORATION

008249

|  |        |                                |                                 |                                |
|--|--------|--------------------------------|---------------------------------|--------------------------------|
| 1) Corporate Name<br>APPLIED COMMUNICATIONS GROUP, INC.                        |        | 2) File Number<br>D 5941-443-7 | 3) State / Country<br>IL DuPage | 4) Inc / Qual Date<br>05/13/97 |
| 5) President Name & Address<br>Michael Meilahn 764 Red Oak, Bartlett, IL 60103 |        |                                |                                 |                                |
| Secretary Name & Address<br>Michael Meilahn 764 Red Oak, Bartlett, IL 60103    |        |                                |                                 |                                |
| Officer / Director Name & Address<br>SAME AS ABOVE                             |        |                                |                                 |                                |
| Officer / Director Name & Address  |        |                                |                                 |                                |
| Officer / Director Name & Address  |        |                                |                                 |                                |
| 6) Share Information   |        |                                |                                 |                                |
| Class  | Series | Par Value                      | Number Authorized               | Number Issued as of            |
| Common   |        | .00000                         | 100,000                         | 1,000                          |
| 7) Registered Agent  |        |                                |                                 |                                |
| YEAR   |        | 7a) Changes Agent Name         |                                 |                                |
| Michael Meilahn  |        | Address                        |                                 |                                |
| 345 W. Irving Park Road  |        | City                           |                                 |                                |
| Roselle, IL 60172  |        | IL Zip                         |                                 |                                |
| DuPage County  |        | County                         |                                 |                                |
| 226  |        |                                |                                 |                                |

Under the penalty of perjury and as an authorized officer, I declare that this annual report, pursuant to provisions of the Business Corporation Act, has been examined by me and is, to the

16) Signature / Title

Date




|   |  |   |  |   |  |
|---|--|---|--|---|--|
| 9) Prepared by  |  | 11) Current Paid-in Capital<br>02/29/2004 101,000 |  | 12) FYE (See Note 3)<br>101,000                     |  |
| 12) A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>     |  | Use decimals in 12a-d, f & g<br>also in 13 and 15 |  |   |  |
| Address<br>345 W. Irving Park Rd<br>Roseville IL  |  | 12b) Total Gross Assets \$                        |  | Franchise Tax & Fees                                |  |
| Phone #<br>630-529-1020   |  | 12h) Gross Assets in Illinois \$                  |  | 12g) Franchise tax 101.00                           |  |
| E-mail Address<br>rwg@pphred@mfire.com  |  | 12c) Total Gross Business \$                      |  | 13) Penalty/Interest 15.15                          |  |
| 10) Female <input type="checkbox"/> Minority <input type="checkbox"/> Both <input type="checkbox"/> |  | 12d) Gross Business in Illinois \$                |  | 14) Filing fee <del>XXXX</del> \$75                 |  |
| Annual Report Year<br>2005 05/01/2005   |  | 12e) Allocation Factor 1.000000                   |  | 15) Total Due (Minimum of \$ <del>XXXX</del> \$100) |  |
|   |  | 12f) Illinois Capital \$ 101,000                  |  | 191.15  |  |

Jesse White Secretary of State  
Department of Business Services  
501 S 2nd Street  
Springfield IL 62756-5510

FPL

594144370510040000000010002

|  |                  |                                       |                                     |  |                     |          |                        |                  |
|--|------------------|---------------------------------------|-------------------------------------|--|---------------------|----------|------------------------|------------------|
| 1. Corporation Name<br><b>APPLIED COMMUNICATIONS GROUP, INC.</b>   |                  | 2. File Number<br><b>D 5941-443-7</b> | 3. State/Country<br><b>Illinois</b> | 4. Inception Date<br><b>05/13/1997</b> |                     |          |                        |                  |
| 5. President Name & Address<br><b>Michael Meilahn 764 Red Oak, Bartlett IL 60103</b>   |                  |                                       |                                     |  |                     |          |                        |                  |
| 6. Secretary Name & Address<br><b>Michael Meilahn 764 Red Oak, Bartlett IL 60103</b>   |                  |                                       |                                     |  |                     |          |                        |                  |
| 7. Officer/Director Name & Address   |                  |                                       |                                     |  |                     |          |                        |                  |
| 8. Officer/Director Name & Address   |                  |                                       |                                     |  |                     |          |                        |                  |
| 9. Officer/Director Name & Address   |                  |                                       |                                     |  |                     |          |                        |                  |
| <br><b>CP0618977</b>  |                  |                                       |                                     |  |                     |          |                        |                  |
| 10. Share Information  | Class            | Series                                | Par Value                           | Number Authorized                      |                     |          |                        |                  |
|  | <b>COMMON</b>    |                                       | <b>.00000</b>                       | <b>100,000</b>                         |                     |          |                        |                  |
|  |                  |                                       |                                     | <b>1,000,000</b>                       |                     |          |                        |                  |
| 11. Registered Agent<br><b>MICHAEL MEILAHN</b><br><b>345 W IRVING PARK RD</b><br><b>ROSELLE IL 60172</b><br><b>Du Page County</b>                    |                  |                                       |                                     |  |                     |          |                        |                  |
| Year <b>2004</b>   |                  |                                       |                                     |  |                     |          |                        |                  |
| <table border="1"> <tr><td>12. Signature/Title</td><td>13. Date</td></tr> <tr><td><i>Michael Meilahn</i></td><td><i>President</i></td></tr> </table> |                  |                                       |                                     |  | 12. Signature/Title | 13. Date | <i>Michael Meilahn</i> | <i>President</i> |
| 12. Signature/Title  | 13. Date         |                                       |                                     |  |                     |          |                        |                  |
| <i>Michael Meilahn</i>   | <i>President</i> |                                       |                                     |  |                     |          |                        |                  |

Under the penalty of perjury and as an authorized officer, I declare that this annual report, pursuant to the provisions of the Business Corporation Act, has been examined by me and is, to the best of my knowledge and belief, true and correct and complete.

12. Signature/Title

13. Date

## STATE OF ILLINOIS

Office of the Secretary of State

I hereby certify that this is a true and  
correct copy, consisting of Two  
pages, as taken from the original on file in  
this office.

*Jesse White*JESSE WHITE  
SECRETARY OF STATEDATED: July 19, 2006BY: James P. Kelley Jr.**EXPEDITED**  
SECRETARY OF STATE

JUL 19 2006

EXP. FEES 50COPY FEES 25



# Business Entity Search

## Entity Information

|                               |  |                    |              |
|-------------------------------|--|--------------------|--------------|
| Entity Name                   | APPLIED COMMUNICATIONS GROUP, INC.                       |                    |              |
| File Number                   | 59414437   | Status             | ACTIVE       |
| Entity Type                   | CORPORATION  | Type of Corp       | DOMESTIC BCA |
| Incorporation Date (Domestic) | 05-13-1997   | State              | ILLINOIS     |
| Duration Date                 | PERPETUAL  |                    |              |
| Annual Report Filing Date     | 00-00-0000   | Annual Report Year | 2024         |
| Agent Information             | MICHAEL MEILAHN<br>1015 LUNT AVE<br>SCHAUMBURG ,IL 60193 | Agent Change Date  | 03-17-2015   |

## Services and More Information

Choose a tab below to view services available to this business and more information about this business.

Purchase Master Entity Certificate of Good Standing

[Purchase Assumed Name Certificate of Good Standing](#)

[File Annual Report](#)

[Change of Registered Agent and/or Registered Office](#)

[Articles of Amendment Effecting A Name Change](#)

[Adopting Assumed Name](#)

April 8, 2024

To Whom It May Concern;

RE: Applied Communications Group, Inc. – Claim Free

To Whom It May Concern:

Please let this letter serve to advise that there have been no claims received on any bonds issued for the captioned contractor in the past 5 years.

Very truly yours,



Merchants National Bonding, Inc. ☆  
Stephanie Shetler  
Attorney-in-Fact





**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Annette Albach; Stephanie Shetler

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



**MERCHANTS BONDING COMPANY (MUTUAL)**  
**MERCHANTS NATIONAL BONDING, INC.**  
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

*Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 3rd day of February, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

*Penni Miller*  
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 8 day of April, 2024.



*William Warner Jr.*  
Secretary



# Business Entity Search

## Entity Information

|                                      |  |                           |              |
|--------------------------------------|--|---------------------------|--------------|
| <b>Entity Name</b>                   | APPLIED COMMUNICATIONS GROUP, INC.                       |                           |              |
| <b>File Number</b>                   | 59414437   | <b>Status</b>             | ACTIVE       |
| <b>Entity Type</b>                   | CORPORATION  | <b>Type of Corp</b>       | DOMESTIC BCA |
| <b>Incorporation Date (Domestic)</b> | 05-13-1997   | <b>State</b>              | ILLINOIS     |
| <b>Duration Date</b>                 | PERPETUAL  |                           |              |
| <b>Annual Report Filing Date</b>     | 00-00-0000   | <b>Annual Report Year</b> | 2024         |
| <b>Agent Information</b>             | MICHAEL MEILAHN<br>1015 LUNT AVE<br>SCHAUMBURG ,IL 60193 | <b>Agent Change Date</b>  | 03-17-2015   |

## Services and More Information

Choose a tab below to view services available to this business and more information about this business.

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Purchase Master Entity Certificate of Good Standing

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[Purchase Assumed Name Certificate of Good Standing](#)

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[File Annual Report](#)

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[Change of Registered Agent and/or Registered Office](#)

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[Articles of Amendment Effecting A Name Change](#)

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[Adopting Assumed Name](#)

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Athi Toufexis, AIA, ALEP, WELL AP  
223 W Jackson Blvd. | Suite 1200  
Chicago, Illinois 60606

April 8, 2024

Dear Athi Toufexis, AIA, ALEP, WELL AP,  
Re, 2024 Rutledge Hall Cabling Systems Upgrades

This is confirmation of the following,  
Applied Communications Group, Inc. has never filed for bankruptcy.  
Applied Communications Group, Inc. has never had a contract canceled by a owner or owners representative.

If you have any questions or concerns, please contact me at (630) 259-5222.

Regards,

Michael Meilahn  
President

Building Industry Consulting Service International

THE PROFESSIONAL DESIGNATION OF

**REGISTERED COMMUNICATIONS  
DISTRIBUTION DESIGNER®**

IS AWARDED TO

**Michael C Meilahn**

by BICSI in recognition of having successfully completed BICSI's registration and examination requirements.

Designation Number: 164559

Registration Start Date: 01-01-2022

Registration End Date: 12-31-2024



**Bicsi**  
**RCDD**

Since 07-11-2009

*Carol E. Oliver*

Carol Everett Oliver, RCDD, DCDC, ESS  
BICSI Board President

236

*John H. Daniels*

John H. Daniels, CNM, FACHE, FHIMSS  
BICSI Chief Executive Officer



## Project References

Elmwood Park School District 401  
Elmwood Park Elementary  
Elmwood Park High School  
Installation of Structured Cabling  
Tom Kinane  
Director of Technology  
630-204-0919  
[kinanet@epcusd401.org](mailto:kinanet@epcusd401.org)  
Contract Total, \$400,000

Dundee Crown High School #300  
Installation of Structured Cabling and Clock Intercom  
Josh Martin  
Technology Infrastructure Manager  
[joshua.martin@d300.org](mailto:joshua.martin@d300.org)  
847-551-8399  
Contract Total, \$875,000

Oregon Community Unit School District 220  
Installation of Structured Cabling and Clock Intercom  
Contact Shawn Gadow  
Director Of Technology, CISSP  
Office (815)732-5600  
E-mail [sgadow@ocusd.net](mailto:sgadow@ocusd.net)  
Contract Total \$1,060,000

Antioch SD 34 Oakland and Petty (JOB 30016)  
W C Petty Elementary School  
Oakland Elementary School  
Installation of Structured cable and Clock Intercom Systems  
Contract Amount - \$725,000

SD86 – Hinsdale Township High School #86  
Hinsdale South  
Hinsdale Central  
Installation of Structured Cabling  
Craig Williams, RCDD/NTS  
630.656.7366  
[cwilliams@clientfirstcg.com](mailto:cwilliams@clientfirstcg.com)  
\$300,000





# AIA<sup>®</sup> Document A305<sup>™</sup> – 1986

## Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

**SUBMITTED TO:** Lincolnwood SD 74 2024 Rutledge Hall

**ADDRESS:** 6850 E Prairie Rd, Lincolnwood, IL 60712

**SUBMITTED BY:** APPLIED COMMUNICATIONS GROUP

**NAME:** Michael Meilahn

**ADDRESS:** 1015 LUNT AVENUE,  
SCHAUMBURG, IL 60193

**PRINCIPAL OFFICE:** 1015 LUNT AVENUE,  
SCHAUMBURG, IL 60193

- ☒ Corporation  
☐ Partnership  
☐ Individual  
☐ Joint Venture  
☐ Other

**NAME OF PROJECT (if applicable):**  
Rutledge Hall Cabling System Upgrades

**TYPE OF WORK** (file separate form for each Classification of Work):

- ☐ General Construction  
☐ HVAC  
☐ Electrical  
☐ Plumbing  
☒ Other (please specify) LOW VOLTAGE

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

**§ 1. ORGANIZATION**

**§ 1.1** How many years has your organization been in business as a Contractor? 19 YEARS

**§ 1.2** How many years has your organization been in business under its present business name? 19 YEARS

**§ 1.2.1** Under what other or former names has your organization operated?

N/A

**§ 1.3** If your organization is a corporation, answer the following:

**§ 1.3.1** Date of incorporation:

JUNE 1ST, 1997

**§ 1.3.2** State of incorporation:

ILLINOIS

**§ 1.3.3** President's name:

MICHAEL MEILAHN

**§ 1.3.4** Vice-president's name(s)

DAVID MEILAHN

**§ 1.3.5** Secretary's name:

N/A

**§ 1.3.6** Treasurer's name:

N/A

**§ 1.4** If your organization is a partnership, answer the following:

**§ 1.4.1** Date of organization:

**§ 1.4.2** Type of partnership (if applicable):

**§ 1.4.3** Name(s) of general partner(s)

**§ 1.5** If your organization is individually owned, answer the following:

**§ 1.5.1** Date of organization:

JUNE 1ST, 1997

**§ 1.5.2 Name of owner:**

MICHAEL MEILAHN

**§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:**

**§ 2. LICENSING**

**§ 2.1** List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

ILLINOIS - 12-00006959

**§ 2.2** List jurisdictions in which your organization's partnership or trade name is filed.

ILLINOIS

DIVISIONS 27 & 28: -STRUCTURED CABLING, CCTV/CATV, ACCESS CONTROL, AUDIO VISUAL, PAGING, NURSE CALLS

**§ 3. EXPERIENCE**

**§ 3.1** List the categories of work that your organization normally performs with its own forces.

**§ 3.2 Claims and Suits.** (If the answer to any of the questions below is yes, please attach details.)

**§ 3.2.1** Has your organization ever failed to complete any work awarded to it?

NO

**§ 3.2.2** Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

NO

**§ 3.2.3** Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

NO

**§ 3.3** Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

NO

**§ 3.4** On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

SEE ATTACHED

**§ 3.4.1** State total worth of work in progress and under contract:

SEE ATTACHED

**§ 3.5** On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

SEE ATTACHED

**§ 3.5.1** State average annual amount of construction work performed during the past five years:

\$10,000,000

**§ 3.6** On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

SEE ATTACHED

#### § 4. REFERENCES

##### § 4.1 Trade References:

###### Anixter

Go to credref.anixter.com

Enter Acct # 256442

Peggy Leylek

(847)390-4569 Fax

###### Accu-Tech

Emma Kinyua

770-663-2284

###### CSC

Tom Fleischer

(630) 221-6715

##### § 4.2 Bank References:

Lorraine M. Pintozzi

Old National Bank

7800 W. 95th Street

Hickory Hills, IL 60457

708-930-4548

Lorrie.pintozzi@oldnational.com

##### § 4.3 Surety:

###### § 4.3.1 Name of bonding company:

Bonding Services Corp.

###### § 4.3.2 Name and address of agent:

STEPHANIE SHETLER

55 Shuman Blvd., Ste 390

Naperville, IL 60563

#### § 5. FINANCING

##### § 5.1 Financial Statement.

###### § 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

###### § 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:



§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

YES

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

YES

## § 6. SIGNATURE

§ 6.1 Dated at this 4/11/2024

Name of Organization: APPLIED COMMUNICATIONS GROUP

By: Michael Meilahn

Title: President

§ 6.2

Kayla Benitez being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 11TH day of April 2024

Notary Public: Kayla Benitez

My Commission Expires: 06/07/2027



## **Additions and Deletions Report for AIA<sup>®</sup> Document A305<sup>™</sup> – 1986**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:28:18 on 03/22/2006.

### **PAGE 6**

Michael Meilahn being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

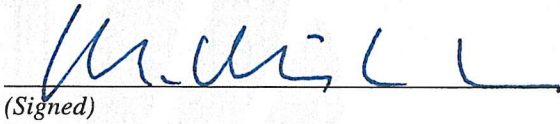
...

Subscribed and sworn before me this 4/11/2024

## **Certification of Document's Authenticity**

AIA® Document D401™ – 2003

I, Charles V. Bucci, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:28:18 on 03/22/2006 under Order No. 1000201877\_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A305™ – 1986 - Contractor's Qualification Statement, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



---

(Signed)

President

---

(Title)

4/11/2024

---

(Dated)



## Executive Summary Board of Education Meeting

---

DATE: May 2, 2024

TOPIC: Winter 2024-25 & 2025-26 Snow Removal Services Contract with Contour Landscaping Inc.

PREPARED BY: Courtney Whited

### **Recommended for:**

☒ Action

☒ Discussion

☒ Information

### **Purpose/Background:**

The District approves all contracts.

Contour Landscaping, Inc. has been providing valued snow removal services to the District for several years. District Legal Counsel reviewed this agreement and Contour accepted all requested changes.

Although Contour offered the option to add a third year, the District will only contract for two years of service to remain below the \$35,000 bidding threshold.

### **Fiscal Impact:**

\$9,264 for two upcoming winter seasons plus

Per Push Cost After 42" ranging from \$579-\$1,274 per push.

The District paid \$8,566 for two winter seasons: 2022-23 and 2023-24

### **Recommendation:**

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from Contour Landscaping, Inc. for snow removal services in the amount of \$9,264 from November 1, 2024 through March 31, 2026.



# Contour Landscaping, Inc.

3501 Jarvis Ave. Skokie, IL 60076

• 847.673.5149

• Fax 847.673.5655

## Snow Removal Agreement

Date: 3/11/2024

Lincolnwood School Dist. #74

Attn. Jim Caldwell

6950 N. East Prairie Rd.

Lincolnwood, IL 60712-2520

Phone: 847.583.0859

Fax: 847.675.4207

After Hrs:

Contact: Jim Caldwell

Email: [jcaldwell@sd74.org](mailto:jcaldwell@sd74.org)

Location: 6950 N. East Prairie Rd., Lincolnwood

It is hereby agreed that **Contour Landscaping, Inc.** will provide plowing services in accordance with the following terms for the **2024-2025** and **2025-2026** winter season. **Completion Time: Before 7 am Mon.-Sat.**

### Customer Specifications:

### **Seasonal Snow Plowing Cost**

This option is a contract for the season broken into **5 monthly installments**. If the seasonal snowfall exceeds **42 inches** there will be an additional charge along with the monthly payments. Extra charges will be based on the quoted per push basis. **Salting, ice control, hand shoveling, end loader work and haul away are not included in this rate.**

| Per Winter Season           |                 |  | Agreements approved <u>before</u><br><b>5/3/2024</b> |
|-----------------------------|-----------------|--|--|
| November Payment:           | \$2,037         |  | \$1,852  |
| December Payment:           | \$2,548         |  | \$2,316  |
| January Payment:            | \$2,548         |  | \$2,316  |
| February Payment:           | \$1,529         |  | \$1,390  |
| March Payment:              | \$1,529         |  | \$1,390  |
| <b>Total Seasonal Cost:</b> | <b>\$10,191</b> |  | <b>\$9,264</b>                                       |

### **Per Push Cost After 42" Cap**

| Per Occurrence |         |             |  | Agreements approved <u>before</u><br><b>5/3/2024</b> |             |
|----------------|---------|-------------|--|--|-------------|
| under 4"       | \$637   | per plowing |  | <b>\$579</b>   | per plowing |
| 4"- 6"         | \$1,019 | per plowing |  | <b>\$926</b>   | per plowing |
| 6" & Over      | \$1,401 | per plowing |  | <b>\$1,274</b>                                       | per plowing |



### Ice Control of Lot and Drive:

**\$665 per application**

(Due to insurance liability purposes all locations are required to receive ice control after each plowing and snowfalls less than the required amount for snow plowing. Conditions will be determined as necessary by **Contour Landscaping Inc.**)

Please initial \_\_\_\_\_

**YES – I would like to LOCK IN TODAY'S PRICES with a 3-YEAR AGREEMENT**

Please initial \_\_\_\_\_

**No – I do not want the optional 3rd year extension.**

I have read and fully understand the prices and terms on the front and back of this agreement. I authorize **Contour Landscaping, Inc.** to perform these services.

**3/11/2024**

\_\_\_\_\_  
Dave Biskup  
General Manager

Date

\_\_\_\_\_  
Authorization\_\_\_\_\_  
Date

## **Contour Landscaping, Inc. Snow Removal Specifications and Terms**

### **General Terms**

- ◆ Plowing will be provided for each snowfall of 2" or more or at the discretion of **Contour Landscaping Inc.**, unless otherwise requested by the District.
- ◆ The lot to be plowed should be as clear as possible to facilitate snow removal procedures. All plowing will be subject to time of day, forecast for duration of storm, parked cars and traffic in lots. The main snow removal operation will be completed during non-business hours when the parking lot is most accessible.
- ◆ It is understood that everything possible will be done to remove the snow before the designated time. However, during sudden snowfalls the completion time cannot be guaranteed. During heavier early AM storms and continuous snowfalls **Contour Landscaping, Inc.** will periodically clear aisles to allow reasonable access.
- ◆ When temperatures or wind chills fall below zero or during heavy winds and drifting snow, hand shoveling and clearing of sidewalks will be suspended until conditions are safe for snow removal staff members.
- ◆ Regardless of business hours plowing, hand shoveling and clearing of sidewalks will commence at the end of each snowstorm. This protects snow-covered areas from melting and re-freezing.
- ◆ There will be an excess charge of \$125.00 per hour (minimum 1 hour charge) per vehicle and \$48.00 per hand shoveling man hour for extreme drifting or snowfalls that exceed eight inches. During continuous snowfalls and as trucks become available, the snow will be swept off the lots every eight inches (during business or non-business hours) to assure proper service. During heavy snowfalls we reserve the right to dispatch heavy equipment and end loaders as necessary. This would be an additional charge per **Contour Landscaping, Inc.** customary rates.
- ◆ Due to fluctuating fuel prices there may be an additional fuel surcharge if fuel prices go above \$4.00 per gallon. Surcharge will not exceed 5% of seasonal snow plowing cost.
- ◆ Unless otherwise specified, **Contour Landscaping, Inc.** is not responsible for any hand shoveling, salting of walks, stacking of snow, end loader work or hauling of snow away from the area. This will be available at an additional charge.

### **Insurance**

- ◆ A certificate of insurance is available upon request. Damage is to be reported as soon as possible or prior to 72 hours.
- ◆ Due to the nature of snow and ice removal, we have no control over unexpected freezing/thawing, occasional localized snow showers, temperature drops, etc.
- ◆ **Contour Landscaping, Inc.** is not responsible for salt damage to turf or other property.

### **Ice Control (Required at all locations)**

- ◆ Ice Control will take place for any accumulations less than the required amount for snow plowing, freezing rain, ice accumulation and after each plowing. Conditions will be determined as necessary by **Contour Landscaping, Inc.**, unless otherwise requested by the District.
- ◆ When performing Ice Control services, the type of material and prices are subject to change due to product availability, area shortages or price increases.

### **Payment Terms**

- ◆ All accounts are due and payable upon receipt of invoice. We reserve the right to withhold service on any past due account.



**Contour Landscaping, Inc.**

3501 Jarvis, Skokie IL 60076 ♦ 847.673.5149 ♦ Fax 847.673. 5655

## **2024 - 2025 Winter Equipment Hourly Rates**

|                                     |            |
|-------------------------------------|------------|
| Wheel Loader                        | \$265/Hour |
| Skid Steer Loader                   | \$215/Hour |
| Small Dump Truck (Less than 2 tons) | \$155/Hour |
| Large Dump Truck (20+ tons)         | \$285/Hour |
| Spotter                             | \$95/Hour  |

\*Travel time will be charged in both directions for all equipment

\*\*There will be a \$15 per cubic yard dumping fee for snow hauled off site in addition to the hourly rates for equipment

\*\*\*Spotter is used when stacking and loading snow to assure safety of operators, staff and client's property

\*\*\*\*There will be a minimum charge of four hours for each on-call service.

\*\*\*\*\*If the service is not time sensitive, a quote can be provided for hauling or stacking.





CONTLAN-01

ARUPNOW

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |   |  |
|---|--|---|--|
| <b>PRODUCER</b><br>AssuredPartners of IL, LLC<br>25 Northwest Point Blvd., Ste 625<br>Elk Grove Village, IL 60007 |  | <b>CONTACT</b><br><b>NAME:</b><br><b>PHONE</b><br>(A/C, No, Ext): (847) 758-1000<br><b>FAX</b><br>(A/C, No): (847) 758-1200<br><b>E-MAIL</b><br><b>ADDRESS:</b> |  |
|   |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  |
|   |  | <b>INSURER A:</b> IMT Insurance Company   |  |
|   |  | <b>INSURER B:</b>   |  |
|   |  | <b>INSURER C:</b>   |  |
|   |  | <b>INSURER D:</b>   |  |
|   |  | <b>INSURER E:</b>   |  |
|   |  | <b>INSURER F:</b>   |  |

**INSURED**  
**Contour Landscaping, Inc.**  
3501 Jarvis Avenue  
Skokie, IL 60076-4016

## COVERAGES

CERTIFICATE NUMBER: 102623

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | GLR3381       | 9/1/2023                | 9/1/2024                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                 |           |          | CVR3381       | 9/1/2023                | 9/1/2024                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          | UCR3381       | 9/1/2023                | 9/1/2024                | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$<br>Aggregate \$ 5,000,000  |
| A        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | N/A      | WCR3381       | 9/1/2023                | 9/1/2024                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Lincolnwood School District #74, its individual Board members, agents, officers, and employees are Additional Insured for General Liability on a primary and non-contributory basis and Additional Insured for Auto Liability if required by written contract. A waiver of subrogation applies in favor of the Additional Insured for General Liability and Auto Liability if required by written contract. GA0050 0113, BA1029 0220

## CERTIFICATE HOLDER

## CANCELLATION

Lincolnwood School District #74  
6950 N East Prairie Road  
Skokie, IL 60077

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

250





## Executive Summary Board of Education Meeting

DATE: May 2, 2024

TOPIC: Custodial Services Bid

PREPARED BY: Courtney Whited

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

The District published a custodial services bid notice on February 29, 2024. Thirteen agents representing ten (10) unique companies attended the pre-bid walk-through on March 12, 2024.

Six (6) vendors submitted bid packets before the April 2, 2024 deadline at 1:00 p.m. No other bid packets arrived after the deadline. A bid tabulation is attached.

All six (6) bidders completed and signed Exhibit A of the Bid form. The District began to evaluate the bid packets in order of lowest first-year cost using a rubric consisting of three phases.

The attached Evaluations provide details relative to passing on Alpha Building Maintenance Service, Inc. and Multisystem Management Company in favor of recommending GSF USA, Inc. as the lowest responsible bidder.

The District Legal Counsel reviewed the pertinent bid components and found the attachments acceptable.

### **Fiscal Impact:**

\$506,445.97 for the first year of custodial services which is a 7.23% increase over last year's cost.

The District paid \$472,288.65 in 2023-24 with GSF USA, Inc.

### **Recommendation:**

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to accept the bid from GSF USA, Inc. for three years of District-wide custodial services with the option to renew for two additional one-year periods. The first year cost will be \$506,445.97 commencing August 1, 2024 and ending July 31, 2025.



Administration Office  
6950 N. East Prairie Rd  
Lincolnwood, IL 60712  
847-675-8234

**Project Name:** Custodial Services Bid

**Bid Date:** 4/2/2024 at 1:00 PM

## BID TAB WORKSHEET

| Vendor                           | 1st Year Amount | All Certifications | Remarks |
|----------------------------------|-----------------|--------------------|---------|
| Alpha Building Maintenance       | \$483,825.00    | X                  |         |
| City Wide Facility Solutions     | NO BID          |                    |         |
| Eco Cleaning Company             | NO BID          |                    |         |
| Executive Building Management    | \$598,176.55    | X                  |         |
| FBG Facility Services            | NO BID          |                    |         |
| GDI Integrated Facility Services | \$605,480.00    | X                  |         |
| GSF-USA, Inc.                    | \$506,445.97    | X                  |         |
| HES Facilities Management        | \$538,321.85    | X                  |         |
| Multisystem Management Company   | \$488,920.00    | X                  |         |
| Smith Maintenance Co.            | NO BID          |                    |         |

# Lincolnwood School District #74

## Custodial Services Request for Proposals Due April 2, 2024



### Custodial Services Bid Evaluation Matrix, Page 1 of 3

#### Phase I Evaluation: Lowest Cost Bidder

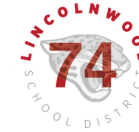
|   |  |
|---|--|
| <b>Alpha Building Maintenance Service, Inc.</b> | <b>\$483,825.00</b> <i>Lowest Year #1 Cost; Proceed to Evaluation Phase II</i> |
| Multisystem Management Company                  | \$488,920.00   |
| GSF USA, Inc.                                   | \$506,445.97   |
| HES Facilities Management                       | \$538,321.85   |
| EBM   | \$598,176.55   |
| GDI Services, Inc.                              | \$605,480.00   |

#### Phase II Evaluation: Responsible Bidder

**Alpha Building Maintenance Service, Inc.** *Do NOT proceed to Evaluation Phase III*

- Issue #1: In Section 3 of the bid packet, the Memorandum states "THERE HAVE BEEN NO CONTRACTS THAT HAVE BEEN TERMINATED MID-TERM IN THE LAST 5 YEARS"
- This is a false statment. Batavia Public School District #101 did cancel mid-term on February 20, 2024 Board of Education meeting. This particular contract began on March 22, 2022 and was intended to expire on June 30, 2025. (Phone call with SD#101 Administrator on April 5, 2024 at 11:01 AM)*
- Issue #2: In Section 3 of the bid packet, the Memorandum states "THERE IS (SIC) NO LITIGATIONS THAT ABMS HAS BEEN INVOLVED IN THE LAST 5 YEARS"
- This is a false statment. Eight Alpha Building Maintenance Service, Inc. janitorial workers contracted to work in South Holland School District #151 filed a class-action lawsuit based on accusations that ABMS was "regularly forcing workers to work through unpaid lunch breaks while requiring them to still clock out, failing to pay some paychecks and failing to pay a minimum wage for jobs outside their normal duties as required by the contract." Source: Chicago Tribune*
- <https://www.chicagotribune.com/2019/06/12/ex-school-custodians-file-class-action-lawsuit-aga-inst-south-suburban-employer-alleging-wage-theft/>*
- Issue #3: Reference check phone calls conducted between April 3-5, 2024
- Five of ABMS's suggested school district references were called. One did not reply, two (2) gave negative reviews and two (2) gave positive reviews. Three (3) other school districts that have contracted with ABMS were also called. All four provided negative reviews citing details to support their stances relative to Alpha Building Maintenance Service.*

**Lincolnwood School District #74**  
**Custodial Services Request for Proposals Due April 2, 2024**



**Custodial Services Bid Evaluation Matrix, Page 2 of 3**

**Phase I Evaluation: Lowest Cost Bidder**

|  |                     |  |
|--|---------------------|--|
| Alpha Building Maintenance Service, Inc. | \$483,825.00        | <i>Disqualified due to lack of responsibility</i>              |
| <b>Multisystem Management Company</b>    | <b>\$488,920.00</b> | <b>Next Lowest Year 1 Cost; Proceed to Evaluation Phase II</b> |
| GSF USA, Inc.                            | \$506,445.97        |  |
| HES Facilities Management                | \$538,321.85        |  |
| EBM                                      | \$598,176.55        |  |
| GDI Services, Inc.                       | \$605,480.00        |  |

**Phase II Evaluation: Responsible Bidder**

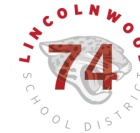
**Multisystem Management Company** *Tentatively proceed to Evaluation Phase III*

|           |  |
|-----------|--|
| Issue #1: | <p>The general requirements specified in the RFP called for "at least three (3) of these references must be schools, public or private.</p> <p><i>MMC listed four (4) school districts in their bid's reference section. However, MMC provides janitorial services to clean ONLY the ADMINISTRATION OFFICES within two (2) of those four (4) school districts. Therefore, MMC cited only two (2) school districts in which services are rendered in the schools and offices.</i></p> |
| Issue #2: | <p>Niles Township School District put MMC on notice to terminate the 1-year contract</p> <p><i>April 28, 2020: SD70 sent MMC a certified letter citing a breach of contract due to unsatisfactory service; SD70 finished the start of the Spring 2020 pandemic without any custodial services; MMC did NOT invoice SD70 beyond April 2020; SD70 Board approved a custodial services contract in May 2020 with a different vendor.</i></p>  |
| Issue #3: | <p>School district references</p> <p><i>Of the four school districts MMC listed, two districts provided negative reviews of MMC, one district cited an average review and one district expressed satisfaction.</i></p>   |
| Issue #4: | <p>Recent Lawsuit - Labor Litigation</p> <p><i>Case filed 9/23/2022: Illinois Northern District Court Case #1:22-cv-05194; MCC and Maciej Cwiertnia listed as defendants in a dispute related to the Fair Labor Standards Act</i></p>  |

**Phase III Evaluation: Bid Specifications**

|  | Points Earned | 15 pts.<br>out of 35 |
|--|---------------|----------------------|
| 5 IL references in last 3 years provided (7)   | 1.0           | 2.5                  |
| 3 IL school district references in the last 3 years provided (7)                         | 0.5           |                      |
| Reference feedback: POS=2 pts, MOSTLY POS=1 pt, MOSTLY NEGATIVE=0 pts. (7)               | 1.0           |                      |
| Additional reference checks with school districts that have contracted with this company | 0.0           |                      |
| General: years, employees, locations, regional/national support (7)                      | 0.5           | 3.5                  |
| General: organizational chart showing structure, relationships/ranks of officers (7)     | 0.5           |                      |
| General: experience working with organized labor unions; applicable CBAs (7)             | 1.0           |                      |
| General: last 3 years of CAFS  | 0.5           |                      |
| General: explicit statement relative to seeking any bankruptcy protection (7)            | 1.0           | 5.0                  |
| Insurance: insurance company has A.M. Best rating of A-X or better (8)                   | 1.0           |                      |
| Insurance: comprehensive general liability \$1m (8)                                      | 1.0           |                      |
| Insurance: auto coverage \$1m (8)  | 1.0           |                      |
| Insurance: workers' comp \$1m (9)  | 1.0           |                      |
| Insurance: umbrella \$5m (9)   | 1.0           | 0.0                  |
| Gen. Spec.: hiring/fingerprint-based criminal background checks performed (10)           | 0.0           |                      |
| Gen. Spec.: hiring/IL Statewide Sex Offender Database searches performed (10)            | 0.0           |                      |
| Gen. Spec.: hiring/interview incumbent custodians (11)                                   | 0.0           |                      |
| Gen. Spec.: hiring/wages consistent with local market (11)                               | 0.0           |                      |
| Gen. Spec.: hiring/description of company's healthcare plans w/ EE contributions (11)    | 0.0           | 2.5                  |
| Gen. Spec.: work/description of company's effective method to capture time worked (11)   | 0.0           |                      |
| Gen. Spec.: work/description of company's on-going safety training program (11)          | 1.0           |                      |
| Gen. Spec.: work/description of company's on-going technical training program (11)       | 0.5           |                      |
| Gen. Spec.: work/description of company's uniforms worn by hourly EEs (12)               | 0.5           |                      |
| Gen. Spec.: work/on-site management provided (12)  | 0.5           | 1.5                  |
| Gen. Spec.: comm./ provide devices to communicate w/ staff (12)                          | 0.0           |                      |
| Gen. Spec.: comm./ implement a computerized maintenance management system (12)           | 0.0           |                      |
| Gen. Spec.: comm./ description of company's QC and satisfaction surveys (12)             | 0.5           |                      |
| Gen. Spec.: comm./ monthly written reports; quarterly meetings w/ regional mngr+ (12)    | 0.5           |                      |
| Gen. Spec.: comm./ directly employed; disclose any intent to sub-contract (13)           | 0.5           | 0.0                  |
| Cust. Op. Spec.: an anticipated staffing plan was provided (14)                          | 0.0           |                      |
| Cust. Op. Spec.: staffing plan has 3 day, 8 night & 1 sup. F-T during school year (14)   | 0.0           |                      |
| Cust. Op. Spec.: staffing plan includes 11 F-T & 1 sup. during breaks/summer (14)        | 0.0           |                      |
| Cust. Op. Spec.: sample reports were provided with the bid (15)                          | 0.0           | 0.0                  |
| <b>Other: Not responsive to bid specifications</b>                                       | <b>0.0</b>    |                      |

**Lincolnwood School District #74**  
**Custodial Services Request for Proposals Due April 2, 2024**



**Custodial Services Bid Evaluation Matrix, Page 3 of 3**

**Phase I Evaluation: Lowest Cost Bidder**

|  |                     |  |
|--|---------------------|--|
| Alpha Building Maintenance Service, Inc. | \$483,825.00        | Disqualified due to lack of responsibility                     |
| Multisystem Management Company           | \$488,920.00        | Disqualified due to lack of responsibility                     |
| <b>GSF USA, Inc.</b>                     | <b>\$506,445.97</b> | <b>Next Lowest Year 1 Cost; Proceed to Evaluation Phase II</b> |
| HES Facilities Management                | \$538,321.85        |  |
| EBM                                      | \$598,176.55        |  |
| GDI Services, Inc.                       | \$605,480.00        |  |

**Phase II Evaluation: Responsible Bidder**

**GSF USA, Inc.** **Proceed to Evaluation Phase III**

- Rationale #1: Recent five (5) years of SD74's experience with GSF  
*Consistently excellent; communication is detailed and on-going but not overwhelming; minimal issues cited are addressed in a timely fashion*
- Rationale #2: Recent Lawsuit: May 2022 Decision in GSF's Favor  
*Dismissed without prejudice; GSF USA Inc. won its bid to stay a Biometric Information Privacy Act case pending the resolution of two BIPA cases before the Illinois Supreme Court, after an Illinois federal judge agreed that the pending cases would impact the viability of the GSF lawsuit. Judge Charles P. Kocoras of the US District Court for the Northern District of IL agreed with GSF*
- Rationale #3: School District References  
*32 unique IL school district references provided; 5 districts contacted; All reviews were positive*

| <b>Phase III Evaluation: Bid Specifications</b>   | <b>Points Earned</b> | <b>35 pts. out of 35</b> |
|---|----------------------|--------------------------|
| 5 IL references in last 3 years provided (7)  | 1.0                  | <b>5.0</b>               |
| 3 IL school district references in the last 3 years provided (7)                          | 1.0                  |                          |
| Reference feedback: POS=2 pts, MOSTLY POS=1 pt, MOSTLY NEGATIVE=0 pts. (7)                | 2.0                  |                          |
| Additional reference checks with school districts that have contracted with this company  | 1.0                  |                          |
| General: years, employees, locations, regional/national support (7)                       | 1.0                  | <b>5.0</b>               |
| General: organizational chart showing structure, relationships/ranks of officers (7)      | 1.0                  |                          |
| General: experience working with organized labor unions; applicable CBAs (7)              | 1.0                  |                          |
| General: last 3 years of CAFS   | 1.0                  |                          |
| General: explicit statement relative to seeking any bankruptcy protection (7)             | 1.0                  |                          |
| Insurance: insurance company has A.M. Best rating of A-X or better (8)                    | 1.0                  | <b>5.0</b>               |
| Insurance: comprehensive general liability \$1m (8)                                       | 1.0                  |                          |
| Insurance: auto coverage \$1m (8)   | 1.0                  |                          |
| Insurance: workers' comp \$1m (9)   | 1.0                  |                          |
| Insurance: umbrella \$5m (9)  | 1.0                  |                          |
| Gen. Spec.: hiring/fingerprint-based criminal background checks performed (10)            | 1.0                  | <b>5.0</b>               |
| Gen. Spec.: hiring/IL Statewide Sex Offender Database searches performed (10)             | 1.0                  |                          |
| Gen. Spec.: hiring/interview incumbent custodians (11)                                    | 1.0                  |                          |
| Gen. Spec.: hiring/wages consistent with local market (11)                                | 1.0                  |                          |
| Gen. Spec.: hiring/description of company's healthcare plans w/ EE contributions (11)     | 1.0                  |                          |
| Gen. Spec.: work/description of company's effective method to capture time worked (11)    | 1.0                  | <b>5.0</b>               |
| Gen. Spec.: work/description of company's <u>on-going safety</u> training program (11)    | 1.0                  |                          |
| Gen. Spec.: work/description of company's <u>on-going technical</u> training program (11) | 1.0                  |                          |
| Gen. Spec.: work/description of company's uniforms worn by hourly EEs (12)                | 1.0                  |                          |
| Gen. Spec.: work/on-site management provided (12)   | 1.0                  |                          |
| Gen. Spec.: comm./ provide devices to communicate w/ staff (12)                           | 1.0                  | <b>5.0</b>               |
| Gen. Spec.: comm./ implement a computerized maintenance management system (12)            | 1.0                  |                          |
| Gen. Spec.: comm./ description of company's QC and satisfaction surveys (12)              | 1.0                  |                          |
| Gen. Spec.: comm./ monthly written reports; quarterly meetings w/ regional mngr+ (12)     | 1.0                  |                          |
| Gen. Spec.: comm./ directly employed; disclose any intent to sub-contract (13)            | 1.0                  |                          |
| Cust. Op. Spec.: an anticipated staffing plan was provided (14)                           | 1.0                  | <b>5.0</b>               |
| Cust. Op. Spec.: staffing plan has 3 day, 8 night & 1 sup. F-T during school year (14)    | 1.0                  |                          |
| Cust. Op. Spec.: staffing plan includes 11 F-T & 1 sup. during breaks/summer (14)         | 1.0                  |                          |
| Cust. Op. Spec.: sample reports were provided with the 2555                               | 1.0                  |                          |
| Other: 401k, motivation program,  | 1.0                  |                          |

## EXHIBIT A – BID FORM

### Lincolnwood School District No. 74 CUSTODIAL SERVICES BID 2024

After having read all the Specifications and instructions for bidders and understanding the same, I hereby submit the following bid for the custodial services needs of Lincolnwood School District No. 74 in accordance with said Specifications:

**Total Annual Cost for Scope of Services, 2024-2025:**      \$ \$506,445.97

Hourly rates for work requested by the District which is beyond the scope of services, 2024-2025:

- Maintenance      \$ 48.62 /hour
- Custodial      \$ 36.77 /hour
- Grounds      \$ 36.77 /hour

I acknowledge that these bid prices are calculated including all costs of employee wages and benefits, liability and workers' compensation insurance, uniforms, personal protective equipment, mobile communication devices, QA/QC system, and reporting, all as described in the Specifications. In successive years, the annual cost and hourly rates stated above may be eligible for an inflationary price adjustment based upon the most recently available Consumer Price Index for all Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha area, as published by the U.S. Department of Labor, Bureau of Labor Statistics, not to exceed five percent (5%) per year, or shall remain unchanged in the event of a flat or negative CPI-U. Should I be awarded the contract, I acknowledge that any resulting agreement shall be substantially in accordance with the Specifications and subject to approval by the legal counsel for the School District. The term of the agreement shall commence August 1, 2024, for a three-year initial term with options to renew for two additional one-year periods by mutual agreement of the parties.



SIGNED

Kurt Kuempel

PRINT NAME OF SIGNATORY

GSF USA, INC.

COMPANY NAME

2200 E. Devon Ave., Suite 283,  
ADDRESS

Des Plaines, IL 60018  
CITY STATE ZIP

3/20/2024

DATE

Vice President

PRINT TITLE OF SIGNATORY

35-1734232

FEIN

847- 913-0085  
PHONE

847- 913-2018  
FAX

## EXHIBIT A – BID FORM

Include with this bid form and certifications the following items:

- i. Five (5) Illinois references, at least three (3) of which must be schools;
- ii. Detailed information of your company's background, including regional/national information and organizational chart;
- iii. Narrative regarding organized labor experience and copies of any applicable collective bargaining agreements;
- iv. Most recent three (3) years of certified audited financial statements;
- v. Statement regarding whether your company has ever sought bankruptcy protection and, if so, when and the result thereof;
- vi. Sample certificate of insurance;
- vii. Description of current wages and employee benefits;
- viii. Description of time tracking methodology;
- ix. Description of safety, licensure, and technical training programs;
- x. Description of uniforms, personal protective equipment, and mobile communication devices to be provided to assigned employees;
- xi. Description of Quality Assurance / Quality Control system and Reporting system, including coordination with smartphones/tablets, data collection, and sample reports; and
- xii. Anticipated staffing plan.

Bids are due on Tuesday, April 2, 2024, at 1:00 p.m. and are to be submitted in duplicate in a sealed envelope bearing the bidder's name and address, and marked "CUSTODIAL SERVICES BID FOR SCHOOL DISTRICT NO. 74" to the following address:

ATTN: Ms. Courtney Whited, Business Manager/CSBO  
Lincolnwood School District No. 74  
Administration Building  
6950 N. East Prairie Rd.  
Lincolnwood, IL 60712



## EXHIBIT A – BID FORM

THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OR PARTS THEREOF WHICH ARE SEVERABLE AND RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES OR TECHNICAL DEFECTS IN BIDS OR THE BIDDING PROCESS AS WILL SERVE THE BEST INTERESTS OF THE DISTRICT.

### CERTIFICATIONS

The undersigned hereby affirms that:

\* He/She is a duly authorized agent of the vendor.

\* He/She has read and agrees to the request for bids.

I certify that I am submitting the foregoing as my firm's bid. I understand by virtue of executing and returning with this bid this required response form, I further certify full, complete, and unconditional acceptance of the contents of this request for bids.

Print Name: Kurt Kuempel Title: Vice President

Company Name: GSF USA, INC.

Address: 2200 E. Devon Ave., Suite 283,

City State ZIP: Des Plaines, IL 60018 Telephone: 847- 913-0085

Fax: 847- 913-2018 E-Mail: kkuempel@gsf-usa.com

Signature:  Date: 3/20/2024

### COLLECTIVE BARGAINING

The undersigned hereby certifies that        SOME OR ALL /   x   NONE (check one) of my firm's employees are represented by an exclusive bargaining representative recognized and certified by a labor relations board. I certify that I have provided copies of all collective bargaining agreements that my firm is subject to. I further certify that I have disclosed information on all petitions for certification, decertification, or any other action pertaining to collective bargaining that are presently outstanding but have not yet resulted in a signed collective bargaining agreement.

Signature:  Date: 3/20/2024



## EXHIBIT A – BID FORM

### ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

Kurt Kuempel, being first duly sworn, deposes and says:  
(print name)

that he/she is Vice President of GSF USA, INC.,  
(owner, president, partner, etc.) (name of company)

the party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantages against any other bidder or any person interested in the proposed contract.

Signature:  Date: 3/20/2024

### CERTIFICATE OF ELIGIBILITY TO BID

GSF USA, INC. (bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature:  Date: 3/20/2024

## EXHIBIT A – BID FORM

### SEXUAL HARASSMENT

The undersigned hereby certifies that my firm has complied with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law.

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

Date: 3/20/2024

### HOLD HARMLESS AGREEMENT

The bidder hereby agrees to indemnify, defend and hold harmless the Board of Education of the School District, its individual board members, officers, employees, agents, volunteers, successors, and assigns (collectively, the "Indemnitees"), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims") brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the successful bidder, its employees, agents, assigns, or subcontractors; and/or (2) any breach by the successful bidder of the terms of the agreement entered into as a result of the bid.

Further, the bidder agrees to assume the entire liability for all personal injury claims suffered by its own employees allegedly injured on school district property, and waive any limitation of liability defense based on the Workers' Compensation Act against claims by the Board of Education for indemnification or contribution, and further agree to indemnify and defend the Indemnitees from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that Indemnitees may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the Indemnitee's own negligence, and further agree to pay any contribution appropriate for bidder's own negligence.

For: GSF USA, INC.

(company name)

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

(signature)

Its: Vice President

(owner, president, partner, etc.)

Date: 3/20/2024

ATTEST: \_\_\_\_\_

(witness signature)

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

(witness name/title)

## EXHIBIT A – BID FORM

### DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 *et seq.* ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

2. Establishing a drug-free awareness program to inform employees about: A. the dangers of drug abuse in the workplace; B. the Contractor's policy of maintaining a drug-free workplace; C. available drug counseling, rehabilitation, and employee assistance programs; D. penalties that may be imposed upon employees for drug violations.

3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.

4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.

5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.

6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.

7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: GSF USA, INC.  
(company name)

By: 

(signature)

Its: Vice President  
(owner, president, partner, etc.)

Date: 3/20/2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |  |  |               |
|--|--|--|--|---------------|
| <b>PRODUCER</b><br>AssuredPartners of Indiana LLC<br>10 E Main Street Ste 400<br>Carmel IN 46032 |  | <b>CONTACT</b><br>NAME: Kelsey Davis<br>PHONE (A/C, No, Ext): 317-595-7335<br>E-MAIL ADDRESS: kelsey.davis@assuredpartners.com<br>FAX (A/C, No): |  |               |
| <b>INSURED</b><br>GSF USA, Inc.<br>1030 E Washington Street<br>Indianapolis IN 46202             |  | <b>INSURER(S) AFFORDING COVERAGE</b>   |  | <b>NAIC #</b> |
|  |  | INSURER A : Amerisure Mutual Insurance Company   |  | 23396         |
|  |  | INSURER B : Great American Alliance Insurance Co   |  | 26832         |
|  |  | INSURER C :  |  |               |
|  |  | INSURER D :  |  |               |
|  |  | INSURER E :  |  |               |
|  |  | INSURER F :  |  |               |

**COVERAGES**

CERTIFICATE NUMBER: 1189859568

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD                                    | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|--|----------|----------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | Y  | Y        | CPP21133600401 | 12/1/2023               | 12/1/2024               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>Prop Dam Ded. \$ 2,500 |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  | Y  | Y        | CA21133590402  | 12/1/2023               | 12/1/2024               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$<br><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  | Y  | Y        | CU21133620402  | 12/1/2023               | 12/1/2024               | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$  |
| B        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N<br><input checked="" type="checkbox"/> N | Y        | WCE91824801    | 12/1/2023               | 12/1/2024               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |
|          |  |  |          |                |                         |                         |   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 AND ANY OTHER CONTRACTUALLY REQUIRED ENTITIES ARE ADDITIONAL INSURED ON A PRIMARY NON-CONTRIBUTORY BASIS FOR GENERAL LIABILITY, BUT ONLY WHERE REQUIRED BY WRITTEN CONTRACT, AND WHERE ALLOWABLE BY LAW.

**CERTIFICATE HOLDER****CANCELLATION**

BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL  
DISTRICT NO. 74  
6950 NORTH EAST PRAIRIE ROAD  
LINCOLNWOOD IL 60712

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**

## Document Status: Draft Update

### Board of Education

## 2:265 Title IX Grievance Procedure

*Title has been updated. Original Title: Title IX Sexual Harassment Grievance Procedure*

Sexual harassment<sup>[PRESSPlus1](#)</sup> affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

### Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in [20 U.S.C. §1092\(f\)\(6\)\(A\)\(v\)](#), *dating violence* as defined in [34 U.S.C. §12291\(a\)\(11\)](#), *domestic violence* as defined in [34 U.S.C. §12291\(a\)\(12\)](#), or *stalking* as defined in [34 U.S.C. §12291\(a\)\(36\)](#).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

### Definitions from [34 C.F.R. §106.30](#)

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

### Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

### **Title IX Coordinator:**

Name

Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction

Address

6950 N. East Prairie Road

265

Email

2:265



[dlupo@sd74.org](mailto:dlupo@sd74.org)

Telephone

847-675-8235

### Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

### Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with [34 C.F.R. §106.45](#). The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's



*education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

ADOPTED: June 3, 2021

REVISED: January 12, 2023

REVIEWED: January 12, 2023

**Comments:** Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

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## **PRESSPlus Comments**

PRESSPlus 1. The policy title only is changed to delete the term *sexual harassment* in anticipation of Title IX rulemaking. The U.S. Department of Education is expected to release final Title IX regulations within the next few months. It is expected that the scope of the updated regulations will be expanded to apply to all sex discrimination allegations, not merely to allegations of sexual harassment (as current regulations do). **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**Adopt as Presented**

**(change “reviewed” date)**

## *Document Status: Draft Update*

### Educational Support Personnel

#### **5:300 Schedules and Employment Year**

**Please refer to the current “Agreement Between the Board of Education, School District #74, Lincolnwood, Illinois and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.”**

#### **For employees not covered by this Agreement:**

##### Twelve-Month Employees

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work a 40-hour week, (defined as 40 work hours and ½ hour unpaid lunch per day) with the individual time schedule developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job description.

Administrative office personnel work a 37.5-hour week (defined as 37.5 work hours and ½ hour unpaid lunch per day) with the individual time schedule developed by the supervisor and subject to the District's needs.

##### Ten-Month Employees

Ten-month employees work 10 working days before and after the school calendar.

On days when school sessions are canceled due to emergency situations and certificated personnel are not required to report for work, ten-month employees will not be required to work.

School secretaries work a 37.5-hour week (defined as 37.5 work hours and ½ hour unpaid lunch per day) with the individual time schedule developed by the Building Principal. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Building Principal.

##### School Year Employees

School year employees work the school calendar year unless otherwise specified. Classroom aides work a schedule subject to building needs as determined by the Building Principal.

##### Hourly Employees

Work as needed and approved by immediate supervisor.

##### Supervisory Staff

The work day and work year for supervisory staff shall be similar to other personnel except that supervisory personnel are employed for specific tasks and such personnel are expected to work

beyond the regular work day in order to accomplish such tasks when necessary. No additional remuneration shall be provided for such work.

### Meal Break

Employees who work at least 7.5 continuous hours shall receive a 30 minute duty-free meal break which begins within the first five hours of the employee's work day.

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

### LEGAL REF.:

~~Fair Labor Standards Act~~, 29 U.S.C. §§207 ~~et seq~~ and 218d, Fair Labor Standards Act. [PRESSPlus1](#)

[105 ILCS 5/10-20.14a](#), [5/10-22.34](#), and [5/10-23.5](#).

[740 ILCS 137/](#), Right to Breastfeed Act.

[820 ILCS 105/](#), Minimum Wage Law.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED: September 10, 2002

REVISED: September 2, 2021

REVIEWED: September 2, 2021

**Comments:** Brian Bare asked us to include for additional information, if applicable on all such policies 9/2/21

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**Adopt as Presented**

## Document Status: **Review and Monitoring**

### Board of Education

#### **2:50 Board Member Term of Office**

The term of office for a Board member begins immediately after both of the following occur: [PRESSPlus1](#)

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

LEGAL REF.:

[10 ILCS 5/2A-1.1](#), [5/22-17](#), and [5/22-18](#).

[105 ILCS 5/10-10](#), [5/10-16](#), and [5/10-16.5](#).

CROSS REF.: 2:30 (District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED: September 10, 2002

REVISED: December 5, 2006

REVIEWED: April 4, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**



## *Document Status: Review and Monitoring*

### Board of Education

#### **2:60 Board Member Removal from Office**

If a majority of the Board determines that a Board member has willfully failed to perform his or her official duties, it may request the North Cook Intermediate Service Center to remove such member from office. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on Board of Education - Filling Vacancies)

ADOPTED: September 10, 2002

REVISED:

REVIEWED: April 4, 2019

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#### **PRESSPlus Comments**

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**Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**

## *Document Status: Review and Monitoring*

### Operational Services

#### **4:20 Fund Balances**

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money. [PRESSPlus1](#)

The School District seeks to maintain an aggregate of year-end fund balances to revenue ratio of at least 25 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: October 7, 2008

REVISED: December 5, 2013; December 7, 2017, September 5, 2019

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#### **PRESSPlus Comments**

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**Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**

## Document Status: Review and Monitoring

### General Personnel

#### 5:35 Compliance with the Fair Labor Standards Act

##### Job Classifications [PRESSPlus1](#)

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

##### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

##### Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

##### Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

##### Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

##### LEGAL REF.:

[820 ILCS 105/4a](#).

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Fair Labor Standards Act, [29 U.S.C. §201](#) et seq., [29 C.F.R. Parts 516, 541, 548, 553, 778, and 785](#).

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: April 3, 2014

REVISED:

REVIEWED: August 1, 2019

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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**Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**

## Document Status: Review and Monitoring

### General Personnel

#### 5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board of Education policies. [PRESSPlus1](#)

An employee with a communicable or chronic infectious disease will be permitted to retain his/her positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

#### LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#); [29 C.F.R. §1630.1](#) et seq.

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1](#) et seq.

[105 ILCS 5/24-5](#).

[20 ILCS 2305/6](#), Department of Public Health Act.

[820 ILCS 40/](#), Personnel Record Review Act.

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: October 3, 2006

REVISED: December 15, 2017

REVIEWED: August 1, 2019

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#### PRESSPlus Comments

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**Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**

## *Document Status: Review and Monitoring*

### Instruction

#### **6:40 Curriculum Development**

##### Adoption [PRESSPlus1](#)

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals.
2. Student needs as identified by research, demographics, and student achievement and other data.
3. The knowledge, skills, and abilities required for students to become life-long learners.
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements.
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available.
6. The Illinois State Learning Standards and any District learning standards.
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

##### Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The curriculum review program shall:

1. Ensure regular evaluations of the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

##### Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

##### Curriculum Guides and Course Outlines

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The Superintendent shall develop and provide subject area curriculum guides to appropriate staff

members.

LEGAL REF.:

[20 U.S.C. §1681](#), Title IX of the Education Amendments of 1972, implemented by [34 C.F.R. Part 106.105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues), 6:100 (Using Animals in the Education Program), 6:120 (Education of Children with Disabilities), 6:135 (Accelerated Placement Program), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: June 25, 2015

REVISED:

REVIEWED: August 1, 2019

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## **PRESSPlus Comments**

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**Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**

## *Document Status: Review and Monitoring*

### Board of Education

#### **2:140 Communications To and From the Board**

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. [PRESSPlus1](#)

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

#### Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED: January 8, 2015

REVISED: November 7, 2019

REVIEWED: April 4, 2018

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## **PRESSPlus Comments**

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**Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**\_\_\_\_\_ CONSENT**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_\_\_ Adopt as Presented**



## *Document Status: Review and Monitoring*

### Operational Services

#### **4:110 Transportation**

Bus service shall be made available for all students in all grades within the Lincolnwood School District 74 boundary limits. [PRESSPlus1](#)

The fee for such service will be set by the Board of Education.

Students must maintain appropriate behavior while riding on the bus and at designated stops. Inappropriate behavior will be reported to the Building Principal who will handle any necessary disciplinary measures. These measures may include, but are not limited to, revocation of bus privileges for a designated time.

Homeless students shall be transported in accordance with [Section 45/1-15 of the Education for Homeless Children Act](#). Foster care students shall be transported in accordance with [Section 6312\(c\)\(5\)\(B\) of the Elementary and Secondary Education Act](#).

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes. Transportation of Students by a School Employee

No school employee may transport students in school or private vehicles unless authorized by the Administration.

In compliance with the revised IASB Policies the following requirements are the policy of the Lincolnwood School District Board of Education:

[105 ILCS 5/10-20.21a](#), as added by P.A. 93-476, requires all contracts for providing charter bus services to transport students to or from interscholastic athletic or interscholastic or school sponsored activities to contain clause (A) except that a contract with an out-of-state company may contain clause (B) or clause (A). The clause must be set forth in the contract's body in at least 12 points typeface and all upper case letters:

(A) "All of the charter bus drivers who will be providing services under this contract have, or will have before any services are provided: (1) submitted their fingerprints to a state police agency and the federal bureau of investigation for a criminal background check, resulting in a determination that they have not been convicted of committing any of the offenses set forth in subdivision (c-1)(4) of section 6-508 of the Illinois vehicle code; and (2) demonstrated physical fitness to operate school buses by submitting the results of a medical examination, tests for drug use, to a state regulatory agency."

(b) "Not all of the charter bus drivers who<sup>291</sup> will be providing services under this contract have, or will have before any services are provided: 1) submitted their fingerprints to a

state police agency and the federal bureau of investigation for a criminal background check, resulting in a determination that they have not been convicted of committing any of the offenses set forth in subdivision (c-1)(4) of section 6-508 of the Illinois vehicle code; and (2) demonstrated physical fitness to operate school buses by submitting the results of a medical examination, tests for drug use, to a state regulatory agency.”

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

#### LEGAL REF.:

[20 U.S.C. §6312](#)(c)(5)(B), Elementary and Secondary Education Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-22.22](#) and [5/29-1](#) *et seq.*

[105 ILCS 45/1-15](#) and [/1-17](#).

[625 ILCS 5/1-148.3a-5](#), [5/1-182](#), [5/11-1414.1](#), [5/12-813.1](#), [5/12-815](#), [5/12-816](#), [5/12-821](#), and [5/13-109](#).

[23 Ill.Admin.Code §§1.510](#) and [226.750](#); [Part 120](#).

[92 Ill.Admin.Code Part 440](#).

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED: September 10, 2002

REVISED: April 4, 2019

REVIEWED: April 4, 2019

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#### **PRESSPlus Comments**

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**Issue 114, March 2024**



## Executive Summary Board of Education Meeting

DATE: May 2, 2024

TOPIC: Transportation Contract Amendment 2024-25 with First Student, Inc.

PREPARED BY: Courtney Whited

### Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

### Purpose/Background:

The Board approves all contracts over \$10,000. The District Legal Counsel has reviewed this amendment and found it to be acceptable after the recommended minor edits were made.

### Fiscal Impact:

A 4.90% rate increase was applied for FY25 transportation services.

The prior year's increase was 3.75%.

| Lincolnwood School District #74  |          |          |
|--|----------|----------|
|  | 2023-24  | 2024-25  |
| AM Rate per Route - Single   | \$140.55 | \$147.44 |
| AM Rate per Route - Dual   | \$ 70.26 | \$73.70  |
| AM Rate per Route - Dual Paired with District 219 credit back to District      | \$121.09 | \$127.02 |
| PM Rate per Route - Single   | \$140.55 | \$147.44 |
| PM Rate per Route - Dual   | \$ 70.26 | \$73.70  |
| PM Rate per Route - Dual Paired with District 219 credit back to District      | \$121.09 | \$127.02 |
| Mid-Day Rate per Route (Pre-Kindergarten)                                      | \$ 99.15 | \$104.01 |
| Before School Activity Rate per route  | \$111.86 | \$117.34 |
| After School Activity Rate per Route   | \$111.86 | \$117.34 |
| Extracurricular Charter Rate per hour  | \$ 66.10 | \$69.34  |
| <b>*The above prices are inclusive of the District 219 equipment surcharge</b> |          |          |
| District 219 equipment surcharge AM or PM route                                | \$ 45.63 | \$47.87  |
| District 219 equipment surcharge Midday or Activity route                      | \$ 11.41 | \$11.97  |

### Recommendation:

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to accept this Amendment from First Student, Inc. for transportation services with a 4.90% rate increase on current rates effective August 1, 2024 through July 31, 2025.

**AMENDMENT AND EXTENSION TO THE PUPIL TRANSPORTATION SERVICES  
AGREEMENT BETWEEN  
LINCOLNWOOD SCHOOL DISTRICT 74 AND FIRST STUDENT, INC.**

**THIS AMENDMENT** ("Amendment") Is made by and effective as of the 2<sup>nd</sup> day of May, 2024, by and between Lincolnwood School District 74, with principal offices at 6950 N. East Prairie Road Lincolnwood, IL 60712, (the "District") and First Student, Inc., with its national headquarters at 191 Rosa Parks Street, Cincinnati, OH 45202 and principal business offices for purposes of this Amendment located at 1717 Park Street, Suite 225, Naperville, IL 60563 (the "Contractor" and, collectively, the "Parties").

**WHEREAS**, the Contractor was the successful bidder on March 16, 2015 and operated the student transportation services for the DISTRICT for the school years of 2015-16 through 2017-18 per the specifications provided in the bid process and all contingencies placed upon the bid specifications by the Contractor in its proposal and executive summary (the "Agreement").

**WHEREAS**, the Parties previously amended certain provisions of the Agreement and extended its term annually effective August 1, 2018, August 1, 2020, August 1, 2021, August 1, 2022, and August 1, 2023, respectively.

**WHEREAS**, the Parties desire to amend certain provisions of the Agreement again and extend its term effective August 1, 2024.

**NOW, THEREFORE**, the Parties mutually agree as follows:

All terms used herein, unless otherwise defined in this Amendment, shall have the same meaning as set forth in the Agreement. Following the effective date of this Amendment, future references to the Agreement in any communication or document between the District and Contractor shall mean the Agreement incorporating the changes and/or additions in this Amendment.

- 1. TERM:** The term of the Agreement shall extend for one additional year commencing August 1, 2024 and continuing through July 31, 2025.
- 2. COMPENSATION:** Commencing August 1, 2024, the rates of compensation will increase by 4.9% for the 2024-25 school year. Rates are listed in attached Exhibit A and are based on the current number of routes.
- 3. ENTIRE AGREEMENT:** The terms of this Amendment, the original Agreement, and all other amendments set forth the entire Agreement between District and Contractor concerning the subject matter hereof. To the extent that the terms of this Amendment supplement, amend or replace terms from the original Agreement, the terms of this Amendment shall control.

**4. NOTICE TO PARTIES:** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to District shall be addressed to:

Courtney Whited  
Business Manager/CSBO  
Lincolnwood School District 74  
6950 N. East Prairie Rd.  
Lincolnwood, IL 60712

Notices to Contractor shall be addressed to:

Mike Tunnell  
District Manager  
First Student, Inc.  
1717 Park Street  
Suite 225  
Naperville, IL 60563

With a copy to:

General Counsel  
First Student, Inc.  
191 Rosa Parks  
Street 8<sup>th</sup> Floor  
Cincinnati, OH 45202

**IN WITNESS WHEREOF,** this Amendment has been signed and executed in duplicate on behalf of the parties hereto by persons duly authorized on the day and year first written above.

Lincolnwood School District 74

FIRST STUDENT, INC.

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

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

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

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

ATTEST:

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

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

**Exhibit A**

| Lincolnwood School District #74  |          |          |
|--|----------|----------|
|  | 2023-24  | 2024-25  |
|  |          |          |
| AM Rate per Route - Single   | \$140.55 | \$147.44 |
| AM Rate per Route - Dual   | \$ 70.26 | \$73.70  |
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| PM Rate per Route - Dual   | \$ 70.26 | \$73.70  |
| PM Rate per Route - Dual Paired with District 219 credit back to District      | \$121.09 | \$127.02 |
| Mid-Day Rate per Route (Pre-Kindergarten)                                      | \$ 99.15 | \$104.01 |
| Before School Activity Rate per route  | \$111.86 | \$117.34 |
| After School Activity Rate per Route   | \$111.86 | \$117.34 |
| Extracurricular Charter Rate per hour  | \$ 66.10 | \$69.34  |
| <b>*The above prices are inclusive of the District 219 equipment surcharge</b> |          |          |
| District 219 equipment surcharge AM or PM route                                | \$ 45.63 | \$47.87  |
| District 219 equipment surcharge Midday or Activity route                      | \$ 11.41 | \$11.97  |

## TRANSPORTATION CONTRACT

AGREEMENT made the 29<sup>th</sup> day of April, 2015, between  
Lincolnwood SCHOOL DISTRICT FIRST STUDENT, INC.  
(hereinafter referred to as the "District") and CONTRACTOR, INC. (hereinafter referred to  
as the "Contractor").

### Term of Contract.

The Contractor, for and in consideration of the payments to be made as hereinafter set forth in the Cost Schedule attached hereto as Appendix A, hereby agrees to transport students that the District must transport by law and students that have independently agreed to pay for transportation to and from the schools of the Districts and all special routes as defined herein as well as all students requiring transportation for extracurricular activities including activity trips, field trips, and transportation for such events as are required by the Board or its authorized agent from August 1, 2015, through July 31, 2018. The term of this contract may be extended at the option of the District for two (2) additional one (1) year periods. Notice of the extension of the contract shall be provided to the Contractor in writing not later than March 31<sup>st</sup> of the year of termination.

### Local Office and On-Duty Dispatcher/Manager.

The Contractor shall maintain a local bus office parking lot and bus garage within Niles Township or within a ten-mile radius of the intersection of Skokie Boulevard and Oakton Street in Skokie, Illinois. The local office shall be staffed with a manager and at least one dispatcher from 6:00 a.m. to 6:00 p.m. on school days. When buses are in use outside of this time period, a dispatcher or manager will be available by cell phone and pager within five (5) minutes to respond to concerns of the School District.

Indicate the location where the buses will be housed and maintained. The facility must house all functions, including storage of buses, maintenance and dispatch operations of the contractor.

### Contract Documents.

The "Contract Documents" shall consist of this Agreement, the Bid Specifications (including but not limited to the Instructions to Bidders, References, all requisite certifications, bid and performance bonds, insurance, and bid form), the Cost Schedule attached as Appendix A. Appendix C and D to this document are merely to assist in the bidding process, and shall not be deemed binding contractual requirements. The Bid Specifications and the Cost Schedule are hereby incorporated into this Agreement as though they were fully set forth herein and shall have the same force and effect as any other provision in this Agreement. In the event of a conflict between the Bid Specifications and this Agreement, the Bid Specifications shall prevail. Upon award of this Contract, the Bid Specifications will be attached hereto as Appendix B, and the Cost Schedule is attached hereto as Appendix A. In attaching, it is the intent of the parties that both appendices are hereby made a part of this Agreement.



### **Hold Harmless Agreement**

The Contractor agrees to indemnify, hold harmless, and defend the Boards of Education of Districts, its officials, employees and agents from and against all suits, actions, legal proceedings, claims, demands, damages, losses, and expenses, including attorneys' fees, in any manner caused by, arising from, incident to, connected with or growing out of the operation of school buses and other vehicles used to transport students under this Contract, in accordance with the liability insurance policies procured by Contractor under this Agreement. Said policies are subject to review and approval by the District.

### **Document Supremacy**

In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision of the Contract shall prevail over all other documents. The terms and provisions of the bid specifications shall prevail over the bid sheet.

### **Compensation**

Contractor shall provide all services as awarded by District and shall be compensated according to the terms of the bid specifications and the Attachments in the amounts listed in the bid sheet submitted by Contractor.

### **Complete Understanding**

This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

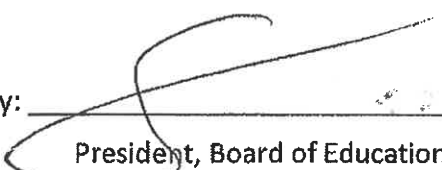
### **Amendments**

No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

WHEREAS, the Parties have duly executed and entered into this Contract as of the day and year set forth above.

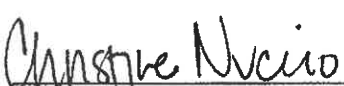
BOARD OF EDUCATION

FIRST STUDENT, INC.  
CONTRACTOR, INC.

By:   
President, Board of Education

By:   
Authorized Representative

Attest:   
Secretary, Board of Education

Attest:   
Christine Nuccio

## Appendix A

| <b>Lincolnwood School District #74</b>   | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--|----------------|----------------|----------------|
| AM Rate per Route - Single   | \$106.31       | \$108.44       | \$110.61       |
| AM Rate per Route - Dual   | \$53.16        | \$54.22        | \$55.30        |
| AM Rate per Route - Dual Paired with District 219 \$40 credit back to District 219 | \$93.16        | \$94.22        | \$95.30        |
| PM Rate per Route - Single <i>\$40</i>   | \$106.31       | \$108.44       | \$110.61       |
| PM Rate per Route - Dual   | \$53.16        | \$54.22        | \$55.30        |
| PM Rate per Route - Dual Paired with District 219 \$40 credit back to District 219 | \$93.16        | \$94.22        | \$95.30        |
| Mid-day Rate per Route (Pre-Kindergarten) <i>\$40</i>                              | \$75.00        | \$76.50        | \$78.03        |
| Before School Activity Rate per route  | \$75.00        | \$76.50        | \$78.03        |
| After School Activity Rate per Route   | \$75.00        | \$76.50        | \$78.03        |
| Extracurricular Charter Rate per hour  | \$50.00        | \$51.00        | \$52.02        |

## Niles Township High School District 219

| Regular Education Only   |        | 2015-16 | 2016-17 | 2017-18 | School Days | Number Routes | 2015-16 | 2016-17 | 2017-18 | Total     |
|--|--------|---------|---------|---------|-------------|---------------|---------|---------|---------|-----------|
| AM Rate per Route - Single   | 491.15 | 106.31  | 108.44  | 110.61  | 176         | 25            | 467,764 | 477,136 | 486,684 | 1,431,584 |
| AM Rate per Route - Dual (1)   | 46.94  | 13.16   | 14.22   | 15.30   | 176         | 24            | 55,588  | 60,065  | 64,627  | 180,280   |
| PM Rate per Route - Single   |        | 106.31  | 108.44  | 110.61  | 176         | 27            | 505,185 | 515,307 | 525,619 | 1,546,111 |
| PM Rate per Route - Dual (1)   |        | 13.16   | 14.22   | 15.30   | 176         | 13            | 30,110  | 32,535  | 35,006  | 97,652    |
| After School Activity Rate per Route(170 DAYS)                         |        | 75.00   | 76.50   | 78.03   | 170         | 20            | 255,000 | 260,100 | 265,302 | 780,402   |
| Athletic Extracurricular Rate per hour (3 hour minimum) (3)            |        | 35.00   | 35.70   | 36.41   |             |               |         |         |         |           |
| Athletic Extracurricular Rate per 5 hour trip, 6 routes/day (3)        |        | 175.00  | 178.50  | 182.07  | 170         | 6             | 178,500 | 182,070 | 185,711 | 546,281   |
| Educational Field Trip Extracurricular Rate per Route(3 hour trip) (3) |        | 105.00  | 107.10  | 109.24  | 170         | 6             | 107,100 | 109,242 | 111,425 | 327,767   |
| Field Trip hourly Rate for each hour over 3 hours (3)                  |        | 35.00   | 35.70   | 36.41   |             |               |         |         |         |           |
| Field Trip/Athletic Surcharge for each mile over 50 miles one-way      |        | 0.86    | 0.88    | 0.90    |             |               |         |         |         |           |

Total District 219

4,910,077

| Lincolnwood School District #74  |  | 2015-16 | 2016-17 | 2017-18 | School Days | Number Routes | 2015-16 | 2016-17 | 2017-18 | Total     |
|--|--|---------|---------|---------|-------------|---------------|---------|---------|---------|-----------|
| AM Rate per Route - Single   |  | 106.31  | 108.44  | 110.61  | 176         | 0             | 0       | 0       | 0       | 0         |
| AM Rate per Route - Dual (2)   |  | 53.16   | 54.22   | 55.30   | 176         | 16            | 149,699 | 152,684 | 155,725 | 458,107   |
| AM Rate per Route - Dual Paired with District 219 \$40 credit back to District 219 |  | 93.16   | 94.22   | 95.30   | 176         | 8             | 131,169 | 132,662 | 134,182 | 398,013   |
| PM Rate per Route - Single   |  | 106.31  | 108.44  | 110.61  | 176         | 0             | 0       | 0       | 0       | 0         |
| PM Rate per Route - Dual (2)   |  | 53.16   | 54.22   | 55.30   | 176         | 16            | 149,699 | 152,684 | 155,725 | 458,107   |
| PM Rate per Route - Dual Paired with District 219 \$40 credit back to District 219 |  | 93.16   | 94.22   | 95.30   | 176         | 8             | 131,169 | 132,662 | 134,182 | 398,013   |
| Mid-day Rate per Route (Pre-kindergarten)  |  | 75.00   | 76.50   | 78.03   | 170         | 2             | 25,500  | 26,010  | 26,530  | 78,040    |
| Before School Activity Rate per Route  |  | 75.00   | 76.50   | 78.03   | 176         | 4             | 52,800  | 53,856  | 54,933  | 161,589   |
| After School Activity Rate per Route   |  | 75.00   | 76.50   | 78.03   | 170         | 2             | 25,500  | 26,010  | 26,530  | 78,040    |
| Extracurricular Charter Rate per hour  |  | 50.00   | 51.00   | 52.02   | 176         |               |         |         |         |           |
| Total District 74  |  |         |         |         |             |               |         |         |         | 2,029,910 |

| Morton Grove School District #70   |  | 2015-16 | 2016-17 | 2017-18 | School Days | Number Routes | 2015-16 | 2016-17 | 2017-18 | Total     |
|--|--|---------|---------|---------|-------------|---------------|---------|---------|---------|-----------|
| AM Rate per Route - Single   |  | 106.31  | 108.44  | 110.61  | 176         | 0             | 0       | 0       | 0       | 0         |
| AM Rate per Route - Dual Paired with District 219 \$40 credit back to District 219     |  | 93.16   | 94.22   | 95.30   | 176         | 11            | 180,358 | 182,410 | 184,501 | 547,268   |
| PM Rate per Route - Single   |  | 106.31  | 108.44  | 110.61  | 176         | 8             | 149,684 | 152,684 | 155,739 | 458,107   |
| PM Rate for Route-Single using District 219 equipment \$40 credit back to District 219 |  | 146.31  | 148.44  | 150.61  | 176         | 3             | 77,252  | 78,376  | 79,522  | 235,150   |
| PM Rate per Route - Dual Paired with District 219                                      |  | 93.16   | 94.22   | 95.30   | 176         | 0             | 0       | 0       | 0       | 0         |
| Mid-day Rate per Route using District 219 equipment \$10 credit back to District 219   |  | 85.00   | 86.50   | 88.03   | 176         | 2             | 29,920  | 30,448  | 30,987  | 91,355    |
| Extracurricular Charter Rate per hour  |  | 50.00   | 51.00   | 52.02   | 176         |               |         |         |         |           |
| Total Districts 70   |  |         |         |         |             |               |         |         |         | 1,331,880 |

| Niles School District #71  |        | 2015-16 | 2016-17 | 2017-18 | School Days | Number Routes | 2015-16 | 2016-17 | 2017-18 | Total   |
|--|--------|---------|---------|---------|-------------|---------------|---------|---------|---------|---------|
| AM Rate per Route - Single   | 491.15 | 106.31  | 108.44  | 110.61  | 176         | 0             | 0       | 0       | 0       | 0       |
| AM Rate per Route - Dual Paired with District 219 \$40 credit back to District 219                 | 56.32  | 93.16   | 94.22   | 95.30   | 176         | 5             | 81,981  | 82,914  | 83,864  | 248,758 |
| PM Rate per Route - Single   |        | 106.31  | 108.44  | 110.61  | 176         | 0             | 0       | 0       | 0       | 0       |
| PM Rate per Route - Dual Paired with District 219 \$40 credit back to District 219                 |        | 93.16   | 94.22   | 95.30   | 176         | 5             | 81,981  | 82,914  | 83,864  | 248,758 |
| After School Activity Rate per Route using District 219 equipment \$10 credit back to District 219 |        | 85.00   | 86.50   | 88.03   | 144         | 1             | 12,240  | 12,456  | 12,676  | 37,372  |
| Extracurricular Charter Rate per hour  |        | 50.00   | 51.00   | 52.02   | 176         |               |         |         |         |         |
| Total Districts 71   |        |         |         |         |             |               |         |         |         | 534,889 |

(1) Assumes route bus transports one high school route and one elementary school route per am or pm dispatch.

(2) Assumes two individual elementary routes share the same routed bus and results in two separate charges per am or pm dispatch.

(3) Assumes trip is operated with District 219 bus. In the event a First Student bus is used, then the rate becomes \$50 per hour in year one (1)

Total Bid

8,806,756

4

5

**NILES TOWNSHIP HIGH SCHOOL DISTRICT 219, MORTON GROVE SCHOOL DISTRICT 70,  
NILES SCHOOL DISTRICT 71, AND LINCOLNWOOD SCHOOL DISTRICT 74**

**SPECIFICATIONS FOR STUDENT BUS TRANSPORTATION**

**BID OPENING DATE: MARCH 16, 2015 2:00 P.M.**

**INSTRUCTIONS TO BIDDERS:**

1. NOTICE IS HEREBY GIVEN that proposals for a three (3) year contract for general education transportation services for Niles Township High School District 219, Morton Grove School District 70, Niles School District 71, and Lincolnwood School District 74 (collectively, "Districts") will be opened and read in the Niles Township High School District Administrative Office located at 7700 Gross Point Road (Board Room), Skokie, Illinois 60077, at the time and date indicated above. The contract period, if awarded, will be for the school years 2015-2016, 2016-2017, and 2017-2018 with extensions to be allowed as provided under Illinois School Code. The contract will start on August 1, 2015.
2. Questions and Clarifications: Bidders must satisfy themselves, upon examination of the specifications, of the intent of the specifications. Any questions, discrepancies, omissions, ambiguities or conflicts in the contract documents should be in writing and brought to the attention of Mr. Eric Trimberger, Assistant Superintendent for Business/CSBO, at [eritri@d219.org](mailto:eritri@d219.org).
3. The sealed proposals shall be delivered to Mr. Eric Trimberger, Assistant Superintendent for Business/CSBO at Niles Township High School District 219, 7700 Gross Point Road, Skokie 60077 at any time prior to but not later than 2:00 P.M. local time on March 16, 2015. The Districts do not accept responsibility for delays in transmittal and must have actually received at the bid proposal in advance of the time set forth above in order for the bid to be deemed received.
4. Each proposal must be submitted on the bid form provided with these specifications. For purposes of clarification, a dual route should be considered as either an AM route that can be covered with the same equipment as another AM a route that same day or a PM route that can be covered with the same equipment as another PM route that same day. For example, if a bus can run an 8:30 a.m. route for a particular District and then run a 9:30 a.m. route for either the same or another District, than both routes would be priced as a dual route rather than a single route.
5. Bids must be contained in a sealed envelope, which shall be endorsed on the outside thereof with the following information:

**PROPOSAL FOR STUDENT BUS TRANSPORTATION**

Name and Address of Bidder

6. All Bids submitted must be valid and held open for a minimum period of ninety (90) days after the date set for the bid opening.
7. The Districts reserve the right to reject any or all bids for any reason, or to waive any informalities, irregularities or defects in any proposal, should it deem to be in their best interest to do so.
8. The Districts intend to award separate contracts to the same company best able to provide the most efficient and cost effective services for all Districts.
9. All figures given for passengers, routes, or lengths of routes are based on estimates from the present operation.
10. Bidders shall not include taxes, which school districts are not subject to, in their quotation.
11. All bids shall be deemed final, conclusive and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation.
12. Bids received after the time specified in the invitation to bid will not be considered. The method of transmittal of the bid proposal is at bidder's risk of untimely receipt.
13. A bid bond for 10% of the value of the bid for the first year of the contract shall accompany all bids submitted. A bid bond shall be in the form of a certified check made payable to Niles Township High School District 219 or a bond issued by an insurance company licensed to do business in the State of Illinois with a rating of at least "A" from AM Best. However, the Districts will require, from the successful contractor, an individual performance bond covering each year of the contract in the amount of 100% of the yearly cost. The performance bond will be held by Niles Township High School District 219 on behalf of the Districts. Each bid must indicate the additional cost of such Bond. Each bid must be accompanied by a letter from an insurance company licensed in the State of Illinois with a Best Insurance Rating of at least A-10 indicating that the company will provide the specified performance bond for the bidder if desired.
14. The Districts may inquire as to the financial stability of the bidder and may request financial references.
15. The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract, and in particular all such laws pertaining to prevailing wage, equal opportunity, OSHA, consumer report safety act and safety. The contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, religion, color, age, marital status, sex, national origin, ancestry, or physical or mental disability, or engage in any other means of unlawful discrimination.

Contractor shall comply with all laws and regulations pertaining to Equal Opportunity and Fair Employment Practices including the Illinois Human Rights Act. Contractor shall not discriminate against any worker, employee, or rider or any other member of the public because of race, religion, age, color, sex, disability, marital status, sexual preference, national origin, unsatisfactory military discharge nor otherwise commit an unfair labor practice. Contractor further agrees that this article will be incorporated by Contractor in all contracts entered into with suppliers of materials and services, subcontractors and at labor organizations, furnishing skilled or unskilled labor or may perform any such labor or service.

16. Bidder must use the included Bid Proposal Forms when submitting bid, providing all information as requested. All prices must be typed or written in ink on the enclosed Bid Proposal Forms.

If mistakes are found in multiplication or addition of unit prices against total prices, the unit price shall govern for all purposes.

17. To the fullest extent permitted by law, Contractor agrees to indemnify, hold harmless and defend the Districts and their respective members, officers, employees, students, teachers, and agents against all suits, actions, legal proceedings, claims and demands, and against all damage, liabilities, judgments, lost cost, expense and attorney's fees, in any manner caused by, arising from, incident to, connected with or growing out of the provision of services under this contract.

18. No contract shall be assigned or any part of the same subcontracted without the consent of the Districts, but in no case shall such consent relieve the contractor from his obligations, or change the terms of the contract.

19. In determining the successful bidder, the Districts will consider the following:

- i. The safety and comfort of the students including demonstration of the ability of parents and students to track buses on an existing account
- ii. Bid Price
- iii. Financial stability of the bidder
- iv. Adherence to transportation specification requirements
- v. References and experience in school district transportation

20. Execution of Contract – The successful bidder will be required to execute separate transportation contracts with the Districts in substantially the same form as set forth in these Specifications.

21. The bid shall be based on the premise that neither the Cooperative / Districts shall be responsible for financing, holding title, purchasing, maintaining, repairing, or licensing of vehicles.



22. The contractor shall own all buses or vehicles placed in operation by the contractor under this contract for routes that are not paired with District 219 and shall be responsible for their maintenance and repair. The contractor will provide the maintenance and repair of buses purchased by District 219.
23. The Districts shall have first priority for the use of the buses of the contractor required to perform the services pursuant to the Agreement. The contractor may use buses for charters and bus sharing operations provided these operations have no negative effect on the Daily student transportation or the right of first priority for the use of the buses.
24. The Contractor must provide route maps for a.m. and p.m. routes. The route maps will show the routes for each District. The route maps will also show which Districts will be paired together in terms of sharing buses and sharing routes. The route maps will also provide for the specific number of buses to be committed to each route, and which Districts will be served by said bus/route/pairing. For instance, if the high school requires 22 routes for its morning transportation to school, the route map will show how many buses will serve those 22 routes, which Districts are paired with those 22 routes, and how the pairing will be applied.

## **GENERAL CONDITIONS**

### **SCOPE**

The successful Contractor shall, during the period set forth, provide and maintain the required number of school buses to transport conveniently and safely any and all students designated by the Districts to be served under the provisions of this proposal. Such transportation shall be provided for each and every day that school is in session, for each and every Districts that is a party to this contract, including to and from each and every Districts in the morning and afternoon, as well as mid-day transportation needs (including between buildings, between separate districts and cooperatives, and any other mid-day needs), and extra-curricular and activity-related transportation needs, and in accordance with bus routes and schedules agreed upon by the parties.

The Districts reserve the right to revise or change any and all routes and the number of buses required to best suit their needs at any time before or during the school year. However, any changes or revisions to routes will be made in compliance with this Contract, bearing in mind that services are shared, and changes made may affect service to other Districts that are parties to this Contract. To that end, the Districts will work together to minimize changes that could negatively impact services to the other Districts.

The Districts reserve the right to contract with other contractors for extra-curricular, charter, and other trips, in addition to the services provided by this Contract, if it meets their financial interests to do so. This would include school bus, motor coach, van, or other types of transportation needs.

The annual letter that goes home to the parents of all eligible bus riders will include the name and phone number of the contractor along with instructions that the Contractor should be called if they have questions or need assistance. In addition, the schools will often refer calls to the contractor.

All expenses related to the operation of the fleet of the Contractor shall be paid by the contractor.

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The Scope of this Bid is set forth in greater detail in the proposed contract, attached to these Instructions to Bidders.

## **REFERENCES**

As indicated above, the Districts are concerned with both the financial responsibilities of the bidder and the proven ability to satisfactorily perform the contract. Written responses must be provided within the bid for the following areas of concern:

1. Indicate management experience in bus operation and transporting students. The successful bidder must have at least three (3) years of experience providing transportation services of similar size and scope to this contract.
2. Provide the names of all public school districts for whom your company currently provides transportation or has provided transportation within the previous 10 years in the following counties: Cook, DuPage, Kane, Lake, McHenry and Will. Provide the point of contact and phone number for whoever served as the district point of contact for the transportation contract. If you no longer provide transportation services for the school district, please explain why you do not. Responses are to include any contracts that you defaulted on or were cancelled by either you or the school district. Provide three letters of recommendation from current or previous clients with your bid submission.
3. Indicate all Illinois litigation your firm has been involved with during the last 10 years.

## **LOCAL OFFICE**

The Districts will provide the Contractor with a local bus office, parking lot and bus garage within Niles Township. In the event that the Districts need to construct a bus garage, the Contractor will need to provide access to their own facility for maintenance until construction of the bus garage is complete. The contractor shall staff the office with a manager and at least one lead dispatcher from 6:00 a.m. to 6:00 p.m. on school days. When buses are in use outside of this time period, a dispatcher or manager will be available by cell phone and pager within five (5) minutes to respond to concerns of the School District.

Bidders are instructed to furnish resumes including the address and telephone number of the proposed terminal manager, lead dispatcher, and head mechanic for the service of this contract. Also include the location of towing and emergency services vehicles to be used in the service of this contract. The Districts reserve the right to interview the proposed terminal manager prior to the award of contract. The proposed terminal manager must have at least five years of experience operating a terminal of similar size and scope required to service this bid.

The contractor agrees that each morning before any school buses are used for transportation; the driver shall inspect same carefully for defects, and remedy any defects before using said vehicles.

## **BUS DRIVERS**

The Contractor shall provide only bus drivers who do meet or exceed State of Illinois laws and regulations related to public school transportation and have valid licenses permitting them to serve as school bus drivers. The Contractor will provide a roster of drivers for approval by the School District prior to the first day of each school year and on a monthly basis thereafter for all new drivers, including:

1. Driver's name;
2. Driver's social security number;
3. Driver's commercial driver's license number and permit number;
4. The date on which the driver successfully passed a drug and alcohol screening; and
5. The date on which the driver was cleared by a criminal background check.

All employees of Contractor will submit to a criminal background check conducted by Districts before performing work covered by this contract. The cost of these background checks will be paid by Contractor.

All Drivers employed by the Contractor will undergo drug/alcohol testing prior to driving students.

Drivers who have not submitted to the background check and drug/alcohol testing or those who have not been cleared by a background check and drug/alcohol test may not be employed under this Contract nor shall they render services.

The parties hereby agree that the Superintendent of Schools or the Superintendent's designee may reasonably remove a particular bus driver from a particular bus route or from all buses servicing the Districts, so long as, if such removal affects a bus route pairing, all Districts affected are in agreement. In order to effectuate such removal, the Superintendent or his/her designee will make a reasonable request to the Contractor, and such Contractor will remove the bus driver within 24

hours of the request being made the Contractor agrees that this power of removal in no way is to be construed as making the bus driver or the bus company an employee, agent, servant or co-employee of the Board.

### **Payment to Contractor.**

The Districts shall pay in accordance with Appendix A. Specifically, each School District party to this agreement will be charged for the services rendered to it, on a per route basis. Where /School Districts are “paired” on routes, the cost will be prorated by the number of students attributable to each School District on the route. All payments made to the Contractor must be approved by each Board of Education prior to payment; accordingly, all payments will be made within ten days of the Board of Education meeting at which the invoice is presented for payment. Invoices will be presented to the Board of Education at its meeting immediately following. If the Board of Education does not receive an invoice 15 business days in advance of its next meeting, the invoice will not be presented to the Board of Education until the following meeting.

Billing for activities, extra-curricular, field trips, intra-district trips, shuttle and special routes, and late runs shall be invoiced separately from regular morning and afternoon bus route invoices.

Invoices shall be calculated in accordance with the rates shown on the Appendix A.

Should any School District fail to make its payment in a timely fashion, such failure shall not affect the services to be rendered under this contract. The Contractor has the right to enforce collection proceedings as to any School District that fails to make its payments, while continuing to provide the transportation services called for by this Contract. Only where a majority of the School District parties fail to make payment may the Contractor discontinue services to those individual School District parties, and re-configure routes for those remaining School District parties.

The payment amounts set forth in this Contract shall remain in effect until August 1, 2018. For subsequent contract years, both the Contractor and the School Districts shall enter into negotiations at least ninety (90) days prior to the end of the current school year to mutually agree to changes in price for the various services performed under the contract. The Contractor agrees that the unit prices shall not increase by more than the increases in the Consumer Price Index for Urban Consumers (CPI-U). For the renewal year of August 1, 2018 to July 31, 2019, the CPI-U used for the maximum renewal will be CPI-U for December of 2016 that is published in January, 2017. For the renewal year of August 1, 2019 to July 31, 2020, the CPI-U used for the maximum renewal will be the CPI-U for December of 2017 that is published in January of 2018.

### **FUEL ESCALATOR**

The successful bidder shall purchase and provide all necessary motor fuels for the performance of the contract. There shall be NO negotiations or changes in the bid language for the entire first year of the contract (2015-2016) for a Fuel Escalator Clause. Bidders are to use \$2 per gallon for the purposes of pricing diesel for Years 2 and 3 of the contract. In the event that diesel fuel exceeds \$2 per gallon, the contractor may assess an additional cost to the Districts upon providing invoices that indicate pricing above \$2 per gallon. Fuel escalator assessments are limited to three (3) gallons per route. District 219 will provide a propane fuel dispenser and pay for propane used for District 219 routes and routes paired with District 219.

## **EQUIPMENT**

- a. Contractor agrees that all equipment used during the life of this contract shall conform to all local, state and federal statutes pertaining to school bus transportation, vehicle specifications and safety, and to all relevant state and federal regulations. All buses shall be equipped with all safety equipment mandated by the federal government and/or the State of Illinois, including push out windows, rear exit doors and crossing control arms. If any bus equipment owned by the contractor fails at any time to so comply in whole or in part during the term of the contract, it shall be replaced by the contractor without expense to the Districts and without claims for adjustment per diem, or per trip, compensation. No substitution of unauthorized conveyances will be allowed, except in cases of an emergency, after authorization by the Districts.
- b. The contractor agrees that each morning before any school buses are used for transportation; the driver shall inspect same carefully for defects, and remedy any defects before using said vehicles.
- c. District 219 will purchase 55 propane fueled buses to service District 219 routes and elementary routes paired with District 219 routes. Bidders are to operate and perform maintenance on District 219 owned equipment. Bidders will insure District 219 owned equipment. Contractor will provide diesel fueled buses for routes that are not paired with District 219 (8 AM/PM routes in District 74 and 11 PM routes in District 70). Contractor will charge elementary districts using District 219 owned equipment the same price for dual routes using bidder owned equipment. The difference in the price charged for bidder owned equipment and District 219 owned equipment is to be credited to District 219.
- d. District 219 owned equipment may not be paired with other school districts outside of this contract without written approval from District 219. District 219 owns first division vehicles and provides any transportation needed with those vehicles outside of this contract. Contractor agrees that no contractor owned vehicles used to service Districts will be more than 120 months old. Contractor also agrees that at no time during this three-year (3) contract (or the potential extension) will the average age of the contractor owned vehicles used for Districts exceed eighty four (84) months. If Contractor does not have adequate equipment at the time of award of the contract, Contractor shall provide a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied, and that all such equipment will be available on site for use by Contractor for performance of the contract no later than April 10, 2015. All full sized school buses will be defined as being at least 71 passengers in capacity unless otherwise defined and mutually agreed upon by Districts and Contractor.
- e. Contractor agrees to obtain in timely fashion all required inspections and to provide a copy of the inspection report for each vehicle seven (7) days prior to the first day of transportation.
- f. Contractor agrees that each driver will be equipped with a two-way communication device for emergency purposes only. Drivers are not to use the communication device for any purpose, even hands-free mode, while driving. Bidders are to describe how they will meet

this requirement. Each bus will be equipped with first-aid kit, individual seat belts, padded seats, stop-arms, school bus flashers, emergency exit, reinforced roof, safety-glass windows, and clearly visible markings as a school bus.

- g. Each bus will be equipped with first-aid kit, individual lap seat belts (for buses that service Districts 70, 71, and 74) padded seats, stop-arms, school bus flashers, emergency exit, reinforced roof, safety-glass windows, and clearly visible markings as a school bus.
- h. Each school bus will be furnished with hardware and software to fully utilize and implement GPS and a Zonar Student Transportation Tracking System or equivalent that is acceptable to the Districts. An application that tracks bus locations with a mobile device or computer will be provided to parents at no additional cost. Bidder must be currently using their proposed system in at least one school district located in Cook, DuPage, Kane, Lake, or Will County. Bidders are to describe how they will meet this requirement including where it is currently being used. Acceptance of the proposed GPS/Student Tracker system/application is at the sole discretion of the Districts. District reserve the right to a site visit to see the proposed system in operation. The proposed system must be in place and operating for Districts no later than July 1, 2015. Contractor will be assessed a penalty of \$500/day for each day that an application is not available for parents beginning with the start of the school year for District 219 in August, 2015.
- i. Contractor agrees that the maximum number of persons that Contractor will permit to occupy any vehicle is the seating capacity established by the vehicle manufacturer.
- j. Contractor agrees to make available a sufficient number and variety of vehicles equipped to provide safe and convenient transportation for all assigned students.
- k. Contractor agrees that each vehicle will be maintained in: (1) a clean, sanitary condition, and (2) good mechanical condition, including the tires. Districts reserve the right to inspect any and all buses to ensure compliance.
- l. Contractor agrees that any and all vandalism damages to Contractor's equipment shall be the responsibility of the Contractor. Districts agree(s) to cooperate with the Contractor in reasonably attempting to recoup damages from responsible parties.
- m. Contractor agrees to provide one standby vehicle for every ten active vehicles to ensure uninterrupted service in the event of mechanical breakdown of a vehicle. There must be a similar sized or larger capacity standby vehicle available. In the event the Contractor does not have sufficient standby vehicles to serve the District's needs, liquidated damages of \$1,000 per day per vehicle that was lacking will be imposed. Contractor must submit proof of this requirement at the start of each contract year and as requested by Districts. Detailed information including but not limited to the
  - 1. vehicle identification number;
  - 2. date manufactured;
  - 3. name of chassis manufacturer;
  - 4. vehicle capacity;
  - 5. body manufacturer;
  - 6. current mileage;

7. location where the vehicles will be maintained and parked when not in use during the term of the contract;

The date of the last safety inspection for each bus proposed for service of this contract must be submitted to support this requirement.

- n. Contractor agrees to equip and maintain all standby vehicles as described herein.
- o. Contractor agrees to equip all buses with route numbers that are to be displayed in the right front side window of each vehicle, in bold numerals, each numeral no less than six inches in height, or clearly visible material.
- p. Contractor agrees to equip all buses that transport students of Districts with a DVR box or similar recording mechanism in which a video camera will be mounted and operated. All recorded material shall be the sole and exclusive property of the School District, the contractor shall have no right to retain, view or otherwise make use of any tape without the written approval of the School District. Every bus used in this contract is to have a working camera installed at all times. Bidders are to describe the camera system they are proposing.

Video recordings must be turned over to the requesting school in electronic format (flash drive or CD) within 24 hours of the request. Review of the video recordings and discipline for bus misconduct as revealed by the tapes shall be the responsibility of Districts.

- q. All buses shall be equipped with two-way radios that will be active at all times. These radios must have a capacity sufficient to maintain contact with the terminal at all route points and a person must be available at the terminal to respond at all times while routes are being run. An adequate number of spare radios must be available so that no bus is ever without a working radio while transporting students. The Contractor shall be able to supply 7 hand-held radios if requested for each school (as requested District 219 2, District 70 1, District 71 1 and, District 74 3) with the frequency of the buses assigned to the District for direct communication between the school and the buses. If additional radios are requested, the expense is to be paid by the District requesting the radio. Such radios shall be used in accordance with all existing FCC regulations and/or licensing requirements.
- p. Contractor shall either own and maintain sufficient tow vehicles and other emergency equipment or maintain a contact to provide sufficient and immediate emergency service to all vehicles used in the performance of this contract.
- q. In the event of a breakdown or emergency, standby buses in good working condition must be maintained and available in sufficient numbers and used in the event any buses regularly transporting students shall be inoperable. Standby buses shall meet the same standards as regular route vehicles. Daily use of spare buses will not be allowed to exceed 10% of the number of vehicles required to service the contract. A minimum of one standby vehicle for every ten (10) regular vehicles shall be available.
- r. Bidder is to describe their routing software used to determine the most efficient route structure. Routes are to be redone annually and as requested by the Districts.

## **INSURANCE**

The Contractor agrees that neither the Boards nor their members, officials, employees and agents shall in any way or manner be answerable to or suffer loss or damages, expenses, or liabilities for any acts occasioned by the Contractor, his employees, agents, or servants. The Contractor assumes all liabilities of any kind or nature arising from the operation of this Contract either by accident, negligence, theft, or otherwise.

The Contractor agrees to indemnify and hold harmless the Boards and their officials, members, employees and agents for any liability and/or claim brought against any of them as a result of Contractor's performance under this Contract.

Contractor shall procure and maintain the following minimum insurance coverages, provided that in the event the State of Illinois requires additional forms of coverage or coverage in greater amounts than those set forth herein, the Contractor shall comply with all such State requirements.

- a. Comprehensive General Liability/Contractual Personal Injury/Employer's Liability  
\$1,000,000 per occurrence/\$3,000,000 aggregate
- b. Automobile Comprehensive Liability  
\$2,000,000 combined single limit
- c. Medical Payment/all Vehicles  
\$5,000 per person each occurrence
- d. Excess Umbrella  
\$15,000,000 each occurrence, \$15,000,000 general aggregate
- e. Uninsured and Underinsured Motorist  
\$1,000,000/\$1,000,000 combined single limit
- f. Worker's Compensation insurance shall be at least the minimum of \$1,000,000 each occurrence.
- g. Insurance shall be with companies licensed to do business in Illinois with an AM Best rating of at least A 7. Insurance coverage cannot be terminated or non-renewed without thirty (30) days written notice to the School District by the insurance company. A successor company must be in place at the time of such notice.
- h. Contractor shall provide the Superintendent/Business Manager of each School District with a Certificate of Insurance no later than June 15<sup>th</sup> annually for the life of the contract. The certificate of insurance shall provide that the insurance shall not be cancelled, non-renewed or modified without the School District's receipt of written notice of said action not less than thirty (30) days prior to termination of coverage. The School District requires that the parties indemnified in the next paragraph, subparagraph "i", be named as additional insured and/or that the Contractor carry contractual liability coverage as part of a comprehensive general liability in amounts equivalent to the amounts set forth in subparagraph "a".
- i. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor shall in no way



limit Contractor's responsibility to indemnify, hold harmless and defend the Indemnity herein provided.

- j. Within seven (7) business days following the effective date of this Contract, Contractor shall provide School District with a Performance Bond, which shall guarantee the Contractor's performance of the duties imposed upon it pursuant to the contract and indemnify School District, its Board of Education, Board members, officers, employees, and agents from any loss resulting from failure of Contractor to fully perform each or all of said duties for the enforceable duration of this Agreement.
- k. The contractor shall present all certificates of insurance to the Districts within thirty (30) days of the effective date of this contract and maintain current certificates of insurance throughout the term of this contract.
- l. All policies of insurance shall carry an endorsement to the effect that they cannot be modified, canceled or non-renewed without thirty (30) days written notice by certified or registered mail. Cancellation of any of the insurance policies required above, or the reduction of the amounts of liability insurance or medical coverage provided by such policies, shall be deemed a material breach of the contract and shall be cause for termination of the contract. Upon receipt of a notice of cancellation of any of the aforesaid insurance policies, or a reduction in the amount of coverage, the Districts shall have the option of terminating the contract or paying the premiums necessary to continue the insurance policy at the required limits of liability and deduct the payment or payments from the compensation due the contractor under the contract. No policy shall reserve or permit any right of subrogation against the Districts, their officers, employees, students, and agents thereof.
- m. Any policy under this paragraph shall cover the transportation of pupils, their parents or guardians, authorized chaperones, school district officers, faculty and employees and school nurses to and from any school or school district and in connection with an extracurricular school activity authorized by and made in compliance with school policy and Illinois State School Code.

## **OPERATION PLAN**

a. **Eligible Students.**

Any student who is a resident of the School District who is approved for transportation by the District administration will be transported by the Contractor.

b. **No Unauthorized Persons.**

No unauthorized persons shall be allowed in any vehicle while engaged in transporting students; however, the School District reserves the right to have an authorized employee ride on any vehicle on the contracted route, without prior notice to the Contractor. It is the driver's responsibility to check that each passenger has a valid School District bus pass.

c. **School Calendar.**

All transportation will be in accordance with the School District calendar including provisions for scheduled days off, examination schedules, testing schedules, early

dismissal days and beginning and ending times for the school day. The School District shall, by July 1 of each contract year, furnish Contractor with the School calendar and, subsequently, notice of any changes shall be furnished to the Contractor in a timely fashion.

d. Establishment of Routes.

1. The Contractor agrees to provide typed tentative routes to the School District no later than the first week of August for the transportation of students, and revised typed "final" routes are to be furnished to the School District by September 15 of each year for the regular school year. Typed routes shall include a route number, bus number, driver's name, estimated pick-up and drop-off times and corresponding locations, plus other information as may be requested by the Superintendent/Business Manager.
2. Once the Contractor's operation plan (routes) has been fully approved, it may not be changed by the Contractor without the consent of the School District. Changes may be agreed to via telephone, but must be confirmed within five (5) days in writing. The School District may require route changes based upon student population demographics.
3. The bus driver shall not deviate from the normal pickup route or from the normal pickup route time schedule except for reasons beyond his/her control; such deviations shall be reported to the Contractor who, in turn, shall promptly report the same to the District's Superintendent/Business Manager.
4. District 219 retains the right to specify the type of vehicle used on all routes. Additionally, District 219 retains the right to assign individual students to an alternate transportation service when the need arises.

## **ROUTES**

a. Routes Definition.

For purposes of Districts a route will be defined as use of a school bus for morning pick-up and afternoon drop-off. Buses will arrive at school in the morning between 10-20 minutes of scheduled start times. Failure to do so will result in a penalty in the amount of \$150 per day per route for routes that are 10 to 29 minutes late, and \$250 for routes that are 30 or more minutes late. The penalties will be imposed on the Contractor and deducted from the next payment from the Districts. Buses will arrive at school no later than dismissal time in the afternoon. Failure to do so will result in a penalty in the amount of \$150 per day per route routes that are 10 to 29 minutes late, and \$250 for routes that are 30 or more minutes late. The penalties will be imposed on the Contractor and deducted from the next payment from the Districts. Should the buses be late, the Contractor should notify the Superintendent or Business Manager of the reason for the delay, and the timeframe in which to expect the buses, as soon as practicable, but within 1 hour of becoming aware of the problem. For further detail on the imposition of penalties, please see Letter (f) of "General Requirements."

Should the Contractor failure to abide by established timelines more than twice per month, or fail to ever notify the Superintendent of any delays, such conduct will be deemed to be a breach of contract.

No regular school day route may extend beyond forty (40) minutes in length. These routes will be on a regular school day basis with modifications mutually agreed to on special situations as dictated by weather conditions, testing schedules and/or late start school days.

1. To/From School Routes.

Contractor shall provide bus service for each school route as designated by each School District's Superintendent/Business Manager. Within the route, stops shall be so spaced so that the distance of travel from a student's home to a bus stop shall not be greater than three (3) blocks. Routes should be established so that no student need cross an arterial street or main thoroughfare to either reach a bus stop or reach their home after being dropped off. Any pairing of routes should be for the purpose of better serving all Districts and accommodating time frames; any pairing of routes requires the approval of District 219.

2. Extra Curricular Sports Buses at the Conclusion of the Regular School Day.

Niles Township High School District 219 needs to have available on a regular daily basis three (3) school buses at each high school for the purpose of transporting sports teams to different events. These buses need to be available at dismissal time at each school, ready to leave with the sports team to wherever the competition is being held. These buses need to be available on a daily basis. On days that the buses are not going to be utilized, District 219 will notify the Contractor at least 48 hours in advance and the District will not be charged. Billing for these trips will be as delineated in Appendix A. Bus drivers are expected to remain at the site of the sport competition for the duration of the contest and make the sponsor or coach of the team aware of how to contact them.

The other School District parties to this contract may need regular extra-curricular transportation, as described in greater detail on the list of proposed transportation needs, attached hereto as Appendix B.

3. After School Activity Routes.

Niles Township High School District 219 requires five buses at each school every school day. These buses will leave the schools with students involved in after school activities at approximately 5:00 p.m. and 6:00 p.m.

On the days that the School District notifies the Contractor, at least one week in advance that the routes will not be needed, no charge will be assessed.

The other School District parties to this contract may need regular extra-curricular transportation, as described in greater detail on Appendix B.

4. Seating Capacity.

- i. For school routes, seating may be at two (2) students per standard seat. "Standard seat" is defined as the common size of a seat on a full-sized school bus, as defined in the "Instructions to Bidders."
- ii. For school field trips and extracurricular trips, seating shall be at not more than two (2) students per standard seat.

b. Ridership Audit.

Contractor shall submit to the School District, on an "as requested" basis, a Ridership Report covering one week for each To and From school route to each school building. This headcount may also be required for the after school activity routes. The report shall indicate the seating capacity (at 2 per seat) of the vehicle serving the route, the number of students entering the vehicle at each pick-up point for each route. The Contractor shall make suggestions on a monthly basis as to how to attain route efficiencies or better serve the School District. The purpose of Ridership Audits is to ensure that routes are efficiently loaded and to provide data on which to base decisions regarding route removal, combination and expansion.

c. Route Times.

The starting time for incoming routes shall be set to allow the bus to arrive at the school not less than ten minutes or more than 20 minutes prior to the designated start time of the school. Outgoing routes shall be scheduled so that the bus arrives at the school five minutes prior to dismissal.

District 219's start time will be contingent upon the start/dismissal time negotiated in its collective bargaining agreement with its teachers.

Student start times for all other cooperatives/districts are attached hereto as Appendix D. Should any district vary its student start/dismissal time from that listed on Appendix D, it must do so in cooperation with and agreement by all other parties to this Agreement. Should it change its student start/dismissal time without obtaining the agreement of the other parties, it will be liable for any and all damages incurred.

d. Field Trips – Extra Curricular Trips.

The School Districts shall schedule at least one (1) faculty member or other approved adult supervisor on each Field Trip or Extra Curricular bus.

1. Scheduling: Field trips shall be scheduled by the school requiring the trip at least ten (10) days in advance of the field trip. Generally, field trips scheduled in this manner shall be billed as delineated Appendix A. Field trips shall be scheduled through each School District's form "Vehicle Use Trip Requisition". This form shall be completed by Contractor and returned to the ordering school upon completion of the trip. Both parties will endeavor to simplify this process as time permits.
2. Cancellations: Field trips may be canceled by the ordering school at no charge to the school when the cancellation occurs not less than three (3) days prior to the field trip.

3. Field Trips Schedules Less than Five (5) School Days in Advance: Contractor shall not be required to provide a driver at straight time. However, where such a trip is expected to require overtime for drivers, Contractor shall inform the ordering school upon receipt of the Vehicle Use Trip Requisition. The school shall then have the option of accepting the field trip at the overtime rate or canceling the trip.

e. Individual District Regular Routes.

Signs are to be placed on all individual school buses identifying the school and route. Please see Appendix C for information related to the regular routes.

f. Routes are paired and to bid as follows:

Niles North A.M. is paired with District 70 A.M. (11 routes).

**Niles North P.M. is not to be paired.**

Niles West A.M. is paired with District 71 (5), and District 74 Rutledge (8) routes (13 routes total).

Niles West P.M. is paired with District 71 (5) and District 74 Todd Hall routes (8) (13 routes total).

District 74 A.M. Lincoln Hall is paired with Todd Hall 8 double run routes total.

District 74 PM Routes Rutledge Hall is paired with Lincoln Hall 8 double run routes total

- g. Niles North and Niles West have some routes that are repeated. Actual routes were provided at the pre-bid meeting. For example, Niles North morning routes 15 and 19 currently use 2 buses. Contractor will separate these extra buses into separate routes at the start of the contract. In the afternoon, Niles North has 2 "E", 3 "K",
- h. Bidders are to bid on 176 days of service. This is the minimum guarantee. Each school district sets their own calendar and reserves the right to add additional days of service beyond 176.
- i. District 219 operates 30 days of summer school. Starting in the Summer of 2016, programming will offered at both high schools. Regular education routes will be similar to the current year; however, the actual number of routes will be less.
- j. The District 219 6 dedicated daily Athletic buses are to be billed at an hourly rate. These routes conflict with PM routes. Bidders are to provide an hourly rate for these trips. For the purposes of the bid tabulation, 6 routes per day, 170days, 5 hours per trip is the factor to calculate estimated annual costs. The minimum guarantee for each athletic route is 3 hours. Bidders are reminded that these routes can be cancelled with one week's notice.
- k. On the bid form, District 219 is not guaranteeing 3 field trips per day. Approximately \$151,000 was spent on field trips last year. This line item is to solicit pricing on an hourly rate per trip (3 hour minimum) basis and each trip is to be billed individually.
- l. Bidders are to provide a surcharge rate per mile for trips that are over 50 miles one-way.

- m. First Division Vehicles are operated by District 219. Bidders will not be providing this service. District 219 reserves the right to perform all service not expressly guaranteed as minimum service level on the bid form.

#### **STUDENT BEHAVIOR**

- a. The School District, through its building principals, may from time to time, issue instructions governing the behavior of students. The Contractor's drivers shall, to the best of their abilities, follow such instructions at all times. Such instructions shall also include procedures for reporting misconduct.
- b. The Contractor will report each incident of student misconduct immediately by phone or in person to the Dean of Students of the receiving school, and follow up with a written report.
- c. The Contractor will not permit smoking, the consumption of alcohol or the consumption of non-prescription drugs controlled substances, and/or engage in immoral activities on the bus.
- d. The Contractor shall promptly notify the Dean of Students whenever any student is recommended for suspension from transportation. The Dean of Students shall make a final determination of suspension from transportation.
- e. The Contractor's drivers shall not administer physical punishment to any student on the bus.
- f. No vehicle shall transport more than five (5) students in wheelchairs in each bus route, unless prior District approval is obtained.
- g. The contractor shall be responsible for informing all parents of scheduled home pickup and return times, and shall maintain a consistent schedule in this regard.
- h. General Education students are picked up and dropped off at District agreed upon locations.
- i. No unauthorized persons shall be allowed in any vehicle while engaged in transporting students; however, the Districts reserve the right to have an authorized representative ride on any bus, on any contracted route, without prior notice to the carrier. Drivers will not be allowed to bring their children on their runs.
- j. No student will be transferred from one vehicle to another vehicle while en-route to or from school without the expressed prior approval of the District.
- k. The Contractor understands that some of the students to be transported suffer from behavioral disorders and may present discipline problems. The School Districts have statutory obligations to provide transportation for all students, regardless of their behavior. The Contractor will undertake to transport all students taking into consideration that some of the students may not meet the expectations of acceptable conduct for the typical student. No student can be refused transportation due to discipline or conduct problems. If a student exhibits inappropriate behavior, this conduct shall be brought to the attention of the appropriate school official who shall determine what (if any) disciplinary action is required. Severe conduct problems may require the assistance of an

aide for the route involved, and any such requirement may be suggested by the Contractor, subject to the prior written approval of the School District.

## **SAFETY PROGRAM**

- a. The Contractor shall establish and maintain a plan for safety, including, but not limited to:
  1. Regularly scheduled in-service meetings for drivers and aides to include, but not limited to:
    - a) Defensive driver training.
    - b) Blood-borne pathogens training.
    - c) Conflict resolution training.
  2. Daily vehicle inspections.
  3. Driver supervisor to enforce good driving practices with respect to safety, mechanical operation, adherence to time schedules, and conformity with applicable laws and regulations.
  4. Two written bus driver evaluations per year by the bus manager with input from appropriate school administrators. Upon request, the written evaluations of the drivers shall be provided to the Superintendent or his designee.
  5. All driver applicants must meet acceptability requirements as indicated in 625ILCS 5/6-106.1. All drivers must participate in both classroom and on-the-road training programs devoted to safety, proper bus operation, rules and regulations, and first aid.
  6. All drivers must participate in a defensive driving course as certified by the National Safety Council or equivalent training program approved by the Cooperative.
  7. All drivers must be reviewed after thirty (30) days of employment and at least annually thereafter and must annually be given a review course on rules, regulations, safety and first aid.
- b. The Contractor shall ensure that drivers and dispatchers understand appropriate emergency procedures through regular in-service training meetings.
  1. The contractor will follow Districts' procedures for emergency cancellation of transportation in those cases where weather conditions may preclude the movement of buses. There shall not be a charge for services if a regular school day is cancelled.
  2. When extreme weather conditions or other emergencies require the early dismissal of school during the regular school day, the contractor shall transport students home from school. Specific arrangements for pickups and arrival times shall be coordinated between Districts and contractor.
- c. The Contractor shall prohibit any driver from driving a school bus while smoking or under influence of alcohol, non-prescription drugs or controlled substances. Every effort must be made to insure that drivers are in good health, and adequate provision must be made for substitute drivers when regular drivers are absent.
- d. The Contractor shall require all drivers not to begin their routes or not to move forward until all students are seated within the bus.

- e. The abstract of the driving record of each driver shall be obtained from the Secretary of State annually, subject to review if requested. Each driver shall undergo a drug test as part of his or her physical exam for each initial permit and each permit renewal. A positive test result shall disqualify a driver from providing service under this contract. Post accident testing is required. All drug and alcohol testing procedures shall be in strict compliance with State and Federal regulations.
- f. The Contractor shall perform criminal background checks for all drivers, as well as any other employees having contact with students. The contractor shall bear the sole responsibility of all costs incurred in providing qualified drivers or other personnel, such costs including but not limited to training, safety seminars, physical examinations, criminal background checks, drug tests, license and permit fees, recruitment expenses, salaries, fringe benefits and other conditions of employment. The Contractor shall provide copies of all such background checks. The Districts shall have the right to request that any employee of the Contractor be removed from performing any services for any reason. Following such a request, the Contractor shall immediately remove and replace the employee in question.
- g. All drivers shall maintain a neat and clean appearance at all times. They shall also display identification as employees of the contractor.

#### **GENERAL REQUIREMENTS**

- a. All laws, rules, regulations, ordinances of the federal, state, county or local government or orders heretofore or hereafter made or issued by the Superintendent of the State Board of Education or by the Superintendent of the Educational Service Region, Cook County, are to be made a part of this Contract as fully as though the same were herein set forth.
- b. This contract is for furnishing student transportation. In performing this contract, the Contractor is an independent contractor and not an officer, member, agent or employee of the School District.
- c. The Contractor shall assist the Board in completing all reports as may from time to time be required by the Board of Education, the Superintendent of the Illinois State Board of Education or any other entity or agency properly exercising jurisdiction over the subject matter of this Contract.
- d. In the case of all emergencies or accidents involving a vehicle, the District's Transportation Supervisor will be contacted immediately and informed of the situation. This contact shall first be by phone and then by written report. The severity of the situation will not be a factor in whether or not the Transportation Supervisor is notified. The Contractor is responsible in the event of any accident to follow established procedures, including the prompt obtaining of any necessary medical assistance and the notification of the responsible police department.
- e. This contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. Contractor shall comply with all



applicable laws, regulations and rules promulgated by the Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the contract. Included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Intrastate Commerce Commission regulations, Worker's Compensation Laws, the Social Security Act, Occupational Safety and Health Act, the Consumer Product Safety Act, the Illinois School Code and the Illinois Motor Vehicle Code.

Additionally, the Contractor shall comply with all laws and regulations pertaining to Equal Opportunity and Fair Employment Practices including the Illinois Human Rights Act. Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, sexual preference, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice. Contractor further agrees that this article will be incorporated by Contractor in all contracts entered into with by suppliers of materials and services, subcontractors and at labor organizations, furnishing skilled, unskilled, or craft union skilled labor, or may perform any such labor or service in connection with this contract.

Further, Contractor certifies that it has adopted and implemented a written sexual harassment policy in full compliance with PA 87-1257 and Section 2-105A(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105A(4), and in case of the Contractor having 25 or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 301 ILCS 580/3.

Finally, Contractor certifies that it is not ineligible for award of this contract by reason of debarment for a violation of any of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of this contract.

- f. Noncompliance is defined as, but not limited to, the failure to transport students on a bus route or routes as contracted or as requested in accordance with the terms of this contract, or the failure to make changes to routes as specified and directed by the Superintendent/Business Manager in accordance with the terms of this contract.

Should Districts find the Contractor in noncompliance with the provisions of its contract on a bus route or series of routes, the School District will be entitled to impose the following damages.

| <u>Incident</u>  | <u>Damages</u>  |
|--|---|
| No service on any to or from regularly scheduled route                           | Daily rate per route x 300%   |
| Late pick-up (10 minutes or more as defined on approved route sheet) at a school | 10-29 minutes \$150 per day per route<br>30 or more minutes \$250 per day per route |

|  |   |
|--|---|
| Late drop-off (10 minutes or more as defined on approved route sheet) at a school                              | 10-29 minutes \$150 per day per route<br>30 or more minutes \$250 per day per route |
| No shows for extra-curricular and sport routes   | \$400 per occurrence  |
| Tardiness for sports and extra-curricular route (10 minutes later than stipulated time)                        | 10-29 minutes \$150 per day per route<br>30 or more minutes \$250 per day per route |
| Failure to provide a properly licensed and permitted driver for a to/from route                                | \$200 per day per route   |
| Changes in a bus route(s) without notification   | \$100 per day per occurrence  |
| If the faculty sponsor of a trip must make alternate transportation arrangements because of Contractor actions | \$400 per occurrence plus expenses  |
| Failure to provide bus video within 24 hours of request  | \$150 per occurrence  |

The noncompliance damages for late pick-up and drop-off shall not apply during weather involving hazardous driving conditions.

A penalty shall be deducted from the first invoice following the noncompliance. The failure of School District to assess or collect any penalty under this Section shall not be considered a waiver of the School District's right to assess or collect that penalty in the future or a waiver with respect to any future violation committed by the Contractor.

- g. The Contractor agrees not to reassign or sell any rights to this Contract to another party or parties.
- h. The officers of the contracting bus company who sign this Contract covenant that the Contractor is duly authorized to conduct business in the State of Illinois and that they have authority to execute and deliver the Contract by and on behalf of the contracting bus company.
- i. All payments by the Board to the Contractor in connection with the Contract shall be made pursuant to the Local Government Prompt Payment Act unless otherwise expressly stated in the Contract Documents. Payments shall be made to the Contractor for daily to/from routes, after school activity routes, and extra-curricular sports routes based on routes and unit prices as bid or as subsequently amended per the inflation clause. These payments shall be made monthly September through June. A final reconciliation payment will be made not later than July 15th of each year. Payments for all other services under this contract, i.e., field trips, late routes, etc., shall be made monthly in arrears, upon submission by the Contractor of individual invoices covering the services provided.

- j. The contractor shall have a manager in charge of performance of this contract and furnish the name and address of such manager and the statement that such manager shall have complete authority with respect to all matters relating to the performance of this contract. This shall include matters relating to personnel and the changes and substitutions thereof, adherence to and changes in schedules and responsibility for keeping of records required under the terms of the contract. The manager should have a minimum of five (5) years experience in management of pupil transportation services. The contractor shall make every effort to maintain the same route supervisor for the school year.
- k. Current bussing school locations and current route information are highlighted in the attached Summary of Experience. Totals are approximations only and are in no way intended to be final figures. As many routes as possible should be designed to run two or more programs back to back whenever possible in order to minimize costs to said districts.

**A. Termination of Contract.**

- a. The School District may terminate this contract at any time during the contract period by providing written notice of said termination to the Contractor at least thirty days prior to the termination date.
- b. The sole right to determine whether or not the quality of service during the term of this contract is maintained, at the standard previously established, is the discretion of the Districts. The parties further agree that any failure to meet this standard of services constitutes a breach of this contract and constitutes sufficient reason to terminate the contract as set forth below.
- c. If, at any time, the Contractor fails to comply with the terms of this Agreement, or does not fully perform and strictly adhere to any of the terms hereof required to be performed or adhered to by Contractor, or its drivers, or employees, the Board may, in addition to other remedies and/or penalties provided for herein, and in its sole discretion, terminate this Agreement as provided herein, with prejudice.
- d. In the event that the Board determines that the Contractor has failed to comply with, fully perform, or strictly adhere to this Agreement, the Board may send written notice at least thirty (30) days in advance to the Contractor indicating the intention of the Board to declare the Contractor in default. In such notice, the Board will state in what respect the Contractor has failed to comply with the terms of this Agreement, and will state a date certain upon which the Agreement will terminate unless the Contractor, prior to such date, cures the defect to the satisfaction of the Board. If, prior to the date of termination stated in the notice as aforesaid, the Board notifies the Contractor that the defect has been cured, this Agreement will not terminate on the date stated in the notice but will be deemed to have remained in effect as of the date such notice was given. In the event that the Board does not so notify the Contractor that the defect has been cured as aforesaid, this Agreement is terminated without further action by the Board on the date of termination stated in the notice and in such event, the bond posted by the Contractor shall be paid to the Board of Education without further proceedings or notice.

- e. The date of termination stated in the notice of intent to declare the Contractor in default, as provided in "A" above, may not be sooner than 30 calendar days following the date of such notice unless there is a complete failure by the Contractor to provide the services required by this contract, in which event the date of termination may be 5 calendar days following the date of such notice.
- f. The right of the Board to terminate this Agreement as provided in Paragraph O, is cumulative with all other rights of the Board contained herein. The Board's failure to send a Notice of Default to the Contractor shall not be deemed a waiver of the Board's right to terminate the operating Agreement under this Paragraph O.

**Notices.**

All notices required under this Agreement shall be sent in writing by regular and certified mail to the following addresses:

To the Board:

Board of Education  
ADDRESS  
CITY, STATE and ZIP

To the Contractor:

CONTRACTOR, Inc.  
ADDRESS  
CITY, STATE and ZIP

If further assistance is required in the preparation of this proposal, please contact Mr. Eric Trimberger, Assistant Superintendent for Business/CSBO, at [eritri@d219.org](mailto:eritri@d219.org).

---

Name of Bidder (please print)

---

Bid Submitted by

---

Address

---

Title

---

Phone number

---

Date

## CERTIFICATION REGARDING GENERAL UNDERSTANDING AND ACCEPTANCE OF BID CONDITIONS

I have read and understand the information included in this Student Bus Transportation bid packet and have bid accordingly. I have provided all necessary information and have checked all computations. The proposal has been submitted with each space properly completed. I understand that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted.

\_\_\_\_\_  
Name of Bidder (please print)

\_\_\_\_\_  
Bid Submitted by (signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

The Contractor listed above is:

|   |           |          |
|---|-----------|----------|
| Minority owned Business:                        | Yes _____ | No _____ |
| Female owned Business:                          | Yes _____ | No _____ |
| Business owned by persons<br>with disabilities: | Yes _____ | No _____ |
| Locally owned Business:                         | Yes _____ | No _____ |

IN WITNESS WHEREOF, the parties hereto, through their duly authorized officers or representatives, have executed this Agreement as of the Effective Date set forth above.

**CERTIFICATIONS OF COMPLIANCE WITH  
ILLINOIS DRUG FREE WORKPLACE ACT**

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

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

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

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

**CERTIFICATE OF ELIGIBILITY TO BID**

\_\_\_\_\_ (contractor), pursuant to section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

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

\_\_\_\_\_  
Name of Contractor/Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Name of Officer (Typed)

\_\_\_\_\_  
Signature of Officer



## Criminal Background Check Certification

Contractor hereby represents, warrants and certifies that in accordance with Section 10-21.9 of the *Illinois School Code* efforts have been made to screen applicants and to perform background checks to ensure that Contractor's employees who will serve the District under this Contract have no prior criminal record that would render said persons as prohibited from working in a school setting, e.g., child molestation, pornography, etc. Contractor will also be and remain in compliance with current and future local, state, and federal laws and regulations regarding this matter.

Contractor further agrees that it shall not employ any person, including but not limited to school bus drivers and other transportation employees, who have or may have direct, daily contact with the pupils of any school in the District, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the written "Authorization of Criminal Background Information from, which is attached to the Contract Documents as Attachment H, authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 10-21.9 of the *Illinois School Code* and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated in Section 10-21.9. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Carrier further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the enumerated offenses set forth in Section 10-21.9 of the *Illinois School Code*, shall be employed thereby in any position that involves or may involve contact with the students of the School District.

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

|                        |                |
|------------------------|----------------|
| _____                  | Date: _____    |
| Name of Contractor     |                |
| _____                  | _____          |
| Contractor's Signature | Name and Title |

**NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent, being truly sworn, on oath that he has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, not to prevent any person from bidding nor to induce anyone to refrain from bidding, and that bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporations has, have, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

\_\_\_\_\_  
Firm or Corporation Official

On behalf of:

\_\_\_\_\_  
Firm or Corporation

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ (month/year).

My commission expires:

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

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

**OWNER'S CONTRACTUAL LIABILITY PROTECTION**

The contractor shall at all times save the School District and the Board of Education harmless against loss from Liability imposed by law upon them for damages on account of bodily injuries or death suffered or alleged to have been suffered, as a result of any accident occurring from or by reason of, or in course of operations under contract, whether occurring by reason of acts or omissions of Contractor or any Subcontractor, or both.

The Contractor shall at all times save the School District and the Board of Education harmless against loss from Liability imposed by law upon them for damages on account of injuries to property suffered or alleged to have been suffered as a result of any accident occurring from reason of or in course of operations under Contract, whether occurring by reason of acts or omissions or Contractor of any Subcontractor, or both, insuring School District and Board of Education against loss from Liability imposed by law upon them for damages on account of such injuries or loss.

\_\_\_\_\_  
Firm or Corporation Official

On behalf of:

\_\_\_\_\_  
Firm or Corporation

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ (month/year).

My commission expires:

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

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

### Statement of Non- Discrimination

As part of my proposal on a contract to provide transportation, I certify:

1. That in the hiring of employees for the performance of work under this Contract or any subcontract, as Contractor, or any persons acting on the Contractor's behalf, shall not, by reason of race, creed, color, national origin, age, sexual orientation, marital status, citizenship status, arrest record, being a victim of domestic or sexual violence, mental or physical handicap or disability, military status or unfavorable discharge from military service, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.
2. That no contractor, subcontractor, nor a person acting on the contractor's behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, creed, color, national origin, age, sex, religion, sexual orientation, marital status, citizenship status, arrest record, being a victim of domestic violence, mental or physical handicap or disability or unfavorable discharge from military service.
3. For the performance of the Contract, the Contractor shall agree as follows: That all contractors or subcontractors will comply with all the state laws regarding nondiscrimination. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, age, sex, religion, sexual orientation, marital status, citizenship status, arrest record, being a victim of domestic or sexual violence, mental or physical handicap, or disability, military status or unfavorable discharge from military service.

Furthermore, it is understood that the undersigned has been given the authority to represent the company herein listed below.

\_\_\_\_\_  
Firm or Corporation Official

On behalf of:

\_\_\_\_\_  
Firm or Corporation

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month/year)  
My commission expires:

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

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

**CERTIFICATE REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Act and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation in Instructions to Bidder.

|                               |                          |
|-------------------------------|--------------------------|
| _____                         | _____                    |
| Name of Bidder (Please Print) | Submitted by (Signature) |

\_\_\_\_\_  
Title

## **TRANSPORTATION CONTRACT**

**AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_, 2015, between  
\_\_\_\_\_ **SCHOOL DISTRICT**  
(hereinafter referred to as the "District") and **CONTRACTOR, INC.** (hereinafter referred to as the "Contractor").

### **Term of Contract.**

The Contractor, for and in consideration of the payments to be made as hereinafter set forth in the Cost Schedule attached hereto as Appendix A, hereby agrees to transport students that the District must transport by law and students that have independently agreed to pay for transportation to and from the schools of the Districts and all special routes as defined herein as well as all students requiring transportation for extracurricular activities including activity trips, field trips, and transportation for such events as are required by the Board or its authorized agent from August 1, 2015, through July 31, 2018. The term of this contract may be extended at the option of the District for two (2) additional one (1) year periods. Notice of the extension of the contract shall be provided to the Contractor in writing not later than March 31<sup>st</sup> of the year of termination.

### **Local Office and On-Duty Dispatcher/Manager.**

The Contractor shall maintain a local bus office parking lot and bus garage within Niles Township or within a ten-mile radius of the intersection of Skokie Boulevard and Oakton Street in Skokie, Illinois. The local office shall be staffed with a manager and at least one dispatcher from 6:00 a.m. to 6:00 p.m. on school days. When buses are in use outside of this time period, a dispatcher or manager will be available by cell phone and pager within five (5) minutes to respond to concerns of the School District.

Indicate the location where the buses will be housed and maintained. The facility must house all functions, including storage of buses, maintenance and dispatch operations of the contractor.

### **Contract Documents.**

The "Contract Documents" shall consist of this Agreement, the Bid Specifications (including but not limited to the Instructions to Bidders, References, all requisite certifications, bid and performance bonds, insurance, and bid form), the Cost Schedule attached as Appendix A. Appendix C and D to this document are merely to assist in the bidding process, and shall not be deemed binding contractual requirements. The Bid Specifications and the Cost Schedule are hereby incorporated into this Agreement as though they were fully set forth herein and shall have the same force and effect as any other provision in this Agreement. In the event of a conflict between the Bid Specifications and this Agreement, the Bid Specifications shall prevail. Upon award of this Contract, the Bid Specifications will be attached hereto as Appendix B, and the Cost Schedule is attached hereto as Appendix A. In attaching, it is the intent of the parties that both appendices are hereby made a part of this Agreement.

### **Hold Harmless Agreement**

The Contractor agrees to indemnify, hold harmless, and defend the Boards of Education of Districts, its officials, employees and agents from and against all suits, actions, legal proceedings, claims, demands, damages, losses, and expenses, including attorneys' fees, in any manner caused by, arising from, incident to, connected with or growing out of the operation of school buses and other vehicles used to transport students under this Contract, in accordance with the liability insurance policies procured by Contractor under this Agreement. Said policies are subject to review and approval by the District.

#### **Document Supremacy**

In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision of the Contract shall prevail over all other documents. The terms and provisions of the bid specifications shall prevail over the bid sheet.

#### **Compensation**

Contractor shall provide all services as awarded by District and shall be compensated according to the terms of the bid specifications and the Attachments in the amounts listed in the bid sheet submitted by Contractor.

#### **Complete Understanding**

This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

#### **Amendments**

No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

WHEREAS, the Parties have duly executed and entered into this Contract as of the day and year set forth above.

BOARD OF EDUCATION

CONTRACTOR, INC.

By: \_\_\_\_\_  
President, Board of Education

By \_\_\_\_\_  
Authorized Representative

Attest: \_\_\_\_\_  
Secretary, Board of Education

Attest: \_\_\_\_\_



**APPENDIX A – INSERT COMPLETED BID SHEETS**

**APPENDIX B – BID SPECIFICATIONS**

**To be inserted as part of Contract post-bid**

## **APPENDIX C**

### **TRANSPORTATION REQUIREMENTS**

District boundaries and current route maps, for purposes of assisting in preparing bid, are attached to this Appendix as Exhibit A.

#### **NILES TOWNSHIP HIGH SCHOOL DISTRICT 219**

The following information depicts the regular school day transportation needs for Niles Township High School District 219.

##### Niles West High School

AM Routes = 25

PM Routes = 22

After School Activity Routes = 4

After School Athletic Routes = 3

##### Niles North High School

AM Routes = 24

PM Routes = 17

After School Activity Routes = 4

After School Athletic Routes = 3

#### **MORTON GROVE SCHOOL DISTRICT 70**

##### Parkview School

AM Routes = 11

PM Routes = 11

Mid Day Routes = 1 (AM and PM – the same bus loops)

**5 Early release days 3 at 1:30, 2 at 11:45**

#### **NILES SCHOOL DISTRICT 71**

##### Clarence Culver School

AM Routes = 5

PM Routes @ 3:00 PM = 5

Late Activity Route = 1 M-Th 4:00

#### **LINCOLNWOOD SCHOOL DISTRICT 74**

##### Lincoln Hall, Rutledge Hall and Todd hall all on one campus.

AM Routes = Lincoln Hall is paired with Todd Hall 8 double run routes total,

Rutledge Hall 8 routes

PM Routes = Rutledge Hall is paired with Lincoln Hall 8 double run routes total

Todd Hall 8 routes

Todd Hall has 2 Mid-Day routes at 11:10

Early Activity-4 Routes arrive at 7:20

Late Activity-2 Routes leave at 4:20

## ADDITIONAL INFORMATION

### ACTUAL EXPENSES AND BUDGETS 2013-2014

| DISTRICT | REGULAR ED | SPECIAL ED | EXTRA   | SUMMER |
|----------|------------|------------|---------|--------|
| 219      | 1,875,412  | 972,796    | 433,365 | 81,029 |
| 70       | 233,119    |            | 30,259  |        |
| 71       | 100,234    |            | 24,751  |        |
| 74       | 282,874    |            | 52,246  |        |

### 2014-2015 BUDGET

| DISTRICT | REGULAR ED | SPECIAL ED | EXTRA   | SUMMER  |
|----------|------------|------------|---------|---------|
| 219      | 1,760,000  | 1,000,000  | 427,000 | 122,310 |
| 70       | 275,000    |            | 30,000  |         |
| 71       | 110,000    |            | 36,000  |         |
| 74       | 610,000    |            | 70,000  |         |

## MILES

### 2013-2014

| DISTRICT | REGULAR ED | SPECIAL ED |  |  |
|----------|------------|------------|--|--|
| 219      | 76,308     | 226,192    |  |  |
| 70       | 9,328      |            |  |  |
| 71       | 10,912     |            |  |  |
| 74       | 21,120     |            |  |  |

## **APPENDIX D**

### **BELL TIMES**

#### **NILES TOWNSHIP HIGH SCHOOL DISTRICT 219**

The following information depicts the regular school day transportation needs for Niles Township High School District 219.

Niles West High School

8:10 AM – 3:23 PM

Niles North High School

8:10 AM – 3:23 PM

**Late Start/Early Dismissal are what times??? Activity Bus???**

#### **MORTON GROVE SCHOOL DISTRICT 70**

Parkview School 8:20 AM – 3:20 PM busses arrive by 8:15

#### **NILES SCHOOL DISTRICT 71**

Clarence Culver School

8:00 AM – 3:00 PM

Activity Bus M- TH @ 4:00 PM

#### **LINCOLNWOOD SCHOOL DISTRICT 74**

Todd Hall 8:25 AM – 2:55 PM, AM PK 8:25-11:10, PM PK 12:10-2:55 PM

Rutledge Hall 8:00 AM – 2:45

Lincoln Hall 8:00 AM – 3:20 PM



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
03/28/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |                                       |
|--|--|---------------------------------------|
| <b>PRODUCER</b><br>Aon Risk Services Central, Inc.<br>Chicago IL Office<br>200 East Randolph<br>Chicago IL 60601 USA | <b>CONTACT NAME:</b>                                       |                                       |
|  | <b>PHONE (A/C. No. Ext):</b> (866) 283-7122                | <b>FAX (A/C. No.):</b> (800) 363-0105 |
| <b>INSURED</b><br>First Student, Inc.<br>191 Rosa Parks Street, 8th Floor<br>Cincinnati OH 45202 USA                 | <b>E-MAIL ADDRESS:</b>                                     |                                       |
|  | <b>INSURER(S) AFFORDING COVERAGE</b>                       |                                       |
|  | <b>NAIC #</b>  |                                       |
|  | <b>INSURER A:</b> Old Republic Insurance Company           | 24147                                 |
|  | <b>INSURER B:</b> AIU Insurance Company                    | 19399                                 |
|  | <b>INSURER C:</b> National Union Fire Ins Co of Pittsburgh | 19445                                 |
|  | <b>INSURER D:</b>  |                                       |
| <b>INSURER E:</b>  |  |                                       |
| <b>INSURER F:</b>  |  |                                       |

Holder Identifier :

**COVERAGES** **CERTIFICATE NUMBER:** 570104744429 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

| INSR LTR | TYPE OF INSURANCE  | ADDL SUBR INSD WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|--------------------|---|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC<br>OTHER: |                    | MWZY31683724<br>SIR applies per policy terms & conditions | 04/01/2024              | 04/01/2025              | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000 |
| A        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                     |                    | MWTB-316836-24<br>AOS                                     | 04/01/2024              | 04/01/2025              | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)  |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION  |                    |   |                         |                         | EACH OCCURRENCE<br>AGGREGATE   |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | N/A                | WC020396032<br>AOS<br>WC020396033<br>CA                   | 04/01/2024              | 04/01/2025              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$2,000,000<br>E.L. DISEASE-EA EMPLOYEE \$2,000,000<br>E.L. DISEASE-POLICY LIMIT \$2,000,000                            |
| C        | <b>Excess Workers Compensation</b>   |                    | XWC3332306<br>SIR applies per policy terms & conditions   | 04/01/2024              | 04/01/2025              | EL Each Accident \$5,000,000<br>EL Disease - Policy \$5,000,000<br>EL Disease - Ea Emp \$5,000,000   |

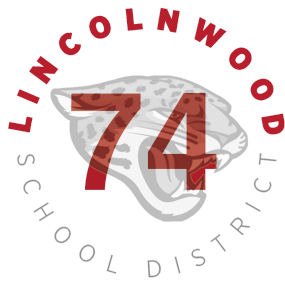
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Proposal to provide student transportation services. Lincolnwood School District 74, its Boards, officers, employees, students and agents thereof are included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies. Umbrella follows form coverage. A Waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the General Liability policy. First Student, Inc. provides self-administered Auto-Medical Payments coverage.

**CERTIFICATE HOLDER****CANCELLATION**

|   |  |
|---|--|
| Lincolnwood School<br>District #74<br>6950 N. East Prairie Road<br>Lincolnwood IL 60712 USA | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE<br><br><i>Aon Risk Services Central Inc.</i><br>343  |

Certificate No : 570104744429



## Executive Summary Board of Education Meeting

DATE: May 2, 2024

TOPIC: Final Fiscal Year 2023 Single Audit by Lauterbach & Amen, LLP

PREPARED BY: Courtney Whited

### **Recommended for:**

Action

☒ Discussion

☒ Information

### **Purpose/Background:**

Lauterbach & Amen prepared the FY2023 Single Audit which was necessary due to the amount of Elementary and Secondary School Emergency Relief (ESSER) Federal funds SD74 received during that fiscal year. The deadline for submission to the Federal Audit Clearinghouse is March 31, 2024. No issues were cited by Lauterbach & Amen in this report.

### **Fiscal Impact:**

None

### **Recommendation:**

This summary is for informational purposes. The final Fiscal Year 2023 Single Audit Report prepared by Lauterbach & Amen, LLP will be presented to the Lincolnwood School District 74 Board of Education for review at the May 2, 2024 Board of Education meeting, as supported by the Finance Committee members in attendance at the April 18, 2024 Finance Committee meeting.

# LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS

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## SINGLE AUDIT REPORT

FOR THE FISCAL YEAR ENDED  
JUNE 30, 2023

# **LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

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**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2023**

| Cluster Name/<br>Federal Grantor              |  | Pass-Through Grantor | Program Title  | Assistance<br>Listing<br>Number | Program/Grant<br>Number | Expenditures | Amount<br>Provided to<br>Subrecipients |
|---|--|----------------------|--|---------------------------------|-------------------------|--------------|--|
| Child Nutrition Cluster                       |  |                      |  |                                 |                         |              |  |
| Department of<br>Agriculture                  | Illinois State Board of<br>Education                       |                      | Special Milk Program                                     | 10.556                          | 2022-4215               | \$ 2,643     | -                                      |
|   |  |                      |  | 10.556                          | 2023-4215               | 15,093       | -                                      |
|   |  |                      |  | Total 10.556                    |                         | 17,736       | -                                      |
| Special Education (IDEA) Cluster              |  |                      |  |                                 |                         |              |  |
| Department of<br>Education                    | Illinois State Board of<br>Education                       |                      | IDEA - Flow Through Pre-Schoo                            | 84.173                          | 2023-4600               | 10,252       | -                                      |
|   |  |                      | IDEA - Flow Through                                      | 84.027                          | 2023-4620               | 304,944      | -                                      |
|   |  |                      | IDEA - Room & Board                                      | 84.027                          | 2022-4625               | 58,171       | -                                      |
|   |  |                      |  | 84.027                          | 2023-4625               | 97,347       | -                                      |
|   |  |                      |  | Total IDEA Cluster              |                         | 470,714      | -                                      |
| Medical Cluster                               |  |                      |  |                                 |                         |              |  |
| Department of<br>Health and Human<br>Services | Illinios Department of<br>Healthcare and Human<br>Services |                      | Medical Assistance Program                               | 93.778                          | 2023-4991               | 48,412       | -                                      |
| Other Programs                                |  |                      |  |                                 |                         |              |  |
| Department of<br>Education                    | Illinois State Board of<br>Education                       |                      | Title I - Low Income                                     | 84.010                          | 2023-4300               | 286,398      | -                                      |
| Department of<br>Education                    | Illinois State Board of<br>Education                       |                      | Title III - Lang Inst Prog-<br>Limited Eng LIPEP         | 84.365A                         | 2023-4909               | 24,033       | -                                      |
| Department of<br>Education                    | Illinois State Board of<br>Education                       |                      | Title I - School Improvement &<br>Accountability         | 84.010A                         | 2023-4331-PL            | 14,146       | -                                      |
| Department of<br>Education                    | Illinois State Board of<br>Education                       |                      | Elementary and Secondary<br>School Emergency Relief Fund | 84.425D                         | 2023-4998-E2            | 126,881      | -                                      |
|   |  |                      |  | 84.425U                         | 2023-4998-E3            | 900,047      | -                                      |
|   |  |                      |  | 84.425U                         | 2023-4998-FB            | 805          | -                                      |
|   |  |                      |  | Total 84.425D                   |                         | 1,027,733    | *                                      |
|   |  |                      |  |                                 |                         | 1,889,172    | -                                      |
| TOTAL FEDERAL AWARDS EXPENDED                 |  |                      |  |                                 |                         |              |  |

\*Denotes major federal program

See accompanying notes to the schedule of expenditures of federal awards.

## **LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

### **Notes to the Schedule of Expenditures of Federal Awards June 30, 2023**

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#### **NOTE 1 – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the School District under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of the School District, it is not intended to and does not present the financial position, changes in net position, or cash flows of the School District.

#### **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Expenditures**

Expenditures reported on the Schedule are reported on the accrual basis of accounting.

##### **Pass-Through Entities**

Pass-through entity identifying numbers are presented on the Schedule where available.

#### **NOTE 3 – 10% DE MINIMIS INDIRECT COST RATE**

The School District has selected to use a rate other than the 10% de minimis indirect cost rate as permitted by 2 CFR Section 200.414.

#### **NOTE 4 – NONCASH TRANSACTIONS**

The School District received \$0 of Federal non-cash commodities passed through the Illinois State Board of Education.

#### **NOTE 5 – SUBRECIPIENT RELATIONSHIPS**

The School District did not remit any funds to subrecipients.



**INDEPENDENT AUDITORS' REPORT  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

October 31, 2023

Members of the Board of Education  
Lincolnwood School District 74  
Lincolnwood, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Lincolnwood School District 74, (the District), Illinois, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 31, 2023.

*Report on Internal Control over Financial Reporting*

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Lincolnwood School District 74, Illinois  
October 31, 2023

*Reporting on Compliance and Other Matters*

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management of the District in a separate letter dated October 31, 2023

*Purpose of this Report*

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP



**INDEPENDENT AUDITORS' REPORT  
ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY UNIFORM GUIDANCE  
AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

March 18, 2024

Members of the Board of Education  
Lincolnwood School District 74  
Lincolnwood, Illinois

*Report on Compliance for Each Major Federal Program*

We have audited the Lincolnwood School District 74, (the District), Illinois' compliance with the types of compliance requirements described in the *Uniform Guidance Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditor's results section of the accompany schedule of findings and questioned costs.

*Management Responsibility*

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

*Auditor's Responsibility*

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and Uniform Guidance required that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

*Opinion on Each Major Federal Program*

In our opinion, the Lincolnwood School District 74, Illinois complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

*Report on Internal Control over Compliance*

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

*Schedule of Expenditures of Federal Awards*

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Lincolnwood School District 74, Illinois as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated October 31, 2023, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP

# **LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

## **Schedule of Findings and Questioned Costs Year Ended June 30, 2023**

---

### **SECTION 1 – SUMMARY OF AUDITOR’S RESULTS**

#### **Financial Statements**

Type of auditor’s report issued on the financial statements: Unmodified

Internal control over financial reporting:

Material weakness(es) identified: No

Significant deficiencies identified: No

Noncompliance material to the financial statements noted: No

#### **Federal Awards**

Type of auditor’s report issued on compliance for major programs: Unmodified

Internal control over major programs:

Material weakness(es) identified: No

Significant deficiencies identified: No

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a): No

Major programs identified:

ALN Number(s)  
84.425

Name of Federal Program/Cluster  
Elementary and Secondary School Emergency Relief Fund

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as a low-risk auditee: No



**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Findings and Questioned Costs – Continued  
Year Ended June 30, 2023**

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**SECTION 2 – FINANCIAL STATEMENT AUDIT FINDINGS**

**None**

**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Findings and Questioned Costs – Continued  
Year Ended June 30, 2023**

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**SECTION 3 – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**None**

**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Findings and Questioned Costs – Continued**  
**Year Ended June 30, 2023**

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**SECTION 4 – PRIOR YEAR AUDIT FINDINGS**

**None**



DATE: May 2, 2024

TOPIC: E Rate Category I – AT&T High Speed Internet Access

PREPARED BY: Jordan Stephen

**Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

**Purpose/Background:**

The District's current contract for 1000Mbps of Internet service with AT&T will expire in July 2024. The District, through the E-Rate program, requested proposals from vendors for Internet services providing various contract lengths and speeds. A total of three vendors submitted proposals and all were reviewed, discussed and rated. AT&T earned the highest score for the services that were requested. The Administration has attached the E-Rate service provider's evaluation worksheet as well as AT&T's Agreement.

By selecting a renewal with AT&T, this simplifies the extension process and keeps our current bandwidth at 1000 Mbps for the next two years. The new agreement with AT&T will also see a reduction in fees along with a 40% savings due to E-Rate.

District Legal Counsel has reviewed the contract and found it acceptable as they remain largely unchanged from the prior versions that were approved since 2022.

| Vendor   | Total     |
|----------|-----------|
| AT&T     | \$999.60  |
| Cytranet | \$1320.00 |
| Astound  | \$1515.00 |

**Fiscal Impact:**

\$999.60 per month. The District paid \$1,386.80 per month from July 2022 to July 2024 with AT&T.

**Recommendation:**

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Agreement from AT&T for Internet Services in the amount of \$999.60 per month from July 1, 2024 through June 30, 2026.

**LINCOLNWOOD SCHOOL DISTRICT 74 - E-RATE YR27**  
**E-Rate Service Provider Evaluation Worksheet**

**Procurement Description**

|                      |  |
|----------------------|--|
| Evaluation Year      | 2024   |
| Scope of Services    | 1 Gbps Bandwidth/1 Gbps port, with potential upgrades to 2Gbps, 3 Gbps, up to 5 Gbps. Include any special construction one-time costs, as applicable. Price out a 24 and 36 month option for all bandwidth tiers. Leased lit fiber includes internet access. |
| Form Number          | 240003415  |
| Request for Proposal | N/A  |

| Factor       | Description                              | Maximum Points |
|--------------|--|----------------|
| A. Cost      | Price of E-rate eligible services        | 30             |
| B. Complete  | Completeness / Quality of Proposal       | 25             |
| C. Prior Exp | Familiarity with School                  | 15             |
| D. Service   | Service Quality                          | 20             |
| E. TechExp   | Solution Meets the Needs of the District | 10             |
|              |  | 100            |

**Scoring of Factors**

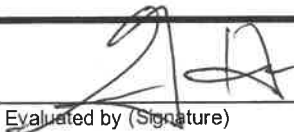
|                 |   |   |   |   |                   |      |
|-----------------|---|---|---|---|-------------------|------|
| Worst           |   |   |   |   |                   | Best |
| 1               | 2 | 3 | 4 | 5 |                   |      |
| Fails criterion |   |   |   |   | Exceeds criterion |      |

**Tallying Points for Each Factor**

Score  
5  
Calculating Overall Points  
Sum Points for Each Factor

| Name     | Factor A<br>Cost | Factor B<br>Complete | Factor C<br>Prior Exp | Factor D<br>Service | Factor E<br>TechExp | Total Points |
|----------|------------------|----------------------|-----------------------|---------------------|---------------------|--------------|
| Astound  | 3.0 <b>18.0</b>  | 4.0 <b>20.0</b>      | 1.0 <b>3.0</b>        | 3.0 <b>12.0</b>     | 3.0 <b>6.0</b>      | <b>59.0</b>  |
| AT&T     | 5.0 <b>30.0</b>  | 5.0 <b>25.0</b>      | 5.0 <b>15.0</b>       | 5.0 <b>20.0</b>     | 5.0 <b>10.0</b>     | <b>100.0</b> |
| Cytranet | 1.0 <b>6.0</b>   | 4.0 <b>20.0</b>      | 1.0 <b>3.0</b>        | 3.0 <b>12.0</b>     | 3.0 <b>6.0</b>      | <b>47.0</b>  |
|          | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>      | 0.0 <b>0.0</b>      | <b>0.0</b>   |
|          | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>      | 0.0 <b>0.0</b>      | <b>0.0</b>   |
|          | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>      | 0.0 <b>0.0</b>      | <b>0.0</b>   |
|          | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>      | 0.0 <b>0.0</b>      | <b>0.0</b>   |

George Hu  
 Evaluated by (printed)

  
 Evaluated by (Signature)

2/7/24  
 Evaluation Date

**LINCOLNWOOD SCHOOL DISTRICT 74 - E-RATE YR27**  
**E-Rate Service Provider Evaluation Worksheet**

**Procurement Description**

|                      |  |
|----------------------|--|
| Pending Year         | 2024   |
| Scope of Services    | 1 Gbps Bandwidth/1 Gbps port, with potential upgrades to 2Gbps, 3 Gbps, up to 5 Gbps. Include any special construction one-time costs, as applicable. Price out a 24 and 36 month option for all bandwidth tiers. Leased lit fiber includes internet access. |
| Form 470 Number      | 240003415  |
| Request for Proposal | N/A  |

| Factor       | Description                              | Maximum Points |
|--------------|--|----------------|
| A. Cost      | Price of E-rate eligible services        | 30             |
| B. Complete  | Completeness / Quality of Proposal       | 25             |
| C. Prior Exp | Familiarity with School                  | 15             |
| D. Service   | Service Quality                          | 20             |
| E. TechExp   | Solution Meets the Needs of the District | 10             |
|              |  | 100            |

**Scoring of Factors**

|                 |   |   |   |   |   |                   |
|-----------------|---|---|---|---|---|-------------------|
| Worst           | 1 | 2 | 3 | 4 | 5 | Best              |
| Fails criterion |   |   |   |   |   | Exceeds criterion |

**Tallying Points for Each Factor**

Score  
5  
Calculating Overall Points  
Sum Points for Each Factor

| Name     | Factor A<br>Cost | Factor B<br>Complete | Factor C<br>Prior Exp | Factor D<br>Service | Factor E<br>TechExp | Total Points |
|----------|------------------|----------------------|-----------------------|---------------------|---------------------|--------------|
| Astound  | 4.0 24.0         | 4.0 20.0             | 2.0 6.0               | 4.0 16.0            | 3.0 6.0             | 72.0         |
| AT&T     | 5.0 30.0         | 5.0 25.0             | 5.0 15.0              | 5.0 20.0            | 5.0 10.0            | 100.0        |
| Cytranet | 1.0 6.0          | 4.0 20.0             | 2.0 6.0               | 4.0 16.0            | 3.0 6.0             | 54.0         |
|          | 0.0 0.0          | 0.0 0.0              | 0.0 0.0               | 0.0 0.0             | 0.0 0.0             | 0.0          |
|          | 0.0 0.0          | 0.0 0.0              | 0.0 0.0               | 0.0 0.0             | 0.0 0.0             | 0.0          |
|          | 0.0 0.0          | 0.0 0.0              | 0.0 0.0               | 0.0 0.0             | 0.0 0.0             | 0.0          |
|          | 0.0 0.0          | 0.0 0.0              | 0.0 0.0               | 0.0 0.0             | 0.0 0.0             | 0.0          |

Jordan Stephen  
 Evaluated by (printed)

  
 Evaluated by (Signature)

2/7/24  
 Evaluation Date

Agreement between Lincolnwood School District 74  
and  
AT&T

March 13, 2024

AT&T  
1876 Data Dr.  
Hoover, AL 35244

Re: Erate Contract Award Notification

Dear Ms. Sulprizio,

This letter will confirm our decision to enter into a 24-month contract for 1 Gbps ADI Service with an MRC of \$999.60 during the next E-rate funding year (07/01/2024 to 06/30/2026) as specified in the attached contract.

The execution of the attached contract will be dependent upon the following conditions:

1. X Board approval of contract on May 2, 2024
2. X Terms and conditions are acceptable
3. X Terms of Contract: 7/1/2024 – 6/30/2026

To accept these terms and conditions, please sign below and return via email to at

We look forward to working with AT&T.

 3/13/24

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Jordan Stephen Date  
Director of Technology  
Lincolnwood School District 74

Vendor Agreement:

Veronica Dance 22 Mar 2024

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AT&T Date

Veronica Danao  
Contractor Contract Specialist, as Signer for AT&T 361  
RC8936

**Exhibits –  
Contract Draft  
Pending Board Approval**



# E-Rate Proposal for Lincolnwood School District 74



To:  
Jordan Stephen  
Lincolnwood School District 74  
6950 N East Prairie Rd  
Lincolnwood, IL 60712

From:  
Dana Sulprizio, AT&T E-Rate Sales  
Office: 205-517-4474  
Email: [ds9454@att.com](mailto:ds9454@att.com)

## Introduction

In response to **Lincolnwood School District 74's** Form 470 bid #**240003415**, I'm providing information on an AT&T solution that may meet your requirements and qualify for E-Rate funding. The solution includes the following components:

- **AT&T Dedicated Internet** is an internet access service that combines a dedicated connection with symmetrical bandwidth (same download and upload speeds) and provides reliable, high-performance connectivity. AT&T Dedicated Internet offers the fastest speeds available (up to 1Tbps), world class Service Level Agreements (SLAs) with 100% uptime guarantees, and outage protection down to the customer edge router with 24/7 monitoring.

## Features and Benefits

The solution gives you the following:

- **ADI with Managed Router Option**—provides the customer premises equipment (CPE) for ADI, generally a router and a diagnostic modem. AT&T configures, monitors, manages, and maintains the equipment. You provide a dedicated standard telephone line for out-of-band testing of the diagnostic modem. This option provides convenient end-to-end managed internet access so you can focus on your core mission.
- **Customer-Managed Router Option** lets you provide and manage your own router for the dedicated internet service while AT&T provides the managed internet access. So, you have flexibility to choose the level of service you need.
- **Reliable Service**—starts with proactive monitoring of our nationwide backbone along with a network architecture that features redundant routers, switches, and power supplies. As a result, we can reroute traffic around outages and restore service almost instantaneously. This increases reliability and helps ensure that your internet traffic gets through. In addition, you get enterprise-class support, with 24/7 expert technical assistance.
- **AT&T Business Center Portal** provides a suite of online tools to access billing, maintenance, network management, and performance reporting information and functions. Business Center tools let you view and manage various aspects of your AT&T service 24/7 via a convenient online portal.
- **Cyber Threat Analysis** provides real time information so you can immediately determine the category, volume, and severity of detected threats. As an additional intelligence layer, these reports also identify sites visited by Acceptable Use Policies (AUP) category so you can better understand policies required to prevent traffic directed to unwanted risky site categories. This feature available in your Business Portal can help you make informed security decisions for your business at no extra charge.

## Advantages of AT&T

Working with AT&T gives you the following advantages:

- **E-Rate Experience**—AT&T has participated in the E-Rate program for schools and libraries since the program's inception in 1998, and we're one of the program's largest service providers. We're proud to bring our technology, expertise, E-Rate knowledge, and education experience to your school or library, helping expand affordable access to advanced telecommunication services. For more information about AT&T and its participation in the E-Rate program, go to [www.corp.att.com/erate](http://www.corp.att.com/erate).
- **Service and Support**—We offer you easy access to assistance, whether through online tools or by phone. You also get support and guidance from highly trained staff with years of networking experience. Our account teams, who work closely with you, are focused on the education industry and are well versed in the issues and challenges that today's educators face.
- **Performance**—You expect communication services that work, and we can deliver. We've made substantial investments each year to improve our technology infrastructure so that we can provide superior performance.
- **Complete Solutions**—AT&T offers a wide range of solutions. We can work with a variety of products and technologies and can assess your needs to recommend potential solutions.
- **Community Focus**—At AT&T, we're proud of our strong record of corporate citizenship. Annually, we contribute millions of dollars through corporate, foundation, and employee giving to support education and community programs.



*We're investing in connectivity and technology, digital literacy, and digital learning solutions to help connect today's learners with success—in and out of the classroom. It's part of our \$2 billion commitment to help bridge the digital divide. Learn more at [att.com/connectedlearning](http://att.com/connectedlearning).*

# E-Rate Proposal for Lincolnwood School District 74



## Solution Pricing

**Pricing for AT&T Dedicated Internet (ADI) is based on the following term: 12, 24, and 36 month terms.**

Note: MRC = monthly recurring charge and NRC = non-recurring charge. Rates do not include Fees, Surcharges or Taxes. All rates and components are 100% E-Rate eligible.

**We are submitting our proposal based on this address ONLY. Please let us know if this is not the correct/only address - ASAP! Additional sites may qualify for this pricing pending further fiber availability review.**

**6950 N East Prairie Road, Lincolnwood, IL 60712**

There are no Special Construction Charges if installed at this address.

### ADI 1YR Rates - SPIN 143001192 AT&T Corp.

| Access Speed | Access Monthly | Port Speed | Port Monthly w/AT&T Managed Router ** | Total MRC*  | NRC    |
|--------------|----------------|------------|---------------------------------------|-------------|--------|
| 1 GB         | \$550.00       | 1 GB       | \$3,934.00                            | \$4,484.00  | \$0.00 |
| 10 GB        | \$1,100.00     | 2 GB       | \$5,524.20                            | \$6,624.20  | \$0.00 |
| 10 GB        | \$1,100.00     | 3 GB       | \$8,091.45                            | \$9,191.45  | \$0.00 |
| 10 GB        | \$1,100.00     | 5 GB       | \$11,048.85                           | \$12,148.85 | \$0.00 |

\*Price is per circuit. \*\* Pricing for circuits without an AT&T Managed Router available upon request.

### ADI 2YR and 3YR Rates - SPIN 143001192 AT&T Corp.

| Access Speed | Access Monthly | Port Speed | Port Monthly w/AT&T Managed Router ** | Total MRC* | NRC    |
|--------------|----------------|------------|---------------------------------------|------------|--------|
| 1 GB         | \$550.00       | 1 GB       | \$449.60                              | \$999.60   | \$0.00 |
| 10 GB        | \$1,100.00     | 2 GB       | \$613.80                              | \$1,713.80 | \$0.00 |
| 10 GB        | \$1,100.00     | 3 GB       | \$988.96                              | \$2,088.96 | \$0.00 |
| 10 GB        | \$1,100.00     | 5 GB       | \$1,350.42                            | \$2,450.42 | \$0.00 |

\*Price is per circuit. \*\* Pricing for circuits without an AT&T Managed Router available upon request.

Currently the Federal Access Recovery Fee (FARF) is set at .7% of the Access MRC. Property Tax Allotment (PTA) currently set at \$13.99 may apply. FARF and PTA rates are subject to change.

# E-Rate Proposal for Lincolnwood School District 74



This solution includes the Ethernet access circuit, AT&T Managed Internet Service, AT&T owned and managed Router and AT&T technician installation. At speeds greater than 100Mbps, an optical interface (1000Base-SX multi-mode or 1000Base-LX single mode) or a 10GigE interface is required. AT&T Technician onsite installation, setup and testing of the managed router is provided at no cost. AT&T personnel unpack, mount, connect, configure, and test the managed router. AT&T installation is required for all optical interfaces.

Should conduit be required on your property to facilitate fiber installation, AT&T will provide up to 1000ft. of conduit at no cost. *(Not valid on new construction.)*

The customer is responsible for the provisioning and monthly cost of one phone line for management and remote troubleshooting when using an AT&T Managed Router. Without which will render the SLAs null and void. *AT&T is not making any determinations, representations, or warranties regarding the E-Rate eligibility of these additional products and services. The eligibility of these products and services for E-Rate funding is solely determined by USAC and/or the FCC based on the applicants E-Rate discount request.*

Static IP addresses are provided by AT&T Internet.

**This response to your request is not a contract offer and does not take the place of a signed contract.** If you select AT&T for this service, please let us know so we can provide you the appropriate contract documents. Neither party is obligated for the selected services unless and until mutually agreed contract documents are signed by both parties. The Pricing proposed herein is based upon the specific product/service mix and locations outlined in this proposal and assumes use of AT&T contract documents and an E-Rate Rider as part of any final, negotiated contract between the parties, unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

## Optional Services

AT&T is presenting this additional product information to alert you to other important services that can be very useful to **Lincolnwood School District 74's** educational goals and overall security concerns. These services are optional and are not contingent on the purchase of any E-Rate eligible services from AT&T.

**PLEASE NOTE:** AT&T is not making any determinations, representations, or warranties regarding the E-Rate eligibility of these additional products and services. The eligibility of these products and services for E-Rate funding is solely determined by USAC and/or the FCC based on the applicants E-Rate discount request. Among the products and services are

- **Wireless/Wireline Voice Services**
  - **Mobile data<sup>1</sup> plans** can help your staff stay connected. AT&T ranked best and most reliable 5G network and best network overall in Global Wireless Solutions' (GWS) 2021 OneScore survey<sup>2</sup>. Check the coverage in your area at [www.att.com/maps/wireless-coverage](http://www.att.com/maps/wireless-coverage).
  - **Wireline voice services** can expand the capabilities of your AT&T Dedicated Internet (ADI) access—add Voice over IP with AT&T IP Flexible Reach service ([Video: IP Flexible Reach: A Simplified Voice and Data Service](#)).
- **FirstNet** wireless services are designed to improve public safety communications, coordination, and response times, leading to safer and more secure communities. This can be crucial during times of crisis. For more information, visit [www.firstnet.com](http://www.firstnet.com).
- **AT&T Cybersecurity** can help protect your network from constantly evolving threats. Our cybersecurity professionals have helped schools and districts with limited IT resources get the security features they need at a price that meets their budget. To learn more about our security services portfolio, visit [cybersecurity.att.com](http://cybersecurity.att.com) or call 650.713.3333.

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<sup>1</sup> Mobile Data plans may be eligible for E-Rate program support only in instances when the School or Library seeking support demonstrates to the USAC that they are the most cost-effective option for providing internet access based on an Applicant's request for E-Rate discounts. AT&T makes no determinations, representations, or warranties regarding such eligibility.

<sup>2</sup> GWS conducts paid drive tests for AT&T and uses the data in its OneScore analysis. AT&T 5G requires compatible plan and device. 5G not available everywhere. Go to [att.com/5Gforyou](http://att.com/5Gforyou) for details



## Important Information

For ADI with Managed Router, the customer is responsible for the provisioning and monthly cost of one phone line for management and troubleshooting of the managed service and router.

AT&T may provide Entrance Facility Construction (EFC) for eligible customers, as explained in the Entrance Facility Construction section of the AT&T Business Service Guide General Provisions. Customers who do not qualify for AT&T EFC are responsible for providing the conduit/structure as well as the path from the property line to the demarcation point for access to the primary route.

**Proposal Validity Period**—The information and pricing contained in this Proposal is valid for a period of 90 days from the date written on the proposal cover page, or until the E-Rate filing window closes for the upcoming E-Rate Funding year, whichever occurs later, unless rescinded or extended in writing by AT&T.

**Proposal Pricing**—Pricing proposed herein is based upon the specific product/service/equipment mix and locations outlined in this proposal and is subject to AT&T's proposed terms and conditions for those products and services and the AT&T E-Rate Rider unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

**Providers of Service**—Subsidiaries and affiliates of AT&T Inc. provide products and services under the AT&T brand.

**Software**—Any software used with the products and services provided in connection with this Proposal will be governed by the written terms and conditions applicable to such software. Title to software remains with AT&T or its supplier. Customer must comply with all such terms and conditions, and they will take precedence over any agreement between the parties as relates to such software.

**Disclaimer**—For purposes of this Proposal, the identification of certain services as "eligible" or "non-eligible" for E-Rate funding is not dispositive, nor does it guarantee that this or any other services in this Proposal will be deemed eligible for such funding. Any conclusions regarding the eligibility of services for E-Rate funding must be based on several factors, many of which have yet to be determined relative to the proposed services and equipment described herein. Such factors will include, without limitation, the ultimate design configuration of the network, the specific products and services provisioned to operate the network, the type of customer, and whether the services are used for eligible educational purposes at eligible locations. In its proposal, AT&T will take guidance from the "Eligible Services List" and the specific sections on product and service eligibility on the Universal Service Administrative Company ("USAC") website [www.usac.org/e-rate](http://www.usac.org/e-rate). This site provides a current listing of eligible products and services, as well as conditionally eligible and ineligible services. This guidance notwithstanding, the final determination of eligibility will be made by the USAC after a review of the customer's E-Rate application for this proposal. If AT&T is awarded the bid for this project, AT&T will provide assistance on the E-Rate application solely on matters relative to the functionality of the services and products which comprise the network. Nevertheless, the responsibility for the E-Rate application is with the customer. AT&T is not responsible for the outcome of the USAC's decision on these matters.

**End User Equipment**—E-Rate recipients must cost allocate any non-ancillary ineligible components that are bundled with eligible products or services. Cost allocations are the responsibility of E-Rate Applicants. For additional information, reference USAC website @ [www.usac.org/e-rate](http://www.usac.org/e-rate) and Cost Allocation Guidelines for Services @ [www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/cost-allocations-for-services/](http://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/cost-allocations-for-services/).

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**AT&T DEDICATED INTERNET  
PRICING SCHEDULE**

| Customer   | AT&T  |
|--|---|
| LINCOLNWOOD SCHOOLS<br>Street Address: 6950 N EAST PRAIRIE RD<br>City: LINCOLNWOOD State/Province: IL<br>Zip Code: 607122520 Country: United States  | AT&T Corp.  |
| Customer Contact (for Notices)   | AT&T Contact (for Notices)  |
| Name: JORDAN STEPHEN<br>Title: DIRECTOR OF TECHNOLOGY<br>Street Address: 6950 N EAST PRAIRIE RD<br>City: LINCOLNWOOD<br>State/Province: IL<br>Zip Code: 60712<br>Country: United States<br>Telephone: 8476758234<br>Email: jstephen@sd74.org | Name: DANA SULPRIZIO<br>Street Address: 1876 DATA DR<br>City: HOOVER State/Province: AL<br>Zip Code: 35244 Country: United States<br>Telephone: 2055174474<br>Email: ds9454@att.com<br>Sales/Branch Manager: GEM SURGE<br>SCVP Name: GEM SURGE<br>Sales Strata: Retail Sales Region: USA<br><b>With a copy (for Notices) to:</b><br>AT&T Corp.<br>One AT&T Way<br>Bedminster, NJ 07921-0752<br>ATTN: Master Agreement Support Team<br>Email: <a href="mailto:mast@att.com">mast@att.com</a> |
| <b>AT&amp;T Solution Provider or Representative Information (if applicable)</b> <input type="checkbox"/>   |   |
| Name:      Company Name:<br>Agent Street Address:      City:      State:      Zip Code:      Country:<br>Telephone:      Fax:      Email:      Agent Code:   |   |

This Pricing Schedule is part of the Agreement between AT&T and Customer referenced above and shall become effective when signed by authorized representatives of both parties ("Effective Date").

| Customer<br>(by its authorized representative) | AT&T<br>(by its authorized representative) |
|--|--|
| By:  | By:  |
| Name:  | Name:                                      |
| Title:   | Title:                                     |
| Date:  | Date:                                      |

**AT&T and Customer Confidential Information**

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**AT&T DEDICATED INTERNET  
PRICING SCHEDULE**

This Pricing Schedule shall replace and supersede in its/their entirety the following AT&T Dedicated Internet ("ADI"), Service Order Attachment(s) and/or Pricing Schedule(s) between AT&T and Customer:

MIS14368307

**1. SERVICES**

| Service                       | Service Publication Location  |
|-------------------------------|---|
| AT&T Dedicated Internet (ADI) | <a href="http://serviceguidenew.att.com/sg_flashPlayerPage/MIS">http://serviceguidenew.att.com/sg_flashPlayerPage/MIS</a> |
| AT&T Bandwidth Services       | <a href="http://serviceguidenew.att.com/sg_flashPlayerPage/BWS">http://serviceguidenew.att.com/sg_flashPlayerPage/BWS</a> |

**2. PRICING SCHEDULE TERM AND EFFECTIVE DATES**

|   |   |
|---|---|
| <b>Pricing Schedule Term*</b>                 | <b>24 months</b>  |
| <b>Pricing Schedule Term Start Date</b>       | Effective Date of this Pricing Schedule   |
| <b>Effective Date of Rates and Discounts</b>  | Effective Date of this Pricing Schedule   |
| <b>Pricing Schedule Term Extension Option</b> | Customer may extend the Pricing Schedule Term for one, two or three 12 month periods (each, an "Extension Period") upon written notice to AT&T at least forty-five (45) days prior to the expiration of the original Pricing Schedule Term (or of the first Extension Period, or of the second Extension Period if applicable). In such a case, the Minimum Payment Period for each Service Component shall expire at the later of the end of the applicable Extension Period or the expiration of its original Minimum Payment Period. |

\*Price Stabilization does not apply to Services or Service Components that have been designated as grandfathered in the applicable Service Publication as of the Pricing Schedule Effective Date (Previously Grandfathered Service/Service Components). AT&T may change prices, discounts, terms or conditions for Previously Grandfathered Service/Service Components on 30 days' prior notice to Customer.

**3. MINIMUM PAYMENT PERIOD**

| Service Components     | Percent of Monthly Service Fees Due Upon Termination Prior to Completion of Minimum Payment Period | Minimum Payment Period per Service Component*                     |
|------------------------|--|---|
| All Service Components | 50%  | Longer of 12 months or until the end of the Pricing Schedule Term |

\*The Minimum Payment Period does not apply to Previously Grandfathered Service/Service Components.

**4. RATES (US Mainland, and HI only)****Section I: AT&T Dedicated Internet  
Access Bandwidth -****Table 1: DNS Services**

| Option   | Monthly Service Fee     |
|--|-------------------------|
| Additional Primary DNS (available in increments of up to 15 zones with a maximum of 150 Kilobytes of zone file data)   | \$100 per DNS increment |
| Additional Secondary DNS (available in increments of up to 15 zones with a maximum of 150 Kilobytes of zone file data) | \$100 per DNS increment |

**AT&T and Customer Confidential Information**

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**AT&T DEDICATED INTERNET  
PRICING SCHEDULE****Table 2: ADI Tele – Installation****Discount: 100.00%**

| <b>ADI Speed</b>          | <b>Undiscounted ADI</b> | <b>Undiscounted ADI w/ Managed Router</b> |
|---------------------------|-------------------------|---|
| 56 Kbps                   | \$1,000                 | \$1,000                                   |
| 128 Kbps - 1.5 Mbps       | \$1,000                 | \$1,000                                   |
| NxT-1                     | \$2,500                 | \$2,500                                   |
| Tiered/Full T-3           | \$5,000                 | N/A                                       |
| Tiered OC-3, OC-12, OC-48 | \$10,000                | N/A                                       |
| Ethernet                  | \$1,500 <sup>#</sup>    | \$1,500 <sup>**</sup>                     |
| 10 Gig Ethernet* and up   | \$1,500 <sup>#</sup>    | \$1,500                                   |

\* Service not available with MPLS PNT.

\*\*Pricing available for ADI speeds of 100 Mbps and below and with electrical interfaces only.

<sup>#</sup> Pricing also applies to Service locations in Alaska.**Table 3: On-Site Installation****Discount: 100.00%**

| <b>ADI Speed</b>          | <b>Undiscounted ADI w/ Managed Router Only</b> |
|---------------------------|--|
| 56 Kbps                   | \$999  |
| 128 Kbps - 1.5 Mbps       | \$999  |
| NxT-1                     | \$999  |
| Tiered/Full T-3           | \$1,000  |
| Tiered OC-3, OC-12, OC-48 | \$10,000                                       |
| Ethernet                  | \$1,500*                                       |
| 10 Gig Ethernet and up    | \$1,500  |
| Nx10Gig Ethernet          | \$3,500  |

\* Pricing also applies to Service locations in Alaska.

**Table 4: LAN IP Block Size**

| <b>IPv4 LAN IP Block Size</b> | <b>Undiscounted MRC</b> | <b>Discount</b> |
|-------------------------------|-------------------------|-----------------|
| /28                           | \$112                   | 100.00%         |
| /27                           | \$224                   | 100.00%         |
| /26                           | \$448                   | 100.00%         |
| /25                           | \$896                   | 100.00%         |
| /24                           | \$1,792                 | 100.00%         |
| /23                           | \$3,584                 | 100.00%         |
| /22                           | \$7,168                 | 100.00%         |
| /21                           | \$14,336                | 100.00%         |
| /20                           | \$28,672                | 100.00%         |
| /19                           | \$57,344                | 100.00%         |

**AT&T and Customer Confidential Information**

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**AT&T DEDICATED INTERNET  
PRICING SCHEDULE****Table 5: Flexible Bandwidth Billing Option – Ethernet\***

| Discount applied to ADI & ADI w/Managed Router Discount: 0.00%<br>This discount applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |                              |  | Incremental Usage Fee Discount: 97.00%<br>This discount applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |
|---|------------------------------|--|---|
| Tiered Bandwidth Minimum Commitment   | ADI Undiscounted Monthly Fee | ADI with Managed Router Undiscounted Monthly Fee | Undiscounted Incremental Usage Fee Per Mbps   |
| <b>Discount applied to ADI &amp; ADI w/ Managed Router for the following: 83.50%</b>  |                              |  | <b>Incremental Usage Fee Discount for the following:</b>  |
| 0.5 Mbps  | \$257                        | \$385  | \$940   |
| 1.0 Mbps  | \$258                        | \$386  | \$510   |
| 1.5 Mbps  | \$259                        | \$387  | \$380   |
| 2 Mbps  | \$260                        | \$388  | \$355   |
| 3 Mbps  | \$261                        | \$389  | \$340   |
| 4 Mbps  | \$262                        | \$390  | \$325   |
| 5 Mbps  | \$263                        | \$391  | \$270   |
| 6 Mbps  | \$264                        | \$392  | \$250   |
| 7 Mbps  | \$265                        | \$393  | \$245   |
| 8 Mbps  | \$266                        | \$394  | \$235   |
| 9 Mbps  | \$267                        | \$395  | \$230   |
| <b>Discount applied to ADI &amp; ADI w/ Managed Router for the following: 83.50%</b>  |                              |  | <b>Incremental Usage Fee Discount for the following:</b>  |
| 10 Mbps   | \$268                        | \$396  | \$198   |
| 15 Mbps   | \$359                        | \$487  | \$162.33  |
| 20 Mbps   | \$449                        | \$577  | \$144.25  |
| 25 Mbps   | \$542                        | \$670  | \$134.00  |
| <b>Discount applied to ADI &amp; ADI w/ Managed Router for the following: 85.00%</b>  |                              |  | <b>Incremental Usage Fee Discount for the following:</b>  |
| 30 Mbps   | \$633                        | \$761  | \$126.83  |
| 35 Mbps   | \$680                        | \$854  | \$122.00  |
| 40 Mbps   | \$812                        | \$945  | \$118.13  |
| 45 Mbps   | \$817                        | \$950  | \$105.56  |
| <b>Discount applied to ADI &amp; ADI w/ Managed Router for the following: 92.00%</b>  |                              |  | <b>Incremental Usage Fee Discount for the following:</b>  |
| 50 Mbps   | \$813                        | \$955  | \$95.50   |
| 60 Mbps   | \$946                        | \$1,100  | \$91.67   |
| 70 Mbps   | \$1,032                      | \$1,200  | \$85.71   |
| 75 Mbps   | \$1,118                      | \$1,300  | \$86.67   |
| 80 Mbps   | \$1,204                      | \$1,420  | \$88.75   |
| 90 Mbps   | \$1,290                      | \$1,500  | \$83.33   |
| <b>Discount applied to ADI &amp; ADI w/ Managed Router for the following: 93.00%</b>  |                              |  | <b>Incremental Usage Fee Discount for the following:</b>  |
| 100 Mbps  | \$1,400                      | \$1,555  | \$77.75   |
| 120 Mbps  | \$1,770                      | \$1,937  | \$80.71   |
| 144 Mbps  | \$1,790                      | \$1,960  | \$68.06   |
| 150 Mbps  | \$1,800                      | \$1,965  | \$65.50   |
| 155 Mbps  | \$1,820                      | \$2,020  | \$65.16   |
| <b>Discount applied to ADI &amp; ADI w/ Managed Router for the following: 91.00%</b>  |                              |  | <b>Incremental Usage Fee Discount for the following:</b>  |
| 200 Mbps  | \$2,000                      | \$2,100  | \$52.50   |
| 250 Mbps  | \$2,150                      | \$2,240  | \$44.80   |
| 300 Mbps  | \$2,250                      | \$2,620  | \$43.67   |

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| Discount applied to ADI & ADI w/Managed Router Discount: 0.00%<br>This discount applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |                              |  | Incremental Usage Fee Discount: 97.00%<br>This discount applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |
|---|------------------------------|--|---|
| Tiered Bandwidth Minimum Commitment   | ADI Undiscounted Monthly Fee | ADI with Managed Router Undiscounted Monthly Fee | Undiscounted Incremental Usage Fee Per Mbps   |
| Discount applied to ADI & ADI w/ Managed Router for the following: 83.50%   |                              |  | Incremental Usage Fee Discount for the following:   |
| 350 Mbps  | \$2,500                      | \$3,125  | \$44.64   |
| Discount applied to ADI & ADI w/ Managed Router for the following: 94.00%   |                              |  | Incremental Usage Fee Discount for the following:   |
| 400 Mbps  | \$2,700                      | \$3,380  | \$42.25   |
| 450 Mbps  | \$3,000                      | \$3,720  | \$41.33   |
| 500 Mbps  | \$3,500                      | \$4,325  | \$43.25   |
| 550 Mbps  | \$3,650                      | \$4,425  | \$40.23   |
| 600 Mbps  | \$4,096                      | \$4,840  | \$40.33   |
| 622 Mbps  | \$4,117                      | \$5,000  | \$40.19   |
| Discount applied to ADI & ADI w/ Managed Router for the following: 92.00%   |                              |  | Incremental Usage Fee Discount for the following:   |
| 700 Mbps  | \$4,199                      | \$5,240  | \$37.43   |
| 800 Mbps  | \$4,301                      | \$5,440  | \$34.00   |
| 900 Mbps  | \$4,403                      | \$5,540  | \$30.78   |
| 1000 Mbps   | \$4,505                      | \$5,620  | \$28.10   |

\* Pricing also applies to Service locations in Alaska (Override discounts are not applicable to Service locations in Alaska).

**Table 6: Flexible Bandwidth Billing Option – ADI 10 Gig Ethernet\*\***

| ADI & ADI w/Managed Router Discount:0.00%<br>Applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |                              |  | Incremental Usage Fee Discount: 97.00%<br>Applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |
|--|------------------------------|--|---|
| Tiered Bandwidth Minimum Commitment  | ADI Undiscounted Monthly Fee | ADI with Managed Router Undiscounted Monthly Fee | Undiscounted Incremental Usage Fee  |
| Discount applied to ADI for the following: 94.00%  |                              |  | Incremental Usage Fee Discount for the following:   |
| .5 Gbps  | \$5,658                      | \$7,000  | \$70.00   |
| 1.0 Gbps   | \$6,400                      | \$9,950  | \$49.75   |
| Discount applied to ADI for the following: 95.00%  |                              |  | Incremental Usage Fee Discount for the following:   |
| 1.5 Gbps   | \$8,727                      | \$10,909   | \$36.36   |
| 2.0 Gbps   | \$9,091                      | \$12,276   | \$30.69   |
| 2.5 Gbps   | \$11,244                     | \$15,215   | \$30.43   |
| Discount applied to ADI for the following: 94.50%  |                              |  | Incremental Usage Fee Discount for the following:   |
| 3.0 Gbps   | \$13,309                     | \$17,981   | \$29.97   |
| 3.5 Gbps   | \$14,400                     | \$19,462   | \$27.80   |
| 4.0 Gbps   | \$16,015                     | \$21,591   | \$26.99   |
| Discount applied to ADI for the following: 94.50%  |                              |  | Incremental Usage Fee Discount for the following:   |
| 4.5 Gbps   | \$16,771                     | \$22,720   | \$25.24   |
| 5.0 Gbps   | \$18,196                     | \$24,553   | \$24.55   |

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|   |                                     |   |  |
|---|-------------------------------------|---|--|
| <b>ADI &amp; ADI w/Managed Router Discount:0.00%</b><br>Applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |                                     |   | <b>Incremental Usage Fee Discount: 97.00%</b><br>Applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated. |
| <b>Tiered Bandwidth Minimum Commitment</b>  | <b>ADI Undiscounted Monthly Fee</b> | <b>ADI with Managed Router Undiscounted Monthly Fee</b> | <b>Undiscounted Incremental Usage Fee</b>  |
| <b>Discount applied to ADI for the following: 94.00%</b>  |                                     |   | <b>Incremental Usage Fee Discount for the following:</b>   |
| 5.5 Gbps  | \$19,636                            | \$26,502  | \$24.09  |
| 6.0 Gbps  | \$21,309                            | \$28,768  | \$23.97  |
| <b>Discount applied to ADI for the following: 94.00%</b>  |                                     |   | <b>Incremental Usage Fee Discount for the following:</b>   |
| 6.5 Gbps  | \$22,589                            | \$30,499  | \$23.46  |
| 7.0 Gbps  | \$24,218                            | \$32,727  | \$23.38  |
| 7.5 Gbps  | \$25,760                            | \$34,793  | \$23.20  |
| 8.0 Gbps  | \$26,953                            | \$36,387  | \$22.74  |
| <b>Discount applied to ADI for the following: 94.00%</b>  |                                     |   | <b>Incremental Usage Fee Discount for the following:</b>   |
| 8.5 Gbps  | \$28,233                            | \$38,115  | \$22.42  |
| 9.0 Gbps  | \$28,931                            | \$39,069  | \$21.71  |
| 9.5 Gbps  | \$29,527                            | \$39,855  | \$20.98  |
| 10.0 Gbps   | \$30,909                            | \$41,716  | \$20.86  |

\* Service not available with MPLS PNT.

# Pricing also applies to Service locations in Alaska (Override discounts are not applicable to Service locations in Alaska).

**Table 7: Class of Service Option - Tiered T-1, T-3 and Burstable Service - Monthly Service Fees****Discount: 100.00%**

| <b>Speed</b>      | <b>Class of Service Monthly Fee – List Price** (w/ or w/out Managed Router)</b> |
|-------------------|---|
| 56 Kbps**         | \$225   |
| 128 Kbps**        | \$225   |
| 256 Kbps**        | \$225   |
| 384 Kbps**        | \$225   |
| 512 Kbps**        | \$225   |
| 768 Kbps          | \$225   |
| 1024 Kbps**†      | \$225   |
| 1.5 Mbps          | \$225   |
| 2xT-1 (3 Mbps)    | \$225   |
| 3xT-1 (4.5 Mbps)  | \$225   |
| 4xT-1 (6 Mbps)    | \$225   |
| 5xT-1 (7.5 Mbps)  | \$225   |
| 6xT-1 (9 Mbps)    | \$225   |
| 7xT-1 (10.5 Mbps) | \$225   |
| 8xT-1 (12 Mbps)   | \$225   |
| 10 Mbps           | \$825   |
| 15 Mbps           | \$1,075   |
| 20 Mbps           | \$1,325   |
| 25 Mbps           | \$1,575   |
| 30 Mbps           | \$1,825   |

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| <b>Speed</b> | <b>Class of Service Monthly Fee – List Price** (w/ or w/out Managed Router</b> |
|--------------|--|
| 35 Mbps      | \$2,100  |
| 40 Mbps      | \$2,350  |
| 45 Mbps      | \$2,750  |
| 155 Mbps     | \$2,750  |

\* Charges waived for Sites with AT&amp;T BVoIP Service.

\*\*no real-time class available.

(†) Speed not available with MPLS PNT.

# Pricing also applies to Service locations in Alaska.

**Table 8: Class of Service Option - Flexible Bandwidth Billing Option - Monthly Service Fees****Discount: 100.00%**

| <b>Speed</b>       | <b>Undiscounted ADI w/ or w/out Managed Router Monthly Service Fee**</b> |
|--------------------|--|
| Up to 1.5 Mbps     | \$225  |
| 2.0 Mbps           | \$285  |
| 2.01 - 3.0 Mbps    | \$360  |
| 3.01 - 4.0 Mbps    | \$435  |
| 4.01 - 5.0 Mbps    | \$510  |
| 5.01 - 6.0 Mbps    | \$575  |
| 6.01 - 7.0 Mbps    | \$640  |
| 7.01 - 8.0 Mbps    | \$705  |
| 8.01 - 9.0 Mbps    | \$765  |
| 9.01 to 10.0 Mbps  | \$825  |
| 10.01 to 15.0 Mbps | \$1,075  |
| 15.01 - 20.0 Mbps  | \$1,325  |
| 20.01 - 25.0 Mbps  | \$1,575  |
| 25.01 - 30.0 Mbps  | \$1,825  |
| 30.01 - 35.0 Mbps  | \$2,100  |
| 35.01 - 40.0 Mbps  | \$2,350  |
| 40.01 – 45 Mbps    | \$2,750  |
| 45.01 – 155 Mbps   | \$5,000  |
| 200 - 250 Mbps     | \$5,400  |
| 300 - 350 Mbps     | \$5,800  |
| 400 - 600 Mbps     | \$6,200  |
| 622 Mbps           | \$7,000  |
| 700 – 1000 Mbps    | \$7,800  |
| 1.5 Gbps**         | \$7,900  |
| 2.0 Gbps**         | \$8,000  |
| 2.5 Gbps**         | \$8,100  |
| 3.0 Gbps**         | \$8,200  |
| 3.5 Gbps**         | \$8,300  |
| 4.0 Gbps**         | \$8,400  |
| 4.5 Gbps**         | \$8,500  |
| 5.0 Gbps**         | \$8,600  |
| 5.5 Gbps**         | \$8,700  |
| 6.0 Gbps**         | \$8,800  |
| 6.5 Gbps**         | \$8,900  |

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| Speed              | Undiscounted ADI w/ or w/out Managed Router Monthly Service Fee** |
|--------------------|---|
| 7.0 Gbps**         | \$9,000   |
| 7.5 Gbps**         | \$9,100   |
| 8.0 Gbps**         | \$9,200   |
| 8.5 Gbps**         | \$9,300   |
| 9.0 Gbps**         | \$9,400   |
| 9.5 Gbps**         | \$9,500   |
| 10.0 Gbps and up** | \$9,600   |

\*Charges waived for Sites with AT&amp;T BVoIP Service.

\*\* Speed not available with MPLS PNT.

# Pricing also applies to Service locations in Alaska.

**Table 9: Class of Service Option – Aggregate Billing Option\*\* - Monthly Service Fees**

Discount: 100.00%

| Speed   | Undiscounted ADI w/ or w/out Managed Router Monthly Service Fee** |
|---|---|
| T3 (up to 45 Mbps)                            | \$2,750   |
| OC3 (up to 155 Mbps)                          | \$5,000   |
| OC12 (up to 622 Mbps)                         | \$7,000   |
| Ethernet (up to 1000 Mbps)                    | \$7,800   |
| OC48 (up to 2500 Mbps)                        | \$8,100   |
| 10 Gigabit Ethernet (up to 10000 Mbps) and up | \$9,600   |

\*Charges waived for Sites with AT&amp;T BVoIP Service.

\*\*Not available with MPLS PNT.

**Table 10: Local Access without Diversity**

| Address                  | City        | State | Zip   | Access Bandwidth           | Local Access Non-Recurring Charge | Local Access Net Monthly Recurring Charge |
|--------------------------|-------------|-------|-------|----------------------------|-----------------------------------|---|
| 6950 N East Prairie Road | Lincolnwood | IL    | 60712 | MIS Ethernet Access 1 Gbps | \$0.00                            | \$550.00                                  |

**Section II: AT&T Business in a Box<sup>SM</sup>****Table 1: Service Component Replacement – Next Business Day Shipped (5x8) Monthly Charges**

Discount: 100.00%

| Service Component / Device  | Undiscounted MRC* |
|-----------------------------|-------------------|
| Base Unit NextGen           | \$50              |
| Base Unit 12 Port           | \$70              |
| Base Unit 24 Port           | \$30              |
| Base Unit High Bandwidth    | \$75              |
| 8 Port Analog Module Add-On | \$35              |

\* Pricing also applies to Service locations in Alaska

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**AT&T DEDICATED INTERNET  
PRICING SCHEDULE****Table 2: On-Site Maintenance (24X7X4) Monthly Charges****Discount: 100.00%**

| Option                      | Undiscounted MRC* |
|-----------------------------|-------------------|
| Base Unit NextGen           | \$75              |
| Base Unit 12 Port           | \$95              |
| Base Unit 24 Port           | \$35              |
| Base Unit High Bandwidth    | \$85              |
| 8 Port Analog Module Add-On | \$40              |

\* Pricing also applies to Service locations in Alaska.

**Table 3: Life-Cycle Management Charges - Service Charges****Discount: 100.00%**

| Per Site / Per Occurrence during Standard Business Hours (Monday-Friday, 8:00 am- 5:00 pm, local time) | Undiscounted Service Charge List Price * |
|--|--|
| Additional Service   | \$260                                    |
| Delete Service   | \$500                                    |

\* Pricing also applies to Service locations in Alaska.

**Table 4: Class of Service Option - when ordered with AT&T BVoIP Services only****Discount: 100.0%**

|                                      |        |
|--------------------------------------|--------|
| Class of Service Monthly Service Fee | \$225* |
|--------------------------------------|--------|

\* Pricing also applies to Service locations in Alaska.

**Table 5: IP Version Change****Discount: 100.00%**

|  |        |
|--|--------|
| IP Version Change – Per Site, Per Occurrence | \$500* |
|--|--------|

\* Pricing also applies to Service locations in Alaska.

**Section III: Additional Service Fees**

|   |                                |
|---|--------------------------------|
| Moving Fee (during hours)   | \$1,000 per location*          |
| Additional Moving Fee (outside standard operating hours – 8:00 a.m. to 5:00 p.m. Monday through Friday) | Additional \$500 per location* |

\*Subject to availability, pricing also applies to Service locations in Alaska  
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## E-rate Rider

### ATTACHMENT TO AT&T DEDICATED INTERNET ("Agreement") FOR SERVICES AND/OR PRODUCTS SUBJECT TO UNIVERSAL SERVICES ("E-RATE") FUNDING

This Attachment ("Attachment") is entered into by AT&T Corp. ("AT&T") and LINCOLNWOOD SCHOOLS (Customer) and is effective as of the date last signed below (Effective Date). It is an attachment to the Agreement and has the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment control.

#### TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

**Customer intends to seek funding through the E-rate program for Services purchased under the Agreement. E-rate is administered by the Universal Service Fund Administrative Company (USAC). The Federal Communications Commission (FCC) has promulgated regulations that govern the participation in the E-rate program. The Parties agree::**

1. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-rate funding is solely determined by USAC and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.
2. Service Substitutions USAC funding commitments are based upon the products, services and locations set forth in the Form 471. Any modification to the products and services or the locations at which they are to be installed or provided requires Customer to file a service substitution with USAC. AT&T may suspend Service substitution activities pending approval of service substitution requests.
3. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-rate-related materials (including all attachments): (i) Form 471 and Bulk Upload template(s); (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer will clearly delineate between eligible and non-eligible Services on those orders.
4. Indemnities. Each party agrees it has and will comply with all laws and requirements applicable to the E-rate Program. In addition to any indemnification obligations set forth in the Agreement and to the extent permitted by law, each party agrees to indemnify and hold harmless the other party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party, FCC or USAC claims and related loss, liability, damage, and expense (including reasonable attorney's fees) arising out of the indemnifying party's violation of the E-rate rules or breach of the terms of this Attachment.
5. Non-Appropriations. By executing the Agreement, Customer confirms that it has funds appropriated and available to pay all amounts due for E-rate supported Services through the end of its current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Agreement Term. In the event Customer is unable to obtain the necessary appropriations for the Services provided under this Attachment, Customer may terminate the Services without liability for the termination charges upon the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Services; and (iii) Customer has negotiated in good faith a revised agreement with AT&T to develop revised services and terms to accommodate Customer's budget. Customer must provide AT&T thirty (30) days' written notice of its intent to terminate the Services. Termination of the Services for failure to obtain necessary appropriations shall be effective as of the last day for which funds were appropriated or otherwise made available. If Customer terminates the Services under this Attachment, Customer agrees as follows: (i) it will pay all amounts due for Services incurred through date of termination, and reimburse all unrecovered non-recurring charges; and (ii) it will not contract with any other provider for the same or substantially similar services or equipment for a period equal to the original Agreement term. This section 5 applies to Customer funding appropriations, and does not allow for termination if E-rate funding is denied or delayed.

#### 6. Customer Must Choose A or B

A.) ☒ [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

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and is not for general distribution within or outside the companies.*



## E-rate Rider

**CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF E-RATE FUNDING HAS NOT BEEN APPROVED BY USAC. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR DELAYED.**

(i). Scope: ***Customer desires that Services commence on or about July 1 unless a different date is inserted here 07-01-2024 ..*** AT&T will make reasonable efforts to meet the requested date, but AT&T does not commit to commence Service by the requested date. The term of the Services begins on the Start Date of Minimum Payment Period as provided in the applicable Pricing Schedule, or if there is no Pricing Schedule then as may be stated in the applicable Order document.

(ii). Funding Denial Agreement Termination: CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS MADE THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

**B.) ☐ [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]**

**SERVICES WILL NOT COMMENCE AND EQUIPMENT WILL NOT SHIP UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES OR EQUIPMENT IS DENIED, THE AGREEMENT WILL TERMINATE AS TO THOSE SERVICES OR EQUIPMENT UNLESS A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.**

(i). Scope: Customer agrees to use best efforts to obtain funding from USAC. AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections, a verification of Form 486 approval by USAC. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation. The Services term begins on installation and delivery of those services, and will continue for the term stated in the Agreement.

(ii). Funding Denial Agreement Termination: if a funding request is denied by USAC, the Agreement, with respect to such Service(s) and/or equipment, will terminate sixty (60) days from the date of the FCDL in which E-rate funding is denied or on the 30th day following rejection of the final appeal of such denial, and Customer will not incur termination liability. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement. This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC after commencement of Service..

(iii). IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM USAC, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE.

**7. AT&T Owned Equipment - General Terms and Conditions.**

If the Services require placing Equipment (e.g. routers, switches) on the Customer's premises (the "Premises") Customer does not wish to provide this Equipment itself, but instead requests the placement of the Equipment as part of the installation of the underlying Service. Neither the Agreement nor this Attachment includes an option to purchase the Equipment. Customer will not use the Equipment for any purpose other than receipt of the eligible Service of which it is a part.

A. Accordingly, Customer hereby:

- Grants AT&T a license to install, operate, and maintain the Equipment and any additional, supplemental or replacement equipment as AT&T may choose.
- Confirms this license includes a right of access to and within the Premises for purposes of installing, operating, maintaining, repairing and replacing the Equipment. All Equipment brought onto the premises by AT&T is the personal property of AT&T (regardless of whether such Equipment is attached or affixed to the Premises) and Customer has no right to, interest in, or exclusive use of that Equipment.

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### E-rate Rider

- Agrees to provide adequate space and electric power for the Equipment and keep the Equipment physically secure and free from liens and encumbrances. Customer bears the risk of loss or damage to the Equipment (other than ordinary wear and tear), except to the extent caused by AT&T or its agents.
- Agrees to notify AT&T of any issues related to the Equipment, including the need for maintenance or repair, and assumes responsibility for notifying any other contractors or persons with a need to know of the presence and location of the Equipment.
- Agrees to indemnify and hold AT&T harmless from any and all liability that may arise out of the presence and placement of the Equipment, except for AT&T's gross negligence.
- Grants AT&T the right, but not the obligation, to remove all or any part of the Equipment from the premises at any time after the termination of the Service.

Additionally, E-rate program rules and eligibility requirements apply, and these requirements may change from time to time.

### 8. Terms of Equipment Usage

Please note that there are some important Customer obligations to facilitate timely Equipment installation and service delivery. Accordingly, Customer agrees to provide the following:

A. **PATH** - The Customer is responsible for providing or causing the property owner to provide a path from the property line into the building. A clear underground or aerial path is required from the property line where AT&T ILEC facilities exist, to the equipment room designated to support the entrance fiber.

B. **SPACE** – Customer is responsible for providing appropriate floor space and a properly installed equipment rack of suitable strength and quality to properly support the intended Equipment at the Minimum Point of Entry (MPOE)/ Demarcation Point in compliance with FCC and AT&T service requirements.

The appropriate space and location will be mutually agreed following an AT&T site visit. Any Demarcation Point location which is further than the closest practicable point to the MPOE in the building will require custom work which may not be eligible for E-rate Category 1 funding, and must be paid for by the Customer.

C. **ENVIRONMENTAL** – Operating environment should be between +40° F and 100° F at 0% to 85% relative humidity (RH-Non-Condensing).

D. **POWER - GROUND** - Customer will provide:

- Permanent, dedicated, 3-prong grounded power for the Equipment being installed. Power requirements can consist of nominal -48VDC, +24/-24 VDC, 110V, 125V, 220V, etc. located within 3 feet of the AT&T Equipment. AT&T may require more than one power outlet for some Equipment types, and there are specific amperage requirements for different Equipment types.
- Relay racks/cabinets must be properly grounded by placing an exposed #6 or larger grounding wire to the building's ground source. This ground wire will be attached to the closest ground rod (earth ground) or building bus bar available and run to the Network Terminating Equipment location in the room.

Any other site-specific customer obligations will also be provided by AT&T personnel via e-mail upon finalization of this Attachment.

### 9. Customer Premise Support Structure ("CPSS") - General Terms and Conditions

If the Services require placing conduit and/or other conduit pathway support structures (Facilities) on the Customer's Premises. Customer does not wish to provide these Facilities itself, but instead requests the placement of the Facilities as part of the construction and installation work of the underlying Service.

Accordingly, Customer hereby:

- Grants AT&T a license to install and operate the Facilities and any replacement Facilities as AT&T may choose.
- Confirms such license includes a right of access to and within the Premises for purposes of installing, repairing and replacing the Facilities. All Facilities brought onto the Premises by AT&T, once installed and functional, become Customer property.

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## E-rate Rider

- Confirms that once the Facilities are installed, the Customer is responsible for the cost of any installation, maintenance, repair or replacement of the Facilities.
- Assumes responsibility for notifying any other contractors or persons with a need to know of the presence and location of the Facilities.

### **Additional Terms Applicable to Customers using CALNET Agreements and with the following CALNET services:**

- **CALNET 3 Extension Agreements:** IFB STPD 12-001-A, C3-A-12-10-TS-01 – Amendment 13 and IFB STPD 12-001-B, C3-B-12-10-TS-01 Amendment 12 are anticipated to expire on 12/31/21. Notwithstanding anything to the contrary, upon the expiration of these Agreements, the Customer will take such reasonable steps as may be necessary to continue to procure the same or substantially similar services hereunder pursuant to the State of California – Statewide Technology Procurement - AT&T - IFB C4DNCS19 ("CALNET NEXTGen Contract"), to the extent such service(s) is/are available. Upon such migration of service, the term "Agreement" as used herein shall refer to the CALNET NEXTGen Contract.
- **Metropolitan Area Network (MAN) Ethernet (3.0):** In the event of termination of service within 24 months from the Cutover Date of Service, Customer is liable for 100% of the cost of \$9200 for each site at which AT&T installs CPSS.
- **Managed Internet Services (5.0):** If Customer cancels Service at an eligible Customer site prior to the service activation date, AT&T is not obligated to complete work on Entrance Facility Construction (EFC), and Customer agrees to compensate AT&T for all of AT&T's costs incurred through the date of cancellation associated with providing EFC, regardless of whether the construction has been completed.

### **10. USAC Invoicing Method**

AT&T will follow invoicing requirements and accommodates either the Service Provider Invoice Form (SPI) - Form 474 – or the Billed Entity Application Reimbursement ("BEAR") - Form 472 invoice method. Customer agrees to promptly submit any AT&T or USAC Forms needed to support requests for payment for Services rendered.

- SPI – Customer must first receive an approved Funding Commitment Decision Letter and Form 486 Notification Letter. In addition, the Customer agrees NO LATER THAN 120 days prior to their Last Date to Invoice to notify AT&T of its SPI election, and to provide and certify to AT&T an accurate list of the applicable Billing Accounts Numbers for services per their Form 471 funding application for each Funding Request Number for which the SPI method is sought. Customer agrees that invoices are due and payable in full by their stated due date unless these requirements have been met and SPI discounts commence. Where these requirements are not met, Customer agrees to utilize the BEAR disbursement method to request their E-rate funding. See: <http://usac.org/sl/applicants/step06/default.aspx>.
- BEAR - Under current rules, Service Providers have no involvement in the BEAR invoice process.

### **11. Reimbursement of USAC**

Customer agrees to promptly submit any AT&T or USAC forms needed to support Form 474 SPI requests for payment of discounted Services. If USAC (i) seeks recovery from AT&T for disbursed E-rate funds as a result of Customer's failure to comply with the E-rate rules, including Customer delays in submitting required forms or contracts; or (ii) determines that Services which it had previously been approved for discounts are not eligible resulting in a "Notice of Improperly Disbursed Funds" or other request for recovery of funds (other than as the result of AT&T's failure to comply with the E-rate rules), then AT&T will reverse any E-rate SPI discounts provided which were denied, any reimbursements demanded, and any funds returned, and Customer will (a) pay all unfunded, reimbursed, or returned amounts and (b) reimburse AT&T for any funds AT&T must return to USAC, each within ninety (90) days of notice from USAC. In addition, Customer agrees and acknowledges that a determination of ineligibility, reduction, or other non-funding by USAC does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees. This provision shall supersede any other provision with respect to limits on the time period in which charges may be invoiced.

### **12. Contract Requirements**

**FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.**

☐ IF THIS BOX IS CHECKED, THIS ATTACHMENT REPLACES THE ATTACHMENT BETWEEN THE PARTIES DATED 07-01-2024

### **CONFIDENTIAL INFORMATION**

*This agreement is for use by the authorized employees of the parties hereto only and is not for general distribution within or outside the companies.*

**E-rate Rider**

SO AGREED by the Parties' respective authorized signatories:

| <b>Customer</b><br>(by its authorized representative) | <b>AT&amp;T</b><br>(by its authorized representative) |
|---|---|
| By:   | By:   |
| Name:   | Name:   |
| Title:  | Title:  |
| Date :  | Date:   |

**CONFIDENTIAL INFORMATION**

*This agreement is for use by the authorized employees of the parties hereto only  
and is not for general distribution within or outside the companies.*

5 of 14



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DATE: May 2, 2024

TOPIC: Infinite Connections Inc. Agreement Renewal

PREPARED BY: Jordan Stephen

**Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

**Purpose/Background:**

Infinite Connections, Inc. has provided Lincolnwood District #74 E-Rate consultation services since 2014. The District has worked with Jane Kratochvil for many years on both E-Rate and ECF Funding. This is the ten extension to the original Agreement and will be in effect from February 1, 2024 through January 31, 2025.

District Legal Counsel has reviewed this Extension to the Consulting Services Agreement and found it acceptable. Counsel noted that this Agreement only extends the terms by an additional year, and does not modify the original terms of the Agreement.

**Fiscal Impact:**

\$4,600 - Lincolnwood School District 74 paid Infinite Connections, Inc. \$4,400 in for the same services during the 2023-2024 School year.

**Recommendation:**

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve the Infinite Connections, Inc. Agreement for Consulting Services in the amount of \$4,600 from February 1, 2024 to January 31, 2025.

## **TENTH EXTENSION TO CONSULTING SERVICES AGREEMENT**

This Tenth Extension (“Extension”) is effective as of February 1, 2024, by and between **Infinite Connections, Inc.** (hereinafter “**Consultant**” or “**ICI**”) and **Lincolnwood School District #74** (hereinafter “**Client**”) and has been entered into as of the later of the dates appearing after the signatures of the parties or their duly authorized representatives, which are set forth below.

### **RECITALS**

A. The Consultant and Client entered into that certain Consulting Agreement dated February 6, 2014 in which Consultant agreed to render certain services for a term commencing February 6, 2014 and ending on January 31, 2015 which was further amended on June 14, 2014, extended on February 1, 2015; and further amended and extended on February 1, 2016, February 1, 2017 and February 1, 2018 (the original agreement, and its subsequent amendments and extensions and collectively referred to as the “**Agreement**”);

B. The parties hereto desire to extend the Agreement as set forth herein.

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. **Term:** The parties agree to extend the term of the Agreement commencing from February 1, 2024, through January 31, 2025 (“Extension Period”).
2. **Scope of Services:** During the Extension Period, Consultant shall provide the Services and Deliverables as described in Attachment A to the Agreement to support E-rate Funding Years 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 & 27.
  - a. The parties agree to delete Section A, Section 1.1 of the “Agreement in its entirety and replace it with the following”.

**“E-Rate Forms Processing and Submission.** Assess and work with Client to complete all forms and processes related to all Category One and Category Two applications of the Federal Communications Commission E-Rate filing with the Schools and Libraries Division (“SLD”) for filing years 2013-2014 (YR16), 2014-2015 (YR17), 2015-2016 (YR18), 2016-2017 (YR19) and 2017-2018 (YR20), 2018-2019 (YR21), 2019-2020 (YR22), 2020-2021 (YR23), 2021-2022 (YR24), 2022-2023 (YR25), 2023-2024 (YR26), 2024-2025 (YR27)

3. **Compensation:** “Invoicing and Compensation” of the **Agreement**, is amended as follows.
  - a. The parties agree to delete Section A titled “**Invoicing and Compensation**” in Attachment A in its entirety and replace with the following:

Consultant will invoice Client quarterly. Payment is due within thirty (30) days of Client's receipt of each invoice and after Client approves of the same. Based on the terms set forth in this Agreement, Consultant's fees for Services as defined herein shall not exceed a fixed amount of \$4,600.00 for the duration of the term for E-Rate Consulting and Administrative Support. All payments under this contract will be in compliance with the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

If any of Client's Obligations, as defined herein are not performed or prove to be incorrect as described in this Agreement, it may cause changes to the fees and expenses, Deliverables, level of effort required, or otherwise impact Consultant's performance of the Services described in this Agreement. Any such changes to the fees and expenses, Deliverables, level of effort required, or Consultant's performance shall be communicated to Client prior to any such changes taking effect.

4. **Letter of Agency:** The Letter of Agency attached hereto to as Attachment B-2 is incorporated into this Extension by this reference.
5. **Original Agreement:** Except as specifically provided in this Extension, all terms and conditions of the Agreement shall remain in full force and effect.

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

**Infinite Connections, Inc.**

By: \_\_\_\_\_  
Jane Kratochvil, President

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

**Board of Education, Lincolnwood District #74**

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

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

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

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



## ATTACHMENT B-2 – LETTER OF AGENCY

### FUNDING YEARS (2013, 2014, 2015, 2016, 2017, 2018, 2019, 2021, 2022, 2023, 2024, 2025 & 2026)

I, on behalf of the **Lincolnwood School District 74** (“CLIENT”), hereby authorize Infinite Connections, Inc. (“ICI”) to assist the CLIENT in its E-rate application process on behalf of the CLIENT. I also hereby authorize Infinite Connections, Inc. to respond on CLIENT’S behalf to requests by the Federal Communication Commission (“Commission” or “FCC”), School and Libraries Division of the Universal Service Administrative Company (“SLD/USAC”), Program Integrity Assurance Reviews (“PIA”) or any other person or entity acting on their behalf, relating to any and all E-rate related matters. I authorize ICI to prepare all required FCC forms for services as requested by CLIENT. The relevant time period for this letter of agency is February 1, 2024, through January 31, 2025.

By signing this Letter of Agency, I make the following certifications to ICI on behalf of the CLIENT:

- (a) I certify that Client has provided schools operated by CLIENT are eligible for support because they are schools under the statutory definition of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38)**, that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- (b) I certify that CLIENT has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I certify and recognize that some of the aforementioned resources are not eligible for support. I certify that CLIENT has secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the CLIENT will pay the non-discount portion of the cost of the goods and services to the Service Provider(s).
- (c) I certify that CLIENT has posted FCC Form 470 and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered by CLIENT and the most cost effective service offering was selected by CLIENT, with price being the primary factor considered, and is the most cost-effective means of meeting CLIENT's educational needs and technology goals.
- (d) If CLIENT has determined that CLIENT has selected an eligible commercially available business-class Internet access service, then I certify CLIENT is exempt from the requirement to post an FCC Form 470.
- (e) If CLIENT has determined CLIENT will use an eligible preferred master contract, then I certify that the services ordered by CLIENT were exempt from the requirement to post an FCC Form 470.
- (f) I certify that the services CLIENT purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the CLIENT has not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (g) I certify that CLIENT has complied with all program rules, including recordkeeping requirements, and I acknowledge that CLIENT's failure to do so may result in denial of discount funding and/or

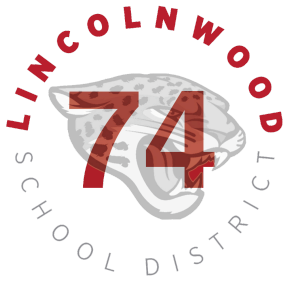
cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on any FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I certify that CLIENT has acknowledged that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

- (h) I acknowledge, and CLIENT is aware, that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, received an appropriate share of benefits from those services.
- (i) I certify that CLIENT will retain required documents for a period of at least ten (10) years (or whatever retention period is required by the rules in effect at the time of this certification), after the last day of service delivered. I certify that CLIENT will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, CLIENT will make such records available to the Administrator. I acknowledge that CLIENT may be audited pursuant to participation in the Schools and Libraries programs.
- (j) I certify that I am authorized to order telecommunications and other supported services for CLIENT. I certify that I am authorized to submit requests, and sign this Letter of Agency on behalf of the CLIENT, that I have examined this Letter of Agency, that all of the information on this Letter of Agency and which I will provide pursuant to this Letter of Agency is true and correct to the best of my knowledge, that the CLIENT that is receiving discounts pursuant to CLIENT's applications have complied with the terms, conditions and purposes of the program, that no kickbacks were paid or will be paid to anyone and that false statements on any forms or through this Letter of Agency can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- (k) I certify that CLIENT has reviewed and complied with all applicable FCC, state and local procurement/competitive bidding requirements and that CLIENT has complied with them
- (l) I acknowledge on behalf of CLIENT that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I certify CLIENT will institute reasonable measures to be informed, and will notify USAC should CLIENT be informed or become aware that CLIENT, or any person associated in any way with CLIENT, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the school and libraries support mechanism.
- (m) I certify that if any Funding Requests are for discounts for products or services that contain both eligible and ineligible components for CLIENT, that I and/or CLIENT will allocate the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- (n) I certify that CLIENT acknowledges that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services provided by CLIENT are and will be net of any rebates or discounts offered by the service provider. I and CLIENT acknowledge that, for the purpose of this rule, the provision, by the provider of a

supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

- (o) I certify that I will cooperate with ICI, on behalf of CLIENT, in responding to any inquiry from the SLD/USAC about this certification or any other representation made in this Letter of Agency
- (p) I certify that I am authorized to sign this Letter of Agency on behalf of CLIENT and, to the best of my knowledge, information, and belief, all information provided to ICI for E-rate submission is true and correct.

|  |              |
|--|--------------|
| ON BEHALF OF LINCOLNWOOD SCHOOL DISTRICT #74 |              |
|  |              |
| <i>Signature:</i>                            | <i>Date:</i> |
| Name/Title:                                  |              |



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DATE: May 2, 2024

TOPIC: Kings III Emergency Elevator Phone

PREPARED BY: Jordan Stephen

**Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

**Purpose/Background:**

Over the past few years, the Technology Department has assessed all District telecommunication services, and made decisions to help reduce overall operating costs and maintain fiscal responsibility. One of the last significant transitions involved replacing our AT&T infrastructure with IP Flex technology, providing the district with the same volume of inbound and outbound calls at a fraction of the price.

During this transition, we identified two lines related to our elevator service, which necessitated a different approach. Once known as a POTS line, these phone lines are extremely costly. Earlier this year, we encountered issues with one of the elevator circuits at Rutledge Hall, which stemmed from underground issues. We implemented a workaround by rerouting the phone number through the IP Flex circuit, which works, but is not a perfect solution.

At the request of the Finance Committee, the team continued to look for solutions and found Kings III, a company that specializes in elevator and emergency communications. With over 30 years of service, this vendor will provide the equipment and installation needed to convert our existing POTS lines into a cost effective cellular communications signal.

District Legal Counsel reviewed the contract and had requested that the vendor make some standard minor modifications to the contract. The vendor has agreed to these changes and provided a new contract. Counsel also indicated that since the vendor can program these devices to use multiple carriers, there is no need for a separate contract for cellular service contracts as this is all handled under the normal monthly fees.

**Fiscal Impact:**

\$98.34 per month plus taxes. The District currently pays \$355.71 per month for a single POTS elevator line at Lincoln Hall. Initial savings would total around \$3200 per year.

**One Time Fees:**

| Qty | Description                  | Price Per Unit | Total           |
|-----|------------------------------|----------------|-----------------|
| 2   | Scheduled Phone Installation | \$184.00       | <b>\$368.00</b> |

**Monthly Costs:**

| Qty | Description                          | Price Per Unit | Total          |
|-----|--------------------------------------|----------------|----------------|
| 2   | GSA Schedule Phone                   | \$24.17        | \$48.34        |
| 2   | GSA Open Market Item Service         | \$15.00        | \$30.00        |
| 2   | UPGRADE To FirstNet Priority Network | \$10.00        | \$20.00        |
|     |                                      |                | <b>\$98.34</b> |

**Recommendation:**

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Agreement from Kings III for Cellular Elevator Phones in the amount of \$98.34 plus required taxes and fees, beginning June 1, 2024. (Estimated)

# CELLULAR EXPLAINED

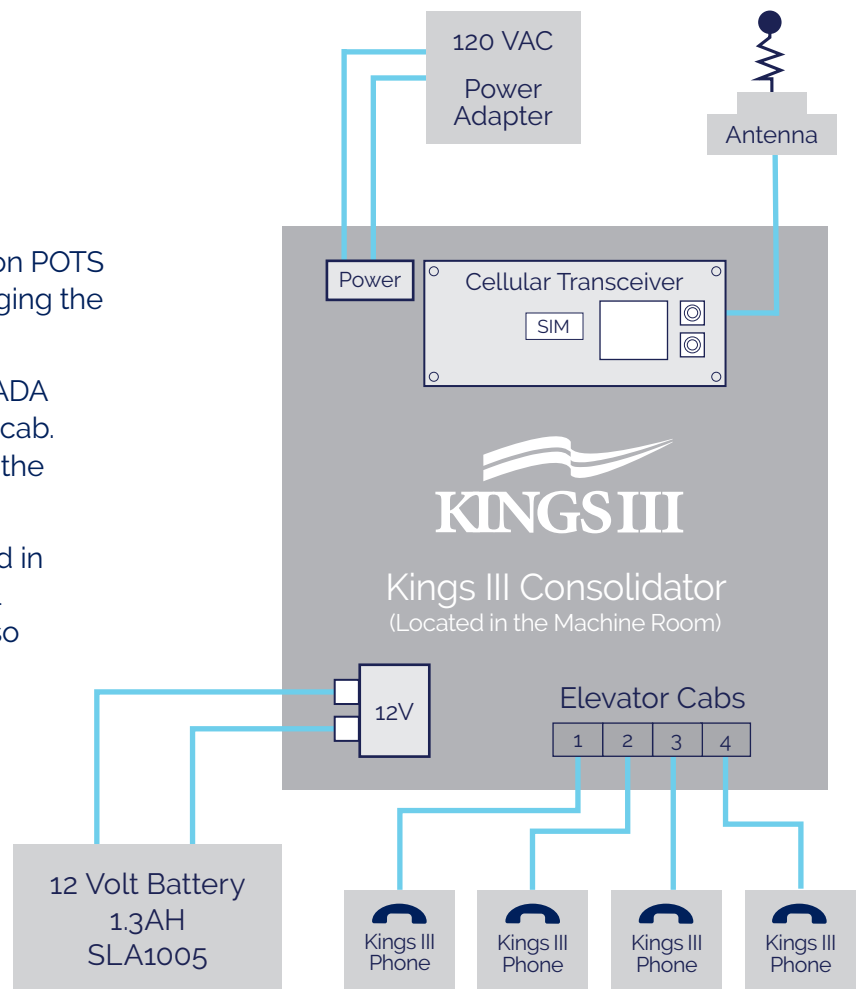
## How Exactly Does Our Skyline Cellular Service Work?

Skyline completely eliminates dependency on POTS lines (Plain Old Telephone Service) by leveraging the mobile network.

For elevators, our solution uses a traditional ADA compliant handsfree phone in each elevator cab. The cellular transceiver is located outside of the concrete & steel-lined shaft.

Traditionally our Skyline cellular unit is placed in a telco room. When necessary, we will install elsewhere on site to achieve a better signal so long as there is a power outlet available.

Skyline utilizes existing wiring in the building (typically between the telecom room and/or machine room and then through the travel cable into the elevator cab) to connect the cellular transceiver to the elevator cab.



### IMPORTANT TO NOTE

While the signal enters the building in a "wireless" fashion, there is copper wiring required to connect the dial tone all the way to the elevator cab. This is probably the most common misconception we see.



Elevators | Parking | Pools | Stairwells | Areas of Refuge  
800.393.5858 | <sup>392</sup>kingsiii.com

# FREQUENTLY ASKED QUESTIONS

**Q:** Will customers be responsible for providing the cellular connectivity?

**A:** No. Kings III provides cellular signals. We have agreements with multiple carriers — often at a lower cost than you would find if you were to buy the line yourself. This is a turnkey solution where we provide the hardware and access to the cellular signal, no need for the client to sign up with a wireless carrier for another monthly bill.

**Q:** Is wiring required?

**A:** Yes, while we typically think of cellular and wireless as interchangeable, that is not the case for emergency phones. While the signal enters the building in a “wireless” fashion, there is copper wiring required to connect the dial tone all the way to the elevator cab.

**Q:** What if there is no existing wiring from the machine room to the elevator?

**A:** If a short distance (roughly <75 feet), we can generally run that wiring for you. If a longer distance or there is some special circumstance, we will reach out to let you know you will need to hire a structured cabling contractor.

**Q:** Is the service reliable?

**A:** Because our business is focused on life safety, we recognize the importance of having a reliable signal. We test coverage before installation, and can also remotely locate the cellular transceiver away from the phone (if necessary) to achieve the best signal strength.

**Q:** How does the speed of transmission compare to traditional landlines?


**A:** Skyline uses 4G LTE data to deliver information to the EDC faster than previous analog technologies, allowing the call to be delivered sooner to the EDC Operator.



800.393.5858 | <sup>393</sup> kingsiii.com



# VALUE COMPARISON

|  |  KINGS III | LOCAL<br>ELEVATOR<br>COMPANIES | NATIONAL<br>ELEVATOR<br>COMPANIES | ELEVATOR<br>COMMUNICATION<br>TECHNOLOGY<br>COMPANIES | LANDLINE<br>REPLACEMENT<br>COMPANIES |
|--|---|--------------------------------|-----------------------------------|--|--------------------------------------|
| <b>24/7 Live Authorized Personnel<br/>Emergency Reponse &amp; Dispatch</b>                       |   |                                |                                   |  |                                      |
| Real-Time Reporting of Entrapments per<br>Customer Notification Plan**                           | ✓   | ✗                              | ✗                                 | ✗  | ✗                                    |
| Operators More Highly Trained Than<br>Generally Required of 911 Centers***                       | ✓   | ✗                              | ✗                                 | ✗  | ✗                                    |
| Call Recording & Transcript Access   | ✓   | ✗                              | NOT TYPICAL                       | ✗  | ✗                                    |
| <b>Equipment &amp; Technology</b>  |   |                                |                                   |  |                                      |
| Cellular Device Offering Built Specifically for<br>Elevator Emergency Communications             | ✓   | NOT TYPICAL                    | ✓ *                               | ✗  | ✗                                    |
| Automatic Remote Testing for<br>Communication Path Failure                                       | ✓   | ✗                              | ✗                                 | ✗  | NOT TYPICAL                          |
| Access to the FirstNet® Cellular Network****   | ✓   | ✗                              | ✗                                 | ✗  | ✗                                    |
| <b>Installation &amp; Service</b>  |   |                                |                                   |  |                                      |
| Installed by Selling Vendor  | ✓   | ✓                              | ✓                                 | ✗  | ✗                                    |
| Who Recognizes & Submits a Support<br>Ticket Upon Phone Line Failure<br>(Cellular and Landline)? | Kings III   | Customer                       | Customer                          | N/A  | N/A                                  |
| Lifetime Equipment Warranty & Ongoing<br>Maintenance <b>Including Parts &amp; Labor</b>          | ✓   | ✗                              | ✗                                 | ✗  | ✗                                    |
| Code Compliance Expertise-<br>Elevator Code (ASME), ADA, IBC                                     | ✓   | NOT TYPICAL                    | ✓ *                               | ✗  | ✗                                    |

\* Asterisked services can typically be found among national elevator companies but are not guaranteed

\*\* Kings III works with customer to develop a customized call list used to ensure immediate help is dispatched as needed and appropriate building personnel are notified

\*\*\* Advanced Emergency Medical Dispatch (AEMD) Certified, Red Cross CPR Trained, & HIPAA Compliant

\*\*\*\* FirstNet is the reliable, highly secure, interoperable, and innovative public safety communications platform built with and for first responders, allowing access to a prioritized emergency network



# GSA Scheduled Emergency Phone Services Agreement

THIS AGREEMENT is entered into by and between **Kings III of America, LLC dba Kings III Emergency Communications**, 751 Canyon Drive, Suite 100, Coppell, TX 75019 (hereinafter "Kings III"), and Lincolnwood School District 74

## INSTALLATION/SERVICE LOCATIONS

**Rutledge Hall School (1 Elevator)**  
**6850 E. Prairie Rd.**  
**Lincolnwood, IL 60712**

## BILLING EMAIL \_\_\_\_\_

**Lincoln Hall School (1 Elevator)**  
**6855 N. Crawford Ave**  
**Lincolnwood, IL 60712**

## 1. SERVICES

- 1.1 Equipment: Kings III agrees to provide the equipment detailed in Section 3. below, as part of the monitoring, maintenance and dispatch services, collectively the Services. If no equipment is listed, none is provided by Kings III.
- 1.2 **Monthly Services:** Client agrees to pay Kings III for Services **Monthly** in advance.  
**Connection: USD \$368.00 Monthly: USD \$78.34 (Plus Applicable Tax)**  
(Based on normal installation) & due upon completion of installation.  
☒ **Automated Testing Service included** (See Section 11.4)  
E-mail: \_\_\_\_\_
- 1.3 Kings III GSA Product Table

## 2. TERMS OF THIS AGREEMENT

- 2.1 The primary term of this Agreement shall be for a period of One (1) Year from the date of the first billing ("Primary Term"). This Agreement shall automatically renew for a One (1) Year period at the end of such primary term ("Renewal Term") or any Renewal Term thereafter unless Client shall have written notice to Kings III Thirty (30) Days before the end of any Primary or Renewal Term.
- 2.2 Payments are to be payable **Monthly** in advance. Connection fees are due upon completion of installation.

## 3. EQUIPMENT TO BE INSTALLED

### 3.1

| Quantity | Product Type         | Connection Fee<br>(per device) | Monthly Fee<br>(per device) |
|----------|----------------------|--------------------------------|-----------------------------|
| 2        | GSA Schedule Phone   | \$ 184.00<br>EA = 368.00       | \$ 24.17<br>EA = 48.34      |
| 2        | GSA Open Market Item | \$ -                           | \$ 15.00<br>EA = 30.00      |

## 4. EMERGENCY NOTIFICATION LIST

**i** Listed below are persons designated by Client to be notified if Kings III receives a Monitored Call. We understand that Kings III will make every reasonable effort to notify one of these persons and will attempt notification in the order listed. **Client is responsible for advising Kings III of any changes desired by Client to contact names, telephone numbers, or list order. Client is also responsible for any fees, fines, damages, or charges arising from Kings III's dispatching any party on the Notification List in response to a Monitored Call.**

**Name (Area Code) & Number Email**

Call 1<sup>st</sup>: \_\_\_\_\_  
(Recommend Entering Elevator Company's Name & Phone Number)

Call 2<sup>nd</sup>: \_\_\_\_\_

Call 3<sup>rd</sup>: \_\_\_\_\_

Call 4<sup>th</sup>: Fire Rescue (Called 1st in event of emergency) (On file with Emergency Dispatch Center)

Onsite Installation Contact: \_\_\_\_\_

\*\*Automated Testing Service Email (See Section 11.4): \_\_\_\_\_

## 5. ADDITIONAL TERMS

- 5.1 All required wire runs, conduit runs and/or trenching will not be provided by Kings III unless otherwise noted herein.  
**Customer is purchasing off GSA Advantage Schedule #GS07F0420T**

## 6. CLIENT SELECTED SERVICES

- 6.1 Client desires and has contracted for only the equipment and services itemized on this Agreement. Additional services over and above that provided herein are neither expressed nor implied by Kings III.

## **7. WARRANTIES**

7.1 There are no understandings, representations, or warranties of any kind - expressed, implied, statutory or otherwise, that are not expressly set forth herein.

## **8. COVERED SERVICE & CHARGES**

8.1 Kings III agrees to maintain and repair its equipment while installed at Client's location during the term of this Agreement. There will be no charge to the Client for repairs required due to faulty Kings III equipment performed during business hours. Covered Service will not apply to: (a) batteries, (b) wiring not provided by Kings III; (c) service need caused by acts beyond the control of Kings III such as accidents, power surges, misuse, neglect, unauthorized change, or acts of God (including but not limited to lightning, fires, earthquakes, tornadoes, hurricanes, floods, etc.). Should repairs be necessitated that are not Covered Service, such work shall be billed to Client based upon Kings III's rates for parts and labor in effect at the time of the service.

## **9. INCREASES IN SERVICE CHARGES**

9.1 INTENTIONALLY REMOVED BY KINGS III.

## **10. INCREASES IN TAXES OR OTHER FEES**

10.1 REMOVED AT REQUEST OF CLIENT.  
10.2 REMOVED AT REQUEST OF CLIENT.

## **11. CLIENTS DUTIES AS TO USE OF SYSTEM**

11.1 The Client shall be responsible for carefully and properly test activating the emergency telephone system(s), "The System(s)", on a monthly basis during the term of this Agreement. If any defect in the operation of The System develops, or in the event of a power failure, interruption of telephone service, or any other interruption at Client's premises, Client shall notify Kings III immediately.

11.2 Client shall notify Kings III of any remodeling or any other changes to the protected premises that may affect the operation of The System.

11.3 Client shall cooperate with Kings III in the installation, operation, and maintenance of The System and shall follow all instructions and procedures, which Kings III may prescribe for the operation and testing of The System.

11.4 Automated Testing Service is included but does not relieve Client of its duties under Section 11.1

## **12. AUTHORIZED PERSONNEL**

12.1 Client is responsible for and agrees to furnish forthwith a list of the names and telephone numbers of all persons to be notified in the event of Kings III's receipt of a Monitored Call (See Section 17). Client is responsible for providing all changes, revisions, and modifications to the above list to Kings III in a timely manner.

## **13. BUSINESS HOURS**

13.1 It is mutually agreed that the work of installation, repair, and any other required service shall be performed during normal business hours (8:00am – 5:00pm local time). Kings III assumes no responsibility for limited disruption of Client's premises for service required during normal business hours. Kings III shall make needed repairs to its equipment within a reasonable amount of time after Kings III receives notice that the repairs are necessary. If Client requests night or weekend service, such work shall be billed to client at Kings III's then prevailing overtime rate.

## **14. NO LIENS OR ENCUMBRANCES**

14.1 Client agrees that it will not place any liens or encumbrances upon any of the equipment covered by this Agreement nor will it knowingly permit or cause such liens or encumbrances to be placed thereon by other persons; and in the event that any such liens or encumbrances are actually placed or permitted to be placed on such equipment, then Client, at his own cost and expense, shall take all legal steps necessary to have such liens or encumbrances removed forthwith or in lieu thereof, client shall, at its own cost and expense, furnish whatever bond is necessary to obtain the release and complete discharge of such equipment from liens and encumbrances. Client will not change or remove any insignia or lettering placed thereon by or at the request of Kings III.

## **15. ASSIGNMENT BY CLIENT**

15.1 **Client may terminate this Agreement due to client's sale of the asset or upon loss of the third-party management contract at any time during the Term upon thirty (30) days written notice to Contractor. Additionally, should Kings III fail to perform Services in a commercially reasonable and workmanlike manner, Client is to send written notice detailing any deficiencies and allow reasonable opportunity for Kings III to rectify the problems. If Kings III is unable to provide satisfactory resolution this agreement may be terminated by Client. Client's obligation is to pay for services through the date of termination and allow Kings III to retrieve Kings III owned equipment.**

## **16. ASSIGNEES AND/OR SUBCONTRACTORS**

16.1 Kings III shall have the right to assign this Agreement in whole or part to any other person, firm, or corporation and shall have the further right to subcontract any monitoring, maintenance, or other services which it may perform. Client acknowledges that the Agreement shall inure to the benefit and are applicable to any assignees and/or subcontractors of

Kings III, and that they bind Client with respect to said assignees and/or subcontractors with the same force and effect as they bind Client to Kings III. Kings III will notify Client of assignment Thirty (30) Days prior to assignment.

## **17. CENTRAL STATION MONITORING SERVICE**

17.1 Notification Responsibilities: Kings III's sole responsibility when receiving a call from a telephone connected to The System, a "Monitored Call", is to notify those individuals or organizations in the order listed and designated by Client in Section 4 of this Agreement unless local code requires prior notification of Emergency Services, i.e. police, fire rescue or EMS. In such cases, Kings III shall notify the appropriate Emergency Service prior to notifying those individuals or organizations listed and designated by Client on the Emergency Notification List.

17.2 **Telephone Transmission Facilities:** Client acknowledges that Kings III utilizes telephone line transmission unless SkyLine equipment is supplied in the product description on the front of hereof. The signals from Client's system are transmitted over Client's regular telephone service to Kings III, and in the event Client's telephone service is out of order, placed on vacation, or otherwise interrupted, signals from Client's system will not be received by Kings III during any such interruption in telephone service and the interruption will not be known to Kings III. Client further acknowledges and agrees that signals which are transmitted via telephone company facilities are wholly beyond the control and jurisdiction of Kings III and are maintained and serviced by the applicable telephone company. Client agrees, unless SkyLine equipment is supplied under Section 3 Equipment, to furnish any necessary telephone service or telephone lines at Client's own expense. Any and all telephone company charges shall be billed to Client's telephone bill. Any increased telephone company charges shall be borne by Client. If SkyLine equipment is supplied, Kings III shall be responsible for telephone/cellular service and airtime/usage charges. Client further acknowledges that the activation of the emergency communication system may interrupt and disconnect any telephone call in progress.

17.3 Condition beyond control of Kings III: Kings III will use its best efforts to carry out its duties hereunder promptly, but shall not be responsible for delays or failure to respond by means of busy telephone facilities, failure of telephone equipment, or failure of telephone lines due to weather or other conditions, or otherwise for any conditions beyond the control of Kings III.

17.4 False Alarms: In the event there are an excessive number of false calls through the carelessness of Client or Client's tenants or the malicious or accidental use of the monitoring system, or in the event Client shall in any manner misuse or abuse the monitoring system, it shall constitute a material breach of this Agreement on the part of the Client, and Kings III may, at its option, in addition to all other legal remedies, be excused from further performance upon the giving of five (5) days written notice to Client.

## **18. ADDITIONAL SERVICE**

18.1 The Client agrees that unless authorized by Kings III, any alterations, removal, or tampering with the equipment, or the attaching of any device, contrivance, or apparatus to the equipment or any part thereof, shall operate to void any warranties provided herein. If any agency or bureau having jurisdiction, or Client by his/its own act shall require or make necessary any changes in the equipment originally installed, Client agrees, on demand, to pay for the reasonable cost of such charges.

## **19. DEFAULT/TERMINATION**

19.1 In the event (i) Client fails to pay any amount due for the system, (ii) client fails to comply with any of the terms and conditions hereof, (iii) Client makes an assignment for the benefit of Creditors, (iv) an order for relief is entered against Client under any chapter of the National Bankruptcy Code, as amended, (v) a receiver or trustee is appointed for all or substantially all of the assets of Client, or (vi) there is a dissolution or termination of existence of Client, Kings III may pursue any one or more of the following remedies, which are cumulative and non-exclusive:

(a) Terminate all services subscribed for hereunder by giving (5) days written notice to Client, and recover all amounts due Kings III.

(b) Take possession of all Kings III owned Equipment wherever situated and for such purpose enter upon your property without liability for doing so.

(c) By notice to Client, declare immediately due and payable all moneys to be paid by Client during the Primary Term, or if the Primary Term has then expired, declare immediately due and payable all monies to be paid during any Renewal Term (as provided in Paragraph 2.1 hereof) then in effect, and Client shall thereupon be obligated to pay such moneys to Kings III immediately. Client shall in any event remain fully liable for reasonable damages as provided by law and for all costs and expenses incurred by Kings III on account of such default including all court costs and reasonable attorney's fees. The waiver by Kings III of any breach of any obligation of Client shall not be deemed a waiver of such obligation or any subsequent breach of the same or any obligation. Kings III shall not deem the subsequent acceptance of payment hereunder by Kings III a waiver of prior existing breach regardless of Kings III's knowledge of such prior existing breach at the time of acceptance of such payments.

## **20. DELAYS OR INTERRUPTIONS**

20.1 Kings III assumes no liability for delay in the installation of the system or for the interruption of services due to strikes, riots, floods, storms, earthquakes, fire, power failures, insurrection, interruption or unavailability of telephone or cable service, act of God, or for any other cause beyond the control of Kings III, and will not be required to provide installation for or services to Client while interruption of services due to any cause may continue.

20.2 Kings III assumes no liability for delay of installation due to non-cooperation of the Client or his agents in providing access to that area of the premises where the equipment is to be located, or for the delays or interruptions of installation or service on any device or devices of the Client or others to which Kings III's equipment is attached.

## **21. TELEPHONE SERVICE**

21.1 Client agrees to furnish any necessary telephone service or telephone lines at Client's own expense. Any and all telephone charges shall be billed to Client's telephone bill. If SkyLine equipment is installed under Section 3, Kings III shall be responsible for telephone/cellular service and airtime/usage charges as detailed in Section 17.2.

**22. ELECTRICAL CURRENT**

22.1 Client agrees to furnish any necessary electrical service and current through Client's meter and at Client's sole expense.

**23. TITLE CLAUSE**

23.1 Paragraph titles used in this Agreement are for reference only and are not to be construed as governing the construction of the specific provisions of this Agreement.

**24. PAYMENTS AND DELINQUENCIES**

24.1 Payment shall be due as indicated on the front hereof. Kings III reserves the right to charge either Late Fees or Interest on all amounts more than thirty (30) days past due at the maximum allowable rate under applicable law. All payments shall be due and payable at Kings III's corporate offices first written above. If the Services are disconnected because of Client's past due balance, and if Client desires to have The Services reactivated, Client agrees to pay in advance to Kings III a reconnect charge to be fixed by Kings III at a reasonable amount.

**25. ENTIRE AGREEMENT/MODIFICATION/WAIVER/MISCELLANEOUS/GOVERNING LAW**

25.1 This writing is intended by the parties as a final expression of their agreement and as a complete and exclusive statement of the terms thereof. This Agreement supersedes all prior representation, understandings, or agreements of the parties, written or oral, and shall constitute the sole terms and conditions of the providing of all services detailed in Sections 1 and 3. This Agreement can be modified only in writing, signed by the parties or their duly authorized agent. No waiver or a breach of any term of this Agreement shall be construed to be a waiver of any succeeding breach.

25.2 If the Primary Term or the last Renewal Term has expired, but the Services are still being performed by Kings III on behalf of Client, then all terms and conditions set forth in this Agreement will remain in full force and effect until the Services are terminated by either party upon not less than thirty (30) days written notice from one party to the other.

25.3 The laws of the state of Texas govern the validity, enforceability, and interpretation of this Agreement.

**26. SEVERABILITY**

26.1 The provisions of this Agreement are intended to be severable. If any provision of this Agreement shall be held invalid or unenforceable in whole or in part in any jurisdiction, such provision shall, as to such jurisdiction, be ineffective to the extent of such invalidity or unenforceability without in any manner affecting the validity or enforceability thereof in any other jurisdiction or the remaining provisions hereof in any jurisdiction.

**CLIENT FURTHER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS ALL OF THIS AGREEMENT INCLUDING THE TERMS AND CONDITIONS ON THIS PAGE AND THE PRECEDING PAGES OF THIS AGREEMENT AND ANY EXHIBITS, SCHEDULES OR ADENDA OR AMENDMENTS AND ACKNOWLEDGES RECEIPT OF A TRUE COPY OF THIS AGREEMENT.**

IN WITNESS WHEREOF, and intending to be bound hereby, the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_.

**Client:**

**Kings III of America, LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

This Agreement shall not be binding upon Kings III unless approved in writing by an authorized Manager of Kings III. In the event of non-approval, the sole liability of Kings III shall be to refund to Client the amount that has been paid to Kings III by Client upon execution of this Agreement.



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DATE: May 2, 2024

TOPIC: E Rate Category II – SHI Wireless Access Points

PREPARED BY: Jordan Stephen

**Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

**Purpose/Background:**

The Administration has determined to continue with the modernization of the wireless infrastructure within the district. Over the last number of years the District has used E-Rate funds to replace switches, firewalls, wireless access points and various network equipment. This year, because of the funds that are available to the District in Category 2, the focus will shift to the purchase of the licenses required to run all of our wireless access points across the district.

This request was put out to bid through the E-Rate program. A total of five vendors submitted proposals for this e-rate project. Of the vendors submitting proposals, SHI earned the highest score. The Administration has attached SHI's Proposal, E-Rate Service Provider Evaluation Worksheet, and SHI's contract.

The District Legal Counsel has reviewed the Contract and found it acceptable. While there are a few lines that refer to terms that the District has pushed back on at times, legal does not believe it is necessary to pursue them here as the terms and conditions have remained unchanged from past years. Since SHI is a hardware vendor, SOPPA does not apply to this, as these licenses are a general commercial product and not a school-focused product.

| Vendor                        | License Total |
|-------------------------------|---------------|
| Heart Communication           | \$52,000.20   |
| Heartland Business Systems    | \$55,428.80   |
| Questivity                    | \$49,191.78   |
| Redeye Networks Communication | \$55,581.40   |
| SHI                           | \$48,160.00   |

**Fiscal Impact:**

The total cost is \$48,160. The District should anticipate an E-Rate reimbursement of \$19,264.

**Recommendation:**

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this agreement from SHI for Meraki Network Licensing in the amount of \$48,160 from September 21, 2024 through September 21, 2029.

**LINCOLNWOOD SCHOOL DISTRICT 74 - E-RATE YR27**  
**E-Rate Service Provider Evaluation Worksheet**

**Procurement Description**

|                      |   |
|----------------------|---|
| Bidding Year         | 2024  |
| Scope of Services    | Hardware only purchase of Meraki WAP, Controllers, and Cisco switches, and other network equipment. |
| Form 470 Number      | 240007936   |
| Request for Proposal | Minimum Hardware Requirements   |

| Factor       | Description                              | Maximum Points |
|--------------|--|----------------|
| A. Cost      | Price of E-rate eligible services        | 40             |
| B. Complete  | Completeness / Quality of Proposal       | 25             |
| C. Prior Exp | Familiarity with School                  | 15             |
| D. TechNeeds | Solution Meets the Needs of the District | 20             |
| E.           |  | 100            |

**Scoring of Factors**

|                 |   |   |   |   |   |                   |
|-----------------|---|---|---|---|---|-------------------|
| Worst           | 1 | 2 | 3 | 4 | 5 | Best              |
| Fails criterion |   |   |   |   |   | Exceeds criterion |

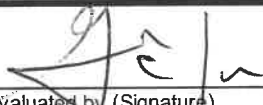
**Tallying Points for Each Factor**

Score  
5

**Calculating Overall Points**  
*Sum Points for Each Factor*

| Name       | Factor A<br>Cost | Factor B<br>Complete | Factor C<br>Prior Exp | Factor D<br>TechNeeds | Factor E<br>0  | Total Points |
|------------|------------------|----------------------|-----------------------|-----------------------|----------------|--------------|
| Heart      | 3.0 <b>24.0</b>  | 5.0 <b>25.0</b>      | 1.0 <b>3.0</b>        | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>68.0</b>  |
| Heartland  | 2.0 <b>16.0</b>  | 5.0 <b>25.0</b>      | 4.0 <b>12.0</b>       | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>69.0</b>  |
| Questivity | 5.0 <b>40.0</b>  | 5.0 <b>25.0</b>      | 1.0 <b>3.0</b>        | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>84.0</b>  |
| RedEye     | 1.0 <b>8.0</b>   | 5.0 <b>25.0</b>      | 1.0 <b>3.0</b>        | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>52.0</b>  |
| SHI        | 4.5 <b>36.0</b>  | 5.0 <b>25.0</b>      | 5.0 <b>15.0</b>       | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>92.0</b>  |
|            | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b> | <b>0.0</b>   |
|            | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b> | <b>0.0</b>   |

George Hu  
 Evaluated by (printed)

  
 Evaluated by (Signature)

2/7/24  
 Evaluation Date



**LINCOLNWOOD SCHOOL DISTRICT 74 - E-RATE YR27**  
**E-Rate Service Provider Evaluation Worksheet**

**Procurement Description**

|                      |   |
|----------------------|---|
| Funding Year         | 2024  |
| Scope of Services    | Hardware only purchase of Meraki WAP, Controllers, and Cisco switches, and other network equipment. |
| Form 470 Number      | 240007936   |
| Request for Proposal | Minimum Hardware Requirements   |

| Factor       | Description                              | Maximum Points |
|--------------|--|----------------|
| A. Cost      | Price of E-rate eligible services        | 40             |
| B. Complete  | Completeness / Quality of Proposal       | 25             |
| C. Prior Exp | Familiarity with School                  | 15             |
| D. TechNeeds | Solution Meets the Needs of the District | 20             |
| E.           |  |                |
|              |  | 100            |

**Scoring of Factors**

|                 |   |   |   |   |   |                   |
|-----------------|---|---|---|---|---|-------------------|
| Worst           | 1 | 2 | 3 | 4 | 5 | Best              |
| Fails criterion |   |   |   |   |   | Exceeds criterion |

**Tallying Points for Each Factor**

Score  
5

**Calculating Overall Points**  
*Sum Points for Each Factor*

| Name       | Factor A<br>Cost | Factor B<br>Complete | Factor C<br>Prior Exp | Factor D<br>TechNeeds | Factor E<br>0  | Total Points |
|------------|------------------|----------------------|-----------------------|-----------------------|----------------|--------------|
| Heart      | 3.0 <b>24.0</b>  | 4.0 <b>20.0</b>      | 1.0 <b>3.0</b>        | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>63.0</b>  |
| Heartland  | 2.0 <b>16.0</b>  | 5.0 <b>25.0</b>      | 3.0 <b>9.0</b>        | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>66.0</b>  |
| Questivity | 5.0 <b>40.0</b>  | 5.0 <b>25.0</b>      | 3.0 <b>9.0</b>        | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>90.0</b>  |
| RedEye     | 1.0 <b>8.0</b>   | 4.0 <b>20.0</b>      | 1.0 <b>3.0</b>        | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>47.0</b>  |
| SHI        | 4.5 <b>36.0</b>  | 5.0 <b>25.0</b>      | 5.0 <b>15.0</b>       | 4.0 <b>16.0</b>       | 0.0 <b>0.0</b> | <b>92.0</b>  |
|            | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b> | <b>0.0</b>   |
|            | 0.0 <b>0.0</b>   | 0.0 <b>0.0</b>       | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b>        | 0.0 <b>0.0</b> | <b>0.0</b>   |

Jordan Stephen  
 Evaluated by (printed)

  
 Evaluated by (Signature)

2/7/24  
 Evaluation Date



Affirmation to Enter into an  
Agreement between Lincolnwood School District 74  
and  
SHI International Corp.

March 13, 2024

SHI International Corp.  
290 Davidson Ave.  
Somerset, NJ 08873

Re: Erate Contract Award Notification

Dear Mr. Tammara:

This letter will confirm our decision to enter into a contract for an amount up to \$48,160.00 for the purchase of Meraki Access Points Licensing from your company during the next E-rate funding year (07/01/2024 to 09/30/2025).

The execution of the attached contract will be dependent upon the following conditions:

1.   X   Board approval of contract on May 2nd, 2024
2.   X   Terms and conditions are acceptable
3.   X   Terms of Contract: 4/1/2024 – 9/30/2025

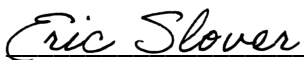
To accept these terms and conditions, please sign below and return via email to at

We look forward to working with SHI International Corp.

  
\_\_\_\_\_  
Jordan Stephen  
Director of Technology  
Lincolnwood School District 74

3/13/24  
\_\_\_\_\_  
Date

Vendor Agreement:

  
\_\_\_\_\_  
SHI International Corp.

3/19/2024  
\_\_\_\_\_  
Date

**Exhibits –  
Contract Draft  
Pending Board Approval**



Pricing Proposal  
Quotation #: 24571987  
Created On: 3/4/2024  
Valid Until: 7/1/2024

## IL-Village of Lincolnwood School District 74

### Jordan Stephen

6950 NE PRAIRIE RD  
LINCOLNWOOD, IL 607122520  
United States  
Phone: 847-675-8234  
Fax:  
Email: jstephen@sd74.org

## Inside Account Executive

### Anthony Tammara

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-667-2782  
Fax: 732-564-8553  
Email: anthony\_tammara@shi.com

All Prices are in US Dollar (USD)

| Product   | Qty | Your Price | Total       |
|---|-----|------------|-------------|
| 1 Meraki MR Enterprise License, 5YR<br>Cisco Systems - Part#: LIC-ENT-5YR<br>Contract Name: Open Market<br>Contract #: Open Market<br><b>Note:</b> 100% E-Rate Eligible | 140 | \$344.00   | \$48,160.00 |

|          |             |
|----------|-------------|
| Shipping | \$0.00      |
| Total    | \$48,160.00 |

## Additional Comments

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

All orders for Cisco equipment and related software and services submitted, beginning on December 29, 2021, are non-cancelable and cannot be modified starting 45 days prior to the scheduled ship dates. Non-cancelable orders are not eligible for RMA for credit.

The following is related to the Cisco software items on this quote:

- Please see the following links to [Cisco's Security and Trust Center](#) , [Trust Portal](#) , [Online Privacy Statement](#) ,

as well as [Customer Master Data Protection Agreement](#) which all are incorporated by reference into the EULA

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*The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).*

## Press Plus Issue #113 October 2023 - Policy Committee Meeting 1/19/24

### 1. Action to be taken:

☐ **CONSENT**

☒ **1st READING**

☐ **STAY IN COMMITTEE**

### 2. Policy Committee to Determine:

☒ **Adopt as Presented** (change "revised" & "reviewed" date)

☐ **Adopt with Additional District Edits** (change "revised" & "reviewed" date)

☐ **Not Adopt** (change "reviewed" date)

## Document Status: Draft Update

### Students

#### 7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

#### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, Food Allergy Emergency Action Plan and Treatment Authorization Form, [PRESSPlus1](#) (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### School District Supply of Undesignated Opioid Antagonists [PRESSPlus2](#)

<sup>408</sup>  
The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of

undesigned opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesigned opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesigned opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

#### School District Supply of Undesigned Oxygen Tanks<sup>Q1</sup>

In schools where the District maintains special educational facilities, the Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesigned oxygen tanks in the name of the District and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

#### Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **School District Supply of Undesignated Oxygen Tanks** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber, [PRESSPlus3](#) or (2) fill the District's prescription for undesignated oxygen tanks.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

#### LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

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

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED: September 10, 2002

REVISED: June 23, 2022

REVIEWED: June 23, 2022

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#### Questions and Answers:

\*\*\*Required Question 1. 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24, permits a district maintaining special educational facilities to maintain a supply of undesignated oxygen tanks in a secure location that is accessible before, during, and after school where a person with developmental disabilities is most at risk, including, but not limited to classrooms and lunchrooms. *Special educational facility* is not specifically defined in 105 ILCS 5/14-4.01; consult the board



attorney for advice regarding this term and if it is limited to separate buildings, self-contained classrooms, and/or programs attended solely by students with disabilities. For example, this option may not be available if a district utilizes a special education cooperative for all of its special education programming. There is a reference to *special education facilities* in 105 ILCS 5/14-12.01, which may provide some guidance; it addresses reimbursement for the construction and maintenance of “special education facilities designed and utilized to house instructional program, diagnostic services” and “other special education services for children with disabilities.” 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, does not specify who can administer undesignated oxygen, nor does it specify any training requirements for its use in schools. To minimize potential liability and ensure proper administration, a best practice is to restrict who can administer undesignated oxygen to school nurses and other school personnel who have received appropriate training on the emergency use and storage of oxygen. See sample administrative procedure 7:270-AP2, *Checklist for District Supply of Undesignated Medication(s)*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated oxygen tanks and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where a person with development disabilities is most at risk as required by 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24. See *In re Estate of Stewart*, 406 Ill.Dec. 345 (2nd Dist. 2016) (denying tort immunity to district, finding its response to a student’s asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)); *In re Estate of Stewart*, 412 Ill.Dec. 914 (Ill. 2017)(school district’s appeal denied).

Does the district maintain special educational facilities for children with disabilities under 105 ILCS 5/14-4.01?

**X**No. (IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.)

☐ Yes. If yes, does the board want the district to maintain a supply of undesignated oxygen tanks in the name of the District and provide or administer them as necessary? Type "yes" or "no." If no, IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.):

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b and 105 ILCS 5/22-30, amended by P.A. 103-175, replacing the retired *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form* with allergy emergency action plan in the School Code provisions regarding administration of medication to students. **Issue 113, October 2023**

PRESSPlus 2. Required by 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24. In the case of a shortage of opioid antagonists, a district must make reasonable efforts to maintain a supply. At least one opioid antagonist, a naloxone nasal spray, has been approved by the U.S. Federal Food and Drug Administration for over-the-counter, nonprescription use. A district must obtain a prescription for a supply of opioid antagonists from a *health care professional* with prescriptive authority under the Substance Use Disorder Act, 20 ILCS 301/5-23, unless it is able to secure a supply without a prescription. *Health care professional* means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate

clinical privileges in accordance with the Nurse Practice Act, 20 ILCS 301/5-23(d)(4). **Issue 113, October 2023**

PRESSPlus 3. 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated oxygen tanks in the name of the district to be maintained for use when necessary. **Issue 113, October 2023**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1.ACTION TO BE TAKEN:**

**1st READING**

**2.POLICY COMMITTEE TO DETERMINE:**

**Adopt as Presented**

## Document Status: Draft Update

### Board of Education

#### 2:40 Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, and certain types of State or federal employment, and conviction of an infamous crime. [PRESSPlus1](#) A child sex offender, as defined in State law, is ineligible for Board membership.

LEGAL REF.:

Ill. Constitution, Art. II, § 1; Art. IV, § 2(e); Art. VI, § 13(b).

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

CROSS REF.: 2:30 (District Elections), 2:70 (Vacancies on the Board of Education- Filling Vacancies)

ADOPTED: September 10, 2002

REVISED: December 1, 2009

REVIEWED: April 4, 2019

**Comments:** The District has now asked the following look be carried through to all policies:

ADOPTED: REVISED: REVIEWED:

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#### PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. Individuals who have been or are convicted of an infamous crime are ineligible for board membership. 105 ILCS 5/10-11. Examples of an infamous crime include, not are not limited to, any felony, bribery, and perjury. Consult with the board attorney regarding other possible infamous crimes. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**1st READING**

**2. POLICY COMMITTEE TO DETERMINE:**

**Adopt as Presented**

## Document Status: Draft Update

### General Personnel

#### 5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; religion; creed; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager ~~for the~~ under Board policy 2:260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. [PRESSPlus1](#) These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager ~~for the~~ under Board policy 2:260, Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Dr. Dominick Lupo, Asst. Superintendent  
for Curriculum and Instruction

#### District Office

6950 N. East Prairie Rd.,  
Lincolnwood, IL 60712

[dlupo@sd74.org](mailto:dlupo@sd74.org)

847-675-8234

#### Complaint Managers:

Dr. Dominick Lupo, Asst.  
Superintendent  
for Curriculum and Instruction

District Office

6950 N. East Prairie Road,  
Lincolnwood, IL 60712

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Aliaa Ibrahim, Principal

Rutledge Hall

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Lincolnwood, IL 60712

[aibrahim@sd74.org](mailto:aibrahim@sd74.org)

847-675-8236

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks.

#### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

#### LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §218d](#), Fair Labor Standards Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff *et seq.*, Genetic Information Nondiscrimination Act of 2008.

~~42 U.S.C. §2000d *et seq.*, Title VI of the Civil Rights Act of 1964.~~

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act.

[42 U.S.C. §2000e\(k\)](#), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and [5/6-101](#), Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)



REVISED: January 6, 2022

REVIEWED: January 6, 2022

**Comments:** Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**1st READING**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_ Adopt as Presented**

## Document Status: Draft Update

### General Personnel

#### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; [PRESSPlus1](#) 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

The Superintendent shall use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be

made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.

**Nondiscrimination Coordinator:**

Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction

District Office

6950 N. East Prairie Rd., Lincolnwood, IL 60712

[dlupo@sd74.org](mailto:dlupo@sd74.org)

847-675-8234

**Complaint Managers**

|  |                          |
|--|--------------------------|
| Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction | Aliaa Ibrahim, Principal |
|--|--------------------------|

|                 |               |
|-----------------|---------------|
| District Office | Rutledge Hall |
|-----------------|---------------|

|   |  |
|---|--|
| 6950 N. East Prairie Rd., Lincolnwood, IL 60712 | 6850 N. East Prairie Road, Lincolnwood, IL 60712 |
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|  |  |
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| <a href="mailto:dlupo@sd74.org">dlupo@sd74.org</a> | <a href="mailto:aibrahim@sd74.org">aibrahim@sd74.org</a> |
|--|--|

|              |              |
|--------------|--------------|
| 847-675-8234 | 847-675-8236 |
|--------------|--------------|

## Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under [Board](#) policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under [Board](#) policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under [Board](#) policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct*, and *Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

## Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to [Board](#) policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under [Board](#) policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or [Board](#) policy 2:260, *Uniform Grievance Procedure*.

## Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/[guardian](#), invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

## Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and*

Harassment on the Basis of Race, Color, and National Origin Prohibited), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

#### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

#### LEGAL REF.:

[42 U.S.C. §2000e](#) et seq., Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5](#)(a), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

*Porter v. Erie Foods Int, Inc.*, 576 F.3d 629 (7th Cir. 2009).

*Williams v. Waste Mgmt.*, 361 F.3d 1021 (7th Cir. 2004).

*Berry v. Delta Airlines*, 260 F.3d 803 (7th Cir. 2001).

*Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: September 10, 2002

REVISED: January 12, 2023

REVIEWED: January 12, 2023

**Comments:** Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. The policy is also updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**1st READING**

**2. POLICY COMMITTEE TO DETERMINE:**

**Adopt as Presented**



## Document Status: Draft Update

### Students

#### 7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. [PRESSPlus1](#)

#### Sex Equity

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.

Any student may file a sex equity complaint by using the Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board of Education's resolution of the complaint to the North Cook Intermediate Service Center (pursuant to [105 ILCS 5/3-10](#) of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#) of the School Code).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

#### LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

29 U.S.C. §791 et seq., Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[III. Constitution, Art. I](#), §18.

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[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#), [5/10-20.63](#), [5/10-22.5](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: September 10, 2002

REVISED: February 3, 2022

REVIEWED: February 3, 2022

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**1st READING**

**2. POLICY COMMITTEE TO DETERMINE:**

**Adopt as Presented**

## Document Status: Draft Update

### Students

#### 7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; [PRESSPlus1](#) association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, [PRESSPlus2](#) Title IX ~~Sexual Harassment~~ *Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, Title IX ~~Sexual Harassment~~ *Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

#### **Nondiscrimination Coordinator:**

Dr. Dominick Lupo, Assistant Superintendent for  
Curriculum and Instruction

District Office

6950 N. East Prairie Rd.,  
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[dlupo@sd74.org](mailto:dlupo@sd74.org)

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### **Complaint Managers:**

Dr. Dominick Lupo,  
Assistant Superintendent for  
Curriculum and Instruction

Aliaa Ibrahim, Principal

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The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

### **Investigation Process**

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful,

and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under [Board](#) policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under [Board](#) policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. [PRESSPlus3](#)

For any other alleged student harassment that does not require action under [Board](#) policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under [Board](#) policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

#### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to [Board](#) policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under [Board](#) policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or [Board](#) policy 2:260, *Uniform Grievance Procedure*.

#### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

#### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see [Board](#) policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

*West v. Derby Unified Sch. Dist. No. 260*, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX [Sexual Harassment](#) Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:295 (Student Personal Body Safety Program)

ADOPTED: September 10, 2002

REVISED: March 3, 2022

REVIEWED: March 3, 2022

**Comments:** Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin<sup>433</sup>, as well as retaliation. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**1st READING**

**2. POLICY COMMITTEE TO DETERMINE:**

**Adopt as Presented**



## Document Status: Draft Update

### Board of Education

#### 2:260 Uniform Grievance Procedure

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or its agents have violated their rights guaranteed by the [State](#) or [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, [42 U.S.C. §12101](#) et seq.
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) et seq., excluding Title IX sexual harassment complaints governed by [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ [PRESSPlus1](#) Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) et seq.
4. [Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. \(see Board policy 2:270, \*Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\*\) \[PRESSPlus2\]\(#\)](#)
5. ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) et seq.
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve all complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the

complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy 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.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes 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 sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

#### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parents/guardians 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 any collective bargaining agreement, (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, this policy, or any collective bargaining agreement, (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 or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after 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.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused 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 after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail or personal delivery as well as to the Complaint Manager.

This policy 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 a 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 Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, ~~one of~~ each of a different 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

### **Nondiscrimination Coordinator:**

Dr. Dominick Lupo, Assistant Superintendent for  
Curriculum and Instruction

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District Office

District Office

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## Complaint Managers

Dr. Dominick Lupo, Assistant Superintendent  
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Aliaa Ibrahim, Principal

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## LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1232g](#), Family Education Rights Privacy Act.

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

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

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e *et seq.*, ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, [5/22-95 \(final citation pending\)](#), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

[5 ILCS 430/70-5](#)(a), State Officials and Employees Ethics Act.

[410 ILCS 513/](#), Ill. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), Ill. False Claims Act.

[775 ILCS 5/](#), Ill. Human Rights Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act; [56 Ill.Admin.Code Part 280](#).

[820 ILCS 112/](#), Equal Pay Act of 2003.

[820 ILCS 70/](#), Employee Credit Privacy Act, [70/10\(b\)](#), and [70/25](#).

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX [Sexual Harassment](#) Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 3, 2006

REVISED: January 6, 2022

REVIEWED: January 6, 2022

**Comments:** Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

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## PRESSPlus Comments

PRESSPlus 1. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-2:260

472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin. Policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**1st READING**

**2. POLICY COMMITTEE TO DETERMINE:**

**\_\_\_ Adopt as Presented**

## Document Status: Draft Update

### Students

#### 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, PRESSPlus1 pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by at the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only in cases in which when a school administrator or teacher receives a report that bullying through this means has occurred and; it does not require a district or school to staff or members to monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.



*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements listed below:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named

officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

### **Nondiscrimination Coordinator:**

Dr. Dominick Lupo, Assistant Superintendent for Curriculum  
and Instruction

District Office

6950 N. East Prairie Rd.,

Lincolnwood, IL 60712

[dlupo@sd74.org](mailto:dlupo@sd74.org)

847-675-8234

### **Complaint Managers:**

Dr. Dominick Lupo, Assistant

Aliaa Ibrahim, Principal

Superintendent for Curriculum and Instruction

District Office

Rutledge Hall

6950 N. East Prairie Rd.,

6850 North East Prairie Road,

Lincolnwood, IL 60712

Lincolnwood IL 60712

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847-675-8234

847-675-8236

4. Consistent with federal and State laws and rules governing student privacy rights, ~~the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. and discuss, as appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-~~

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of ~~the a bullying~~ incident ~~of bullying~~ was received and taking into consideration additional relevant information received during the course of the investigation about the reported ~~bullying~~ incident ~~of bullying~~.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the ~~report of the reported~~ incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents ~~and~~ /guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the ~~Building P~~ principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported ~~act~~ incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, ~~which that~~ may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's ~~publicly accessible~~ website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and ~~Board~~ policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

- 12. The District's bullying prevention plan must be consistent with other Board policies.
- 13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

#### LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:295 (Student Personal Body Safety Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: November 6, 2014

REVISED: February 2, 2023

REVIEWED: February 2, 2023

**Comments:** Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. The bases are also re-ordered to align with the order they are listed within the Ill. State Board of Education (ISBE) Model Bullying Prevention Policy (available at [www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf](http://www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf)).

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE must adopt rules for data submission that include but are not limited to: (1) a record of each verified allegation of bullying and action taken; and (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, requiring notification within 24 hours to the parents/guardians of students involved in bullying incidents. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024  
4/19/24 Policy Committee Meeting**

**1. ACTION TO BE TAKEN:**

**1st READING**

**2. POLICY COMMITTEE TO DETERMINE:**

**Adopt with Additional District Edits**

**(change “revised” & “reviewed” date)**

## Document Status: **Draft Update - Rewritten**

### General Personnel

## **ANSWER REQUIRED**

### **5:100 Staff Development Program**

The Superintendent or designee shall implement a staff development program.<sup>[PRESSPlus1](#)</sup> The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

#### Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*),<sup>[PRESSPlus2](#)</sup> and boundary violations.

#### In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:<sup>[PRESSPlus3](#)</sup>

1. Health conditions of students, including but not limited to training on:
  - a. Chronic health conditions of students;
  - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
  - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;<sup>[PRESSPlus4](#)</sup>
  - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
  - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
  - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
  - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.<sup>449</sup><sup>[PRESSPlus5](#)</sup>

2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
  - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
  - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
  - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
  - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
  - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
  - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
  - a. Teacher-student conduct;
  - b. School employee-student conduct; and
  - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

#### Additional Training Requirements

**4/19/24 PC Wants All RED REMOVED**

In addition, the staff development program shall include each of the following: [PRESSPlus6](#)

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain



documentation for a three-year period.

3. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
4. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
5. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
6. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
7. For all District staff, annual sexual harassment prevention training.
8. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
  - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
  - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
  - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
9. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years. [PRESSPlus7](#)
10. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. [PRESSPlus8](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*. [Q1](#)

#### LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5451

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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## Questions and Answers:

\*\*\*Required Question 1. For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

"An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator."

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

Would the board like to add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800? 452

☒ No. (Default)

☐ Yes. (IASB will add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800.)

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## PRESSPlus Comments

PRESSPlus 1. This policy is rewritten due to Public Act 103-542, which significantly streamlines school in-service training requirements into eight categories. Though P.A. 103-542 was to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action during Veto Session amended the effective date of P.A. 103-542 to 7-1-24. For more information, see the footnotes of sample policy 5:100, *Staff Development Program*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 114, March 2024**

PRESSPlus 2. Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. **Issue 114, March 2024**

PRESSPlus 3. This list of in-service trainings is required by State law but only numbers 4, 5(d), and 7 are required to be specified in board policy. **Issue 114, March 2024**

PRESSPlus 4. Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

## Issue 114, March 2024

PRESSPlus 5. From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and trauma as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year,

training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542, eff. 7-1-24. **Issue 114, March 2024**

PRESSPlus 6. Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. **Issue 114, March 2024**

PRESSPlus 7. Updated in response to 775 ILCS 5/5A-103(c), added by P.A. 103-472, eff. 8-1-24. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 114, March 2024**

PRESSPlus 8. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504. **Issue 114, March 2024**

# Lincolnwood School District 74

## Fund Balances

Fiscal Year: 2023-2024

Month: February

Year: 2024

Fund Type:

☐ Include Cash Balance

☐ FY End Report

| <u>Fund</u>  | <u>Description</u>               | <u>Beginning Balance</u> | <u>Revenue</u>  | <u>Expense</u>    | <u>Transfers</u> | <u>Fund Balance</u> |
|--------------|----------------------------------|--------------------------|-----------------|-------------------|------------------|---------------------|
| 10           | EDUCATIONAL                      | \$14,185,013.40          | \$15,688,038.78 | (\$12,315,551.50) | \$0.00           | \$17,557,500.68     |
| 20           | OPERATIONS & MAINTENANCE         | \$4,215,122.81           | \$1,317,892.92  | (\$1,698,324.66)  | (\$2,000,000.00) | \$1,834,691.07      |
| 30           | DEBT SERVICE                     | \$805,374.06             | \$1,104,520.87  | (\$1,515,375.00)  | \$0.00           | \$394,519.93        |
| 40           | TRANSPORTATION                   | \$1,742,536.99           | \$975,116.70    | (\$915,579.66)    | \$0.00           | \$1,802,074.03      |
| 50           | MUNICIPAL RETIREMENT             | \$0.00                   | \$0.00          | \$0.00            | \$0.00           | \$0.00              |
| 51           | IMRF                             | \$808,701.76             | \$117,429.67    | (\$117,166.30)    | \$0.00           | \$808,965.13        |
| 52           | SOCIAL SECURITY AND MEDICARE     | \$405,685.77             | \$234,003.78    | (\$217,535.84)    | \$0.00           | \$422,153.71        |
| 60           | CAPITAL PROJECTS                 | \$4,594,191.64           | \$653,618.97    | (\$1,698,132.87)  | \$2,000,000.00   | \$5,549,677.74      |
| 70           | WORKING CASH                     | \$586,340.43             | \$7,241.39      | \$0.00            | \$0.00           | \$593,581.82        |
| 80           | TORT IMMUNITY                    | \$439,581.77             | \$132,983.91    | (\$8,655.00)      | \$0.00           | \$563,910.68        |
| 90           | FIRE PREVENTION & SAFETY         | \$2,946,220.34           | \$170,231.72    | (\$1,300,230.69)  | \$0.00           | \$1,816,221.37      |
| 99           | LINCOLNWOOD SCHOOLS ACTIVITY FUN | \$0.00                   | \$0.00          | \$0.00            | \$0.00           | \$0.00              |
| Grand Total: |                                  | \$30,728,768.97          | \$20,401,078.71 | (\$19,786,551.52) | \$0.00           | \$31,343,296.16     |

End of Report

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds As of 02/29/2024

Fiscal Year: 2023-2024

### ASSETS

#### CASH & INVESTMENTS

Cash in Bank (+) \$31,011,736.01

Imprest Fund (+) \$15,169.34

Petty Cash (+) \$100.00

Sub-total : CASH & INVESTMENTS \$31,027,005.35

#### DUE FROM OTHER GOVERNMENTS

Inter-Governmental Loans (+) (\$467.03)

Sub-total : DUE FROM OTHER GOVERNMENTS (\$467.03)

Total : ASSETS \$31,026,538.32

### LIABILITIES

#### ACCOUNTS PAYABLE

Accounts Payable (+) \$61,290.18

Sub-total : ACCOUNTS PAYABLE \$61,290.18

#### OTHER CURRENT LIABILITIES

Other Liabilities (+) \$36,072.89

Payroll Liabilities (+) (\$414,120.91)

Sub-total : OTHER CURRENT LIABILITIES (\$378,048.02)

Total : LIABILITIES (\$316,757.84)

### FUND BALANCE

#### Unreserved Fund Balance

Fund Balance (+) \$30,728,768.97

Sub-total : Unreserved Fund Balance \$30,728,768.97

#### NET INCREASE (DECREASE)

NET INCREASE (DECREASE) (+) \$614,527.19

Sub-total : NET INCREASE (DECREASE) \$614,527.19

Total : FUND BALANCE \$31,343,296.16

Total LIABILITIES + FUND BALANCE \$31,026,538.32

End of Report

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 02/01/2024 through 02/29/2024

Fiscal Year: 2023-2024

|                                   | <u>02/01/2024 - 02/29/2024</u> | <u>Year To Date</u> | <u>Budget</u>     | <u>Budget Balance</u> |        |
|-----------------------------------|--------------------------------|---------------------|-------------------|-----------------------|--------|
| <b>REVENUE</b>                    |                                |                     |                   |                       |        |
| <b>LOCAL SOURCES</b>              |                                |                     |                   |                       |        |
| Property Tax Receipts (+)         | \$3,437,550.14                 | \$16,419,473.60     | \$27,268,336.00   | \$10,848,862.40       | 60.2%  |
| Payments in Lieu of Taxes (+)     | \$0.00                         | \$856,566.75        | \$1,290,000.00    | \$433,433.25          | 66.4%  |
| Tuition Payments Received (+)     | \$7,200.00                     | \$75,940.00         | \$240,000.00      | \$164,060.00          | 31.6%  |
| Interest Revenue Received (+)     | \$42,229.26                    | \$328,580.74        | \$630,000.00      | \$301,419.26          | 52.2%  |
| Sales to Pupils & Adults (+)      | \$23,313.10                    | \$146,811.54        | \$200,000.00      | \$53,188.46           | 73.4%  |
| Activity Fees Received (+)        | \$2,248.38                     | \$59,787.79         | \$122,500.00      | \$62,712.21           | 48.8%  |
| Other Local Revenue (+)           | \$32,014.03                    | \$215,356.60        | \$295,222.00      | \$79,865.40           | 72.9%  |
| Rental Revenue (+)                | \$1,127.12                     | \$54,299.61         | \$98,000.00       | \$43,700.39           | 55.4%  |
| Sub-total : LOCAL SOURCES         | \$3,545,682.03                 | \$18,156,816.63     | \$30,144,058.00   | \$11,987,241.37       | 60.2%  |
| <b>STATE SOURCES</b>              |                                |                     |                   |                       |        |
| State Grants & Aid Received (+)   | \$106,060.00                   | \$1,112,363.11      | \$1,622,000.00    | \$509,636.89          | 68.6%  |
| Sub-total : STATE SOURCES         | \$106,060.00                   | \$1,112,363.11      | \$1,622,000.00    | \$509,636.89          | 68.6%  |
| <b>FEDERAL SOURCES</b>            |                                |                     |                   |                       |        |
| Federal Grants & Aid Received (+) | \$422,462.47                   | \$1,131,898.97      | \$1,238,804.00    | \$106,905.03          | 91.4%  |
| Sub-total : FEDERAL SOURCES       | \$422,462.47                   | \$1,131,898.97      | \$1,238,804.00    | \$106,905.03          | 91.4%  |
| Total : REVENUE                   | \$4,074,204.50                 | \$20,401,078.71     | \$33,004,862.00   | \$12,603,783.29       | 61.8%  |
| <b>EXPENDITURES</b>               |                                |                     |                   |                       |        |
| <b>REGULAR K-12 PROGRAMS</b>      |                                |                     |                   |                       |        |
| Salaries (-)                      | \$613,651.04                   | \$3,949,861.45      | \$8,010,572.00    | \$4,060,710.55        | 49.3%  |
| Employee Benefits (-)             | \$109,552.26                   | \$691,983.23        | \$1,372,227.00    | \$680,243.77          | 50.4%  |
| Termination Benefits (-)          | \$21,810.59                    | \$197,288.96        | \$403,608.00      | \$206,319.04          | 48.9%  |
| Purchased Services (-)            | \$6,335.09                     | \$86,861.85         | \$220,600.00      | \$133,738.15          | 39.4%  |
| Supplies & Materials (-)          | \$9,438.49                     | \$198,220.37        | \$660,788.00      | \$462,567.63          | 30.0%  |
| Capital Expenditures (-)          | \$0.00                         | \$142,777.45        | \$258,600.00      | \$115,822.55          | 55.2%  |
| Other Objects (-)                 | \$87.07                        | \$87.07             | \$1,200.00        | \$1,112.93            | 7.3%   |
| Non-Capitalized Equipment (-)     | \$469.21                       | \$4,294.46          | \$113,250.00      | \$108,955.54          | 3.8%   |
| Sub-total : REGULAR K-12 PROGRAMS | (\$761,343.75)                 | (\$5,271,374.84)    | (\$11,040,845.00) | (\$5,769,470.16)      | 47.7%  |
| <b>PRE-K PROGRAMS</b>             |                                |                     |                   |                       |        |
| Salaries (-)                      | \$19,774.48                    | \$128,534.12        | \$278,422.00      | \$149,887.88          | 46.2%  |
| Employee Benefits (-)             | \$6,740.43                     | \$42,884.71         | \$72,205.00       | \$29,320.29           | 59.4%  |
| Supplies & Materials (-)          | \$32.87                        | \$985.62            | \$4,200.00        | \$3,214.38            | 23.5%  |
| Capital Expenditures (-)          | \$0.00                         | \$1,837.70          | \$1,850.00        | \$12.30               | 99.3%  |
| Non-Capitalized Equipment (-)     | \$0.00                         | \$1,307.55          | \$500.00          | (\$807.55)            | 261.5% |
| Sub-total : PRE-K PROGRAMS        | (\$26,547.78)                  | (\$175,549.70)      | (\$357,177.00)    | (\$181,627.30)        | 49.1%  |
| <b>SPECIAL ED PROGRAMS K-12</b>   |                                |                     |                   |                       |        |
| Salaries (-)                      | \$107,001.93                   | \$681,763.98        | \$1,350,598.00    | \$668,834.02          | 50.5%  |
| Employee Benefits (-)             | \$28,178.88                    | \$171,852.13        | \$363,836.00      | \$191,983.87          | 47.2%  |
| Purchased Services (-)            | \$748.60                       | \$1,521.72          | \$800.00          | (\$721.72)            | 190.2% |
| Supplies & Materials (-)          | \$110.02                       | \$553.00            | \$3,500.00        | \$2,947.00            | 15.8%  |
| Capital Expenditures (-)          | \$796.31                       | \$2,641.31          | \$5,500.00        | \$2,858.69            | 48.0%  |
| Other Objects (-)                 | \$0.00                         | \$250.00            | \$200.00          | (\$50.00)             | 125.0% |

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 02/01/2024 through 02/29/2024

Fiscal Year: 2023-2024

|  | <u>02/01/2024 - 02/29/2024</u> | <u>Year To Date</u> | <u>Budget</u>    | <u>Budget Balance</u> |        |
|--|--------------------------------|---------------------|------------------|-----------------------|--------|
| Non-Capital Equipment (-)                | \$13.28                        | \$351.63            | \$3,500.00       | \$3,148.37            | 10.0%  |
| Sub-total : SPECIAL ED PROGRAMS K-12     | (\$136,849.02)                 | (\$858,933.77)      | (\$1,727,934.00) | (\$869,000.23)        | 49.7%  |
| REMEDIAL & SUPPLEMENTAL K-12             |                                |                     |                  |                       |        |
| Salaries (-)                             | \$47,059.06                    | \$303,768.48        | \$606,768.00     | \$302,999.52          | 50.1%  |
| Employee Benefits (-)                    | \$9,141.36                     | \$53,261.59         | \$98,830.00      | \$45,568.41           | 53.9%  |
| Purchased Services (-)                   | \$6,220.00                     | \$59,710.00         | \$53,490.00      | (\$6,220.00)          | 111.6% |
| Supplies & Materials (-)                 | \$0.00                         | \$563.88            | \$9,965.00       | \$9,401.12            | 5.7%   |
| Sub-total : REMEDIAL & SUPPLEMENTAL K-12 | (\$62,420.42)                  | (\$417,303.95)      | (\$769,053.00)   | (\$351,749.05)        | 54.3%  |
| INTERSCHOLASTIC PROGRAMS                 |                                |                     |                  |                       |        |
| Salaries (-)                             | \$1,949.11                     | \$40,528.93         | \$100,000.00     | \$59,471.07           | 40.5%  |
| Employee Benefits (-)                    | \$122.56                       | \$1,905.65          | \$4,300.00       | \$2,394.35            | 44.3%  |
| Supplies & Materials (-)                 | \$103.56                       | \$5,139.82          | \$6,500.00       | \$1,360.18            | 79.1%  |
| Capital Expenditures (-)                 | \$0.00                         | \$0.00              | \$1,500.00       | \$1,500.00            | 0.0%   |
| Other Objects (-)                        | \$175.00                       | \$3,675.00          | \$3,500.00       | (\$175.00)            | 105.0% |
| Sub-total : INTERSCHOLASTIC PROGRAMS     | (\$2,350.23)                   | (\$51,249.40)       | (\$115,800.00)   | (\$64,550.60)         | 44.3%  |
| SUMMER SCHOOL PROGRAMS                   |                                |                     |                  |                       |        |
| Salaries (-)                             | \$0.00                         | \$37,467.38         | \$71,000.00      | \$33,532.62           | 52.8%  |
| Employee Benefits (-)                    | \$0.00                         | \$1,654.88          | \$3,545.00       | \$1,890.12            | 46.7%  |
| Supplies & Materials (-)                 | \$0.00                         | \$0.00              | \$2,500.00       | \$2,500.00            | 0.0%   |
| Sub-total : SUMMER SCHOOL PROGRAMS       | \$0.00                         | (\$39,122.26)       | (\$77,045.00)    | (\$37,922.74)         | 50.8%  |
| GIFTED PROGRAMS                          |                                |                     |                  |                       |        |
| Salaries (-)                             | \$38,652.14                    | \$251,398.41        | \$502,478.00     | \$251,079.59          | 50.0%  |
| Employee Benefits (-)                    | \$9,153.05                     | \$49,579.08         | \$93,752.00      | \$44,172.92           | 52.9%  |
| Supplies & Materials (-)                 | \$190.00                       | \$2,413.32          | \$3,950.00       | \$1,536.68            | 61.1%  |
| Sub-total : GIFTED PROGRAMS              | (\$47,995.19)                  | (\$303,390.81)      | (\$600,180.00)   | (\$296,789.19)        | 50.5%  |
| BILINGUAL PROGRAMS                       |                                |                     |                  |                       |        |
| Salaries (-)                             | \$54,538.62                    | \$347,124.60        | \$689,408.00     | \$342,283.40          | 50.4%  |
| Employee Benefits (-)                    | \$9,107.51                     | \$54,375.37         | \$110,064.00     | \$55,688.63           | 49.4%  |
| Purchased Services (-)                   | \$0.00                         | \$0.00              | \$3,200.00       | \$3,200.00            | 0.0%   |
| Supplies & Materials (-)                 | \$254.42                       | \$1,030.21          | \$10,000.00      | \$8,969.79            | 10.3%  |
| Sub-total : BILINGUAL PROGRAMS           | (\$63,900.55)                  | (\$402,530.18)      | (\$812,672.00)   | (\$410,141.82)        | 49.5%  |
| ATTENDANCE & SOCIAL WORK                 |                                |                     |                  |                       |        |
| Salaries (-)                             | \$31,857.20                    | \$207,071.80        | \$414,143.00     | \$207,071.20          | 50.0%  |
| Employee Benefits (-)                    | \$3,870.75                     | \$23,703.45         | \$47,683.00      | \$23,979.55           | 49.7%  |
| Purchased Services (-)                   | \$0.00                         | \$0.00              | \$300.00         | \$300.00              | 0.0%   |
| Supplies & Materials (-)                 | \$93.56                        | \$1,145.04          | \$2,000.00       | \$854.96              | 57.3%  |
| Sub-total : ATTENDANCE & SOCIAL WORK     | (\$35,821.51)                  | (\$231,920.29)      | (\$464,126.00)   | (\$232,205.71)        | 50.0%  |
| HEALTH SERVICES                          |                                |                     |                  |                       |        |
| Salaries (-)                             | \$10,401.00                    | \$93,087.79         | \$173,000.00     | \$79,912.21           | 53.8%  |
| Employee Benefits (-)                    | \$2,682.22                     | \$20,516.63         | \$60,611.00      | \$40,094.37           | 33.8%  |

Operating Statement with Budget



# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 02/01/2024 through 02/29/2024

Fiscal Year: 2023-2024

|   | <u>02/01/2024 - 02/29/2024</u> | <u>Year To Date</u> | <u>Budget</u>  | <u>Budget Balance</u> |        |
|---|--------------------------------|---------------------|----------------|-----------------------|--------|
| Purchased Services (-)                      | \$9,048.75                     | \$54,542.50         | \$80,500.00    | \$25,957.50           | 67.8%  |
| Supplies & Materials (-)                    | \$793.77                       | \$3,031.84          | \$5,400.00     | \$2,368.16            | 56.1%  |
| Capital Expenditures (-)                    | \$0.00                         | \$0.00              | \$3,000.00     | \$3,000.00            | 0.0%   |
| Other Objects (-)                           | \$0.00                         | \$400.00            | \$750.00       | \$350.00              | 53.3%  |
| Non-Capital Equipment (-)                   | \$74.24                        | \$74.24             | \$1,500.00     | \$1,425.76            | 4.9%   |
| Sub-total : HEALTH SERVICES                 | (\$22,999.98)                  | (\$171,653.00)      | (\$324,761.00) | (\$153,108.00)        | 52.9%  |
| PSYCHOLOGICAL SERVICES                      |                                |                     |                |                       |        |
| Salaries (-)                                | \$14,267.54                    | \$92,739.01         | \$185,478.00   | \$92,738.99           | 50.0%  |
| Employee Benefits (-)                       | \$3,241.74                     | \$19,663.97         | \$39,511.00    | \$19,847.03           | 49.8%  |
| Purchased Services (-)                      | \$0.00                         | \$1,035.30          | \$2,300.00     | \$1,264.70            | 45.0%  |
| Supplies & Materials (-)                    | \$0.00                         | \$33.88             | \$1,400.00     | \$1,366.12            | 2.4%   |
| Sub-total : PSYCHOLOGICAL SERVICES          | (\$17,509.28)                  | (\$113,472.16)      | (\$228,689.00) | (\$115,216.84)        | 49.6%  |
| SPEECH PATHOLOGY & AUDIOLOGY                |                                |                     |                |                       |        |
| Salaries (-)                                | \$19,347.98                    | \$129,343.92        | \$284,658.00   | \$155,314.08          | 45.4%  |
| Employee Benefits (-)                       | \$3,432.16                     | \$20,980.13         | \$42,774.00    | \$21,793.87           | 49.0%  |
| Purchased Services (-)                      | \$2,800.00                     | \$16,333.10         | \$2,000.00     | (\$14,333.10)         | 816.7% |
| Supplies & Materials (-)                    | \$0.00                         | \$445.74            | \$1,450.00     | \$1,004.26            | 30.7%  |
| Sub-total : SPEECH PATHOLOGY & AUDIOLOGY    | (\$25,580.14)                  | (\$167,102.89)      | (\$330,882.00) | (\$163,779.11)        | 50.5%  |
| OTHER SUPPORT SERVICES - PUPILS             |                                |                     |                |                       |        |
| Salaries (-)                                | \$10,480.81                    | \$56,196.31         | \$86,000.00    | \$29,803.69           | 65.3%  |
| Employee Benefits (-)                       | \$665.10                       | \$3,463.10          | \$5,870.00     | \$2,406.90            | 59.0%  |
| Sub-total : OTHER SUPPORT SERVICES - PUPILS | (\$11,145.91)                  | (\$59,659.41)       | (\$91,870.00)  | (\$32,210.59)         | 64.9%  |
| IMPROVEMENT OF INSTRUCTION                  |                                |                     |                |                       |        |
| Salaries (-)                                | \$27,697.20                    | \$243,869.54        | \$377,126.00   | \$133,256.46          | 64.7%  |
| Employee Benefits (-)                       | \$7,014.24                     | \$40,008.73         | \$62,781.00    | \$22,772.27           | 63.7%  |
| Purchased Services (-)                      | \$24,210.50                    | \$48,717.82         | \$67,785.00    | \$19,067.18           | 71.9%  |
| Supplies & Materials (-)                    | \$0.00                         | \$218.32            | \$2,000.00     | \$1,781.68            | 10.9%  |
| Other Objects (-)                           | \$0.00                         | \$0.00              | \$4,425.00     | \$4,425.00            | 0.0%   |
| Sub-total : IMPROVEMENT OF INSTRUCTION      | (\$58,921.94)                  | (\$332,814.41)      | (\$514,117.00) | (\$181,302.59)        | 64.7%  |
| EDUCATIONAL MEDIA                           |                                |                     |                |                       |        |
| Salaries (-)                                | \$21,820.52                    | \$141,833.38        | \$283,667.00   | \$141,833.62          | 50.0%  |
| Employee Benefits (-)                       | \$2,698.22                     | \$16,500.44         | \$33,184.00    | \$16,683.56           | 49.7%  |
| Supplies & Materials (-)                    | \$363.83                       | \$13,142.20         | \$19,000.00    | \$5,857.80            | 69.2%  |
| Non-Capital Equipment (-)                   | \$0.00                         | \$0.00              | \$500.00       | \$500.00              | 0.0%   |
| Sub-total : EDUCATIONAL MEDIA               | (\$24,882.57)                  | (\$171,476.02)      | (\$336,351.00) | (\$164,874.98)        | 51.0%  |
| ASSESSMENT & TESTING                        |                                |                     |                |                       |        |
| Purchased Services (-)                      | \$0.00                         | \$45,492.30         | \$45,493.00    | \$0.70                | 100.0% |
| Supplies & Materials (-)                    | \$0.00                         | \$0.00              | \$100.00       | \$100.00              | 0.0%   |
| Sub-total : ASSESSMENT & TESTING            | \$0.00                         | (\$45,492.30)       | (\$45,593.00)  | (\$100.70)            | 99.8%  |
| ADMIN SERVICES - BOARD OF ED                |                                |                     |                |                       |        |

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 02/01/2024 through 02/29/2024

Fiscal Year: 2023-2024

|  | <u>02/01/2024 - 02/29/2024</u> | <u>Year To Date</u> | <u>Budget</u>  | <u>Budget Balance</u> |        |
|--|--------------------------------|---------------------|----------------|-----------------------|--------|
| Employee Benefits (-)                      | \$0.00                         | \$9,571.23          | \$3,550.00     | (\$6,021.23)          | 269.6% |
| Purchased Services (-)                     | \$16,088.91                    | \$113,002.00        | \$230,000.00   | \$116,998.00          | 49.1%  |
| Supplies & Materials (-)                   | \$0.00                         | \$302.47            | \$2,500.00     | \$2,197.53            | 12.1%  |
| Other Objects (-)                          | \$0.00                         | \$470.00            | \$16,000.00    | \$15,530.00           | 2.9%   |
| Sub-total : ADMIN SERVICES - BOARD OF ED   | (\$16,088.91)                  | (\$123,345.70)      | (\$252,050.00) | (\$128,704.30)        | 48.9%  |
| <b>SUPERINTENDENT</b>                      |                                |                     |                |                       |        |
| Salaries (-)                               | \$19,949.28                    | \$170,557.89        | \$270,330.00   | \$99,772.11           | 63.1%  |
| Employee Benefits (-)                      | \$3,706.09                     | \$40,310.01         | \$57,282.00    | \$16,971.99           | 70.4%  |
| Purchased Services (-)                     | \$0.00                         | \$2,798.01          | \$7,500.00     | \$4,701.99            | 37.3%  |
| Supplies & Materials (-)                   | \$0.00                         | \$546.46            | \$2,300.00     | \$1,753.54            | 23.8%  |
| Other Objects (-)                          | \$200.00                       | \$447.97            | \$3,500.00     | \$3,052.03            | 12.8%  |
| Sub-total : SUPERINTENDENT                 | (\$23,855.37)                  | (\$214,660.34)      | (\$340,912.00) | (\$126,251.66)        | 63.0%  |
| <b>ADMIN SERVICES - SPECIAL ED</b>         |                                |                     |                |                       |        |
| Salaries (-)                               | \$11,761.98                    | \$99,976.83         | \$153,103.00   | \$53,126.17           | 65.3%  |
| Employee Benefits (-)                      | \$3,778.69                     | \$30,516.94         | \$46,285.00    | \$15,768.06           | 65.9%  |
| Other Objects (-)                          | \$0.00                         | \$0.00              | \$750.00       | \$750.00              | 0.0%   |
| Sub-total : ADMIN SERVICES - SPECIAL ED    | (\$15,540.67)                  | (\$130,493.77)      | (\$200,138.00) | (\$69,644.23)         | 65.2%  |
| <b>WORKERS COMPENSATION INSURANCE</b>      |                                |                     |                |                       |        |
| Purchased Services (-)                     | \$0.00                         | \$8,655.00          | \$75,800.00    | \$67,145.00           | 11.4%  |
| Sub-total : WORKERS COMPENSATION INSURANCE | \$0.00                         | (\$8,655.00)        | (\$75,800.00)  | (\$67,145.00)         | 11.4%  |
| <b>PROPERTY INSURANCE</b>                  |                                |                     |                |                       |        |
| Purchased Services (-)                     | \$0.00                         | \$0.00              | \$120,000.00   | \$120,000.00          | 0.0%   |
| Sub-total : PROPERTY INSURANCE             | \$0.00                         | \$0.00              | (\$120,000.00) | (\$120,000.00)        | 0.0%   |
| <b>PRINCIPAL</b>                           |                                |                     |                |                       |        |
| Salaries (-)                               | \$54,551.77                    | \$464,391.59        | \$710,378.00   | \$245,986.41          | 65.4%  |
| Employee Benefits (-)                      | \$17,524.68                    | \$145,000.19        | \$235,906.00   | \$90,905.81           | 61.5%  |
| Purchased Services (-)                     | \$409.33                       | \$3,037.83          | \$5,050.00     | \$2,012.17            | 60.2%  |
| Supplies & Materials (-)                   | \$134.08                       | \$1,052.09          | \$4,000.00     | \$2,947.91            | 26.3%  |
| Capital Expenditures (-)                   | \$0.00                         | \$0.00              | \$1,000.00     | \$1,000.00            | 0.0%   |
| Other Objects (-)                          | \$429.00                       | \$1,625.99          | \$2,400.00     | \$774.01              | 67.7%  |
| Sub-total : PRINCIPAL                      | (\$73,048.86)                  | (\$615,107.69)      | (\$958,734.00) | (\$343,626.31)        | 64.2%  |
| <b>OPERATION OF BUSINESS SERVICES</b>      |                                |                     |                |                       |        |
| Salaries (-)                               | \$15,215.56                    | \$129,332.26        | \$197,803.00   | \$68,470.74           | 65.4%  |
| Employee Benefits (-)                      | \$2,757.57                     | \$22,358.68         | \$33,823.00    | \$11,464.32           | 66.1%  |
| Other Objects (-)                          | \$0.00                         | \$1,453.79          | \$1,300.00     | (\$153.79)            | 111.8% |
| Sub-total : OPERATION OF BUSINESS SERVICES | (\$17,973.13)                  | (\$153,144.73)      | (\$232,926.00) | (\$79,781.27)         | 65.7%  |
| <b>FISCAL SERVICES</b>                     |                                |                     |                |                       |        |
| Salaries (-)                               | \$18,713.88                    | \$159,131.33        | \$243,583.00   | \$84,451.67           | 65.3%  |
| Employee Benefits (-)                      | \$8,210.62                     | \$66,761.80         | \$101,468.00   | \$34,706.20           | 65.8%  |
| Purchased Services (-)                     | \$230.75                       | \$2,055.14          | \$108,600.00   | \$106,544.86          | 1.9%   |

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 02/01/2024 through 02/29/2024

Fiscal Year: 2023-2024

|   | <u>02/01/2024 - 02/29/2024</u> | <u>Year To Date</u> | <u>Budget</u>    | <u>Budget Balance</u> |        |
|---|--------------------------------|---------------------|------------------|-----------------------|--------|
| Supplies & Materials (-)                        | \$473.74                       | \$2,850.35          | \$5,500.00       | \$2,649.65            | 51.8%  |
| Other Objects (-)                               | \$1,068.83                     | \$13,740.16         | \$29,900.00      | \$16,159.84           | 46.0%  |
| Sub-total : FISCAL SERVICES                     | (\$28,697.82)                  | (\$244,538.78)      | (\$489,051.00)   | (\$244,512.22)        | 50.0%  |
| FACILITY ACQUISITION & CONSTRUCTION             |                                |                     |                  |                       |        |
| Purchased Services (-)                          | \$0.00                         | \$309,558.31        | \$315,504.00     | \$5,945.69            | 98.1%  |
| Capital Expenditures (-)                        | \$29,088.90                    | \$1,422,945.46      | \$1,689,139.00   | \$266,193.54          | 84.2%  |
| Sub-total : FACILITY ACQUISITION & CONSTRUCTION | (\$29,088.90)                  | (\$1,732,503.77)    | (\$2,004,643.00) | (\$272,139.23)        | 86.4%  |
| OPERATION & MAINTENANCE OF PLANT                |                                |                     |                  |                       |        |
| Salaries (-)                                    | \$52,855.36                    | \$364,488.27        | \$542,404.00     | \$177,915.73          | 67.2%  |
| Employee Benefits (-)                           | \$14,696.90                    | \$109,848.14        | \$175,110.00     | \$65,261.86           | 62.7%  |
| Purchased Services (-)                          | \$59,904.64                    | \$812,527.45        | \$1,011,473.00   | \$198,945.55          | 80.3%  |
| Supplies & Materials (-)                        | \$51,712.04                    | \$392,518.08        | \$408,966.00     | \$16,447.92           | 96.0%  |
| Capital Expenditures (-)                        | \$0.00                         | \$1,337,970.33      | \$1,588,362.00   | \$250,391.67          | 84.2%  |
| Other Objects (-)                               | \$657.00                       | \$657.00            | \$1,000.00       | \$343.00              | 65.7%  |
| Non-Capitalized Equipment (-)                   | \$0.00                         | \$221.95            | \$6,500.00       | \$6,278.05            | 3.4%   |
| Sub-total : OPERATION & MAINTENANCE OF PLANT    | (\$179,825.94)                 | (\$3,018,231.22)    | (\$3,733,815.00) | (\$715,583.78)        | 80.8%  |
| PUPIL TRANSPORTATION                            |                                |                     |                  |                       |        |
| Purchased Services (-)                          | \$176,754.34                   | \$915,579.66        | \$1,451,000.00   | \$535,420.34          | 63.1%  |
| Sub-total : PUPIL TRANSPORTATION                | (\$176,754.34)                 | (\$915,579.66)      | (\$1,451,000.00) | (\$535,420.34)        | 63.1%  |
| FOOD SERVICES                                   |                                |                     |                  |                       |        |
| Salaries (-)                                    | \$24,405.85                    | \$156,054.83        | \$259,800.00     | \$103,745.17          | 60.1%  |
| Employee Benefits (-)                           | \$9,524.94                     | \$66,988.70         | \$134,163.00     | \$67,174.30           | 49.9%  |
| Purchased Services (-)                          | \$0.00                         | \$29.58             | \$17,000.00      | \$16,970.42           | 0.2%   |
| Supplies & Materials (-)                        | \$37,175.79                    | \$190,936.65        | \$262,500.00     | \$71,563.35           | 72.7%  |
| Capital Expenditures (-)                        | \$0.00                         | \$0.00              | \$8,000.00       | \$8,000.00            | 0.0%   |
| Other Objects (-)                               | \$99.00                        | \$798.00            | \$800.00         | \$2.00                | 99.8%  |
| Non-Capitalized Equipment (-)                   | \$1,042.61                     | \$1,977.53          | \$4,000.00       | \$2,022.47            | 49.4%  |
| Termination Benefits (-)                        | \$0.00                         | \$37,276.18         | \$32,000.00      | (\$5,276.18)          | 116.5% |
| Sub-total : FOOD SERVICES                       | (\$72,248.19)                  | (\$454,061.47)      | (\$718,263.00)   | (\$264,201.53)        | 63.2%  |
| INTERNAL SERVICES                               |                                |                     |                  |                       |        |
| Purchased Services (-)                          | \$3,275.65                     | \$14,794.26         | \$24,500.00      | \$9,705.74            | 60.4%  |
| Supplies & Materials (-)                        | \$499.99                       | \$999.89            | \$1,500.00       | \$500.11              | 66.7%  |
| Sub-total : INTERNAL SERVICES                   | (\$3,775.64)                   | (\$15,794.15)       | (\$26,000.00)    | (\$10,205.85)         | 60.7%  |
| INFORMATION SERVICES                            |                                |                     |                  |                       |        |
| Salaries (-)                                    | \$6,041.08                     | \$51,349.18         | \$78,534.00      | \$27,184.82           | 65.4%  |
| Employee Benefits (-)                           | \$3,819.12                     | \$30,890.77         | \$47,297.00      | \$16,406.23           | 65.3%  |
| Purchased Services (-)                          | \$0.00                         | \$8,364.00          | \$30,500.00      | \$22,136.00           | 27.4%  |
| Supplies & Materials (-)                        | \$41.98                        | \$9,941.67          | \$8,000.00       | (\$1,941.67)          | 124.3% |
| Capital Expenditures (-)                        | \$0.00                         | \$513.54            | \$0.00           | (\$513.54)            | 0.0%   |
| Other Objects (-)                               | \$250.00                       | \$670.00            | \$500.00         | (\$170.00)            | 134.0% |

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 02/01/2024 through 02/29/2024

Fiscal Year: 2023-2024

|   | <u>02/01/2024 - 02/29/2024</u> | <u>Year To Date</u> | <u>Budget</u>     | <u>Budget Balance</u> |        |
|---|--------------------------------|---------------------|-------------------|-----------------------|--------|
| Sub-total : INFORMATION SERVICES            | (\$10,152.18)                  | (\$101,729.16)      | (\$164,831.00)    | (\$63,101.84)         | 61.7%  |
| OTHER SUPPORT SERVICES - ADMIN              |                                |                     |                   |                       |        |
| Salaries (-)                                | \$43,768.46                    | \$360,562.95        | \$554,265.00      | \$193,702.05          | 65.1%  |
| Employee Benefits (-)                       | \$14,054.64                    | \$110,182.37        | \$170,323.00      | \$60,140.63           | 64.7%  |
| Purchased Services (-)                      | \$0.00                         | \$0.00              | \$500.00          | \$500.00              | 0.0%   |
| Supplies & Materials (-)                    | \$0.00                         | \$0.00              | \$200.00          | \$200.00              | 0.0%   |
| Other Objects (-)                           | \$0.00                         | \$0.00              | \$500.00          | \$500.00              | 0.0%   |
| Sub-total : OTHER SUPPORT SERVICES - ADMIN  | (\$57,823.10)                  | (\$470,745.32)      | (\$725,788.00)    | (\$255,042.68)        | 64.9%  |
| COMMUNITY SERVICES                          |                                |                     |                   |                       |        |
| Purchased Services (-)                      | \$0.00                         | \$0.00              | \$1,000.00        | \$1,000.00            | 0.0%   |
| Supplies & Materials (-)                    | \$0.00                         | \$0.00              | \$830.00          | \$830.00              | 0.0%   |
| Sub-total : COMMUNITY SERVICES              | \$0.00                         | \$0.00              | (\$1,830.00)      | (\$1,830.00)          | 0.0%   |
| PAYMENTS TO OTHER LEAs                      |                                |                     |                   |                       |        |
| Purchased Services (-)                      | \$0.00                         | \$72,607.06         | \$164,676.00      | \$92,068.94           | 44.1%  |
| Other Objects (-)                           | \$38,871.39                    | \$1,186,933.31      | \$2,557,723.00    | \$1,370,789.69        | 46.4%  |
| Sub-total : PAYMENTS TO OTHER LEAs          | (\$38,871.39)                  | (\$1,259,540.37)    | (\$2,722,399.00)  | (\$1,462,858.63)      | 46.3%  |
| DEBT SERVICE - INTEREST                     |                                |                     |                   |                       |        |
| Interest on Bonds Outstanding (-)           | \$0.00                         | \$310,375.00        | \$600,725.00      | \$290,350.00          | 51.7%  |
| Sub-total : DEBT SERVICE - INTEREST         | \$0.00                         | (\$310,375.00)      | (\$600,725.00)    | (\$290,350.00)        | 51.7%  |
| DEBT SERVICE - PRINCIPAL                    |                                |                     |                   |                       |        |
| Principal Payments on Bonds Outstanding (-) | \$0.00                         | \$1,205,000.00      | \$1,205,000.00    | \$0.00                | 100.0% |
| Sub-total : DEBT SERVICE - PRINCIPAL        | \$0.00                         | (\$1,205,000.00)    | (\$1,205,000.00)  | \$0.00                | 100.0% |
| Total : EXPENDITURES                        | (\$2,042,012.71)               | (\$19,786,551.52)   | (\$33,861,000.00) | (\$14,074,448.48)     | 58.4%  |
| OTHER FINANCING SOURCES & USES              |                                |                     |                   |                       |        |
| TRANSFERS FROM OTHER FUNDS                  |                                |                     |                   |                       |        |
| Transfers Received (+)                      | \$0.00                         | \$2,000,000.00      | \$0.00            | (\$2,000,000.00)      | 0.0%   |
| Sub-total : TRANSFERS FROM OTHER FUNDS      | \$0.00                         | \$2,000,000.00      | \$0.00            | (\$2,000,000.00)      | 0.0%   |
| TRANSFERS TO OTHER FUNDS                    |                                |                     |                   |                       |        |
| Transfers Sent (-)                          | \$0.00                         | \$2,000,000.00      | \$0.00            | (\$2,000,000.00)      | 0.0%   |
| Sub-total : TRANSFERS TO OTHER FUNDS        | \$0.00                         | (\$2,000,000.00)    | \$0.00            | \$2,000,000.00        | 0.0%   |
| Total : OTHER FINANCING SOURCES & USES      | \$0.00                         | \$0.00              | \$0.00            | \$0.00                | 0.0%   |
| NET INCREASE (DECREASE)                     | \$2,032,191.79                 | \$614,527.19        | (\$856,138.00)    | (\$1,470,665.19)      | 71.8%  |

End of Report

Operating Statement with Budget

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# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024    From Date: 2/1/2024    To Date: 2/29/2024

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance   
 ☒ Include Inactive Accounts   
 ☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2024    Range To Date    Year To Date    Encumbrance    Budget Balance

### 10 - EDUCATIONAL

#### 0 - EXPENDITURES

##### 1100 - REGULAR K-12 PROGRAMS

|                                     |                |              |                |                |              |
|-------------------------------------|----------------|--------------|----------------|----------------|--------------|
| 100 - SALARIES                      | \$8,010,572.00 | \$613,651.04 | \$3,949,861.45 | \$3,863,874.41 | \$196,836.14 |
| 200 - EMPLOYEE BENEFITS             | \$1,245,577.00 | \$99,931.85  | \$629,925.51   | \$598,504.57   | \$17,146.92  |
| 300 - PURCHASED SERVICES            | \$220,600.00   | \$6,335.09   | \$86,861.85    | \$0.00         | \$133,738.15 |
| 400 - SUPPLIES & MATERIALS          | \$660,788.00   | \$9,438.49   | \$198,220.37   | \$114,953.95   | \$347,613.68 |
| 500 - CAPITAL OUTLAY                | \$258,600.00   | \$0.00       | \$142,777.45   | \$0.00         | \$115,822.55 |
| 600 - OTHER OBJECTS                 | \$1,200.00     | \$87.07      | \$87.07        | \$0.00         | \$1,112.93   |
| 700 - NON-CAPITAL EQUIPMENT         | \$113,250.00   | \$469.21     | \$4,294.46     | \$0.00         | \$108,955.54 |
| 800 - TERMINATION/VACATION PAYMENTS | \$403,608.00   | \$21,810.59  | \$197,288.96   | \$61,724.60    | \$144,594.44 |

##### 1125 - PRE-K PROGRAMS

|                             |              |             |              |              |              |
|-----------------------------|--------------|-------------|--------------|--------------|--------------|
| 100 - SALARIES              | \$278,422.00 | \$19,774.48 | \$128,534.12 | \$115,711.04 | \$34,176.84  |
| 200 - EMPLOYEE BENEFITS     | \$60,905.00  | \$5,907.79  | \$37,556.13  | \$27,572.51  | (\$4,223.64) |
| 400 - SUPPLIES & MATERIALS  | \$4,200.00   | \$32.87     | \$985.62     | \$360.60     | \$2,853.78   |
| 500 - CAPITAL OUTLAY        | \$1,850.00   | \$0.00      | \$1,837.70   | \$0.00       | \$12.30      |
| 700 - NON-CAPITAL EQUIPMENT | \$500.00     | \$0.00      | \$1,307.55   | \$0.00       | (\$807.55)   |

##### 1200 - SPECIAL ED PROGRAMS K-12

|                             |                |              |              |              |             |
|-----------------------------|----------------|--------------|--------------|--------------|-------------|
| 100 - SALARIES              | \$1,350,598.00 | \$107,001.93 | \$681,763.98 | \$600,519.51 | \$68,314.51 |
| 200 - EMPLOYEE BENEFITS     | \$298,046.00   | \$21,395.10  | \$131,176.99 | \$106,685.11 | \$60,183.90 |
| 300 - PURCHASED SERVICES    | \$800.00       | \$748.60     | \$1,521.72   | \$0.00       | (\$721.72)  |
| 400 - SUPPLIES & MATERIALS  | \$3,500.00     | \$110.02     | \$553.00     | \$253.67     | \$2,693.33  |
| 500 - CAPITAL OUTLAY        | \$5,500.00     | \$796.31     | \$2,641.31   | \$0.00       | \$2,858.69  |
| 600 - OTHER OBJECTS         | \$200.00       | \$0.00       | \$250.00     | \$0.00       | (\$50.00)   |
| 700 - NON-CAPITAL EQUIPMENT | \$3,500.00     | \$13.28      | \$351.63     | \$440.00     | \$2,708.37  |

##### 1250 - REMEDIAL & SUPPLEMENTAL K-12

|                            |              |             |              |              |               |
|----------------------------|--------------|-------------|--------------|--------------|---------------|
| 100 - SALARIES             | \$606,768.00 | \$47,059.06 | \$303,768.48 | \$305,884.14 | (\$2,884.62)  |
| 200 - EMPLOYEE BENEFITS    | \$90,559.00  | \$8,506.27  | \$49,108.30  | \$51,612.49  | (\$10,161.79) |
| 300 - PURCHASED SERVICES   | \$53,490.00  | \$6,220.00  | \$59,710.00  | \$12,440.00  | (\$18,660.00) |
| 400 - SUPPLIES & MATERIALS | \$9,965.00   | \$0.00      | \$563.88     | \$0.00       | \$9,401.12    |

##### 1500 - INTERSCHOLASTIC PROGRAMS

|                            |              |            |             |             |             |
|----------------------------|--------------|------------|-------------|-------------|-------------|
| 100 - SALARIES             | \$100,000.00 | \$1,949.11 | \$40,528.93 | \$40,124.08 | \$19,346.99 |
| 200 - EMPLOYEE BENEFITS    | \$1,100.00   | \$17.20    | \$408.97    | \$395.08    | \$295.95    |
| 400 - SUPPLIES & MATERIALS | \$6,500.00   | \$103.56   | \$5,139.82  | \$1,840.24  | (\$480.06)  |

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date: 2/1/2024 To Date: 2/29/2024

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT     | Preliminary 2024 | Range To Date | Year To Date | Encumbrance  | Budget Balance |
|-------------------------------------|------------------|---------------|--------------|--------------|----------------|
| 500 - CAPITAL OUTLAY                | \$1,500.00       | \$0.00        | \$0.00       | \$0.00       | \$1,500.00     |
| 600 - OTHER OBJECTS                 | \$3,500.00       | \$175.00      | \$3,675.00   | \$0.00       | (\$175.00)     |
| 1600 - SUMMER SCHOOL PROGRAMS       |                  |               |              |              |                |
| 100 - SALARIES                      | \$71,000.00      | \$0.00        | \$37,467.38  | \$0.00       | \$33,532.62    |
| 200 - EMPLOYEE BENEFITS             | \$1,145.00       | \$0.00        | \$496.32     | \$0.00       | \$648.68       |
| 400 - SUPPLIES & MATERIALS          | \$2,500.00       | \$0.00        | \$0.00       | \$0.00       | \$2,500.00     |
| 1650 - GIFTED PROGRAMS              |                  |               |              |              |                |
| 100 - SALARIES                      | \$502,478.00     | \$38,652.14   | \$251,398.41 | \$251,239.09 | (\$159.50)     |
| 200 - EMPLOYEE BENEFITS             | \$86,949.00      | \$8,640.96    | \$46,191.17  | \$52,144.77  | (\$11,386.94)  |
| 400 - SUPPLIES & MATERIALS          | \$3,950.00       | \$190.00      | \$2,413.32   | \$380.69     | \$1,155.99     |
| 1800 - BILINGUAL PROGRAMS           |                  |               |              |              |                |
| 100 - SALARIES                      | \$689,408.00     | \$54,538.62   | \$347,124.60 | \$346,098.21 | (\$3,814.81)   |
| 200 - EMPLOYEE BENEFITS             | \$100,030.00     | \$8,325.78    | \$49,525.41  | \$49,677.55  | \$827.04       |
| 300 - PURCHASED SERVICES            | \$3,200.00       | \$0.00        | \$0.00       | \$0.00       | \$3,200.00     |
| 400 - SUPPLIES & MATERIALS          | \$10,000.00      | \$254.42      | \$1,030.21   | \$0.00       | \$8,969.79     |
| 2110 - ATTENDANCE & SOCIAL WORK     |                  |               |              |              |                |
| 100 - SALARIES                      | \$414,143.00     | \$31,857.20   | \$207,071.80 | \$207,071.20 | \$0.00         |
| 200 - EMPLOYEE BENEFITS             | \$41,899.00      | \$3,427.73    | \$20,812.86  | \$20,812.86  | \$273.28       |
| 300 - PURCHASED SERVICES            | \$300.00         | \$0.00        | \$0.00       | \$247.50     | \$52.50        |
| 400 - SUPPLIES & MATERIALS          | \$2,000.00       | \$93.56       | \$1,145.04   | \$0.00       | \$854.96       |
| 2130 - HEALTH SERVICES              |                  |               |              |              |                |
| 100 - SALARIES                      | \$173,000.00     | \$10,401.00   | \$93,087.79  | \$48,864.92  | \$31,047.29    |
| 200 - EMPLOYEE BENEFITS             | \$36,101.00      | \$1,097.97    | \$6,639.70   | \$6,131.37   | \$23,329.93    |
| 300 - PURCHASED SERVICES            | \$80,500.00      | \$9,048.75    | \$54,542.50  | \$0.00       | \$25,957.50    |
| 400 - SUPPLIES & MATERIALS          | \$5,400.00       | \$793.77      | \$3,031.84   | \$7,622.18   | (\$5,254.02)   |
| 500 - CAPITAL OUTLAY                | \$3,000.00       | \$0.00        | \$0.00       | \$0.00       | \$3,000.00     |
| 600 - OTHER OBJECTS                 | \$750.00         | \$0.00        | \$400.00     | \$0.00       | \$350.00       |
| 700 - NON-CAPITAL EQUIPMENT         | \$1,500.00       | \$74.24       | \$74.24      | \$0.00       | \$1,425.76     |
| 2140 - PSYCHOLOGICAL SERVICES       |                  |               |              |              |                |
| 100 - SALARIES                      | \$185,478.00     | \$14,267.54   | \$92,739.01  | \$92,738.99  | \$0.00         |
| 200 - EMPLOYEE BENEFITS             | \$37,026.00      | \$3,051.54    | \$18,419.27  | \$18,419.27  | \$187.46       |
| 300 - PURCHASED SERVICES            | \$2,300.00       | \$0.00        | \$1,035.30   | \$76.70      | \$1,188.00     |
| 400 - SUPPLIES & MATERIALS          | \$1,400.00       | \$0.00        | \$33.88      | \$0.00       | \$1,366.12     |
| 2150 - SPEECH PATHOLOGY & AUDIOLOGY |                  |               |              |              |                |
| 100 - SALARIES                      | \$284,658.00     | \$19,347.98   | \$129,343.92 | \$125,762.13 | \$29,551.95    |

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024    From Date: 2/1/2024    To Date: 2/29/2024

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT           | Preliminary 2024 | Range To Date | Year To Date | Encumbrance  | Budget Balance |
|---|------------------|---------------|--------------|--------------|----------------|
| 200 - EMPLOYEE BENEFITS                   | \$38,931.00      | \$3,175.44    | \$19,247.35  | \$19,202.58  | \$481.07       |
| 300 - PURCHASED SERVICES                  | \$2,000.00       | \$2,800.00    | \$16,333.10  | \$0.00       | (\$14,333.10)  |
| 400 - SUPPLIES & MATERIALS                | \$1,450.00       | \$0.00        | \$445.74     | \$61.18      | \$943.08       |
| 2190 - OTHER SUPPORT SERVICES - PUPILS    |                  |               |              |              |                |
| 100 - SALARIES                            | \$86,000.00      | \$10,480.81   | \$56,196.31  | \$22,518.41  | \$7,285.28     |
| 200 - EMPLOYEE BENEFITS                   | \$450.00         | \$50.11       | \$265.56     | \$141.84     | \$42.60        |
| 2210 - IMPROVEMENT OF INSTRUCTION         |                  |               |              |              |                |
| 100 - SALARIES                            | \$377,126.00     | \$27,697.20   | \$243,869.54 | \$120,892.22 | \$12,364.24    |
| 200 - EMPLOYEE BENEFITS                   | \$48,534.00      | \$5,917.90    | \$30,654.69  | \$14,521.09  | \$3,358.22     |
| 300 - PURCHASED SERVICES                  | \$67,785.00      | \$24,210.50   | \$48,717.82  | \$0.00       | \$19,067.18    |
| 400 - SUPPLIES & MATERIALS                | \$2,000.00       | \$0.00        | \$218.32     | \$12,861.20  | (\$11,079.52)  |
| 600 - OTHER OBJECTS                       | \$4,425.00       | \$0.00        | \$0.00       | \$0.00       | \$4,425.00     |
| 2220 - EDUCATIONAL MEDIA                  |                  |               |              |              |                |
| 100 - SALARIES                            | \$283,667.00     | \$21,820.52   | \$141,833.38 | \$141,116.57 | \$717.05       |
| 200 - EMPLOYEE BENEFITS                   | \$29,216.00      | \$2,393.36    | \$14,529.25  | \$14,518.16  | \$168.59       |
| 400 - SUPPLIES & MATERIALS                | \$19,000.00      | \$363.83      | \$13,142.20  | \$5,759.92   | \$97.88        |
| 700 - NON-CAPITAL EQUIPMENT               | \$500.00         | \$0.00        | \$0.00       | \$0.00       | \$500.00       |
| 2230 - ASSESSMENT & TESTING               |                  |               |              |              |                |
| 300 - PURCHASED SERVICES                  | \$45,493.00      | \$0.00        | \$45,492.30  | \$0.00       | \$0.70         |
| 400 - SUPPLIES & MATERIALS                | \$100.00         | \$0.00        | \$0.00       | \$0.00       | \$100.00       |
| 2310 - BOARD OF EDUCATION                 |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                   | \$3,550.00       | \$0.00        | \$9,571.23   | \$0.00       | (\$6,021.23)   |
| 300 - PURCHASED SERVICES                  | \$230,000.00     | \$16,088.91   | \$113,002.00 | \$0.00       | \$116,998.00   |
| 400 - SUPPLIES & MATERIALS                | \$2,500.00       | \$0.00        | \$302.47     | \$0.00       | \$2,197.53     |
| 600 - OTHER OBJECTS                       | \$16,000.00      | \$0.00        | \$470.00     | \$0.00       | \$15,530.00    |
| 2320 - SUPERINTENDENT                     |                  |               |              |              |                |
| 100 - SALARIES                            | \$270,330.00     | \$19,949.28   | \$170,557.89 | \$89,771.76  | \$10,000.35    |
| 200 - EMPLOYEE BENEFITS                   | \$53,282.00      | \$3,417.83    | \$37,844.96  | \$13,913.01  | \$1,524.03     |
| 300 - PURCHASED SERVICES                  | \$7,500.00       | \$0.00        | \$2,798.01   | \$0.00       | \$4,701.99     |
| 400 - SUPPLIES & MATERIALS                | \$2,300.00       | \$0.00        | \$546.46     | \$0.00       | \$1,753.54     |
| 600 - OTHER OBJECTS                       | \$3,500.00       | \$200.00      | \$447.97     | \$0.00       | \$3,052.03     |
| 2330 - ADMINISTRATIVE SERVICES SPECIAL ED |                  |               |              |              |                |
| 100 - SALARIES                            | \$153,103.00     | \$11,761.98   | \$99,976.83  | \$52,928.81  | \$197.36       |
| 200 - EMPLOYEE BENEFITS                   | \$41,382.00      | \$3,404.05    | \$27,358.62  | \$13,742.41  | \$280.97       |
| 600 - OTHER OBJECTS                       | \$750.00         | \$0.00        | \$0.00       | \$0.00       | \$750.00       |

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT               | Preliminary 2024 | Range To Date | Year To Date | Encumbrance  | Budget Balance |
|---|------------------|---------------|--------------|--------------|----------------|
| 2410 - PRINCIPAL                              |                  |               |              |              |                |
| 100 - SALARIES                                | \$710,378.00     | \$54,551.77   | \$464,391.59 | \$236,827.49 | \$9,158.92     |
| 200 - EMPLOYEE BENEFITS                       | \$202,588.00     | \$14,920.07   | \$123,198.11 | \$55,457.62  | \$23,932.27    |
| 300 - PURCHASED SERVICES                      | \$5,050.00       | \$409.33      | \$3,037.83   | \$0.00       | \$2,012.17     |
| 400 - SUPPLIES & MATERIALS                    | \$4,000.00       | \$134.08      | \$1,052.09   | \$0.00       | \$2,947.91     |
| 500 - CAPITAL OUTLAY                          | \$1,000.00       | \$0.00        | \$0.00       | \$0.00       | \$1,000.00     |
| 600 - OTHER OBJECTS                           | \$2,400.00       | \$429.00      | \$1,625.99   | \$0.00       | \$774.01       |
| 2510 - DIRECTION OF BUSINESS SUPPORT SERVICES |                  |               |              |              |                |
| 100 - SALARIES                                | \$197,803.00     | \$15,215.56   | \$129,332.26 | \$68,469.92  | \$0.82         |
| 200 - EMPLOYEE BENEFITS                       | \$30,973.00      | \$2,539.15    | \$20,497.53  | \$10,340.93  | \$134.54       |
| 600 - OTHER OBJECTS                           | \$1,300.00       | \$0.00        | \$1,453.79   | \$0.00       | (\$153.79)     |
| 2520 - FISCAL SERVICES                        |                  |               |              |              |                |
| 100 - SALARIES                                | \$243,583.00     | \$18,713.88   | \$159,131.33 | \$84,212.52  | \$239.15       |
| 200 - EMPLOYEE BENEFITS                       | \$66,309.00      | \$5,509.00    | \$44,071.57  | \$22,064.07  | \$173.36       |
| 300 - PURCHASED SERVICES                      | \$108,600.00     | \$230.75      | \$2,055.14   | \$0.00       | \$106,544.86   |
| 400 - SUPPLIES & MATERIALS                    | \$5,500.00       | \$473.74      | \$2,850.35   | \$0.00       | \$2,649.65     |
| 600 - OTHER OBJECTS                           | \$29,900.00      | \$1,068.83    | \$13,740.16  | \$0.00       | \$16,159.84    |
| 2560 - FOOD SERVICES                          |                  |               |              |              |                |
| 100 - SALARIES                                | \$259,800.00     | \$24,405.85   | \$156,054.83 | \$88,168.89  | \$15,576.28    |
| 200 - EMPLOYEE BENEFITS                       | \$93,105.00      | \$5,993.46    | \$41,552.19  | \$23,981.92  | \$27,570.89    |
| 300 - PURCHASED SERVICES                      | \$17,000.00      | \$0.00        | \$29.58      | \$0.00       | \$16,970.42    |
| 400 - SUPPLIES & MATERIALS                    | \$262,500.00     | \$37,175.79   | \$190,936.65 | \$0.00       | \$71,563.35    |
| 500 - CAPITAL OUTLAY                          | \$8,000.00       | \$0.00        | \$0.00       | \$0.00       | \$8,000.00     |
| 600 - OTHER OBJECTS                           | \$800.00         | \$99.00       | \$798.00     | \$0.00       | \$2.00         |
| 700 - NON-CAPITAL EQUIPMENT                   | \$4,000.00       | \$1,042.61    | \$1,977.53   | \$0.00       | \$2,022.47     |
| 800 - TERMINATION/VACATION PAYMENTS           | \$32,000.00      | \$0.00        | \$37,276.18  | \$0.00       | (\$5,276.18)   |
| 2570 - INTERNAL SERVICES                      |                  |               |              |              |                |
| 300 - PURCHASED SERVICES                      | \$24,500.00      | \$3,275.65    | \$14,794.26  | \$0.00       | \$9,705.74     |
| 400 - SUPPLIES & MATERIALS                    | \$1,500.00       | \$499.99      | \$999.89     | \$0.00       | \$500.11       |
| 2630 - INFORMATION SERVICES                   |                  |               |              |              |                |
| 100 - SALARIES                                | \$78,534.00      | \$6,041.08    | \$51,349.18  | \$27,184.82  | \$0.00         |
| 200 - EMPLOYEE BENEFITS                       | \$34,788.00      | \$2,877.92    | \$23,032.01  | \$11,520.33  | \$235.66       |
| 300 - PURCHASED SERVICES                      | \$30,500.00      | \$0.00        | \$8,364.00   | \$0.00       | \$22,136.00    |
| 400 - SUPPLIES & MATERIALS                    | \$8,000.00       | \$41.98       | \$9,941.67   | \$0.00       | (\$1,941.67)   |
| 500 - CAPITAL OUTLAY                          | \$0.00           | \$0.00        | \$513.54     | \$0.00       | (\$513.54)     |



# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT         | Preliminary 2024 | Range To Date  | Year To Date    | Encumbrance    | Budget Balance |
|---|------------------|----------------|-----------------|----------------|----------------|
| 600 - OTHER OBJECTS                     | \$500.00         | \$250.00       | \$670.00        | \$0.00         | (\$170.00)     |
| 2660 - OTHER SUPPORT SERVICES - PUPILS  |                  |                |                 |                |                |
| 100 - SALARIES                          | \$554,265.00     | \$43,768.46    | \$360,562.95    | \$193,642.84   | \$59.21        |
| 200 - EMPLOYEE BENEFITS                 | \$109,878.00     | \$9,326.00     | \$72,174.71     | \$34,521.84    | \$3,181.45     |
| 300 - PURCHASED SERVICES                | \$500.00         | \$0.00         | \$0.00          | \$0.00         | \$500.00       |
| 400 - SUPPLIES & MATERIALS              | \$200.00         | \$0.00         | \$0.00          | \$0.00         | \$200.00       |
| 600 - OTHER OBJECTS                     | \$500.00         | \$0.00         | \$0.00          | \$0.00         | \$500.00       |
| 3000 - COMMUNITY SERVICES               |                  |                |                 |                |                |
| 300 - PURCHASED SERVICES                | \$1,000.00       | \$0.00         | \$0.00          | \$0.00         | \$1,000.00     |
| 400 - SUPPLIES & MATERIALS              | \$830.00         | \$0.00         | \$0.00          | \$0.00         | \$830.00       |
| 4120 - PAYMENTS FOR SPECIAL ED PROGRAMS |                  |                |                 |                |                |
| 300 - PURCHASED SERVICES                | \$164,676.00     | \$0.00         | \$72,607.06     | \$0.00         | \$92,068.94    |
| 600 - OTHER OBJECTS                     | \$2,557,723.00   | \$38,871.39    | \$1,186,933.31  | \$0.00         | \$1,370,789.69 |
| 10 - EDUCATIONAL Total:                 | \$24,181,070.00  | \$1,617,193.18 | \$12,315,551.50 | \$8,508,525.78 | \$3,356,992.72 |

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2024

Range To Date

Year To Date

Encumbrance

Budget Balance

20 - OPERATIONS & MAINTENANCE

0 - EXPENDITURES

2540 - OPERATIONS & MAINTENANCE OF PLANTS

|                                      |                |              |                |              |               |
|--------------------------------------|----------------|--------------|----------------|--------------|---------------|
| 100 - SALARIES                       | \$542,404.00   | \$52,855.36  | \$364,488.27   | \$195,561.45 | (\$17,645.72) |
| 200 - EMPLOYEE BENEFITS              | \$92,037.00    | \$6,968.31   | \$55,801.37    | \$27,928.13  | \$8,307.50    |
| 300 - PURCHASED SERVICES             | \$1,011,473.00 | \$59,904.64  | \$812,527.45   | \$0.00       | \$198,945.55  |
| 400 - SUPPLIES & MATERIALS           | \$408,966.00   | \$51,712.04  | \$392,518.08   | \$7,847.38   | \$8,600.54    |
| 500 - CAPITAL OUTLAY                 | \$153,000.00   | \$0.00       | \$72,110.54    | \$7,818.18   | \$73,071.28   |
| 600 - OTHER OBJECTS                  | \$1,000.00     | \$657.00     | \$657.00       | \$0.00       | \$343.00      |
| 700 - NON-CAPITAL EQUIPMENT          | \$6,500.00     | \$0.00       | \$221.95       | \$0.00       | \$6,278.05    |
| 20 - OPERATIONS & MAINTENANCE Total: | \$2,215,380.00 | \$172,097.35 | \$1,698,324.66 | \$239,155.14 | \$277,900.20  |

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT         | Preliminary 2024 | Range To Date | Year To Date   | Encumbrance | Budget Balance |
|---|------------------|---------------|----------------|-------------|----------------|
| 30 - DEBT SERVICE                       |                  |               |                |             |                |
| 0 - EXPENDITURES                        |                  |               |                |             |                |
| 5140 - DEBT SERVICE - INTEREST PAYMENTS |                  |               |                |             |                |
| 600 - OTHER OBJECTS                     | \$600,725.00     | \$0.00        | \$310,375.00   | \$0.00      | \$290,350.00   |
| 5200 - INTEREST ON BONDS OUTSTANDING    |                  |               |                |             |                |
| 600 - OTHER OBJECTS                     | \$1,205,000.00   | \$0.00        | \$1,205,000.00 | \$0.00      | \$0.00         |
| 30 - DEBT SERVICE Total:                | \$1,805,725.00   | \$0.00        | \$1,515,375.00 | \$0.00      | \$290,350.00   |

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT | Preliminary 2024 | Range To Date | Year To Date | Encumbrance | Budget Balance |
|---------------------------------|------------------|---------------|--------------|-------------|----------------|
| 40 - TRANSPORTATION             |                  |               |              |             |                |
| 0 - EXPENDITURES                |                  |               |              |             |                |
| 2550 - PUPIL TRANSPORTATION     |                  |               |              |             |                |
| 300 - PURCHASED SERVICES        | \$1,451,000.00   | \$176,754.34  | \$915,579.66 | \$0.00      | \$535,420.34   |
| 40 - TRANSPORTATION Total:      | \$1,451,000.00   | \$176,754.34  | \$915,579.66 | \$0.00      | \$535,420.34   |

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2024

Range To Date

Year To Date

Encumbrance

Budget Balance

|   |              |             |              |             |              |
|---|--------------|-------------|--------------|-------------|--------------|
| 51 - IMRF                                 |              |             |              |             |              |
| 0 - EXPENDITURES                          |              |             |              |             |              |
| 1100 - REGULAR K-12 PROGRAMS              |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$2,710.00   | \$180.15    | \$925.32     | \$428.71    | \$1,355.97   |
| 1125 - PRE-K PROGRAMS                     |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$5,000.00   | \$402.26    | \$2,532.53   | \$1,597.85  | \$869.62     |
| 1200 - SPECIAL ED PROGRAMS K-12           |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$27,690.00  | \$3,162.23  | \$18,404.13  | \$13,021.34 | (\$3,735.47) |
| 1500 - INTERSCHOLASTIC PROGRAMS           |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$700.00     | \$45.40     | \$381.42     | \$675.21    | (\$356.63)   |
| 1600 - SUMMER SCHOOL PROGRAMS             |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$500.00     | \$0.00      | \$130.27     | \$0.00      | \$369.73     |
| 1800 - BILINGUAL PROGRAMS                 |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$200.00     | \$17.45     | \$44.75      | \$33.51     | \$121.74     |
| 2130 - HEALTH SERVICES                    |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$13,000.00  | \$824.81    | \$7,001.71   | \$3,875.04  | \$2,123.25   |
| 2190 - OTHER SUPPORT SERVICES - PUPILS    |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$500.00     | \$56.92     | \$238.33     | \$109.18    | \$152.49     |
| 2210 - IMPROVEMENT OF INSTRUCTION         |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$5,000.00   | \$394.66    | \$3,238.26   | \$1,775.98  | (\$14.24)    |
| 2330 - ADMINISTRATIVE SERVICES SPECIAL ED |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$1,600.00   | \$121.62    | \$997.89     | \$547.29    | \$54.82      |
| 2410 - PRINCIPAL                          |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$14,400.00  | \$1,095.65  | \$9,042.45   | \$4,244.06  | \$1,113.49   |
| 2520 - FISCAL SERVICES                    |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$19,000.00  | \$1,484.02  | \$12,181.12  | \$6,678.10  | \$140.78     |
| 2540 - OPERATIONS & MAINTENANCE OF PLANTS |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$43,700.00  | \$3,861.27  | \$27,574.12  | \$13,848.78 | \$2,277.10   |
| 2560 - FOOD SERVICES                      |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$22,838.00  | \$1,781.03  | \$11,451.68  | \$6,700.04  | \$4,686.28   |
| 2630 - INFORMATION SERVICES               |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$6,500.00   | \$479.06    | \$3,930.57   | \$2,155.77  | \$413.66     |
| 2660 - OTHER SUPPORT SERVICES - PUPILS    |              |             |              |             |              |
| 200 - EMPLOYEE BENEFITS                   | \$31,300.00  | \$2,432.70  | \$19,091.75  | \$10,684.25 | \$1,524.00   |
| 51 - IMRF Total:                          | \$194,638.00 | \$16,339.23 | \$117,166.30 | \$66,375.11 | \$11,096.59  |

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024    From Date: 2/1/2024    To Date: 2/29/2024

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance   
 ☒ Include Inactive Accounts   
 ☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2024    Range To Date    Year To Date    Encumbrance    Budget Balance

52 - SOCIAL SECURITY AND MEDICARE

0 - EXPENDITURES

1100 - REGULAR K-12 PROGRAMS

|                         |              |            |             |             |            |
|-------------------------|--------------|------------|-------------|-------------|------------|
| 200 - EMPLOYEE BENEFITS | \$123,940.00 | \$9,440.26 | \$61,132.40 | \$55,241.87 | \$7,565.73 |
|-------------------------|--------------|------------|-------------|-------------|------------|

1125 - PRE-K PROGRAMS

|                         |            |          |            |            |            |
|-------------------------|------------|----------|------------|------------|------------|
| 200 - EMPLOYEE BENEFITS | \$6,300.00 | \$430.38 | \$2,796.05 | \$2,327.96 | \$1,175.99 |
|-------------------------|------------|----------|------------|------------|------------|

1200 - SPECIAL ED PROGRAMS K-12

|                         |             |            |             |             |              |
|-------------------------|-------------|------------|-------------|-------------|--------------|
| 200 - EMPLOYEE BENEFITS | \$38,100.00 | \$3,621.55 | \$22,271.01 | \$17,150.03 | (\$1,321.04) |
|-------------------------|-------------|------------|-------------|-------------|--------------|

1250 - REMEDIAL & SUPPLEMENTAL K-12

|                         |            |          |            |            |           |
|-------------------------|------------|----------|------------|------------|-----------|
| 200 - EMPLOYEE BENEFITS | \$8,271.00 | \$635.09 | \$4,153.29 | \$4,148.46 | (\$30.75) |
|-------------------------|------------|----------|------------|------------|-----------|

1500 - INTERSCHOLASTIC PROGRAMS

|                         |            |         |            |            |          |
|-------------------------|------------|---------|------------|------------|----------|
| 200 - EMPLOYEE BENEFITS | \$2,500.00 | \$59.96 | \$1,115.26 | \$1,099.33 | \$285.41 |
|-------------------------|------------|---------|------------|------------|----------|

1600 - SUMMER SCHOOL PROGRAMS

|                         |            |        |            |        |          |
|-------------------------|------------|--------|------------|--------|----------|
| 200 - EMPLOYEE BENEFITS | \$1,900.00 | \$0.00 | \$1,028.29 | \$0.00 | \$871.71 |
|-------------------------|------------|--------|------------|--------|----------|

1650 - GIFTED PROGRAMS

|                         |            |          |            |            |         |
|-------------------------|------------|----------|------------|------------|---------|
| 200 - EMPLOYEE BENEFITS | \$6,803.00 | \$512.09 | \$3,387.91 | \$3,350.90 | \$64.19 |
|-------------------------|------------|----------|------------|------------|---------|

1800 - BILINGUAL PROGRAMS

|                         |            |          |            |            |          |
|-------------------------|------------|----------|------------|------------|----------|
| 200 - EMPLOYEE BENEFITS | \$9,834.00 | \$764.28 | \$4,805.21 | \$4,763.69 | \$265.10 |
|-------------------------|------------|----------|------------|------------|----------|

2110 - ATTENDANCE & SOCIAL WORK

|                         |            |          |            |            |        |
|-------------------------|------------|----------|------------|------------|--------|
| 200 - EMPLOYEE BENEFITS | \$5,784.00 | \$443.02 | \$2,890.59 | \$2,889.09 | \$4.32 |
|-------------------------|------------|----------|------------|------------|--------|

2130 - HEALTH SERVICES

|                         |             |          |            |            |            |
|-------------------------|-------------|----------|------------|------------|------------|
| 200 - EMPLOYEE BENEFITS | \$11,510.00 | \$759.44 | \$6,875.22 | \$3,538.86 | \$1,095.92 |
|-------------------------|-------------|----------|------------|------------|------------|

2140 - PSYCHOLOGICAL SERVICES

|                         |            |          |            |            |          |
|-------------------------|------------|----------|------------|------------|----------|
| 200 - EMPLOYEE BENEFITS | \$2,485.00 | \$190.20 | \$1,244.70 | \$1,243.58 | (\$3.28) |
|-------------------------|------------|----------|------------|------------|----------|

2150 - SPEECH PATHOLOGY & AUDIOLOGY

|                         |            |          |            |            |          |
|-------------------------|------------|----------|------------|------------|----------|
| 200 - EMPLOYEE BENEFITS | \$3,843.00 | \$256.72 | \$1,732.78 | \$1,680.60 | \$429.62 |
|-------------------------|------------|----------|------------|------------|----------|

2190 - OTHER SUPPORT SERVICES - PUPILS

|                         |            |          |            |            |          |
|-------------------------|------------|----------|------------|------------|----------|
| 200 - EMPLOYEE BENEFITS | \$4,920.00 | \$558.07 | \$2,959.21 | \$1,099.41 | \$861.38 |
|-------------------------|------------|----------|------------|------------|----------|

2210 - IMPROVEMENT OF INSTRUCTION

|                         |            |          |            |            |         |
|-------------------------|------------|----------|------------|------------|---------|
| 200 - EMPLOYEE BENEFITS | \$9,247.00 | \$701.68 | \$6,115.78 | \$3,098.84 | \$32.38 |
|-------------------------|------------|----------|------------|------------|---------|

2220 - EDUCATIONAL MEDIA

|                         |            |          |            |            |         |
|-------------------------|------------|----------|------------|------------|---------|
| 200 - EMPLOYEE BENEFITS | \$3,968.00 | \$304.86 | \$1,971.19 | \$1,975.20 | \$21.61 |
|-------------------------|------------|----------|------------|------------|---------|

2320 - SUPERINTENDENT

|                         |            |          |            |            |          |
|-------------------------|------------|----------|------------|------------|----------|
| 200 - EMPLOYEE BENEFITS | \$4,000.00 | \$288.26 | \$2,465.05 | \$1,297.67 | \$237.28 |
|-------------------------|------------|----------|------------|------------|----------|

2330 - ADMINISTRATIVE SERVICES SPECIAL ED

472

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT               | Preliminary 2024 | Range To Date | Year To Date | Encumbrance  | Budget Balance |
|---|------------------|---------------|--------------|--------------|----------------|
| 200 - EMPLOYEE BENEFITS                       | \$3,303.00       | \$253.02      | \$2,160.43   | \$1,144.89   | (\$2.32)       |
| 2410 - PRINCIPAL                              |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                       | \$18,918.00      | \$1,508.96    | \$12,759.63  | \$6,334.57   | (\$176.20)     |
| 2510 - DIRECTION OF BUSINESS SUPPORT SERVICES |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                       | \$2,850.00       | \$218.42      | \$1,861.15   | \$983.99     | \$4.86         |
| 2520 - FISCAL SERVICES                        |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                       | \$16,159.00      | \$1,217.60    | \$10,509.11  | \$5,586.22   | \$63.67        |
| 2540 - OPERATIONS & MAINTENANCE OF PLANTS     |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                       | \$39,373.00      | \$3,867.32    | \$26,472.65  | \$14,254.35  | (\$1,354.00)   |
| 2560 - FOOD SERVICES                          |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                       | \$18,220.00      | \$1,750.45    | \$13,984.83  | \$6,278.51   | (\$2,043.34)   |
| 2630 - INFORMATION SERVICES                   |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                       | \$6,009.00       | \$462.14      | \$3,928.19   | \$2,079.63   | \$1.18         |
| 2660 - OTHER SUPPORT SERVICES - PUPILS        |                  |               |              |              |                |
| 200 - EMPLOYEE BENEFITS                       | \$29,145.00      | \$2,295.94    | \$18,915.91  | \$10,291.31  | (\$62.22)      |
| 52 - SOCIAL SECURITY AND MEDICARE Total:      | \$377,382.00     | \$30,539.71   | \$217,535.84 | \$151,858.96 | \$7,987.20     |

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT Preliminary 2024 Range To Date Year To Date Encumbrance Budget Balance

|  |                |             |                |        |              |
|--|----------------|-------------|----------------|--------|--------------|
| 60 - CAPITAL PROJECTS                      |                |             |                |        |              |
| 0 - EXPENDITURES                           |                |             |                |        |              |
| 2530 - FACILITY ACQUISITION & CONSTRUCTION |                |             |                |        |              |
| 300 - PURCHASED SERVICES                   | \$269,504.00   | \$0.00      | \$275,187.41   | \$0.00 | (\$5,683.41) |
| 500 - CAPITAL OUTLAY                       | \$1,689,139.00 | \$29,088.90 | \$1,422,945.46 | \$0.00 | \$266,193.54 |
| 60 - CAPITAL PROJECTS Total:               | \$1,958,643.00 | \$29,088.90 | \$1,698,132.87 | \$0.00 | \$260,510.13 |



Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT       | Preliminary 2024 | Range To Date | Year To Date | Encumbrance | Budget Balance |
|---------------------------------------|------------------|---------------|--------------|-------------|----------------|
| 80 - TORT IMMUNITY                    |                  |               |              |             |                |
| 0 - EXPENDITURES                      |                  |               |              |             |                |
| 2362 - WORKERS COMPENSATION INSURANCE |                  |               |              |             |                |
| 300 - PURCHASED SERVICES              | \$75,800.00      | \$0.00        | \$8,655.00   | \$0.00      | \$67,145.00    |
| 2371 - PROPERTY INSURANCE             |                  |               |              |             |                |
| 300 - PURCHASED SERVICES              | \$120,000.00     | \$0.00        | \$0.00       | \$0.00      | \$120,000.00   |
| 80 - TORT IMMUNITY Total:             | \$195,800.00     | \$0.00        | \$8,655.00   | \$0.00      | \$187,145.00   |

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT            | Preliminary 2024 | Range To Date | Year To Date   | Encumbrance | Budget Balance |
|--|------------------|---------------|----------------|-------------|----------------|
| 90 - FIRE PREVENTION & SAFETY              |                  |               |                |             |                |
| 0 - EXPENDITURES                           |                  |               |                |             |                |
| 2530 - FACILITY ACQUISITION & CONSTRUCTION |                  |               |                |             |                |
| 300 - PURCHASED SERVICES                   | \$46,000.00      | \$0.00        | \$34,370.90    | \$0.00      | \$11,629.10    |
| 2540 - OPERATIONS & MAINTENANCE OF PLANTS  |                  |               |                |             |                |
| 500 - CAPITAL OUTLAY                       | \$1,435,362.00   | \$0.00        | \$1,265,859.79 | \$0.00      | \$169,502.21   |
| 90 - FIRE PREVENTION & SAFETY Total:       | \$1,481,362.00   | \$0.00        | \$1,300,230.69 | \$0.00      | \$181,131.31   |

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2023-2024 From Date:2/1/2024 To Date:2/29/2024

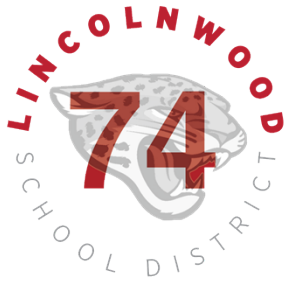
Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

| FUND / TYPE / FUNCTION / OBJECT | Preliminary 2024 | Range To Date  | Year To Date    | Encumbrance    | Budget Balance |
|---------------------------------|------------------|----------------|-----------------|----------------|----------------|
| Grand Total:                    | \$33,861,000.00  | \$2,042,012.71 | \$19,786,551.52 | \$8,965,914.99 | \$5,108,533.49 |

End of Report



## Executive Summary Board of Education Meeting

DATE: May 2, 2024

TOPIC: Authorization to Use Fire Prevention and Safety Funds for the 2024 Rutledge Hall  
Renovations

PREPARED BY: Courtney Whited

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

Approximately \$550,000 or 8.9% of the Rutledge Hall Summer 2024 renovations qualified as Health Life Safety (HLS) work. Upon further review, approximately \$1,399,154.75 of additional work items may qualify for the HLS category. StudioGC drafted a Request for Authorization to Use Fire Prevention and Safety Funds in order to explore the possibility. If the attached application is accepted by the Illinois State Board of Education, SD74 would be able to reduce the amount spent out of Fund 60/Capital Projects and shift the encumbrance to Fund 90/HLS.

### **Fiscal Impact:**

Essentially \$0.

This would simply change the proportion of funds used from Fund 60/Capital Projects and Fund 90/HLS to pay the costs associated with this scheduled Board-approved facilities project.

### **Recommendation:**

The Administration recommends to the Board of Education to approve the proposed Request for Authorization to Use Fire Prevention and Safety Funds in the total amount of \$1,399,154.75.

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

## PART I. CERTIFICATION OF ESTIMATED COSTS

### This is to certify that:

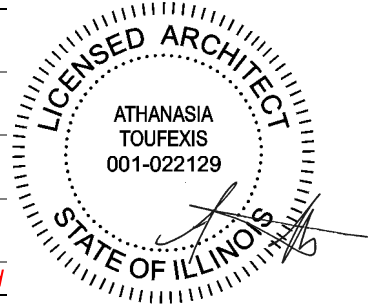
The RUTLEDGE HALL ELEM SCHOOL school, located at 6850 E Prairie Lincolnwood, Illinois, and under the management and control of the Board of Education of School District # 0740, Cook County, was surveyed by me on 8/1/2023.

☒ All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

☐ All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 1,399,154.75.**

|  |                               |
|--|-------------------------------|
| Name of Architect/Engineer<br>Athanasia Toufexis | Name of Firm<br>Studio GC     |
| Phone Number<br>13122533407                      | Fax Number                    |
| License Number<br>001-022129                     | Expiration Date<br>11/30/2024 |
| Email Address<br>a.toufexis@studiogc.com         |                               |
| [Seal and  |                               |



## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

## VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

|                                    |   |   |                  |   |  |
|------------------------------------|---|---|------------------|---|--|
| 1. COUNTY CODE<br><b>016, Cook</b> |   | 2. DISTRICT CODE/NAME<br><b>0740, Lincolnwood SD 74</b> |                  | 3. FACILITY CODE/NAME<br><b>RUTLEDGE HALL ELEM SCHOOL</b>   |  |
| 4.<br>Item ID                      | 5. Location(s) (Room No)  | 6. Priority Code  | 7. Rule Violated | 8. Description of the violation   | 9. Recommendation to correct violation |
| 1                                  | Building-wide   | b.  | IPMC 603.1       | Unit ventilators are beyond their useful life and are exhibiting signs of failure and inconsistent operation.     | Replace unit ventilators.              |
| 2                                  | Building-wide (Stairways, vestibules, entries)  | b.  | IPMC 603.1       | Cabinet unit heaters are beyond their useful life and are exhibiting signs of failure and inconsistent operation. | Replace cabinet unit heaters.          |
| 3                                  | Student Services 8 + Speech Pathologist 10; Office; Office 200; Social Work 17+Mothers'; MPR Office | b.  | IPMC 603.1       | Fan coil units are beyond their useful life and are exhibiting signs of failure and inconsistent operation.       | Replace fan coil units.                |

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

|   |  |
|---|--|
| <b>SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS</b> |  |
|---|--|

| 1. COUNTY CODE |                |                  | 2. DISTRICT CODE/NAME         |                     |             |                | 3. FACILITY CODE/NAME                     |                    |                     |                               |                  |
|----------------|----------------|------------------|-------------------------------|---------------------|-------------|----------------|---|--------------------|---------------------|-------------------------------|------------------|
| 016, Cook      |                |                  | 0740, Lincolnwood SD 74       |                     |             |                | RUTLEDGE HALL ELEM SCHOOL                 |                    |                     |                               |                  |
| 4. Item I.D.   | 5. Action I.D. | 6. Priority Code | 7. Specification(s)           | 8. Units Of Measure | 9. Quantity | 10. Labor Code | 11. Estimated Cost (Architect / Engineer) | 12. ROE Adjustment | 13. ISBE Adjustment | 14. Estimated Completion Date | 15. Funding Type |
| 1              | e              | b.               | Replace unit ventilators.     | ea.                 | 34          | 2              | \$1,084,840.00                            |                    |                     | 8/31/2024                     | F                |
| 2              | e              | b.               | Replace cabinet unit heaters. | ea.                 | 7           | 2              | \$44,670.00                               |                    |                     | 8/31/2024                     | F                |
| 3              | e              | b.               | Replace fan coil units.       | ea.                 | 5           | 2              | \$61,260.00                               |                    |                     | 8/31/2024                     | F                |

|  |                             |                |                             |                |  |
|--|-----------------------------|----------------|-----------------------------|----------------|--|
|  | Original Subtotal           | \$1,190,770.00 | Adjusted Subtotal           | \$1,190,770.00 |  |
|  | Original 10.00% Contingency | \$119,077.00   | Adjusted 10.00% Contingency | \$119,077.00   |  |
|  | Original 7.50% A/E Fees     | \$89,307.75    | Adjusted 7.50% A/E Fees     | \$89,307.75    |  |
|  | Original Grand Total        | \$1,399,154.75 | Adjusted Grand Total        | \$1,399,154.75 |  |

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)



**LINCOLNWOOD SCHOOL DISTRICT 74**  
**BILLS PAYABLE**

|                     |                     |
|---------------------|---------------------|
| Education Fund      | 1,633,578.56        |
| Building Fund       | 142,757.78          |
| Debt Service        | -                   |
| Transportation Fund | 125,704.61          |
| I.M.R.F./Soc. Sec.  | -                   |
| Capital Projects    | 131,775.45          |
| Tort Fund           | -                   |
| Life Safety Fund    | <u>58,966.50</u>    |
| Grand Total         | <b>2,092,782.90</b> |

The undersigned hereby certify that the following  
is a true and correct list of bills payable, approved and ordered  
paid by the Board of Education, School District #74, Cook County,  
at a meeting duly called and held on May 2, 2024, in the  
amount of **2,092,782.90**

\_\_\_\_\_  
President, Kevin Daly

\_\_\_\_\_  
Secretary, John P. Vranas

Members:

\_\_\_\_\_  
Maxie Boynton

\_\_\_\_\_  
Myra A Foutris

\_\_\_\_\_  
Rupal Shah Mandal

\_\_\_\_\_  
Jay Oleniczak

\_\_\_\_\_  
Peter D. Theodore

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date | Voucher | Payee | Account | Description | Amount |
|--------------|------|---------|-------|---------|-------------|--------|
|--------------|------|---------|-------|---------|-------------|--------|

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

|              |            |      |                      |                          |                           |            |
|--------------|------------|------|----------------------|--------------------------|---------------------------|------------|
| NCB          | 04/10/2024 | 1235 | 4 IMPRINT            | 10.0.1600.400.00.0000.00 | HANES AUTHENTIC T-SHIRT   | \$697.95   |
| NCB          | 04/10/2024 | 1235 | 4 IMPRINT            | 10.0.1800.400.00.4909.00 | COTTON CANVAS TOTE BAG    | \$1,773.42 |
| NCB          | 04/10/2024 | 1235 | 4 IMPRINT            | 10.0.1800.400.00.4909.00 | ADD'L COLOR RUN CHARGE    | \$138.43   |
| NCB          | 04/10/2024 | 1235 | 4 IMPRINT            | 10.0.2630.400.00.0000.00 | DARIEN                    | \$1,155.61 |
|              |            |      |                      |                          | PEN/BARREL-O[[PSITE CLIP  |            |
| NCB          | 04/10/2024 | 1235 | 4 IMPRINT            | 10.0.2630.400.00.0000.00 | PAW SHAPED KEYCHAIN       | \$338.14   |
| NCB          | 04/10/2024 | 1235 | 4 IMPRINT            | 10.0.2630.400.00.0000.00 | SET UP CHARGE             | \$62.43    |
| Check Total: |            |      |                      |                          |                           | \$4,165.98 |
| 7400028839   | 04/04/2024 | 1237 | A & J SEWER SERVICES | 20.0.2540.320.00.0000.01 | PUMP INTERIOR GREASE      | \$189.00   |
| 7400028839   | 04/04/2024 | 1237 | A & J SEWER SERVICES | 20.0.2540.540.00.0000.02 | MAINTENANCE SERVICE/RH    | \$2,195.50 |
| 7400028839   | 04/04/2024 | 1237 | A & J SEWER SERVICES | 20.0.2540.540.00.0000.03 | MAINTENANCE SERVICE/LH    | \$2,195.50 |
| Check Total: |            |      |                      |                          |                           | \$4,580.00 |
| 7400028887   | 04/18/2024 | 1253 | A & J SEWER SERVICES | 20.0.2540.320.00.0000.02 | PUMP INTERIOR GREASE      | \$189.00   |
|              |            |      |                      |                          | TRAP/RECURRING SERVICE    |            |
| 7400028887   | 04/18/2024 | 1253 | A & J SEWER SERVICES | 20.0.2540.320.00.0000.03 | PUMP INTERIOR GREASE      | \$189.00   |
|              |            |      |                      |                          | TRAP/RECURRING SERVICE    |            |
| 7400028887   | 04/18/2024 | 1253 | A & J SEWER SERVICES | 20.0.2540.320.00.0000.03 | PUMP EXTRA                | \$145.55   |
| Check Total: |            |      |                      |                          |                           | \$523.55   |
| 7400028888   | 04/18/2024 | 1253 | ACCESS MASTER        | 20.0.2540.302.00.0000.00 | ACCESS CONTROL            | \$976.50   |
|              |            |      |                      |                          | SYSTEM/ADMIN              |            |
| 7400028888   | 04/18/2024 | 1253 | ACCESS MASTER        | 20.0.2540.302.00.0000.00 | \$-1 Adjustment Applied - | (\$1.00)   |
|              |            |      |                      |                          | ACCESS CONTROL            |            |
| 7400028888   | 04/18/2024 | 1253 | ACCESS MASTER        | 20.0.2540.302.00.0000.00 | ACCESS CONTROL            | \$1,638.00 |
|              |            |      |                      |                          | SYSTEM/TH/MAY/JUNE/JULY   |            |
| 7400028888   | 04/18/2024 | 1253 | ACCESS MASTER        | 20.0.2540.302.00.0000.00 | INTRUSION ALARM           | \$522.00   |
|              |            |      |                      |                          | SYSTEM/LH/MAY/JUNE/JULY   |            |
| 7400028888   | 04/18/2024 | 1253 | ACCESS MASTER        | 20.0.2540.302.00.0000.00 | CAMERA SYSTEM             | \$2,308.68 |
| Check Total: |            |      |                      |                          |                           | \$5,444.18 |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                | Account                  | Description                                  | Amount     |
|--------------|------------|---------|----------------------|--------------------------|--|------------|
| 7400028840   | 04/04/2024 | 1237    | ACCO BRANDS USA LLC  | 10.0.2570.414.00.0000.02 | LAMINATOR FILM                               | \$360.80   |
| Check Total: |            |         |                      |                          |  | \$360.80   |
| NCB          | 04/10/2024 | 1235    | AEP CONNECTIONS      | 10.0.2210.312.00.0000.02 | NEURODIVERSITY IN ACTION/IMPLICATIONS FOR    | \$179.00   |
| Check Total: |            |         |                      |                          |  | \$179.00   |
| 7400028841   | 04/04/2024 | 1237    | ALEXANDRIA GILLESPIE | 10.0.1100.230.00.0000.00 | TUITION REIMBURSEMENT                        | \$675.00   |
| Check Total: |            |         |                      |                          |  | \$675.00   |
| 7400028842   | 04/04/2024 | 1237    | ALPHA BAKING COMPANY | 10.0.2560.410.00.0000.00 | FRENCH ROLL                                  | \$316.50   |
| 7400028842   | 04/04/2024 | 1237    | ALPHA BAKING COMPANY | 10.0.2560.410.00.0000.00 | PLAIN BAGEL                                  | \$500.65   |
| 7400028842   | 04/04/2024 | 1237    | ALPHA BAKING COMPANY | 10.0.2560.410.00.0000.00 | HOT DOG                                      | \$219.60   |
| 7400028842   | 04/04/2024 | 1237    | ALPHA BAKING COMPANY | 10.0.2560.410.00.0000.00 | LONG FRENCH BREAD                            | \$128.10   |
| Check Total: |            |         |                      |                          |  | \$1,164.85 |
| 7400028889   | 04/18/2024 | 1253    | ALPHA BAKING COMPANY | 10.0.2560.410.00.0000.00 | LONG FRENCH BREAD                            | \$128.10   |
| 7400028889   | 04/18/2024 | 1253    | ALPHA BAKING COMPANY | 10.0.2560.410.00.0000.00 | FLOUR TORTILLA                               | \$180.50   |
| 7400028889   | 04/18/2024 | 1253    | ALPHA BAKING COMPANY | 10.0.2560.410.00.0000.00 | FRENCH BREAD/HAMS                            | \$406.10   |
| Check Total: |            |         |                      |                          |  | \$714.70   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.400.16.0000.03 | GLUE STICKS                                  | \$19.74    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 20.0.2540.400.00.0000.03 | VALVE-SOLENOID                               | \$167.00   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.412.05.0000.00 | LAPTOP AND IPAD TABLET SHOULDERS BAG         | \$147.60   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.410.21.0000.03 | 60 MICROSCOPE SLIDES WITH SPECIMENS FOR KIDS | \$48.98    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.400.16.0000.03 | PACKAGING TAPE                               | \$6.00     |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.410.00.0000.01 | BOOKS  | \$122.40   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.410.20.0000.03 | WOOD-CASED PENCILS                           | \$45.23    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1200.400.00.0000.00 | FOAM INCLINE STRETCH WEDGE                   | \$23.85    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.400.16.0000.03 | MAGIC TAPE                                   | \$30.05    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.411.00.0000.01 | KLEENEX                                      | \$70.82    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM           | 10.0.1100.411.00.0000.02 | KLEENEX                                      | \$137.52   |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee      | Account                  | Description                                      | Amount    |
|--------------|------------|---------|------------|--------------------------|--|-----------|
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.411.00.0000.02 | \$-21.88 PROMOTION<br>Applied - KLEENEX          | (\$21.88) |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.412.05.0000.00 | ISOPROPYL ALCOHOL FOR<br>TECHNICAL USE           | \$26.99   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.412.05.0000.00 | PRO WEBCAM/PORTABLE &<br>COMPACT ULTRA HD BMP    | \$447.55  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | BOOK/MYSTERIES IN                                | \$16.95   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.16.0000.03 | PURPLE GLUE STICKS                               | \$8.99    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.412.05.0000.00 | MAGNETIC CABLE                                   | \$19.19   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.411.00.0000.02 | KLEENEX  | \$137.52  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.411.00.0000.02 | \$-6.88 SUBSCRIBE & SAVE<br>Adjustment Applied - | (\$6.88)  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | 10 MINUTE STORIES                                | \$14.99   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | BRAINTEASER PUZZLE                               | \$23.03   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.18.0000.03 | TWO COLORS HIGHLIGHTER                           | \$7.98    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.16.0000.03 | SPORT STICKERS                                   | \$6.91    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.00.0000.03 | LIFE SAVERS/PARTY SIZE                           | \$71.72   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.412.05.0000.00 | STEREO HEADSET WITH<br>HEADPHONES                | \$164.90  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | BOARD GAME                                       | \$29.40   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.18.0000.03 | ERASABLE PENS                                    | \$38.58   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | BOOK/PROJECT GENIUS<br>CHINESE PAGODA            | \$14.99   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | BOOK/ADVENTUROUS                                 | \$12.59   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | GAMEWRIGHT/ZEUS ON THE<br>LOOSE                  | \$11.99   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.16.0000.03 | STORAGE BIN                                      | \$39.14   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | NIGHT LIGHTS                                     | \$49.98   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | WOODEN PUZZLE                                    | \$16.99   |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee      | Account                  | Description   | Amount   |
|--------------|------------|---------|------------|--------------------------|---|----------|
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | ROASTED UNSALTED<br>PUMKIN SEEDS                    | \$38.99  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.18.0000.03 | ERASABLE<br>PENS/WOOD-CASED                         | \$61.85  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2630.300.00.0000.00 | CANDY/TEMPORARY                                     | \$48.24  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.16.0000.03 | LIQUID GLUE DABBER<br>BUCKET PACK                   | \$32.72  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.18.0000.03 | ELECTRIC PENCIL                                     | \$25.56  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | GREEK MYTHOLOGY PARTY<br>SIGNS                      | \$12.99  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.449.00.0000.01 | SOCCER<br>BALLS/PLAYGROUND BALLS                    | \$111.58 |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | ACRYLIC FELT FABRIC                                 | \$43.90  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1125.450.09.0000.01 | LIQUID SENSORY FLOOR<br>TILES                       | \$79.19  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.449.00.0000.01 | MAGNETIC BINGO CHIPS SET                            | \$23.29  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | CRAYOLA AIR DRY CLAY                                | \$21.24  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2130.400.00.0000.01 | DISPOSABLE PROBE COVERS                             | \$16.98  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2630.400.00.0000.00 | PLASTIC SIGN HOLDERS                                | \$21.45  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.411.00.0000.01 | GARLAND   | \$14.88  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.449.00.0000.01 | PIPE CLEANERS AND SELF<br>ADHESIVE WIGGLE EYES SETS | \$45.62  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.23.0000.03 | ROASTED AND SALTED<br>CORN NUTS                     | \$14.85  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.11.0000.01 | FOLDERS   | \$18.78  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.78.0000.00 | LONG SLEEVE T-SHIRT                                 | \$23.14  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.11.0000.01 | PEN ERASERS FOR<br>PENCILS/HAPPY BIRTHDAY           | \$60.31  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.411.00.0000.03 | MINI ZIPPER MESH BAGS                               | \$9.95   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.411.00.0000.03 | SCISSORS  | \$8.09   |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee      | Account                  | Description                                     | Amount     |
|--------------|------------|---------|------------|--------------------------|---|------------|
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.12.0000.01 | PACKAGING TAPE                                  | \$18.43    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2410.400.00.0000.03 | STICKY EASEL PAD                                | \$97.98    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.450.57.0000.03 | POT HOLDERS AND KITCHEN TOWEL                   | \$14.69    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2130.400.00.0000.01 | ORIGINAL SALTINE                                | \$44.95    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2140.400.00.0000.01 | EFFECTIVE AND EFFICIENT TEACHING                | \$89.80    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.78.0000.00 | BALLET DANCE SKIRTS                             | \$52.48    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.78.0000.00 | \$-1.26 PROMOTION Applied - BALLET DANCE SKIRTS | (\$1.26)   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.11.0000.01 | MAGNETIC DRY ERASE MARKERS                      | \$15.99    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1125.400.09.0000.01 | PLASTIC STORAGE BINS WITH LIDS                  | \$115.98   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.00.0000.01 | DECODABLE READERS                               | \$179.94   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.00.0000.01 | RETURNED/DECODABLE READERS                      | (\$179.94) |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | ACRYLLE FELT FABRIC                             | \$28.90    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | \$-1.45 PROMOTION Applied - ACRYLLE FELT FABRIC | (\$1.45)   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | ACRYLIC FELT FABRIC                             | \$56.90    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2140.400.00.0000.01 | SHIFTING THE BALANCE                            | \$31.44    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | PLASTER CLOTH ROLLS                             | \$19.99    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.11.0000.01 | MAGNETIC DRY ERASE MARKER/STICKERS              | \$154.78   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.00.0000.01 | PHONICS FIRST LITTLE READERS                    | \$439.26   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.78.0000.00 | PLASTIC SHOWER CURTAIN RINGS                    | \$4.98     |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.78.0000.00 | ELASTIC BANDS FOR SEWING                        | \$8.88     |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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| Check Number | Date       | Voucher | Payee      | Account                  | Description                                | Amount   |
|--------------|------------|---------|------------|--------------------------|--|----------|
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | BLACK MARBLE CONTACT PAPER                 | \$11.99  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1800.400.00.4909.00 | SKINNYPOP ORIGINAL POPCORN                 | \$98.16  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2520.400.00.0000.00 | PRE-INKED STAMP                            | \$15.34  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.00.0000.02 | BULLETIN BOARD PAPER                       | \$28.88  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2560.400.00.0000.00 | REPLACEMENT PADS FOR PRINTER               | \$13.05  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.400.19.0000.03 | INFLATABLE BEACH BALL W/REPAIR PATCH       | \$6.99   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2520.400.00.0000.00 | FILE FOLDER                                | \$73.98  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2520.400.00.0000.00 | ADAPTER FOR STAPLER                        | \$17.24  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.700.00.0000.02 | PROFESSIONAL PAPER CUTTER/TRIMMER          | \$374.96 |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.2520.400.00.0000.00 | KLEENEX                                    | \$31.36  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.411.00.0000.02 | GEL PENS/SHEET PROTECTOR/FILE FOLDERS      | \$48.03  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1500.400.00.0000.00 | RIBBONSNOW 2ND PLACE AWARD RIBBONS         | \$13.95  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1650.400.00.0000.02 | PORTABLE BLUETOOTH SPEAKER/STICKERS/STAMPS | \$249.83 |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.410.78.0000.00 | DANCE TIGHTS                               | \$29.97  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.450.13.0000.02 | STICKY NOTES/STRESS RELIEF BALLS           | \$67.91  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.450.14.0000.02 | STICKY NOTES/STRESS RELIEF BALLS           | \$67.91  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1100.450.15.0000.02 | STICKY NOTES/STRESS RELIEF BALLS           | \$67.91  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM | 10.0.1500.400.00.0000.00 | VOLLEYBALL DOUBLE NET STORAGE RACK         | \$205.00 |

# Lincolnwood School District 74

## Disbursement Detail Listing

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| Check Number | Date       | Voucher | Payee                                 | Account                  | Description                                | Amount     |
|--------------|------------|---------|---------------------------------------|--------------------------|--|------------|
| NCB          | 04/10/2024 | 1235    | AMAZON.COM                            | 10.0.1100.450.13.0000.02 | ACRYLIC PAINT/DUCK TAPE/PLASTIC DROP CLOTH | \$75.31    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM                            | 10.0.1100.450.14.0000.02 | ACRYLIC PAINT/DUCK TAPE/PLASTIC DROP CLOTH | \$75.31    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM                            | 10.0.1100.450.15.0000.02 | ACRYLIC PAINT/DUCK TAPE/PLASTIC DROP CLOTH | \$75.32    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM                            | 10.0.1100.410.00.0000.03 | EARBUDS                                    | \$81.98    |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM                            | 10.0.1100.411.00.0000.02 | KLEENEX                                    | \$137.52   |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM                            | 10.0.1100.411.00.0000.02 | \$-21.88 PROMOTION Applied - KLEENEX       | (\$21.88)  |
| NCB          | 04/10/2024 | 1235    | AMAZON.COM                            | 10.0.2630.400.00.0000.00 | REFUND                                     | (\$23.79)  |
| Check Total: |            |         |                                       |                          |  | \$5,699.36 |
| 7400028843   | 04/04/2024 | 1237    | AMER BACKFLOW & FIRE PREVENTION, INC. | 20.0.2540.320.00.0000.01 | ANNUAL BACKFLOW INSPECTION                 | \$300.00   |
| 7400028843   | 04/04/2024 | 1237    | AMER BACKFLOW & FIRE PREVENTION, INC. | 20.0.2540.320.00.0000.02 | ANNUAL BACKFLOW INSPECTION                 | \$300.00   |
| 7400028843   | 04/04/2024 | 1237    | AMER BACKFLOW & FIRE PREVENTION, INC. | 20.0.2540.320.00.0000.03 | ANNUAL BACKFLOW INSPECTION                 | \$525.00   |
| 7400028843   | 04/04/2024 | 1237    | AMER BACKFLOW & FIRE PREVENTION, INC. | 20.0.2540.320.00.0000.04 | ANNUAL BACKFLOW INSPECTION                 | \$378.20   |
| Check Total: |            |         |                                       |                          |  | \$1,503.20 |
| 7400028890   | 04/18/2024 | 1253    | AMERGIS HEALTHCARE STAFFING, INC.     | 10.0.2130.300.00.0000.03 | RN 1:1 NURSE                               | \$2,649.75 |
| Check Total: |            |         |                                       |                          |  | \$2,649.75 |
| NCB          | 04/12/2024 | 1258    | AMERIPRISE FINANCIAL SERVICES INC.    | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE                          | \$995.25   |
| Check Total: |            |         |                                       |                          |  | \$995.25   |
| 7400028844   | 04/04/2024 | 1237    | AMY SENIOR                            | 10.0.2310.300.00.0000.00 | TECH SERVICE-BOE-4/4/24 IN PERSON          | \$80.00    |
| Check Total: |            |         |                                       |                          |  | \$80.00    |
| 7400028845   | 04/04/2024 | 1237    | ANDERSON LOCK                         | 20.0.2540.500.00.0000.00 | KR54-F FIRE RATED KEY REMOVABLE LOCK       | \$1,289.25 |



# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                        | Account                  | Description                | Amount      |
|--------------|------------|---------|------------------------------|--------------------------|----------------------------|-------------|
| Check Total: |            |         |                              |                          |                            | \$1,289.25  |
| 7400028891   | 04/18/2024 | 1253    | APPLE INC                    | 10.0.1100.700.05.0000.00 | 13-inch MacBook Air: Apple | \$5,140.00  |
|              |            |         |                              |                          | M2 chip with 8-core CPU    |             |
| 7400028891   | 04/18/2024 | 1253    | APPLE INC                    | 10.0.1100.310.05.0000.00 | 13" MBAIR M2 256GB         | \$7,950.00  |
|              |            |         |                              |                          | MIDNIGHT 3-YR AC+          |             |
| 7400028891   | 04/18/2024 | 1253    | APPLE INC                    | 10.0.1100.551.05.0000.00 | MAC BOOK                   | \$43,450.00 |
| Check Total: |            |         |                              |                          |                            | \$56,540.00 |
| NCB          | 04/10/2024 | 1235    | ASHLAND ADDISON FLORIST      | 10.0.2310.400.00.0000.00 | TAX REFUND                 | (\$10.35)   |
| Check Total: |            |         |                              |                          |                            | (\$10.35)   |
| 7400028892   | 04/18/2024 | 1253    | AT& T                        | 20.0.2540.340.00.0000.00 | TELEPHONE                  | \$441.52    |
| Check Total: |            |         |                              |                          |                            | \$441.52    |
| 7400028893   | 04/18/2024 | 1253    | AT&T                         | 20.0.2540.340.00.0000.00 | TELEPHONE                  | \$135.63    |
| Check Total: |            |         |                              |                          |                            | \$135.63    |
| 7400028846   | 04/04/2024 | 1237    | AT&T MOBILITY                | 20.0.2540.340.00.0000.00 | TELEPHONE                  | \$179.00    |
| Check Total: |            |         |                              |                          |                            | \$179.00    |
| 7400028894   | 04/18/2024 | 1253    | AT&T-3                       | 20.0.2540.340.00.0000.00 | TELEPHONE                  | \$396.60    |
| 7400028894   | 04/18/2024 | 1253    | AT&T-3                       | 20.0.2540.340.00.0000.00 | TELEPHONE                  | \$1,391.00  |
| 7400028894   | 04/18/2024 | 1253    | AT&T-3                       | 20.0.2540.340.00.0000.00 | TELEPHONE                  | \$378.69    |
| Check Total: |            |         |                              |                          |                            | \$2,166.29  |
| NCB          | 04/12/2024 | 1258    | AXA EQUITABLE PAYMENT CENTER | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE          | \$915.00    |
| NCB          | 04/12/2024 | 1258    | AXA EQUITABLE PAYMENT CENTER | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE          | \$9,798.16  |
| NCB          | 04/12/2024 | 1258    | AXA EQUITABLE PAYMENT CENTER | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE          | \$1,050.00  |
| Check Total: |            |         |                              |                          |                            | \$11,763.16 |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE          | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE             | \$93.45     |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE          | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE             | \$53.40     |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE          | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE             | \$26.70     |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE          | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE             | \$80.10     |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE          | 10.0.2560.415.00.0000.00 | LOW FAT                    | \$25.40     |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE          | 10.0.2560.415.00.0000.00 | LOW FAT                    | \$12.70     |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE          | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE             | \$66.75     |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee               | Account                  | Description    | Amount   |
|--------------|------------|---------|---------------------|--------------------------|----------------|----------|
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.70  |
| 7400028847   | 04/04/2024 | 1237    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$53.40  |
| Check Total: |            |         |                     |                          |                | \$424.60 |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$80.40  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$107.20 |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$53.60  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$67.00  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$53.60  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$40.20  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$25.50  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$120.60 |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$120.60 |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$85.00  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$80.40  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$80.40  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$26.80  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$25.50  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$134.00 |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$53.60  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | LOW FAT        | \$12.75  |
| 7400028895   | 04/18/2024 | 1253    | BOB'S DAIRY SERVICE | 10.0.2560.415.00.0000.00 | SKIM CHOCOLATE | \$53.60  |

Check Total: \$1,335.50

# Lincolnwood School District 74

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Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

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| Check Number | Date       | Voucher | Payee                           | Account                  | Description  | Amount     |
|--------------|------------|---------|---------------------------------|--------------------------|--|------------|
| 7400028896   | 04/18/2024 | 1253    | BOOKSOURCE                      | 10.0.1100.410.22.0000.03 | A Monster Calls  | \$224.70   |
| 7400028896   | 04/18/2024 | 1253    | BOOKSOURCE                      | 10.0.1100.410.22.0000.03 | Wringer  | \$239.70   |
| 7400028896   | 04/18/2024 | 1253    | BOOKSOURCE                      | 10.0.1100.410.22.0000.03 | Giver  | \$239.75   |
| Check Total: |            |         |                                 |                          |  | \$704.15   |
| NCB          | 04/10/2024 | 1235    | BOWNET SPORTS                   | 10.0.1100.395.00.0000.00 | SOCCER GOALS   | \$382.72   |
| Check Total: |            |         |                                 |                          |  | \$382.72   |
| 7400028897   | 04/18/2024 | 1253    | BUCKEYE CLEANING CENTER-CHICAGO | 20.0.2540.416.00.0000.02 | Eco 23   | \$604.08   |
| 7400028897   | 04/18/2024 | 1253    | BUCKEYE CLEANING CENTER-CHICAGO | 20.0.2540.416.00.0000.02 | Eco 33   | \$674.20   |
| 7400028897   | 04/18/2024 | 1253    | BUCKEYE CLEANING CENTER-CHICAGO | 20.0.2540.416.00.0000.02 | Foaming Hand Soap  | \$778.95   |
| Check Total: |            |         |                                 |                          |  | \$2,057.23 |
| 7400028848   | 04/04/2024 | 1237    | BUSINESSSOLVER.COM              | 10.0.2520.300.00.0000.00 | ANCILLARY PLAN SERVICES                                  | \$30.75    |
| 7400028848   | 04/04/2024 | 1237    | BUSINESSSOLVER.COM              | 10.0.2520.300.00.0000.00 | PEPM   |            |
| 7400028848   | 04/04/2024 | 1237    | BUSINESSSOLVER.COM              | 10.0.2520.300.00.0000.00 | ACA FULFILLMENT  | \$93.50    |
| 7400028848   | 04/04/2024 | 1237    | BUSINESSSOLVER.COM              | 10.0.2520.300.00.0000.00 | ACA POSTAGE  | \$23.12    |
| 7400028848   | 04/04/2024 | 1237    | BUSINESSSOLVER.COM              | 10.0.2520.300.00.0000.00 | ACA FULFILLMENT  | \$129.00   |
| Check Total: |            |         |                                 |                          |  | \$276.37   |
| 7400028898   | 04/18/2024 | 1253    | BUSINESSSOLVER.COM              | 10.0.2520.300.00.0000.00 | ANCILLARY PLAN SERVICES                                  | \$30.75    |
| 7400028898   | 04/18/2024 | 1253    | BUSINESSSOLVER.COM              | 10.0.2520.300.00.0000.00 | PEPM   |            |
| Check Total: |            |         |                                 |                          |  | \$30.75    |
| 7400028899   | 04/18/2024 | 1253    | CANDOR HEALTH EDUCATION         | 10.0.1100.471.00.0000.02 | HEALTH CURRICULUM  | \$1,950.00 |
| 7400028899   | 04/18/2024 | 1253    | CANDOR HEALTH EDUCATION         | 10.0.1100.471.00.0000.02 | SUPPLIES RH  |            |
| Check Total: |            |         |                                 |                          |  | \$1,950.00 |
| 7400028849   | 04/04/2024 | 1237    | CAROLINA BIOLOGICAL SUPPLY      | 10.0.1100.410.21.0000.03 | Formalin Preserved Frogs, 3 to 4" Plain Injection - Pail | \$427.38   |
| Check Total: |            |         |                                 |                          |  | \$427.38   |
| 7400028850   | 04/04/2024 | 1237    | CASSANDRA STRINGS, INC.         | 10.0.1100.323.31.0000.00 | REHAIR WOOD OR CARBON                                    | \$52.66    |
| 7400028850   | 04/04/2024 | 1237    | CASSANDRA STRINGS, INC.         | 10.0.1100.323.31.0000.00 | FIBER CELLO/BASS   |            |
| Check Total: |            |         |                                 |                          |  | \$52.66    |
| 7400028900   | 04/18/2024 | 1253    | CASSANDRA STRINGS, INC.         | 10.0.1100.323.31.0000.00 | SCHOOL BOW REPAIR  | \$34.95    |
| Check Total: |            |         |                                 |                          |  | \$34.95    |

# Lincolnwood School District 74

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|--------------|------------|---------|------------------------|--------------------------|--|------------|
| NCB          | 04/10/2024 | 1235    | CD ONE PRICE CLEANERS  | 10.0.2520.300.00.0000.00 | TABLE CLOTH<br>CLEANING/ADMIN                            | \$149.85   |
| NCB          | 04/10/2024 | 1235    | CD ONE PRICE CLEANERS  | 10.0.2310.300.00.0000.00 | TABLE CLOTH DRY  | \$79.92    |
| NCB          | 04/10/2024 | 1235    | CD ONE PRICE CLEANERS  | 10.0.2520.300.00.0000.00 | TABLE CLOTH<br>CLEANING/ADMIN                            | \$89.91    |
| NCB          | 04/10/2024 | 1235    | CD ONE PRICE CLEANERS  | 10.0.2520.300.00.0000.00 | TABLE CLOTH/ADMIN  | \$99.90    |
| Check Total: |            |         |                        |                          |  | \$419.58   |
| 7400028901   | 04/18/2024 | 1253    | CDW GOVERNMENT, INC.   | 10.0.1100.412.05.0000.00 | BrightSign HD225 Ultra HD<br>Standard Input Output       | \$847.04   |
| 7400028901   | 04/18/2024 | 1253    | CDW GOVERNMENT, INC.   | 10.0.1100.412.05.0000.00 | MicroTouch 19" Slimline<br>Kiosk Series LCD monitor      | \$379.20   |
| 7400028901   | 04/18/2024 | 1253    | CDW GOVERNMENT, INC.   | 10.0.1100.412.05.0000.00 | MicroTouch Stand for<br>Slimline Kiosk Series LCD        | \$80.42    |
| 7400028901   | 04/18/2024 | 1253    | CDW GOVERNMENT, INC.   | 10.0.1100.412.05.0000.00 | Duracell Procell Alkaline<br>Batteries 12-Pack Mfg.      | \$28.72    |
| 7400028901   | 04/18/2024 | 1253    | CDW GOVERNMENT, INC.   | 10.0.1100.412.05.0000.00 | Duracell Coppertop Alkaline<br>AA Battery - 36 Pack Mfg. | \$67.00    |
| Check Total: |            |         |                        |                          |  | \$1,402.38 |
| 7400028902   | 04/18/2024 | 1253    | CHANDANI & BURNS, LLC  | 10.0.2150.300.00.0000.00 | SPEECH AND LANGUAGE<br>THERAPY                           | \$4,200.00 |
| Check Total: |            |         |                        |                          |  | \$4,200.00 |
| NCB          | 04/10/2024 | 1235    | CHICAGO BOTANIC GARDEN | 10.0.1100.314.04.0000.02 | FIELD TRIP ON-SITE<br>WORKSHOP/SPRING                    | \$840.00   |
| Check Total: |            |         |                        |                          |  | \$840.00   |
| 7400028903   | 04/18/2024 | 1253    | CMFP DEPT LW-6AC       | 20.0.2540.320.00.0000.04 | QUARTERLY BILLING FB/A<br>RADIO                          | \$240.00   |
| 7400028903   | 04/18/2024 | 1253    | CMFP DEPT LW-6AC       | 20.0.2540.320.00.0000.02 | QUARTERLY BILLING FB/A<br>RADIO                          | \$240.00   |
| 7400028903   | 04/18/2024 | 1253    | CMFP DEPT LW-6AC       | 20.0.2540.320.00.0000.01 | QUARTERLY BILLING FB/A<br>RADIO                          | \$240.00   |
| Check Total: |            |         |                        |                          |  | \$720.00   |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Fiscal Year: 2023-2024

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| Check Number | Date       | Voucher | Payee                | Account                  | Description                      | Amount       |
|--------------|------------|---------|----------------------|--------------------------|----------------------------------|--------------|
| NCB          | 04/12/2024 | 1256    | COLE TAYLOR BAN_SIT  | 10.3.0499.300.00.0000.00 | STATE TAX                        | \$23,985.31  |
| NCB          | 04/12/2024 | 1256    | COLE TAYLOR BAN_SIT  | 20.3.0499.300.00.0000.00 | STATE TAX                        | \$1,079.38   |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 10.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$999.82     |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 20.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$463.33     |
| NCB          | 04/01/2024 | 1249    | COLE TAYLOR BANK     | 10.3.0499.100.20.0000.00 | THIS                             | \$7,827.30   |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 10.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$9,836.20   |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 20.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$2,497.09   |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 10.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$9,820.84   |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 20.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$2,554.66   |
| NCB          | 04/01/2024 | 1250    | COLE TAYLOR BANK     | 10.3.0499.100.10.0000.00 | TEACHERS PENSION                 | \$493.63     |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 10.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$10,596.84  |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 20.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$2,581.27   |
| NCB          | 04/01/2024 | 1248    | COLE TAYLOR BANK     | 10.0.1100.801.00.0000.00 | THIS                             | \$14,410.41  |
| NCB          | 04/01/2024 | 1249    | COLE TAYLOR BANK     | 10.3.0499.100.20.0000.00 | THIS Adjust                      | (\$0.18)     |
| NCB          | 04/01/2024 | 1249    | COLE TAYLOR BANK     | 10.3.0499.100.20.0000.00 | THIS                             | \$896.20     |
| NCB          | 04/01/2024 | 1250    | COLE TAYLOR BANK     | 10.3.0499.100.10.0000.00 | TRS Pension Adjust               | \$0.24       |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 10.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT ADJ         | (\$0.01)     |
| NCB          | 04/01/2024 | 1250    | COLE TAYLOR BANK     | 10.3.0499.100.10.0000.00 | TEACHERS PENSION                 | \$53,229.06  |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 10.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$999.82     |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 20.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$434.30     |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 10.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$999.82     |
| NCB          | 04/09/2024 | 1261    | COLE TAYLOR BANK     | 20.3.0499.400.00.0000.00 | MUNICIPAL RETIREMENT             | \$466.55     |
| NCB          | 04/12/2024 | 1255    | COLE TAYLOR BANK_FIT | 10.3.0499.700.10.0000.00 | SOC.SEC.                         | \$9,700.00   |
| NCB          | 04/12/2024 | 1255    | COLE TAYLOR BANK_FIT | 20.3.0499.700.10.0000.00 | NON-CAPITAL EQUIPMENT            | \$3,028.94   |
| NCB          | 04/12/2024 | 1255    | COLE TAYLOR BANK_FIT | 10.3.0499.200.00.0000.00 | FEDERAL TAX                      | \$52,159.67  |
| NCB          | 04/12/2024 | 1255    | COLE TAYLOR BANK_FIT | 20.3.0499.200.00.0000.00 | FEDERAL TAX                      | \$2,023.97   |
| NCB          | 04/12/2024 | 1255    | COLE TAYLOR BANK_FIT | 10.3.0499.800.20.0000.00 | MEDICARE                         | \$16,603.88  |
| NCB          | 04/12/2024 | 1255    | COLE TAYLOR BANK_FIT | 20.3.0499.800.20.0000.00 | TERMINATION/VACATION<br>PAYMENTS | \$708.38     |
| Check Total: |            |         |                      |                          |                                  | \$228,396.72 |

# Lincolnwood School District 74

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Dollar Limit: \$0.00

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| Check Number | Date       | Voucher | Payee                           | Account                  | Description                                 | Amount      |
|--------------|------------|---------|---------------------------------|--------------------------|---|-------------|
| 7400028851   | 04/04/2024 | 1237    | COMED                           | 20.0.2540.466.00.0000.00 | ELECTRICITY                                 | \$16,604.48 |
| Check Total: |            |         |                                 |                          |   | \$16,604.48 |
| 7400028852   | 04/04/2024 | 1237    | COMMUNICATIONS DIRECT, INC.     | 10.1.0000.000.00.1951.00 | FKP CAPABLE                                 | \$7,170.00  |
| Check Total: |            |         |                                 |                          |   | \$7,170.00  |
| 7400028904   | 04/18/2024 | 1253    | COMPASS HEALTH CENTER LLC<br>HC | 10.0.1100.123.00.0000.00 | HOME-HOSPITAL SERVICES                      | \$493.22    |
| Check Total: |            |         |                                 |                          |   | \$493.22    |
| 7400028853   | 04/04/2024 | 1237    | CONTOUR LANDSCAPING, INC.       | 20.0.2540.310.00.0000.00 | ICE CONTROL/3/22AM                          | \$615.00    |
| 7400028853   | 04/04/2024 | 1237    | CONTOUR LANDSCAPING, INC.       | 20.0.2540.310.00.0000.00 | WINTER DECOR PICK-UP                        | \$348.00    |
| Check Total: |            |         |                                 |                          |   | \$963.00    |
| 7400028905   | 04/18/2024 | 1253    | CONTOUR LANDSCAPING, INC.       | 20.0.2540.310.00.0000.00 | MULCH INSTALLATION                          | \$3,900.00  |
| 7400028905   | 04/18/2024 | 1253    | CONTOUR LANDSCAPING, INC.       | 20.0.2540.310.00.0000.00 | LEGACY LM<br>CONTRACT/WEEKLY                | \$1,992.00  |
| 7400028905   | 04/18/2024 | 1253    | CONTOUR LANDSCAPING, INC.       | 20.0.2540.310.00.0000.00 | INSTALL PANSIES IN<br>FRONTOF SIGN ON       | \$844.00    |
| 7400028905   | 04/18/2024 | 1253    | CONTOUR LANDSCAPING, INC.       | 20.0.2540.310.00.0000.00 | SPRING FERTILIZER<br>APPLICATION/FERTILIZER | \$1,764.00  |
| Check Total: |            |         |                                 |                          |   | \$8,500.00  |
| 7400028906   | 04/18/2024 | 1253    | DAVID RUSSO                     | 10.0.2320.312.00.0000.00 | MILEAGE REIMBURSEMENT                       | \$280.06    |
| Check Total: |            |         |                                 |                          |   | \$280.06    |
| 7400028883   | 04/12/2024 | 1254    | DISTRICT 74                     | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                   | \$11.40     |
| 7400028883   | 04/12/2024 | 1254    | DISTRICT 74                     | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                   | \$17.10     |
| 7400028883   | 04/12/2024 | 1254    | DISTRICT 74                     | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                   | \$194.75    |
| 7400028883   | 04/12/2024 | 1254    | DISTRICT 74                     | 20.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                   | \$4.75      |
| Check Total: |            |         |                                 |                          |   | \$228.00    |
| NCB          | 04/10/2024 | 1235    | DOLLAR TREE STORES, INC.        | 10.0.1600.400.00.0000.00 | COLORFUL PLASTIC BEACH<br>PAIS WITH SHOVELS | \$79.99     |
| NCB          | 04/10/2024 | 1235    | DOLLAR TREE STORES, INC.        | 10.0.1100.423.36.0000.03 | BOWLS                                       | \$7.50      |
| Check Total: |            |         |                                 |                          |   | \$87.49     |
| 7400028907   | 04/18/2024 | 1253    | DONE DEAL PROMOTIONS            | 10.0.2630.300.00.0000.00 | Branded T-shirts restock                    | \$729.57    |
| Check Total: |            |         |                                 |                          |   | \$729.57    |

# Lincolnwood School District 74

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| Check Number | Date       | Voucher | Payee                                     | Account                  | Description  | Amount      |
|--------------|------------|---------|---|--------------------------|--|-------------|
| 7400028908   | 04/18/2024 | 1253    | DUPAGE FEDERATION ON<br>HUMAN SERV REFORM | 10.0.1800.300.00.0000.00 | VIRTUAL &/OR FACE TO<br>FACE INTERPRETING          | \$394.03    |
| Check Total: |            |         |   |                          |  | \$394.03    |
| NCB          | 04/10/2024 | 1235    | EBAY                                      | 10.0.1100.412.05.0000.00 | IP PHONE/RENEWED 1 YEAR<br>WARRANTY                | \$79.90     |
| NCB          | 04/10/2024 | 1235    | EBAY                                      | 10.0.1100.412.05.0000.00 | IP PHONE/RENEWED 1 YEAR<br>WARRANTY                | \$39.95     |
| Check Total: |            |         |   |                          |  | \$119.85    |
| 7400028854   | 04/04/2024 | 1237    | EDUCATIONAL LEADERSHIP<br>SOLUTIONS       | 10.0.2310.311.00.0000.00 | STRATEGIC PLANNING                                 | \$13,900.00 |
| 7400028854   | 04/04/2024 | 1237    | EDUCATIONAL LEADERSHIP<br>SOLUTIONS       | 10.0.2310.311.00.0000.00 | MILEAGE FOR ZABILKA                                | \$160.80    |
| Check Total: |            |         |   |                          |  | \$14,060.80 |
| 7400028855   | 04/04/2024 | 1237    | ELIZABETH STERBA                          | 10.0.1100.300.78.0000.00 | EXPENSE<br>REIMBURSEMENT/ITEMS FOR                 | \$85.40     |
| Check Total: |            |         |   |                          |  | \$85.40     |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.331.00.0000.00 | HOME TO SCHOOL SD 74<br>MARCH 2024                 | \$74,276.16 |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.330.00.0000.00 | LH BOYS BASKETBALL 7TH<br>TO FAIRVIEW 3/5/24       | \$231.35    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.330.00.0000.00 | LH BOYS BASKETBALL 8TH<br>TO OLD ORCHARD           | \$228.04    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.330.00.0000.00 | LH FIELDTRIP SHAKESPEARE<br>THEATER 3/6/2024       | \$264.40    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.330.00.0000.00 | LH FIELDTRIP SHAKESPEARE<br>THEATER BUS 2 MARCH    | \$229.36    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.330.00.0000.00 | LH FIELDTRIP SHAKESPEARE<br>THEATER BUS 3 MARCH    | \$247.87    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.330.00.0000.00 | LH FIELDTRIP SHAKESPEARE<br>THEATER BUS 4 MARCH 6, | \$247.87    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.                       | 40.0.2550.330.00.0000.00 | LH ROBOTICS MCCracken<br>3/7/24                    | \$161.94    |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                          | Account                  | Description   | Amount      |
|--------------|------------|---------|--------------------------------|--------------------------|---|-------------|
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.            | 40.0.2550.330.00.0000.00 | RH FIELDTRIP MARRIOT LINCOLNSHIRE 3/13/24               | \$202.92    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.            | 40.0.2550.330.00.0000.00 | RH FIELDTRIP MARRIOT LINCOLNSHIRE BUS 2                 | \$213.50    |
| 7400028909   | 04/18/2024 | 1253    | FIRST STUDENT, INC.            | 40.0.2550.330.00.0000.00 | RH FIELDTRIP MARRIOT LINCOLNSHIRE BUS 3                 | \$220.11    |
| Check Total: |            |         |                                |                          |   | \$76,523.52 |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | How do you spell unfair? : MacNolia Cox and the         | \$18.06     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | The last slice : a Three Kings Day treat (#2427UC8)     | \$18.06     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | Book Cataloging and Processing                          | \$2.68      |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | Absolutely everything! : a history of earth, dinosaurs, | \$23.83     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | Amulet. Book nine,Waverider (#2872EC5)                  | \$46.08     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | Aniana del Mar jumps in (#2582NA6)                      | \$18.32     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | The bog beast (#1767NN9)                                | \$7.94      |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | The book of turtles (#2877EB9)                          | \$19.24     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | Darkness creeping : twenty twisted tales (#28138T4)     | \$9.70      |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | Eb & Flow (#2171JD1)                                    | \$17.17     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | A first time for everything (#2102YB2)                  | \$21.99     |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC | 10.0.2220.410.00.3800.00 | Hooky (part of set #A602406) (#1730RRX)                 | \$15.35     |



# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                             | Account                  | Description  | Amount   |
|--------------|------------|---------|-----------------------------------|--------------------------|--|----------|
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC    | 10.0.2220.410.00.3800.00 | Hooky. Volume 2 (part of set #A602406) (#1747FZ8)      | \$14.10  |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC    | 10.0.2220.410.00.3800.00 | The many assassinations of Samir, the Seller of Dreams | \$21.07  |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC    | 10.0.2220.410.00.3800.00 | Not an easy win (#2149CD5)                             | \$8.82   |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC    | 10.0.2220.410.00.3800.00 | The skull : a Tyrolean folktale (#2625EA1)             | \$19.24  |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC    | 10.0.2220.410.00.3800.00 | What happened to Rachel Riley? (#2672LA0)              | \$19.24  |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC    | 10.0.2220.410.00.3800.00 | You are here : connecting flights (#2425QD4)           | \$9.70   |
| 7400028910   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC    | 10.0.2220.410.00.3800.00 | Book Cataloging and Processing                         | \$45.14  |
| Check Total: |            |         |                                   |                          |  | \$355.73 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.03 | The Lunar chronicles boxed set [6-item set] (#2394MA8) | \$67.63  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.03 | Christian Pulisic (part of set #A424826) (#1583GY4)    | \$23.00  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.03 | Luka Modric (part of set #A424826) (#1583LY0)          | \$23.00  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.03 | Book Cataloging and Processing                         | \$34.42  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Above the trenches (#2221KC8)                          | \$14.10  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | America's national parks (#1048FT3)                    | \$21.69  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Art Club (A Graphic Novel) (#2055DD8)                  | \$23.47  |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                             | Account                  | Description   | Amount  |
|--------------|------------|---------|-----------------------------------|--------------------------|---|---------|
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | The Baby-sitters Club. 15,Claudia and the bad joke        | \$46.94 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Books make good friends (#2368UC1)                        | \$18.06 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Cat Kid comic club. Collaborations (part of set           | \$12.34 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Cat Kid comic club. Perspectives (part of set             | \$12.34 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Cat Ninja. 4>Welcome to the burbs (part of set            | \$20.77 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | How to read a story (#0646GR5)                            | \$16.26 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | If you ever want to bring a circus to the library, don't! | \$18.06 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | The island of monsters (#1317CN3)                         | \$16.26 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Katie the catsitter. #3,Secrets and sidekicks             | \$39.72 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | A library (#1608DU2)                                      | \$18.96 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | The Library Fish learns to read (#2599FA8)                | \$18.06 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | The loud librarian (#2602NA7)                             | \$18.06 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Making Friends Together ForeverA Graphic Novel            | \$46.94 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | My P.E. teacher is a ninja (#1249VY6)                     | \$17.99 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Mystery of Locked Rooms (#2022PDX)                        | \$16.26 |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                             | Account                  | Description  | Amount  |
|--------------|------------|---------|-----------------------------------|--------------------------|--|---------|
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Our house is on fire : Greta Thunberg's call to save the | \$17.16 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Our incredible library book : and the wonderful journeys | \$17.13 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | PIGGY. Permanent detention (#2857DB0)                    | \$23.47 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Santa Shark (#2852JB2)                                   | \$14.10 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Sunny makes her case (#2850RC6)                          | \$46.94 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Book Cataloging and Processing                           | \$48.24 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Captain Underpants and the invasion of the incredibly    | \$12.34 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Cat Ninja. 5,Cat's claw (part of set #A547987)           | \$20.77 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Evil Spy School the Graphic Novel (#2958PC7)             | \$23.47 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | The first cat in space and the soup of doom              | \$32.52 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | France (#1947QY9)  | \$20.26 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Ghoulia and the ghost with no name (part of set          | \$9.70  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Ghoulia and the mysterious visitor (part of set          | \$9.70  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Gravebooks (#1783VX4)                                    | \$17.16 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Salsa magic (#2369KC5)                                   | \$18.32 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Simon sort of says (#2609QA3)                            | \$16.49 |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

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| Check Number | Date       | Voucher | Payee                             | Account                  | Description   | Amount  |
|--------------|------------|---------|-----------------------------------|--------------------------|---|---------|
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The song of us (#2925CB9)                             | \$19.24 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The storyteller (#2381TA4)                            | \$17.41 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Top story (#2858WB5)                                  | \$18.32 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Two tribes (#2936SB7)                                 | \$15.35 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The wild robot (part of set #A396636) (#0708JZ8)      | \$17.41 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The wild robot escapes (part of set #A396636)         | \$17.41 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The wild robot protects (part of set #A396636)        | \$17.41 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Book Cataloging and Processing                        | \$71.87 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Accountable : the true story of a racist social media | \$20.16 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Alebrijes (#2367PC9)                                  | \$18.32 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The ballad of songbirds and snakes (#2778RC3)         | \$16.26 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Big brain book : how it works and all its quirks      | \$24.99 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Big Foot and Little Foot (#1426HN3)                   | \$7.94  |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The brothers Hawthorne (#2560CB0)                     | \$19.24 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The cruel prince (#1111TP6)                           | \$12.34 |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Dust (#2556GB2)                                       | \$16.49 |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

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| Check Number | Date       | Voucher | Payee                             | Account                  | Description  | Amount     |
|--------------|------------|---------|-----------------------------------|--------------------------|--|------------|
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The eyes & the impossible (#2380YB2)                 | \$21.99    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Feel your feelings (#1908ZW2)                        | \$16.99    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Foul lady fortune (#1871LY6)                         | \$21.07    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Gleanings : stories from Arc of a Scythe (#1870LYX)  | \$19.24    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Good different (#2381VA9)                            | \$18.32    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Have you seen my sister? (#2695EB8)                  | \$19.69    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Hooky. Volume 3 (part of set #A602406) (#2478HC7)    | \$15.35    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The Jake show (#2935CB4)                             | \$18.32    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Like ability : the truth about popularity (#1909GW0) | \$16.99    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The lost year (#2103YB9)                             | \$17.41    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Mixed up (#2008TBX)                                  | \$17.41    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | The Mona Lisa vanishes : a legendary painter, a      | \$22.99    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | My head has a bellyache : more nonsense for          | \$19.24    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Not even bones (#1396PW9)                            | \$9.70     |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Parachute kids (#2391GA5)                            | \$21.25    |
| 7400028856   | 04/04/2024 | 1237    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.410.00.3800.00 | Psychology for kids : the science of the mind and    | \$24.99    |
| Check Total: |            |         |                                   |                          |  | \$1,523.21 |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                             | Account                  | Description                              | Amount  |
|--------------|------------|---------|-----------------------------------|--------------------------|--|---------|
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | BEN YOKOYAMA AND THE COO (CC2)           | \$13.75 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | BREAK                                    | \$23.82 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | IVY + BEAN GET TO WORK (I+B12)           | \$14.77 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | IVY + BEAN MAKE THE RU (I + B9)          | \$14.77 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | IVY + BEAN ONE BIG HA (I + B11)          | \$14.77 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | TBH I DONT WANT TO SAY (TBH8)            | \$12.83 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | TBH I FEEL THE SAME (TBH5)               | \$12.83 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Kitty and Dragon (#1852UA0)              | \$12.34 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | TBH IDK WHATS NEXT                       | \$12.83 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Mr. S (#2931CB9)                         | \$18.96 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | TBH NO ONE CAN EVER KNO (TBH7)           | \$12.83 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | TBH YOU KNOW WHAT I (TBH6)               | \$9.70  |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.02 | Book Cataloging and Processing           | \$20.03 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Are you big? (#2215LE1)                  | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Big Nate. Move it or lose it! (#2754UB0) | \$20.53 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Big Nate nailed it! (#2739VA0)           | \$20.53 |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                             | Account                  | Description   | Amount  |
|--------------|------------|---------|-----------------------------------|--------------------------|---|---------|
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Big Nate. No worries! (#2755FB8)                    | \$23.87 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the apatosaurus (#2833QB9)                 | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the diplodocus (#2833RB6)                  | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the oviraptor (#2833SB3)                   | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the stegosaurus (#2833TB0)                 | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the tyrannosaurus rex (#2833VB5)           | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the velociraptor (#2833WB2)                | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Eagles in the end zone (#2049DCX)                   | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | The Flash races the rogues (#1397ME6)               | \$19.54 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Fox has a problem (#2876JB9)                        | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Fox in socks (#26777U4)                             | \$9.99  |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Just one more sleep : all good things come to those | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | The little reindeer (#1381MH7)                      | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Marvel super hero adventures. Meet Ant-Man          | \$22.00 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Marvel super hero adventures. Tricky trouble!       | \$22.00 |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                             | Account                  | Description                                   | Amount  |
|--------------|------------|---------|-----------------------------------|--------------------------|---|---------|
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Marvel super hero adventures. Mighty marvels! | \$22.00 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Natasha Wing's The night before the snow day  | \$13.83 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | The night sky (#2636JB8)                      | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | One hundred days (plus one) (#2047UC0)        | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Peanut Butter & Cupcake! (#0953RN2)           | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Slow down, Stanley (#2038NC0)                 | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Sneezy the snowman (#1116RGX)                 | \$9.70  |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | The Snoopy show. Time for the vet, Snoopy!    | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Sometimes it's nice to be alone (#2187YB8)    | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Tilda tries again (#1899ST8)                  | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Too many valentines (#2047VC8)                | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | What to do with a string (#1302FW1)           | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Book Cataloging and Processing                | \$39.65 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Amy Wu and the warm welcome (#1912MX3)        | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Batman tangles with terror (#1397LE9)         | \$19.54 |



# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

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Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                             | Account                  | Description                                       | Amount  |
|--------------|------------|---------|-----------------------------------|--------------------------|---|---------|
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Bear finds eggs (#2278BD2)                        | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Big (#2557ZB7)                                    | \$19.24 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the allosaurus (#2833PB1)                | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Discover the triceratops (#2833UB8)               | \$21.55 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Eyes that weave the world's wonders (#2420GDX)    | \$19.24 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | With lots of love (#1915GU4)                      | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Book Cataloging and Processing                    | \$28.56 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | First-grade bunny (#2275GDX)                      | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Fox versus fox (#2417AD5)                         | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Grumpy Groundhog (#0811TN8)                       | \$16.49 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | In and out the window (#2931RC6)                  | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Interrupting cow and the wolf in sheep's clothing | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | The luck of the Irish (#2275HD7)                  | \$17.41 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Mama in the Moon (#2932QC5)                       | \$18.32 |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Marvel super hero adventures. Buggin' out!        | \$22.00 |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Fiscal Year: 2023-2024

Voucher Range: -

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☐ Print Employee Vendor Names

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☐ Exclude Manual Checks

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| Check Number | Date       | Voucher | Payee                             | Account                  | Description   | Amount      |
|--------------|------------|---------|-----------------------------------|--------------------------|---|-------------|
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Marvel super hero adventures. Deck the malls!       | \$22.00     |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Marvel super hero adventures. Sand trap! :with      | \$22.00     |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Nana in the country (#2422SDX)                      | \$19.24     |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Penelope Rex and the Problem with Pets              | \$18.32     |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Pinkalicious: Kittens! Kittens! Kittens! (#2415RD6) | \$17.41     |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Someone just like you (#2279DD3)                    | \$18.32     |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Today (#2279AD1)                                    | \$18.32     |
| 7400028911   | 04/18/2024 | 1253    | FOLLETT CONTENT SOLUTIONS, LLC.-2 | 10.0.2220.400.00.0000.01 | Tomorrow's lily (#2424PD0)                          | \$19.24     |
| Check Total: |            |         |                                   |                          |   | \$1,279.72  |
| 7400028912   | 04/18/2024 | 1253    | FRANK V. SANTORO                  | 10.0.1100.338.42.0000.03 | SOCCER OFFICIAL/4/15/24                             | \$63.00     |
| Check Total: |            |         |                                   |                          |   | \$63.00     |
| 7400028913   | 04/18/2024 | 1253    | GE RIDDIFORD COMPANY              | 90.0.2540.511.00.0000.00 | 2023 ADMIN, RH, TH ROOFING RENOVATIONS              | \$58,966.50 |
| Check Total: |            |         |                                   |                          |   | \$58,966.50 |
| 7400028857   | 04/04/2024 | 1237    | GORDON FOOD SERVICE               | 10.0.2560.410.00.0000.00 | CREAM CHEESE  | (\$112.00)  |
| 7400028857   | 04/04/2024 | 1237    | GORDON FOOD SERVICE               | 10.0.2560.400.00.0000.00 | CUP/LID   | \$48.98     |
| 7400028857   | 04/04/2024 | 1237    | GORDON FOOD SERVICE               | 10.0.2560.410.00.0000.00 | CREAM CHEESE/EGG/FRIES/WAFFLE                       | \$1,702.66  |
| Check Total: |            |         |                                   |                          |   | \$1,639.64  |
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE               | 10.0.2560.400.00.0000.00 | DETRGNT POT & PAN/TRAY PPR FD                       | \$1,490.83  |
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE               | 10.0.2560.410.00.0000.00 | BUTTER/CHEESE/CORN/GAR LIC POWEDER                  | \$118.19    |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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| Check Number | Date       | Voucher | Payee                         | Account                  | Description                           | Amount      |
|--------------|------------|---------|-------------------------------|--------------------------|---------------------------------------|-------------|
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE           | 10.0.2560.400.00.0000.00 | LINER BAKE PAN/TRAY PPR               | \$85.99     |
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE           | 10.0.2560.410.00.0000.00 | BUTTER/CREAM                          | \$1,110.39  |
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE           | 10.0.2560.400.00.0000.00 | TRAY                                  | \$145.77    |
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE           | 10.0.2560.410.00.0000.00 | CREAM CHEESE/PICKLE                   | \$932.25    |
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE           | 10.0.2560.400.00.0000.00 | LINER BAKE PAN QUILON                 | \$64.55     |
| 7400028914   | 04/18/2024 | 1253    | GORDON FOOD SERVICE           | 10.0.2560.410.00.0000.00 | BUTTERMILK/AMER CHEESE                | \$781.04    |
| Check Total: |            |         |                               |                          |                                       | \$4,729.01  |
| NCB          | 04/10/2024 | 1235    | GREATWORKS THEATRE            | 10.0.1100.314.04.0000.01 | PAYMENT                               | \$100.00    |
| Check Total: |            |         |                               |                          |                                       | \$100.00    |
| 7400028858   | 04/04/2024 | 1237    | GSF USA, INC.                 | 20.0.2540.322.00.0000.00 | MONTHLY JANITORIAL SERVICES/4/1/24 TO | \$39,357.39 |
| Check Total: |            |         |                               |                          |                                       | \$39,357.39 |
| 7400028915   | 04/18/2024 | 1253    | H2I GROUP                     | 60.0.2530.500.00.0000.00 | LINCOLN HALL GYM RENOVATION           | \$55,962.45 |
| Check Total: |            |         |                               |                          |                                       | \$55,962.45 |
| NCB          | 04/10/2024 | 1235    | HALL'S RENTAL SERVICE, INC.   | 10.0.2310.300.00.0000.00 | RENTAL FOR BOE EVENT                  | \$210.00    |
| Check Total: |            |         |                               |                          |                                       | \$210.00    |
| 7400028859   | 04/04/2024 | 1237    | HEARTLAND BUSINESS SYSTEMS    | 10.0.1100.310.05.0000.00 | IP Licenses Phone Category D          | \$232.00    |
| 7400028859   | 04/04/2024 | 1237    | HEARTLAND BUSINESS SYSTEMS    | 10.0.1100.310.05.0000.00 | MITEL COLLABORATION 11                | \$160.00    |
| Check Total: |            |         |                               |                          |                                       | \$392.00    |
| NCB          | 04/10/2024 | 1235    | HEGGERTY.ORG                  | 10.0.1100.410.00.0000.01 | BOOKS                                 | \$401.76    |
| NCB          | 04/10/2024 | 1235    | HEMISPHERE EDUCATIONAL TRAVEL | 10.0.1100.314.04.0000.03 | LINCOLN HALL MS SPRINGFIELD TOUR      | \$166.00    |
| Check Total: |            |         |                               |                          |                                       | \$567.76    |
| 7400028916   | 04/18/2024 | 1253    | HERFF JONES 2                 | 10.0.1100.411.18.0000.03 | Premier Red Classkeeper Gown          | \$3,432.00  |
| Check Total: |            |         |                               |                          |                                       | \$3,432.00  |
| NCB          | 04/10/2024 | 1235    | HIAVACEK FLORIST OF GLENVIEW  | 10.0.2310.400.00.0000.00 | TAX REFUND                            | (\$9.75)    |
| Check Total: |            |         |                               |                          |                                       | (\$9.75)    |

# Lincolnwood School District 74

## Disbursement Detail Listing

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| Check Number | Date       | Voucher | Payee                                    | Account                  | Description                                       | Amount      |
|--------------|------------|---------|--|--------------------------|---|-------------|
| 7400028860   | 04/04/2024 | 1237    | IGS ENERGY                               | 20.0.2540.465.00.0000.00 | NATURAL GAS                                       | \$8,502.98  |
| Check Total: |            |         |  |                          |   | \$8,502.98  |
| NCB          | 04/10/2024 | 1235    | IKEA                                     | 10.0.1100.423.36.0000.03 | DISH TWL/BAKGLAD PASTRY                           | \$117.72    |
| Check Total: |            |         |  |                          |   | \$117.72    |
| 7400028861   | 04/04/2024 | 1237    | ILLINOIS ASBO                            | 20.0.2540.640.00.0000.00 | FACILITIES PROFESSIONALS                          | \$100.00    |
| Check Total: |            |         |  |                          |   | \$100.00    |
| NCB          | 04/10/2024 | 1235    | ILLINOIS DIGITAL EDUCATORS ALLIANCE      | 10.0.2210.312.00.0000.03 | IDEACON LITE (WEDNESDAY)                          | \$299.00    |
| NCB          | 04/10/2024 | 1235    | ILLINOIS STATE UNIVERSITY CONFERENCE SER | 10.0.2310.312.00.0000.00 | 2024 REGISTRATION                                 | \$350.00    |
| Check Total: |            |         |  |                          |   | \$649.00    |
| 7400028917   | 04/18/2024 | 1253    | IMAGETEC                                 | 10.0.2570.323.00.0000.00 | OVERAGE CHARGE FOR THE 3/7/2024 TO 4/6/24         | \$1,780.62  |
| Check Total: |            |         |  |                          |   | \$1,780.62  |
| 7400028918   | 04/18/2024 | 1253    | INSTRUMENTALIST AWARDS LLC               | 10.0.1100.425.00.0000.03 | Director's Award for Band Student Award           | \$134.31    |
| 7400028918   | 04/18/2024 | 1253    | INSTRUMENTALIST AWARDS LLC               | 10.0.1100.425.00.0000.03 | National School Orchestra Student Combination Set | \$151.37    |
| 7400028918   | 04/18/2024 | 1253    | INSTRUMENTALIST AWARDS LLC               | 10.0.1100.425.00.0000.03 | Director's Award for Chorus Student Award         | \$134.32    |
| Check Total: |            |         |  |                          |   | \$420.00    |
| 7400028919   | 04/18/2024 | 1253    | INTERIORS FOR BUSINESS, INC.             | 60.0.2530.540.00.0000.02 | 50% Deposit Rutledge Hall Furniture               | \$64,773.00 |
| Check Total: |            |         |  |                          |   | \$64,773.00 |
| 7400028862   | 04/04/2024 | 1237    | iPROSKILLS SOCCER ACADEMY                | 20.1.0000.000.00.1910.00 | REFUND ON 5 PRE-PAID TODD HALL GYM RENTAL         | \$750.00    |
| Check Total: |            |         |  |                          |   | \$750.00    |
| NCB          | 04/10/2024 | 1235    | JERSEY MIKE'S SUBS                       | 10.0.2310.315.00.0000.00 | SANDWICHES AND CHIPS                              | \$242.16    |
| NCB          | 04/10/2024 | 1235    | JEWEL-OSCO                               | 10.0.1100.410.21.0000.03 | SCIENCE   | \$44.00     |
| NCB          | 04/10/2024 | 1235    | JEWEL-OSCO                               | 10.0.1100.450.57.0000.03 | FUNFETI/LUCERINE MILK/BUTTER                      | \$60.87     |
| NCB          | 04/10/2024 | 1235    | JEWEL-OSCO                               | 10.0.1100.423.36.0000.03 | BAKN CHIPS/SIG CHOC                               | \$64.79     |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee        | Account                  | Description   | Amount   |
|--------------|------------|---------|--------------|--------------------------|---|----------|
| NCB          | 04/10/2024 | 1235    | JIMMY JOHN'S | 10.0.2310.315.00.0000.00 | STRATEGIC PLANNING                                    | \$340.56 |
| Check Total: |            |         |              |                          |   | \$752.38 |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | BS525Z – Washable<br>Watercolor Set – Set of 12       | \$41.17  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | CB535 – Easy-Stack<br>Cardboard Blocks – Master       | \$58.82  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | STD9090 – Oh Happy Day<br>Scalloped Border            | \$5.87   |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | STD9089 – Oh Happy Day<br>Star Border                 | \$5.87   |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | RA802 – Dominoes                                      | \$38.82  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | DD561 – Lakeshore<br>Counting Cones                   | \$47.06  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | EE290 – Design Build Water<br>Blocks                  | \$77.64  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | HH695 – Pop Learn Letters<br>Numbers Game             | \$35.29  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | TR798 – Dont Let the Bugs<br>Fall Game                | \$15.29  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | TT777 – Diner Drop<br>Balancing Game                  | \$29.41  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | LL165 – Lakeshore Alphabet<br>Cones                   | \$47.06  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | STD9025 – Oh Happy Day<br>Birthday Bulletin Board Set | \$10.58  |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | STD9092 – Oh Happy Day<br>Rainbow Border              | \$5.87   |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE    | 10.0.1125.450.09.0000.01 | AA327 – Catch a Letter<br>Magnetic Learning Game      | \$41.17  |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                           | Account                  | Description  | Amount     |
|--------------|------------|---------|---------------------------------|--------------------------|--|------------|
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE                       | 10.0.1125.450.09.0000.01 | BA918 - All-Purpose<br>Paintbrush Assortment - Set | \$25.88    |
| 7400028920   | 04/18/2024 | 1253    | LAKESHORE                       | 10.0.1125.450.09.0000.01 | TA51AC - Construction<br>Paper - 12" x             | \$3.50     |
| Check Total: |            |         |                                 |                          |  | \$489.30   |
| 7400028863   | 04/04/2024 | 1237    | LEARN WELL                      | 10.0.1200.300.00.0000.00 | HOSPITAL TUTORING                                  | \$354.60   |
| Check Total: |            |         |                                 |                          |  | \$354.60   |
| 7400028921   | 04/18/2024 | 1253    | LEARN WELL                      | 10.0.1200.300.00.0000.00 | HOSPITAL TUTORING                                  | \$236.40   |
| Check Total: |            |         |                                 |                          |  | \$236.40   |
| NCB          | 04/12/2024 | 1258    | LINCOLN INVESTMENT<br>PLANNING  | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE                                  | \$3,758.33 |
| NCB          | 04/12/2024 | 1258    | LINCOLN INVESTMENT<br>PLANNING  | 20.3.0499.500.00.0000.00 | ANNUITIES PAYABLE                                  | \$350.00   |
| NCB          | 04/12/2024 | 1258    | LINCOLN INVESTMENT<br>PLANNING  | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE                                  | \$300.00   |
| NCB          | 04/12/2024 | 1258    | LINCOLN INVESTMENT<br>PLANNING  | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE                                  | \$1,091.12 |
| NCB          | 04/10/2024 | 1235    | LINCOLN MOBIL                   | 20.0.2540.464.00.0000.00 | GAS FOR DISTRICT VEHICLE                           | \$50.00    |
| NCB          | 04/10/2024 | 1235    | LITTLE CAESARS                  | 10.0.2630.300.00.0000.00 | BINGO NIGHT PIZZA                                  | \$476.04   |
| Check Total: |            |         |                                 |                          |  | \$6,025.49 |
| 7400028922   | 04/18/2024 | 1253    | LITTLE TOMMY'S PLUMBING<br>SHOP | 20.0.2540.320.00.0000.01 | ROD MAIN LINE SEWER TO<br>135FEET                  | \$462.00   |
| Check Total: |            |         |                                 |                          |  | \$462.00   |
| NCB          | 04/10/2024 | 1235    | LOU MALNATI'S PIZZERIA          | 10.0.2310.315.00.0000.00 | STRATEGIC PLANNING                                 | \$384.98   |
| NCB          | 04/10/2024 | 1235    | LOWE'S HOME CENTERS, INC.       | 20.0.2540.400.00.0000.02 | BANKERS BOX  | \$192.96   |
| NCB          | 04/10/2024 | 1235    | LOWE'S HOME CENTERS, INC.       | 20.0.2540.400.00.0000.02 | RH MAINTENANCE SUPPLIES                            | \$188.46   |
| NCB          | 04/10/2024 | 1235    | LOWE'S HOME CENTERS, INC.       | 20.0.2540.400.00.0000.04 | NEW FAUCET/ADMIN BLDG                              | \$79.00    |
| NCB          | 04/10/2024 | 1235    | LOWE'S HOME CENTERS, INC.       | 10.0.1100.400.19.0000.03 | DB ORGANIZER                                       | \$44.66    |
| Check Total: |            |         |                                 |                          |  | \$890.06   |
| 7400028923   | 04/18/2024 | 1253    | MAHAM AHMED                     | 10.0.2130.640.00.0000.01 | NURSING LICENSE RENEWAL<br>FEE                     | \$80.00    |
| Check Total: |            |         |                                 |                          |  | \$80.00    |
| NCB          | 04/10/2024 | 1235    | MARIANO'S                       | 10.0.1125.493.09.0000.01 | PRE K SNACKS                                       | \$42.28    |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                                    | Account                  | Description                                  | Amount      |
|--------------|------------|---------|--|--------------------------|--|-------------|
| NCB          | 04/10/2024 | 1235    | MARKET PLACE ON OAKTON                   | 10.0.1100.423.36.0000.03 | GREEN<br>ONIONS/CARROTS/AVOCAD               | \$21.23     |
| Check Total: |            |         |  |                          |  | \$63.51     |
| 7400028864   | 04/04/2024 | 1237    | MAXIM HEALTHCARE STAFFING SERVICES, INC. | 10.0.2130.300.00.0000.03 | RN 1:1 NURSE                                 | \$2,570.25  |
| 7400028864   | 04/04/2024 | 1237    | MAXIM HEALTHCARE STAFFING SERVICES, INC. | 10.0.2130.300.00.0000.03 | RN 1:1 NURSE                                 | \$2,700.00  |
| Check Total: |            |         |  |                          |  | \$5,270.25  |
| NCB          | 04/12/2024 | 1259    | MB FINANCIAL BANK_SD74 FLEX              | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                    | \$2,545.78  |
| NCB          | 04/12/2024 | 1259    | MB FINANCIAL BANK_SD74 FLEX              | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                    | \$116.42    |
| NCB          | 04/12/2024 | 1259    | MB FINANCIAL BANK_SD74 FLEX              | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                    | \$2,766.64  |
| NCB          | 04/12/2024 | 1259    | MB FINANCIAL BANK_SD74 FLEX              | 20.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                    | \$25.00     |
| Check Total: |            |         |  |                          |  | \$5,453.84  |
| 7400028865   | 04/04/2024 | 1237    | MCGRAW- HILL SCHOOL EDUCATION LLC        | 10.0.1100.410.22.0000.01 | Reading Mastery<br>Reading/Literature Strand | \$360.85    |
| Check Total: |            |         |  |                          |  | \$360.85    |
| NCB          | 04/10/2024 | 1235    | MICHAELS                                 | 10.0.1100.410.78.0000.00 | VELCRO/RIBBON                                | \$38.80     |
| Check Total: |            |         |  |                          |  | \$38.80     |
| 7400028866   | 04/04/2024 | 1237    | MICHELLE LANGE-GAD                       | 10.0.1100.439.00.0000.03 | EXPENSE<br>REIMBURSEMENT/COOKING             | \$53.21     |
| Check Total: |            |         |  |                          |  | \$53.21     |
| 7400028867   | 04/04/2024 | 1237    | MIDWEST MECHANICAL                       | 20.0.2540.320.00.0000.01 | MAINTENANCE SERVICE                          | \$15,687.87 |
| Check Total: |            |         |  |                          |  | \$15,687.87 |
| 7400028924   | 04/18/2024 | 1253    | MUTUAL OF OMAHA                          | 10.3.0499.603.00.0000.00 | LTD  | \$3,459.82  |
| Check Total: |            |         |  |                          |  | \$3,459.82  |
| NCB          | 04/10/2024 | 1235    | NCS PEARSON, INC.                        | 10.0.2140.351.00.0000.00 | GLOBAL<br>ADINISTRATION/REPORT               | \$52.50     |
| Check Total: |            |         |  |                          |  | \$52.50     |
| 7400028925   | 04/18/2024 | 1253    | NICOR GAS                                | 20.0.2540.465.00.0000.00 | NATURAL GAS                                  | \$350.67    |
| 7400028925   | 04/18/2024 | 1253    | NICOR GAS                                | 20.0.2540.465.00.0000.00 | NATURAL GAS                                  | \$1,889.67  |
| 7400028925   | 04/18/2024 | 1253    | NICOR GAS                                | 20.0.2540.465.00.0000.00 | NATURAL GAS                                  | \$286.10    |
| Check Total: |            |         |  |                          |  | \$2,526.44  |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                                    | Account                  | Description                                 | Amount         |
|--------------|------------|---------|--|--------------------------|---|----------------|
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.2130.300.00.0000.01 | VISION AND HEARING SCREENINGS/1 DAY         | \$570.00       |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.2130.300.00.0000.01 | VISION AND HEARING SCREENINGS/12/4,12/5,12/ | \$1,140.00     |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.2130.300.00.0000.02 | VISION AND HEARING SCREENINGS/12/6/23 AT    | \$380.00       |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.2130.300.00.0000.03 | VISION AND HEARING SCREENINGS/11/30/23 AT   | \$380.00       |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.4120.300.35.4620.00 | NTDSE PURCHASED SERVICES "D"                | \$1,731.00     |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.4120.320.35.0000.00 | NTDSE PURCHASE SERVICES "D"                 | \$125,240.34   |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.4120.671.35.0000.00 | NTDSE INSTRUCTION MOLLY "A"                 | \$909,618.00   |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.4120.671.35.4600.00 | NTDSE INSTRUCTION IDEA PREK "A"             | \$1,034.00     |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.4120.671.35.4620.00 | "A" IDEA FLOW                               | \$31,866.00    |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.4120.672.35.0000.00 | NTDSE MEMEBERSHIP "C"                       | \$67,380.00    |
| 7400028926   | 04/18/2024 | 1253    | NILES TOWNSHIP DIST FOR SPECIAL EDUC 807 | 10.0.4120.673.35.0000.00 | NTDSE PHYSICAL PLANT "B"                    | \$17,616.00    |
| Check Total: |            |         |  |                          |   | \$1,156,955.34 |
| 7400028868   | 04/04/2024 | 1237    | NORTH SHORE TRANSIT                      | 40.0.2550.331.35.0000.00 | MAR-24 ROUTE BILLING/TH ROUTE/2 AM/PM       | \$4,625.60     |
| 7400028868   | 04/04/2024 | 1237    | NORTH SHORE TRANSIT                      | 40.0.2550.331.35.0000.00 | MAR-24 PARA BILLING/TH ROUTE 2 AM/PM        | \$1,600.20     |
| Check Total: |            |         |  |                          |   | \$6,225.80     |
| 7400028927   | 04/18/2024 | 1253    | NORTH SHORE TRANSIT                      | 40.0.2550.331.35.0000.00 | MONTHLY ROUTE COST/MARCH 2024               | \$42,955.29    |
| Check Total: |            |         |  |                          |   | \$42,955.29    |



# Lincolnwood School District 74

## Disbursement Detail Listing

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| Check Number | Date       | Voucher | Payee                             | Account                  | Description                                | Amount      |
|--------------|------------|---------|-----------------------------------|--------------------------|--|-------------|
| 7400028884   | 04/12/2024 | 1254    | NORTH SUBURBAN TEACHERS' UNION    | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                  | \$1,208.70  |
| 7400028884   | 04/12/2024 | 1254    | NORTH SUBURBAN TEACHERS' UNION    | 20.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                  | \$254.30    |
| 7400028884   | 04/12/2024 | 1254    | NORTH SUBURBAN TEACHERS' UNION    | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES                  | \$6,227.91  |
| Check Total: |            |         |                                   |                          |  | \$7,690.91  |
| 7400028869   | 04/04/2024 | 1237    | NSN EMPLOYER SERVICES, INC.       | 10.0.1100.381.00.0000.00 | FULL UNEMPLOYMENT CLAIMS ADMINISTRATION    | \$669.90    |
| Check Total: |            |         |                                   |                          |  | \$669.90    |
| 7400028870   | 04/04/2024 | 1237    | OCONOMOWOC DEVELOPMENTAL TRAINING | 10.0.4120.670.35.3100.00 | TUITION REGULAR                            | \$5,291.55  |
| 7400028870   | 04/04/2024 | 1237    | OCONOMOWOC DEVELOPMENTAL TRAINING | 10.0.4120.670.35.4625.00 | RESIDENTIAL                                | \$15,816.82 |
| Check Total: |            |         |                                   |                          |  | \$21,108.37 |
| NCB          | 04/10/2024 | 1235    | OFFICE DEPOT                      | 10.0.1100.410.21.0000.03 | BRD,TRFLD,BLAC/SCIENCE FAIR                | \$58.71     |
| NCB          | 04/10/2024 | 1235    | OLD NAVY                          | 10.0.1100.410.78.0000.00 | SAN SLOUNGE SO/SL FL RIB SCOO              | \$54.99     |
| Check Total: |            |         |                                   |                          |  | \$113.70    |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.         | 10.0.1100.449.00.0000.01 | Color-Changing Mood Pencils - 24 Pc.       | \$180.95    |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.         | 10.0.1100.449.00.0000.01 | Bulk 50 Pc. Putty & Slime Assortment       | \$60.34     |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.         | 10.0.1100.449.00.0000.01 | 72 Pc. UV Light Color-Changing Jewelry Kit | \$100.57    |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.         | 10.0.1100.449.00.0000.01 | Bulk 48 Pc. Mini Stuffed Animal Assortment | \$55.32     |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.         | 10.0.1100.449.00.0000.01 | Bulk 50 Pc. Stress Toy Assortment          | \$165.95    |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.         | 10.0.1100.449.00.0000.01 | Bulk 72 Pc. Mini Color-Changing Squeeze    | \$35.20     |

# Lincolnwood School District 74

## Disbursement Detail Listing

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| Check Number | Date       | Voucher | Payee                              | Account                  | Description                                | Amount      |
|--------------|------------|---------|------------------------------------|--------------------------|--|-------------|
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.          | 10.0.1100.449.00.0000.01 | Mega Bulk 72 Pc. Fidget Toy Assortment     | \$85.50     |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.          | 10.0.1100.449.00.0000.01 | Bulk 100 Pc. Mini Toy Assortment           | \$36.17     |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.          | 10.0.1100.449.00.0000.01 | Bulk 250 Pc. Mega Deluxe Toy Assortment    | \$45.25     |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.          | 10.0.1100.449.00.0000.01 | Mega Bulk 100 Pc. Bubble Bottle Assortment | \$40.23     |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.          | 10.0.1100.449.00.0000.01 | Bulk 288 Pc. Sticky Hands Assortment       | \$40.22     |
| 7400028928   | 04/18/2024 | 1253    | ORIENTAL TRADING CO. INC.          | 10.0.1100.449.00.0000.01 | STUDENT ACTIVITY - 1ST GRADE               | \$175.63    |
| Check Total: |            |         |                                    |                          |  | \$1,021.33  |
| 7400028929   | 04/18/2024 | 1253    | PAINT THE CITY                     | 60.0.2530.500.00.0000.00 | DEPOSIT FOR THERMOPLASTIC                  | \$9,400.00  |
| Check Total: |            |         |                                    |                          |  | \$9,400.00  |
| 7400028930   | 04/18/2024 | 1253    | PAULA S. STEIL                     | 10.0.1100.338.42.0000.03 | VOLLEYBALL OFFICIAL/LH VS GOLD/4/12/24     | \$112.00    |
| 7400028930   | 04/18/2024 | 1253    | PAULA S. STEIL                     | 10.0.1100.338.42.0000.03 | VOLLEYBALL OFFICIAL/LH VS MCCracken/4/4/24 | \$112.00    |
| Check Total: |            |         |                                    |                          |  | \$224.00    |
| NCB          | 04/10/2024 | 1235    | PENN STATION EAST COAST SUBS       | 10.0.2320.312.00.0000.00 | UIUC CAREER FAIR LUNCH                     | \$16.59     |
| Check Total: |            |         |                                    |                          |  | \$16.59     |
| 7400028931   | 04/18/2024 | 1253    | PETRARCA,GLEASON,BOYLE & IZZO, LLC | 10.0.2310.318.00.0000.00 | SCHOOL LAW FOR PROFESSIONAL SERVICES       | \$12,757.50 |
| 7400028931   | 04/18/2024 | 1253    | PETRARCA,GLEASON,BOYLE & IZZO, LLC | 10.0.2310.318.00.0000.00 | PROPERTY TAXES                             | \$292.50    |
| Check Total: |            |         |                                    |                          |  | \$13,050.00 |
| 7400028871   | 04/04/2024 | 1237    | PIONEER PRESS                      | 10.0.2320.640.00.0000.00 | PRINT AND DIGITAL/PAYS THROUGH 7/14/24     | \$32.99     |
| Check Total: |            |         |                                    |                          |  | \$32.99     |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number          | Date       | Voucher | Payee            | Account                  | Description            | Amount     |
|-----------------------|------------|---------|------------------|--------------------------|------------------------|------------|
| NCB                   | 04/10/2024 | 1235    | PITA INN         | 10.0.2310.315.00.0000.00 | STRATEGIC PLANNING     | \$23.07    |
| NCB                   | 04/10/2024 | 1235    | PITA INN         | 10.0.2310.315.00.0000.00 | STRATEGIC PLANNING     | \$309.74   |
| NCB                   | 04/12/2024 | 1258    | PLANMEMBER       | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE      | \$75.00    |
| NCB                   | 04/12/2024 | 1258    | PLANMEMBER       | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE      | \$150.00   |
| NCB                   | 04/12/2024 | 1258    | PLANMEMBER       | 20.3.0499.500.00.0000.00 | ANNUITIES PAYABLE      | \$600.00   |
| NCB                   | 04/10/2024 | 1235    | PNJ SOLAR INC    | 10.0.2630.400.00.0000.00 | SOLAR ECLIPSE GLASSES  | \$245.00   |
| NCB                   | 04/10/2024 | 1235    | PNJ SOLAR INC    | 10.0.2630.400.00.0000.00 | SOLAR ECLIPSE GLASSES  | \$220.50   |
| NCB                   | 04/10/2024 | 1235    | POPCORN FIX      | 10.0.2630.300.00.0000.00 | POPPED POPCORN         | \$177.00   |
| Check Total:          |            |         |                  |                          |                        | \$1,800.31 |
| 7400028872            | 04/04/2024 | 1237    | QUENCH USA INC.  | 10.0.2410.300.00.0000.02 | QUENCH                 | \$105.58   |
| 750-U/4/01/24-5/31/24 |            |         |                  |                          |                        |            |
| Check Total:          |            |         |                  |                          |                        | \$105.58   |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.410.00.0000.00 | FOOD SUPPLIES          | \$150.80   |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.400.00.0000.00 | PAN/CAMWEAR SEAL COVER | \$98.40    |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.410.00.0000.00 | PEPP                   | \$150.83   |
| JALAPENO/LETTUCE/POP  |            |         |                  |                          |                        |            |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.400.00.0000.00 | LID CONT/TONG/PAN      | \$131.28   |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.410.00.0000.00 | SAUCE/GELATIN/CUP      | \$245.14   |
| BOUILLON              |            |         |                  |                          |                        |            |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.400.00.0000.00 | COVER/DRAIN PAN        | \$62.02    |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.410.00.0000.00 | MILK/JUICE             | \$14.61    |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.400.00.0000.00 | TOWEL/APRON            | \$33.85    |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.410.00.0000.00 | CHIX/PEPPER            | \$162.54   |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.400.00.0000.00 | LIDS/PANS/DOUGH        | \$189.40   |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.2560.410.00.0000.00 | OLIVE OIL/TOMATO       | \$175.56   |
| JCE/SYRUP             |            |         |                  |                          |                        |            |
| NCB                   | 04/10/2024 | 1235    | RESTAURANT DEPOT | 10.0.1100.423.36.0000.03 | FOOD SCIENCE           | \$72.53    |
| NCB                   | 04/10/2024 | 1235    | ROSIE'S PUB      | 10.0.2320.312.00.0000.00 | ISU CAREER FAIR DINNER | \$46.41    |
| NCB                   | 04/10/2024 | 1235    | SAM'S CLUB       | 10.0.2630.300.00.0000.00 | PAPER PLATES/BOTTLED   | \$92.20    |
| WATER                 |            |         |                  |                          |                        |            |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee               | Account                  | Description   | Amount     |
|--------------|------------|---------|---------------------|--------------------------|---|------------|
| NCB          | 04/10/2024 | 1235    | SAM'S CLUB          | 10.0.2630.224.00.0000.00 | POPCORN SNACK BAGS                                    | \$63.12    |
| NCB          | 04/10/2024 | 1235    | SAM'S CLUB          | 10.0.2310.315.00.0000.00 | BEVERAGES FOR UPCOMING MTGS                           | \$112.68   |
| Check Total: |            |         |                     |                          |   | \$1,801.37 |
| 7400028873   | 04/04/2024 | 1237    | SCHOOL DISTRICT #74 | 10.2.0111.000.00.0000.00 | REIMB/ILL HOLOCAUST MUSEUM                            | \$1,110.00 |
| Check Total: |            |         |                     |                          |   | \$1,110.00 |
| 7400028932   | 04/18/2024 | 1253    | SCHOOL DISTRICT #74 | 10.2.0111.000.00.0000.00 | REIMB/U.S. POSTAL SEVICE                              | \$600.00   |
| 7400028932   | 04/18/2024 | 1253    | SCHOOL DISTRICT #74 | 10.2.0111.000.00.0000.00 | MILEAGE REIMBURSEMENT                                 | \$289.44   |
| Check Total: |            |         |                     |                          |   | \$889.44   |
| 7400028874   | 04/04/2024 | 1237    | SCHOOL SPECIALTY    | 10.0.1250.400.00.0000.02 | School Smart Big Display Digital Timer, Battery       | \$14.00    |
| 7400028874   | 04/04/2024 | 1237    | SCHOOL SPECIALTY    | 10.0.1250.400.00.0000.02 | Trend Enterprises Awesome Pals Scratch N Sniff Stinky | \$10.14    |
| 7400028874   | 04/04/2024 | 1237    | SCHOOL SPECIALTY    | 10.0.1250.400.00.0000.02 | Abilitations Mesh Glitter Fidget Balls, Set of 5      | \$22.06    |
| Check Total: |            |         |                     |                          |   | \$46.20    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY    | 10.0.1250.400.00.0000.02 | Abilitations Gel Bead Number Set, 5 x 5 Inches,       | \$25.52    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY    | 10.0.1100.471.00.0000.01 | HEALTH CURRICULUM SUPPLIES TH                         | \$30.91    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY    | 10.0.1100.471.00.0000.01 | HEALTH CURRICULUM SUPPLIES TH                         | \$93.70    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY    | 10.0.1100.471.00.0000.01 | HEALTH CURRICULUM SUPPLIES TH                         | \$40.91    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY    | 10.0.1100.471.00.0000.01 | HEALTH CURRICULUM SUPPLIES TH                         | \$38.63    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY    | 10.0.1250.400.00.0000.02 | Abilitations Gel Bead Emotion Sensory Fidget          | \$40.00    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY    | 10.0.1100.410.00.0000.01 | Prang Medium Weight Construction Paper, 18 x 24       | \$127.26   |

# Lincolnwood School District 74

## Disbursement Detail Listing

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Fiscal Year: 2023-2024

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Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                | Account                  | Description   | Amount     |
|--------------|------------|---------|----------------------|--------------------------|---|------------|
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY     | 10.0.1100.410.24.0000.03 | School Smart Ball Bearing<br>Compass with Short Point,  | \$15.79    |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY     | 10.0.1100.410.24.0000.03 | School Smart Flexible<br>Stainless Steel Ruler with     | \$182.10   |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY     | 10.0.1100.410.24.0000.03 | School Smart Denim Apron,<br>Heavy-Duty, 31 x 20 Inches | \$366.30   |
| 7400028933   | 04/18/2024 | 1253    | SCHOOL SPECIALTY     | 10.0.1100.410.24.0000.03 | School Smart Plastic<br>Protractors 180 Degrees,        | \$17.52    |
| Check Total: |            |         |                      |                          |   | \$978.64   |
| 7400028934   | 04/18/2024 | 1253    | SCHOOLWIDE, INC      | 10.0.1250.300.00.4300.00 | Pat Pollack   Literacy<br>Consultant & Audit            | \$6,220.00 |
| Check Total: |            |         |                      |                          |   | \$6,220.00 |
| NCB          | 04/10/2024 | 1235    | SCRIBE               | 10.0.1100.470.05.0000.00 | REFUND  | (\$0.50)   |
| NCB          | 04/10/2024 | 1235    | SENROR WOOLY LLC     | 10.0.1100.439.00.0000.03 | MONTHLY SENROR WOOLY<br>SUBSCRIPTION                    | \$20.00    |
| Check Total: |            |         |                      |                          |   | \$19.50    |
| 7400028935   | 04/18/2024 | 1253    | SMITHEREEN COMPANY   | 20.0.2540.320.00.0000.04 | TARGET PESTS/ADMIN<br>BUILDING                          | \$45.00    |
| 7400028935   | 04/18/2024 | 1253    | SMITHEREEN COMPANY   | 20.0.2540.320.00.0000.02 | REGULARLY SCHEDULED PC<br>SERVICE                       | \$71.00    |
| 7400028935   | 04/18/2024 | 1253    | SMITHEREEN COMPANY   | 20.0.2540.320.00.0000.03 | REGULARLY SCHEDULED PC<br>SERVICE                       | \$78.00    |
| 7400028935   | 04/18/2024 | 1253    | SMITHEREEN COMPANY   | 20.0.2540.320.00.0000.01 | TARGET PESTS/TH   | \$61.00    |
| Check Total: |            |         |                      |                          |   | \$255.00   |
| NCB          | 04/10/2024 | 1235    | SOCIAL THINKING      | 10.0.2210.312.00.0000.01 | CONFERENCE/NN   | \$398.00   |
| NCB          | 04/10/2024 | 1235    | SOCIAL THINKING      | 10.0.2210.312.00.0000.02 | CONFERENCE  | \$398.00   |
| Check Total: |            |         |                      |                          |   | \$796.00   |
| 7400028875   | 04/04/2024 | 1237    | SOTIRIA GIKAS        | 10.0.2560.400.00.0000.00 | EXPENSE<br>REIMBURSEMENT/WORK                           | \$99.94    |
| Check Total: |            |         |                      |                          |   | \$99.94    |
| NCB          | 04/10/2024 | 1235    | SPARTAN BROTHERS INC | 10.0.2310.315.00.0000.00 | BOE DESSERT/CUSTARD                                     | \$10.00    |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

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| Check Number | Date       | Voucher | Payee                       | Account                  | Description               | Amount                 |
|--------------|------------|---------|-----------------------------|--------------------------|---------------------------|------------------------|
| NCB          | 04/10/2024 | 1235    | SPARTAN BROTHERS INC        | 10.0.2560.410.00.0000.00 | OLIVE OIL                 | \$170.00               |
| Check Total: |            |         |                             |                          |                           | \$180.00               |
| 7400028885   | 04/12/2024 | 1254    | STATE DISBURSEMENT UNIT     | 10.3.0499.900.00.0000.00 | OTHER PAYROLL LIABILITIES | \$395.00               |
| Check Total: |            |         |                             |                          |                           | \$395.00               |
| 7400028936   | 04/18/2024 | 1253    | STEPHEN GERBER              | 10.0.1100.400.19.0000.03 | EXPENSE                   | \$46.42                |
|              |            |         |                             |                          |                           | REIMBURSEMENT/SUPPLIES |
| 7400028936   | 04/18/2024 | 1253    | STEPHEN GERBER              | 10.0.1100.400.19.0000.03 | EXPENSE                   | \$36.57                |
|              |            |         |                             |                          |                           | REIMBURSEMENT/SUPPLIES |
| Check Total: |            |         |                             |                          |                           | \$82.99                |
| 7400028937   | 04/18/2024 | 1253    | STUDIO GC                   | 60.0.2530.319.00.0000.00 | BRANDING & RECOGNITION    | \$1,600.00             |
| 7400028937   | 04/18/2024 | 1253    | STUDIO GC                   | 60.0.2530.319.00.0000.00 | LINCOLNWOOD-RH TH         | \$40.00                |
|              |            |         |                             |                          |                           | SENSORY PATHS          |
| Check Total: |            |         |                             |                          |                           | \$1,640.00             |
| NCB          | 04/10/2024 | 1235    | SUPERIOR KNIFE, LLC.        | 10.0.2560.300.00.0000.00 | SLICER REPAIR/SERVICE     | \$400.00               |
| Check Total: |            |         |                             |                          |                           | \$400.00               |
| 7400028938   | 04/18/2024 | 1253    | SYSCO FOOD SERVICES-CHICAGO | 10.0.2560.400.00.0000.00 | LID/DETERGENT             | \$684.30               |
| 7400028938   | 04/18/2024 | 1253    | SYSCO FOOD SERVICES-CHICAGO | 10.0.2560.410.00.0000.00 | CREAM                     | \$2,140.42             |
| 7400028938   | 04/18/2024 | 1253    | SYSCO FOOD SERVICES-CHICAGO | 10.0.2560.400.00.0000.00 | CUP/CUTLERY KIT           | \$307.40               |
| 7400028938   | 04/18/2024 | 1253    | SYSCO FOOD SERVICES-CHICAGO | 10.0.2560.410.00.0000.00 | CHDR CHEESE/MEATBALL      | \$1,763.76             |
| 7400028938   | 04/18/2024 | 1253    | SYSCO FOOD SERVICES-CHICAGO | 10.0.2560.400.00.0000.00 | BLEACH LIQ                | \$28.49                |
| 7400028938   | 04/18/2024 | 1253    | SYSCO FOOD SERVICES-CHICAGO | 10.0.2560.410.00.0000.00 | CHEESE/BURGER/CHICKEN     | \$2,127.91             |
| Check Total: |            |         |                             |                          |                           | \$7,052.28             |
| NCB          | 04/10/2024 | 1235    | TARGET                      | 10.0.1125.450.09.0000.01 | RITZ ORIGINAL             | \$137.20               |
|              |            |         |                             |                          |                           | CRACKERS/HONEY MAID    |
| NCB          | 04/10/2024 | 1235    | TARGET                      | 10.0.1100.450.14.0000.02 | MINI 2 PK FLM FOR         | \$59.97                |
|              |            |         |                             |                          |                           | PHOTOBOOTH PRIZE       |
| Check Total: |            |         |                             |                          |                           | \$197.17               |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                    | Account                  | Description                       | Amount     |
|--------------|------------|---------|--------------------------|--------------------------|-----------------------------------|------------|
| 7400028876   | 04/04/2024 | 1237    | TEACHERS DISCOVERY       | 10.0.1100.410.23.0000.03 | SOCIAL STUDIES SUPPLIES – LINCOLN | \$14.99    |
| 7400028876   | 04/04/2024 | 1237    | TEACHERS DISCOVERY       | 10.0.1100.410.23.0000.03 | SOCIAL STUDIES SUPPLIES – LINCOLN | \$17.99    |
| 7400028876   | 04/04/2024 | 1237    | TEACHERS DISCOVERY       | 10.0.1100.410.23.0000.03 | SOCIAL STUDIES SUPPLIES – LINCOLN | \$94.95    |
| 7400028876   | 04/04/2024 | 1237    | TEACHERS DISCOVERY       | 10.0.1100.410.23.0000.03 | SOCIAL STUDIES SUPPLIES – LINCOLN | \$14.99    |
| 7400028876   | 04/04/2024 | 1237    | TEACHERS DISCOVERY       | 10.0.1100.410.23.0000.03 | SOCIAL STUDIES SUPPLIES – LINCOLN | \$14.99    |
| 7400028876   | 04/04/2024 | 1237    | TEACHERS DISCOVERY       | 10.0.1100.410.23.0000.03 | SOCIAL STUDIES SUPPLIES – LINCOLN | \$29.98    |
| Check Total: |            |         |                          |                          |                                   | \$187.89   |
| 7400028877   | 04/04/2024 | 1237    | TESTA PRODUCE            | 10.0.2560.410.00.0000.00 | ONIONS/RADISHES/PEPPERS           | \$788.00   |
| Check Total: |            |         |                          |                          |                                   | \$788.00   |
| 7400028939   | 04/18/2024 | 1253    | TESTA PRODUCE            | 10.0.2560.410.00.0000.00 | FLORETS                           | (\$28.50)  |
|              |            |         |                          |                          | BROCCOLI/MISPICK/WRONG            |            |
| 7400028939   | 04/18/2024 | 1253    | TESTA PRODUCE            | 10.0.2560.410.00.0000.00 | SOUR CREAM/NOT ON                 | (\$25.35)  |
| 7400028939   | 04/18/2024 | 1253    | TESTA PRODUCE            | 10.0.2560.410.00.0000.00 | BASIL/BANANAS/BROCCOLI            | \$613.35   |
| 7400028939   | 04/18/2024 | 1253    | TESTA PRODUCE            | 10.0.2560.410.00.0000.00 | PEPPERS/BASIL/BANANAS/G RAPES     | \$904.65   |
| 7400028939   | 04/18/2024 | 1253    | TESTA PRODUCE            | 10.0.2560.410.00.0000.00 | BASIL/BROCCOLI/CARROTS            | \$592.50   |
| 7400028939   | 04/18/2024 | 1253    | TESTA PRODUCE            | 10.0.2560.410.00.0000.00 | RADISHES/GARLIC/PEPPERS           | \$819.40   |
| Check Total: |            |         |                          |                          |                                   | \$2,876.05 |
| 7400028878   | 04/04/2024 | 1237    | THE COVE SCHOOL          | 10.0.4120.670.35.3100.00 | TUITION                           | \$9,730.00 |
| Check Total: |            |         |                          |                          |                                   | \$9,730.00 |
| 7400028879   | 04/04/2024 | 1237    | TK ELEVATOR CORPORTATION | 20.0.2540.320.00.0000.02 | GOLD-FULL MAINTENANCE             | \$587.10   |
| 7400028879   | 04/04/2024 | 1237    | TK ELEVATOR CORPORTATION | 20.0.2540.320.00.0000.03 | GOLD-FULL MAINTENANCE             | \$587.10   |
| Check Total: |            |         |                          |                          |                                   | \$1,174.20 |
| 7400028940   | 04/18/2024 | 1253    | TONY FRONTIER PH.D.      | 10.0.2210.312.00.4300.00 | COACHING                          | \$4,126.00 |
| Check Total: |            |         |                          |                          |                                   | \$4,126.00 |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

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Fiscal Year: 2023-2024

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| Check Number | Date       | Voucher | Payee                       | Account                  | Description                     | Amount     |
|--------------|------------|---------|-----------------------------|--------------------------|---------------------------------|------------|
| NCB          | 04/10/2024 | 1235    | TRACERS                     | 10.0.2310.300.00.0000.00 | RESIDENCE SOFTWARE              | \$39.00    |
| Check Total: |            |         |                             |                          |                                 | \$39.00    |
| 7400028941   | 04/18/2024 | 1253    | TRINITY ECO SOLUTIONS LLC.  | 20.0.2540.416.00.0000.03 | TES 205 CITRA FLOAT             | \$704.88   |
| 7400028941   | 04/18/2024 | 1253    | TRINITY ECO SOLUTIONS LLC.  | 20.0.2540.416.00.0000.03 | TES 217 ZYME POWER              | \$165.00   |
| 7400028941   | 04/18/2024 | 1253    | TRINITY ECO SOLUTIONS LLC.  | 20.0.2540.416.00.0000.03 | TES 13 ECKOSCREENS              | \$412.50   |
| 7400028941   | 04/18/2024 | 1253    | TRINITY ECO SOLUTIONS LLC.  | 20.0.2540.416.00.0000.03 | TES 231 LIKE NEW                | \$130.68   |
| Check Total: |            |         |                             |                          |                                 | \$1,413.06 |
| 7400028942   | 04/18/2024 | 1253    | ULINE                       | 20.0.2540.416.00.0000.01 | Gloves Powder Free M            | \$608.21   |
| 7400028942   | 04/18/2024 | 1253    | ULINE                       | 20.0.2540.416.00.0000.01 | Bleach 121oz                    | \$109.97   |
| 7400028942   | 04/18/2024 | 1253    | ULINE                       | 20.0.2540.416.00.0000.01 | Bleach 32oz                     | \$87.97    |
| Check Total: |            |         |                             |                          |                                 | \$806.15   |
| NCB          | 04/10/2024 | 1235    | UNIFORM ADVANTAGE           | 10.0.2560.400.00.0000.00 | KITCHEN STAFF UNIFORMS          | \$134.95   |
| NCB          | 04/12/2024 | 1258    | VALIC                       | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE               | \$50.00    |
| NCB          | 04/12/2024 | 1258    | VALIC                       | 20.3.0499.500.00.0000.00 | ANNUITIES PAYABLE               | \$50.00    |
| NCB          | 04/12/2024 | 1258    | VALIC                       | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE               | \$987.50   |
| NCB          | 04/12/2024 | 1258    | VALIC                       | 10.3.0499.500.00.0000.00 | ANNUITIES PAYABLE               | \$937.50   |
| Check Total: |            |         |                             |                          |                                 | \$2,159.95 |
| 7400028943   | 04/18/2024 | 1253    | VERITIV OPERATING COMPANY-1 | 10.0.1100.404.00.0000.01 | White Copy Paper                | \$1,904.00 |
| 7400028943   | 04/18/2024 | 1253    | VERITIV OPERATING COMPANY-1 | 10.0.1100.404.00.0000.01 | FUEL CHARGES                    | \$7.50     |
| 7400028943   | 04/18/2024 | 1253    | VERITIV OPERATING COMPANY-1 | 10.0.1100.404.00.0000.02 | FUEL CHARGES                    | \$7.50     |
| 7400028943   | 04/18/2024 | 1253    | VERITIV OPERATING COMPANY-1 | 10.0.1100.404.00.0000.03 | FUEL CHARGES                    | \$7.50     |
| Check Total: |            |         |                             |                          |                                 | \$1,926.50 |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.          | 10.0.1100.400.19.0000.03 | V5 Smart Motor (11W)            | \$1,539.23 |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.          | 10.0.1100.400.19.0000.03 | V5 Robot Battery Charger        | \$65.46    |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.          | 10.0.1100.400.19.0000.03 | V5 Controller                   | \$706.94   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.          | 10.0.1100.400.19.0000.03 | V5 Robot Radio                  | \$1,004.31 |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.          | 10.0.1100.400.19.0000.03 | V5 Claw Kit                     | \$624.83   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.          | 10.0.1100.400.19.0000.03 | Smart Cables (Short Assortment) | \$98.11    |



# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                  | Account                  | Description                                     | Amount     |
|--------------|------------|---------|------------------------|--------------------------|---|------------|
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | Smart Cables (Long Assortment)                  | \$196.38   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | T8 Star Screwdriver (5-pack)                    | \$195.34   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | 4" (320mm Travel) Anti-Static Wheel (2-Pack)    | \$169.13   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | 3.25" (260mm Travel) Anti-Static Wheel (2-Pack) | \$147.30   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | Additional High Strength Chain                  | \$158.27   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | 18T High Strength Sprocket (4-Pack)             | \$81.84    |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | 24T High Strength Sprocket (4-Pack)             | \$81.84    |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | 30T High Strength Sprocket (4-Pack)             | \$81.84    |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | 24" High Strength Shaft (2-Pack)                | \$293.01   |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | 4" High Strength Shaft (4-Pack)                 | \$34.34    |
| 7400028944   | 04/18/2024 | 1253    | VEX ROBOTICS, INC.     | 10.0.1100.400.19.0000.03 | Optical Sensor                                  | \$1,047.96 |
| Check Total: |            |         |                        |                          |   | \$6,526.13 |
| 7400028880   | 04/04/2024 | 1237    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER   | \$413.88   |
| 7400028880   | 04/04/2024 | 1237    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER   | \$469.53   |
| 7400028880   | 04/04/2024 | 1237    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER   | \$681.00   |
| 7400028880   | 04/04/2024 | 1237    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER   | \$79.98    |
| Check Total: |            |         |                        |                          |   | \$1,644.39 |
| 7400028945   | 04/18/2024 | 1253    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER   | \$603.09   |
| 7400028945   | 04/18/2024 | 1253    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER   | \$558.57   |
| 7400028945   | 04/18/2024 | 1253    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER   | \$213.54   |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                  | Account                  | Description                    | Amount     |
|--------------|------------|---------|------------------------|--------------------------|--------------------------------|------------|
| 7400028945   | 04/18/2024 | 1253    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER                          | \$26.40    |
| 7400028945   | 04/18/2024 | 1253    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER                          | \$192.96   |
| 7400028945   | 04/18/2024 | 1253    | VILLAGE OF LINCOLNWOOD | 20.0.2540.370.00.0000.00 | WATER                          | \$13.20    |
| Check Total: |            |         |                        |                          |                                | \$1,607.76 |
| 7400028886   | 04/12/2024 | 1254    | VISION SERVICE PLAN    | 10.3.0499.604.00.0000.00 | EMPLOYEE BENEFIT- VISION       | \$45.88    |
| 7400028886   | 04/12/2024 | 1254    | VISION SERVICE PLAN    | 10.3.0499.604.00.0000.00 | EMPLOYEE BENEFIT- VISION       | \$252.34   |
| 7400028886   | 04/12/2024 | 1254    | VISION SERVICE PLAN    | 20.3.0499.604.00.0000.00 | EMPLOYEE BENEFIT- VISION       | \$22.94    |
| 7400028886   | 04/12/2024 | 1254    | VISION SERVICE PLAN    | 10.3.0499.604.00.0000.00 | EMPLOYEE BENEFIT- VISION       | \$252.34   |
| 7400028886   | 04/12/2024 | 1254    | VISION SERVICE PLAN    | 20.3.0499.604.00.0000.00 | EMPLOYEE BENEFIT- VISION       | \$22.94    |
| Check Total: |            |         |                        |                          |                                | \$596.44   |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.1100.450.47.0000.03 | PRECUT FABRIC/FC FLC           | \$88.16    |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.1100.423.36.0000.03 | CREAM CHEESE/ELBOWS            | \$68.29    |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.1100.400.19.0000.03 | PLASTIC CUPS/CURATE            | \$23.62    |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.1100.410.24.0000.02 | 3 SETS OF PUFFY PAINT BIG PACK | \$92.91    |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.2630.400.00.0000.00 | HELIUM KT                      | \$51.63    |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.1100.400.19.0000.03 | TACKY GLUE                     | \$31.09    |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.1100.410.24.0000.02 | CRAFT PAINT/ARTIFICIAL FLOWER  | \$44.94    |
| NCB          | 04/10/2024 | 1235    | WALMART                | 10.0.1100.410.24.0000.02 | CRAYOLA MODEL                  | \$551.84   |
| Check Total: |            |         |                        |                          |                                | \$952.48   |
| 7400028946   | 04/18/2024 | 1253    | WALTER F. TENER        | 10.0.1100.338.42.0000.03 | SOCCER OFFICIAL/4/11/24        | \$63.00    |
| Check Total: |            |         |                        |                          |                                | \$63.00    |
| NCB          | 04/10/2024 | 1235    | WAREHOUSE DIRECT       | 20.0.2540.400.00.0000.01 | TOILET PAPER DISPENSERS        | \$1,179.54 |
| NCB          | 04/10/2024 | 1235    | WAREHOUSE DIRECT       | 20.0.2540.400.00.0000.03 | TOILET PAPER DISPENSERS        | \$2,424.61 |
| Check Total: |            |         |                        |                          |                                | \$3,604.15 |
| 7400028947   | 04/18/2024 | 1253    | WAREHOUSE DIRECT       | 20.0.2540.416.00.0000.03 | LINERS 24X32 0.60MIL BLACK     | \$526.20   |
| 7400028947   | 04/18/2024 | 1253    | WAREHOUSE DIRECT       | 20.0.2540.416.00.0000.03 | LINERS 38X58 1.8MIL BLACK      | \$743.00   |
| 7400028947   | 04/18/2024 | 1253    | WAREHOUSE DIRECT       | 20.0.2540.416.00.0000.03 | LINERS 44GAL BLUE              | \$617.20   |
| 7400028947   | 04/18/2024 | 1253    | WAREHOUSE DIRECT       | 20.0.2540.416.00.0000.03 | PAD,FLOOR,12",BUFFING,RD       | \$27.44    |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date       | Voucher | Payee                                  | Account                  | Description                           | Amount         |
|--------------|------------|---------|--|--------------------------|---------------------------------------|----------------|
| Check Total: |            |         |  |                          |                                       | \$1,913.84     |
| NCB          | 04/10/2024 | 1235    | WEBSTAURANTSTORE                       | 10.0.2560.640.00.0000.00 | WEBSTAURANT PLUS MEMBERSHIP           | \$99.00        |
| NCB          | 04/10/2024 | 1235    | WEBSTAURANTSTORE                       | 10.0.2560.400.00.0000.00 | CLEAR POLYCARBONATE HANDLED LID       | \$409.96       |
| NCB          | 04/10/2024 | 1235    | WEBSTAURANTSTORE                       | 10.0.2560.400.00.0000.00 | BLADE AND PUSH BLOCK ASSEMBLY         | \$191.22       |
| Check Total: |            |         |  |                          |                                       | \$700.18       |
| 7400028881   | 04/04/2024 | 1237    | WELLS FARGO VENDOR FINANCIAL SERV.,LLC | 10.0.1100.325.00.0000.00 | EQUIPMENT RENTAL                      | \$2,048.72     |
| Check Total: |            |         |  |                          |                                       | \$2,048.72     |
| NCB          | 04/10/2024 | 1235    | WHOLLY FRIJOLES                        | 10.0.2310.315.00.0000.00 | STRATEGIC PLANNING                    | \$331.06       |
| NCB          | 04/10/2024 | 1235    | WHOLLY FRIJOLES                        | 10.0.2310.315.00.0000.00 | QUESADILLA TRAY/TAQUITOS DORADOS      | \$596.80       |
| NCB          | 04/10/2024 | 1235    | WILLS PLACE                            | 10.0.2310.315.00.0000.00 | CHOCOLATE CHIP/BOE MEETING            | \$30.00        |
| Check Total: |            |         |  |                          |                                       | \$957.86       |
| 7400028882   | 04/04/2024 | 1237    | ZABIHA HALAL MEAT PROCESSORS           | 10.0.2560.410.00.0000.00 | BEEF/CHICKEN BREADED TENDERS          | \$2,279.10     |
| Check Total: |            |         |  |                          |                                       | \$2,279.10     |
| 7400028948   | 04/18/2024 | 1253    | ZABIHA HALAL MEAT PROCESSORS           | 10.0.2560.410.00.0000.00 | BRESCENT BREADED                      | \$720.00       |
| 7400028948   | 04/18/2024 | 1253    | ZABIHA HALAL MEAT PROCESSORS           | 10.0.2560.410.00.0000.00 | CRESCENT CHICKEN BREADED TENDERS/BEEF | \$1,354.58     |
| Check Total: |            |         |  |                          |                                       | \$2,074.58     |
| Bank Total:  |            |         |  |                          |                                       | \$2,092,782.90 |

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 04/01/2024 - 04/30/2024

Sort By: Vendor

Fiscal Year: 2023-2024

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

| Check Number | Date | Voucher | Payee | Account | Description | Amount |
|--------------|------|---------|-------|---------|-------------|--------|
|--------------|------|---------|-------|---------|-------------|--------|

| <u>Fund</u>  | <u>Amount</u>  |
|--------------|----------------|
| 10           | \$1,633,578.56 |
| 20           | \$142,757.78   |
| 40           | \$125,704.61   |
| 60           | \$131,775.45   |
| 90           | \$58,966.50    |
| <hr/>        |                |
| Fund Totals: | \$2,092,782.90 |

End of Report

|                            |                |
|----------------------------|----------------|
| Disbursements Grand Total: | \$2,092,782.90 |
|----------------------------|----------------|