

LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
THURSDAY, OCTOBER 6, 2022 AT **7:30 PM**

BOARD OF EDUCATION  
**Kevin Daly**, President  
**Rupal Shah Mandal**, Vice President  
**John P. Vranas**, Secretary  
**Myra A. Foutris**  
**Elaina Geraghty**  
**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 Lincoln Hall Auditorium  
6855 North Crawford  
Lincolnwood, IL 60712,  
on Thursday, October 6, 2022.*

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

☐ Kevin Daly  
☐ Myra A. Foutris  
☐ Elaina Geraghty  
☐ 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"/> Kristine Vandenbroek	<input type="checkbox"/> Renee Tolnai

2. AUDIENCE TO VISITORS

3. 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 - **SEPTEMBER 1, 2022**
- II. Regular Board Meeting - Closed Session Minutes - **SEPTEMBER 1, 2022**

5

b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. Resignation
  1. **Athanasios Magoulas**, Paraprofessional, Todd Hall, effective September 13, 2022

III. FMLA Leave Request

1. **Mariam Auchana**, Paraprofessional, Lincoln Hall, effective November 18, 2022 with an expected return date of March 7, 2022

c. 2022-23 Blackboard Inc. Website & Mobile App Contract 12

At the August 18, 2022 Finance Committee, the Committee concurred to recommend to the Board of Education to approve the 2022-23 Blackboard Inc. Contract for website and mobile app services in the amount of \$2,027.42 based upon receipt of a SOPPA Agreement from Blackboard Inc..

The District is now in receipt of this document. The Finance Committee concurs to recommend to the Board of Education to approve the 2022-23 Blackboard Inc. Contract for website and mobile app services in the amount of \$2,027.42 at the October 6, 2022 Board of Education meeting.

d. 2023 Roofing of the Administration Building, Rutledge Hall & Todd Hall 41

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the bid WITH Alternate #1 from G.E. Riddiford Company, Inc. for Roofing of the Administration Building, Rutledge Hall & Todd Hall in the amount of \$979,600 for work to commence on/or about June 19 and conclude August 11, 2023.

e. Summer 2023 Masonry Restoration Project 46

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the bid from Otto Baum Company, Inc. for Masonry Restoration on all District buildings in the amount of \$249,500 for work to commence on/or about June 19, 2023 and conclude August 11, 2023.

f. Sound Dampening Between Lincoln Hall Room #205 and Gr. 7 STEM Lab 49

The Facilities Committee concurs with the Administration to recommend to the Board of Education approval of carpet installation, removal & storage of the existing glass operable wall and permanent wall installation in Lincoln Hall Room #205 for an amount not to exceed \$20,000.

g. Resolution Regarding IDOT Hazardous Transportation Routes 58

The Finance Committee concurs to recommend to the Board of Education to adopt the Resolution regarding IDOT Hazardous Transportation Routes, as presented.

h. Renewal of CultureGrams by ProQuest for the 2022-23 School Year 62

The Finance Committee concurs to recommend to the Board of Education to renew the subscription to CultureGrams in the amount of \$1,264.43 for the 2022-23 school year.

i. Renewal of Bookflix by Scholastic Inc. Contract for the 2022-23 School Year 78

The Finance Committee concurs to recommend to the Board of Education to renew the subscription for Bookflix by Scholastic Inc. in the amount of \$1,172 for the 2022-23 school year.

j. Renewal of Mitel Phone System support provided by Heartland Business Systems (HBS) for the 2022-23 School Year 100

The Finance Committee concurs to approve the renewal for both the Mitel Software Assurance and Mitel Support Service Agreement with Heartland Business Systems in the amount of \$7,276.29 for the 2022-23 school year.

k. Renewal of Zoom Video Communications Inc. Subscription for the 2022-2023 School Year 119

The Finance Committee concurs to recommend to the Board of Education to approve the renewal Quote for Zoom Video Communications Inc. in the amount of \$7,500 for the 2022-2023 school year with a caveat that

the Administration has the discretion not to proceed.

- I. Reading Mastery Transformations Classroom One-Year Subscription Bundle Grade 4 138  
The Finance Committee concurs to recommend to the Board of Education to approve this Agreement for a one-year subscription from McGraw Hill for the 10-student bundle of the Reading Mastery Transformations Print and Online Grade 4 program for the Lincoln Hall Special Education Team. Please note: the quote presented at the September 22, 2022 Finance Committee meeting inadvertently did not include an additional \$109.68 charge for shipping and handling. The total charge is anticipated as \$2,392.68 for the 2022-2023 school year.
- m. Upcoming Staff Development Opportunities  
The Lincolnwood School District 74 Board of Education approves all overnight conferences.
  - I. Dr. David L. Russo, Superintendent of Schools, *Superintendent Transition Plan* - Illinois Association of School Administrators (ISAL VII) School for Advanced Leadership Cohort on January 26-28, March 17-18, May 12-13, 2023, in Springfield, IL, as presented 143
  - II. Anne Obringer, National Council for Teachers of English (NCTE) Annual Convention, November 17-20, 2022, Anaheim, CA, as presented 146
- n. Lincolnwood Chamber Orchestra – American Music Festivals 147  
The Finance Committee concurs to recommend to the Board of Education to accept this Proposal from Lincolnwood Chamber Orchestra - American Music Festivals in the amount of \$3,500 to hold a performance of the ensemble during the 2022-23 school year while waiving facilities rental fees.

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: \_\_\_\_\_

- 4. UNFINISHED BUSINESS
- 5. NEW BUSINESS
- 6. COMMUNICATION FROM BOARD MEMBERS
  - a. NTDS/District 807: **John P. Vranas/Kevin Daly**
  - b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**
  - c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**
  - d. Facilities Committee: **John P. Vranas/Elaina Geraghty**
  - e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**
  - f. President's Report: **Kevin Daly**
- 7. COMMUNICATION TO THE BOARD OF EDUCATION
  - a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**
  - b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**
- 8. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. David L. Russo**
  - I. INFORMATION/DISCUSSION: District Updates
  - II. INFORMATION/DISCUSSION: PALS (People Active with Lincolnwood Schools) 150
- 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 - **JULY 2022** 161
  - II. INFORMATION/ACTION: Bills Payable in the Amount of \$1,339,015.04 184  
**Bills reviewed this month by: Kevin Daly and Rupal Shah Mandal**  
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 \$1,339,015.04.**

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

9. AUDIENCE TO VISITORS

10. 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)(2) - Collective Negotiating.**

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

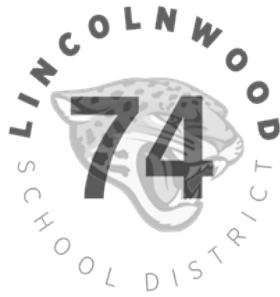
11. ADJOURNMENT

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.*





LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
Regular Meeting Minutes  
Thursday, September 1, 2022 at **7:30 PM**

**BOARD OF EDUCATION**  
Kevin Daly, *President*  
Rupal Shah Mandal, *Vice President*  
John P. Vranas, *Secretary*  
Myra A. Foutris  
Elaina Geraghty  
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*

*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 - Council Chambers  
6900 North Lincoln Avenue, Lincolnwood, Illinois 60712, on Thursday, September 1, 2022.*

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

President Daly took roll call and the Pledge of Allegiance was recited at 7:32 p.m.

<u>MEMBERS PRESENT</u> Kevin Daly Myra A. Foutris Elaina Geraghty Jay Oleniczak Rupal Shah Mandal Peter D. Theodore John P. Vranas	<u>MEMBERS ABSENT</u> None	
<u>ADMINISTRATORS/STAFF PRESENT</u> Dr. David L. Russo Dr. Dominick M. Lupo Courtney Whited Chris Harmon	Aliaa Ibrahim Mark Atkinson Jordan Stephen Joseph Segreti	Kristine Vandebroek Jennifer Ruttkay Renee Tolnai

2. AUDIENCE TO VISITORS

None

3. DISTRICT RECOGNITIONS

a. 2022-2023 New Staff Introductions by Principals

Todd Hall principal Chris Harmon, Rutledge Hall principal Aliaa Ibrahim and Lincoln Hall principal Mark Atkinson and Assistant principal Joseph Segreti each introduced their new staff to the Board of Education.

4. INFORMATION/ACTION: CONSENT AGENDA

a. APPROVAL OF MINUTES

I. Regular Board Meeting Minutes - **AUGUST 4, 2022**

II. Regular Board Meeting - Closed Session Minutes - **AUGUST 4, 2022**

b. EMPLOYMENT MATTERS

I. Personnel Report

II. New Employment

1. **Hadeel Hijazi**, Kitchen Staff, Lincoln Hall, effective August 22, 2022, \$14.50/hr

2. **Grace Han**, Food Science Teacher, Lincoln Hall, effective August 22, 2022, Class 2, Level 3, \$59,910

3. **Kelly McDermott**, 3rd Grade Teacher, Rutledge Hall, effective August 22, 2022, Class 2, Level 11, \$73,168
4. **Alaina Burianek**, Full Time Equivalent Substitute Teacher, District Wide, effective August 22, 2022, Class 1, Level 1, \$52,095
5. **Eli Werner**, Full Time Equivalent Substitute Teacher, District Wide, effective August 22, 2022, Class 1, Level 1, \$52,095
6. **Emma Greene**, Full Time Equivalent Substitute Teacher, District Wide, effective August 22, 2022, Class 1, Level 1, \$52,095
7. **Athanasios Magoulas**, Paraprofessional, Todd Hall, effective August 22, 2022, \$18.73/hr
8. **Angelica Alamag**, Paraprofessional, Rutledge Hall, effective August 24, 2022, \$17.67/hr
9. **Alkashish Alkashish**, Lunch Recess Supervisor, Rutledge Hall, August 24, 2022 \$17.00/hr

### III. Resignation

1. **Clara Flores**, Lunch Recess Supervisor, Rutledge Hall, effective August 22, 2022

### IV. FMLA Leave Request

1. **Melanie Jarosz**, School Secretary, Lincoln Hall, effective August 29, 2022, expected return November 2, 2022

### c. Snow Removal Contract with Contour Landscaping, Inc.

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve this Contract from Contour Landscaping, Inc. for snow removal services in the amount of \$8,566 annually from November 1, 2022 through March 31, 2024.

### d. Renewal to Flocabulary for the 2022-2023 School Year

The Finance Committee concurs to recommend to the Board of Education to approve the Flocabulary Quote in the amount of \$2,800 for the service dates between October 18, 2022 and October 17, 2023.

### e. REVISED 2021-22 Administrator and Teacher Salary and Benefit Report Pursuant to PA 97-256

At the August 18, 2022 Finance Committee, the 2021-22 Administrator and Teacher Salary and Benefit Report was presented with the required information to be compliant with PA 97-256. The Administration recognized five reporting errors. Attached are the original reported and REVISED 2021-22 Teacher Salary and Benefit Reports Pursuant to PA 97-256, as presented.

### f. 2021-22 IMRF Salary and Benefits Report

Attached to this Executive Summary is the 2021-22 IMRF Salary and Benefits Report.

### g. Rosetta Stone© Foundations K-12 for (15), Two-Year Subscriptions for School Years 2022-23 and 2023-2024

The Finance Committee concurs to recommend to the Board of Education to approve this Agreement from Rosetta Stone© Foundations K-12 for (15), two-year subscriptions from October 7, 2022 to October 6, 2024 in the amount of \$3,240.

### h. Policy

#### I. 2nd Reading/Adoption of Policy

1. 5:80 Court Duty
2. 2:230 Public Participation at Board of Education Meetings and Petitions to the Board

### i. Upcoming Staff Development Opportunities

1. Illinois Association of School Administrators (IASA) 58th Annual Conference, September 28-30, 2022, in Springfield, Illinois, for Dr. David L. Russo, Superintendent of Schools  
The Lincolnwood School District 74 Board of Education approves all overnight Staff Development Opportunities.

It 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, Foutris, Geraghty, Oleniczak, Theodore, Daly

Nays: None  
Absent: None

Motion passed.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

None

7. COMMUNICATION FROM BOARD MEMBERS

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

Secretary Vranas reported the NTDSE Governing Board met on August 11, 2022 where routine business was discussed.

- The renovation of the Molloy Educational Center is nearing completion.
- Secretary Vranas shared current photos of the renovation.
- There were over 100 architectural changes that were necessary, which impacted the construction timeline and use of contingencies.
- There are a number of open NTDSE paraprofessional positions. Please see <https://www.ntdse.org/employment> for additional information.

The next meeting of the NTDSE Governing Board is September 8, 2022 at 6:00 p.m. The public is invited.

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

Member Geraghty reported that the Triple I Conference will be November 18-20, 2022.

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

The Finance Committee last met on August 18, 2022.

The Committee sent four (4) items to the Consent Agenda:

- Rosetta Stone© Foundations K-12 for (15), Two-Year Subscriptions for School Years 2022-2023 and 2023-2024
- 2021-22 Administrator and Teacher Salary and Benefit Report Pursuant to PA 97-256
- 2021-22 IMRF Salary and Benefits Report
- Renewal for Flocabulary for the 2022-2023 School Year

Courtney Whited, Business Manager/CSBO, summarized the proposed Lincolnwood School District 74 Budget for the Fiscal Year 2023 which is on tonight's agenda for final approval after the Public Hearing.

The next Finance Committee meeting is scheduled for Thursday, September 22, 2022 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Elaina Geraghty**

The Facilities Committee last met on August 16, 2022

Sitework/Murphy Update

- The Todd Hall Parking Lot paving and striping has been completed.
- The Todd Hall parking lot fencing is anticipated to ship on September 5, 2022. There will be no fencing in place when school starts. The fence is scheduled to be complete by November 1, 2022. Plastic snow fencing has been temporarily installed while waiting for the permanent fencing.
- The bollards arrived on August 22, 2022 and have been installed.
- The Todd Hall parking lot trees have been planted both on the island and the perimeter.
- The Rutledge Hall Playground equipment has been installed. We are waiting on surfacing to arrive.
- The Parking Lot Lighting is anticipated to arrive mid-September. Bases and wiring for the lights have been installed.
- The track measures 0.238 miles. Administration asked the Committee for a recommendation on the language for signage that would prioritize the students' use during school hours. Administration will

check with other community tracks to compare signage. The Committee recommended any signage be placed at the entrance of campus.

- Administration discussed the presence of unleashed dogs on campus. The Committee recommended adhering to the Village of Lincolnwood ordinance concerning unleashed dogs on campus when planning signage.

#### General Work Update

- 2 pumps were installed late July. The VFDs for Lincoln Hall are delayed.
- All the Rooftop Units have been installed. They were commissioned and all went well. One unit was shipped without a power exhaust accessory piece, but it will not impact its use.
- The Breakers/Pressure Switches were completed in mid-August. There was an additional cost of \$900 from ComEd to shut down power for weekend work.
- All the Emergency Lights/Exit Signs have arrived and are being installed.
- The grounding has been completed.
- The Rutledge Hall STEM Privacy Film placement has been completed.
- A gutter on the front of Todd Hall was bent with a ladder during soffit work. This will be replaced by the company that damaged it.
- All of the Rutledge Hall Specials Furniture was delivered, except the STEM storage units which arrived on campus August 16th. The rocking chairs and bookshelves will arrive in October.

The Solar Panels were delivered. Installation is planned for Saturday, September 10, 2022.

#### Projects Impacted by Supply Chain Delays:

- Todd Hall and Rutledge Hall Cafeteria Tables have been delayed until Thanksgiving.
- The Rutledge Hall Elevator Modernization has been delayed until Winter Break.
- The PreK, East Prairie and CCDC Playgrounds have been postponed until the Summer of 2023.

#### Summer 2023 Roofing and Tuckpointing Projects

- The Roofing Bid Notice will be printed in the *Lincolnwood Review* Thursday, August 18, 2022. The Bids are due Wednesday, September 7, 2022. The Committee discussed the drawings of the areas of roofing that will be included in the bid. The Committee asked if they should include the Administration Building west portion coating of the roof. StudioGC would include the alternates in the bidding.
- The Tuckpointing Bid Notice will be printed in the *Lincolnwood Review* Thursday, August 18, 2022. The Bids are due Wednesday, Sept. 7, 2022. The Committee discussed the drawings of the areas of tuckpointing that will be included in the bid. Athi Toufexis discussed the photographs of the recommended areas. The Committee inquired whether Todd Hall should be a full job as it is the same age. Athi Toufexis explained that it is not showing that it is necessary at this time. The main office area at Lincoln Hall would be addressed. The Chimney Cap and other areas of the Chimney as well as a couple of limestone walls will be cleaned and tuckpointed instead of being covered with blue metal. A few areas of spalled brick at the Administration Building will also be addressed.

The Committee discussed putting off the courtyard renovation at Rutledge Hall and moving the Todd Hall courtyard in its place for the summer of 2023. The Committee agreed to move the Todd Hall courtyard renovation to the summer of 2023.

Dr. Russo gave an update about the Jaguar Jog as a celebration of the new Track.

Administration discussed having a “Solarbration” to celebrate the installation of the solar panels.

The Lincolnwood Chamber Orchestra inquired about using the Auditorium in November.

The Facilities Committee concurred with the Administration’s recommendation to approve this Contract from Contour Landscaping, Inc. for snow removal services in the annual amount of \$8,566 from November 1, 2022 through March 31, 2024.

The next Facilities Committee meeting is scheduled for Tuesday, September 20, 2022 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, July 15, 2022.

The Consent Agenda had two policies for 2nd Reading/Adoption of Policy:

1. 5:80 Court Duty

2. 2:230 Public Participation at Board of Education Meetings and Petitions to the Board

The next Policy Committee meeting is scheduled for Friday, October 21, 2022 at 8:30am in the Administration Building. The public is welcome.

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

President Daly reported important District dates. Kindly see the District website for more event information. [sd74.org](http://sd74.org).

8. COMMUNICATION TO THE BOARD OF EDUCATION

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

On behalf of the LTA, Co-president Kevin Conley welcomed all new District staff.

The LTA Teacher Mentor program and new staff training have been well-received.

The LTA are pleased with the open communication with the Administrative staff.

The LTA leadership heard positive feedback from their membership on the two days of Teacher's Institute before the start of school.

b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

No report.

9. ADMINISTRATIVE REPORTS

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

i. District Updates

- Superintendent Russo welcomed everyone back to the routines of the school year. Sports and clubs will be starting shortly, and all students are welcome to get involved.
- The Administrative team is thrilled to welcome all the new staff to the District.
- The District thanks all who donated their time and efforts towards the successful Ice Cream Social last Friday evening.
- Please look for communications on the inauguration of the new District track space during the upcoming Jaguar Jog planned for the morning of September 16, 2022.
- Currently there are 1,234 students enrolled in the District, with 841 students registered for bus transportation.
- Upcoming Curriculum Nights are an important way for staff to connect with families on the material your children will be studying and learning throughout the year. Kindly watch for additional information on email, and the District website: [sd74.org](http://sd74.org).

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

i. Curriculum Department Update

Institute Days

Last week we kicked off the 2022-2023 school year with a set of two institute days on Monday and Tuesday.

- We would like to thank Vice President Shah Mandal for her opening remarks.
- Over the course of the two days...
  - Staff collaborated on getting ready for a positive start to the school year.
  - We welcomed our new staff and administrators.

- Overall, it was a positive experience with a lot of momentum going into our opening days with students arriving.

Over the next week, families should look out for communication about the upcoming Fall MAP Assessment administration at each of our buildings. MAP is a wonderful assessment tool that helps the Administration track individual academic progress and growth for each of our students.

And finally, be sure to keep a look out for our next *Tuesday Newsday* as you will gain valuable information on our upcoming picture days.

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

I. Finance Report - **JUNE 2022**

Business Manager/CSBO Whited presented the June 2022 Finance Report.

II. Public Hearing and Adoption of the Lincolnwood School District 74 Budget for Fiscal Year 2023

**OPEN PUBLIC HEARING**

It was moved by Member Theodore and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education open the public hearing regarding the Budget for Lincolnwood School District 74 for the fiscal year July 1, 2022 to June 30, 2023.

President Daly submitted the motion to a voice vote and the motion passed.

**AUDIENCE COMMENTS**

None

**CLOSE PUBLIC HEARING**

It was moved by Member Theodore and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education close the public hearing regarding the Budget for Lincolnwood School District 74 for the fiscal year July 1, 2022 to June 30, 2023.

President Daly submitted the motion to a voice vote and the motion passed.

**BUDGET APPROVAL**

It was moved by Member Theodore, and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education adopt the Budget for Fiscal Year 2023, as recommended by the Finance Committee, and as presented.

President Daly provided an overview of the budget process. Business Manager/CSBO Whited confirmed to the Board of Education there were no phone, email, or in-person inquiries made on the published draft of the Fiscal Year 2023 Budget.

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

Ayes: Shah Mandal, Vranas, Fouttris, Geraghty, Oleniczak, Theodore, Daly

Nays: None

Absent: None

Motion passed.

III. Bills Payable in the Amount of \$759,135.83

**Bills reviewed this month by: Jay Oleniczak and Myra A. Fouttris**

It was moved by Member Foutris, and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$759,135.83.

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

Ayes: Shah Mandal, Vranas, Foutris, Geraghty, Oleniczak, Theodore, Daly

Nays: None

Absent: None

Motion passed.

10. AUDIENCE TO VISITORS

None

11. **RECESS INTO CLOSED SESSION**

It was moved by President Daly, and seconded by Vice President Shah Mandal 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 120/2(c)(2) - Collective Negotiating.**

President Daly submitted the motion to a voice vote and the motion passed.

12. ADJOURNMENT

It was moved by Secretary Vranas, and seconded by Member Geraghty to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education at 9:13 p.m.

President Daly submitted the motion to a voice vote and the motion passed.

The next Lincolnwood School District 74 Board of Education meeting will be held on Thursday, October 6, 2022 at 7:30 p.m. in the Lincoln Hall Middle School Auditorium. The public is welcome.

---

Kevin Daly, President

---

John P. Vranas, Secretary



## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: 2022-23 Blackboard Inc. Website & Mobile App Contract

BY: Jordan Stephen

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

Lincolnwood School District 74 has subscribed to Blackboard Inc. for many years and uses its services for its hosting of the school district website and mobile app services. In the past, the District paid over \$6,000 for these services, but consolidating these into a single website saved the District thousands.

**Background:** District Legal Counsel has reviewed and approved this Contract.

### **Fiscal Impact:**

\$2,027.42

The District paid \$1,988.61 during the 2021-22 school year to Blackboard Inc. for one website and one mobile app.

### **Recommendation:**

At the August 18, 2022 Finance Committee, the Committee concurred to recommend to the Board of Education to approve the 2022-23 Blackboard Inc. Contract for website and mobile app services in the amount of \$2,027.42 based upon receipt of a SOPPA Agreement from Blackboard Inc..

The District is now in receipt of this document. The Administration recommends, again, that the Finance Committee recommends to the Board of Education to approve the 2022-23 Blackboard Inc. Contract for website and mobile app services in the amount of \$2,027.42 at the October 6, 2022 Board of Education meeting.





Blackboard Inc.  
11720 Plaza America Drive  
11th Floor  
Reston VA 20190 USA  
Phone: +1 202.463.4860  
Fax: +1.312.236.7251  
Email: [operations@blackboard.com](mailto:operations@blackboard.com)  
Tax ID: 52-2081178

## New Period or Contract Renewal Confirmation Notice

### CUSTOMER INFORMATION:

**Billing Address:**

Lincolnwood Sch Dist 74  
6950 N East Prairie Rd  
Lincolnwood, IL 60712-2554  
USA

**Date:** 08/02/2022  
**Customer No:** 326648  
**Document No:** CSF000874392

**Customer Primary Contact:** Christina Audisho

### PRODUCTS AND SERVICES SUBJECT TO NEW PERIOD OR RENEWAL:

Qty	Product Code	Product Description	Start Date	End Date	Price (USD)
1235	MCA-APP	Custom, branded mobile app with access to news, calendars, social media, notifications, and other vital school information.	07/01/2022	06/30/2023	531.05
1	WCM-ESSN	Website and content management system software with reliable web hosting.	07/01/2022	06/30/2023	1,496.37

**Renewal Amount (USD) 2,027.42**

### CONFIRMATION:

Per the terms of your contract currently in place for Blackboard products and/or services, the next period or contract renewal period starts on **07/01/2022**. With respect to contract renewals, per the terms of your contract your license(s) may be automatically renewed 30 days prior to the renewal period start date, and **use of the product and/or services on or beyond 07/01/2022 may result in an automatic invoice from Blackboard for the renewal amount noted above.**

**Any utilization beyond licensed quantities allowed under your current contract with Blackboard may result in license fees charged in addition to the new period or contract renewal amount noted above. Please reach out to Blackboard to adjust your current license quantity if applicable.**

Your invoice will be sent separately and will include the payment instructions and total amount due. You will be invoiced for products and/or services for the total above upon receipt of this form unless other arrangements are made. Please note that taxes are not included in the total Amount Due noted above and will be added, where applicable, when invoiced.

### Please take the following actions prior to 07/01/2022:

1. Contact your Renewal Representative or [operations@blackboard.com](mailto:operations@blackboard.com) to request an invoice **OR** issue a purchase order, if required.
2. Provide updated billing information if inaccurate.
3. If you are exempt from paying sales tax, please remit a copy of your state tax exempt certificate with payment of your invoice or a copy to [exemptcerts@blackboard.com](mailto:exemptcerts@blackboard.com).

Purchase Orders and/or Tax-Exempt Form can be sent via any one of the following methods by **08/08/2022**:

- Email: [operations@blackboard.com](mailto:operations@blackboard.com)
- Fax: +1.312.236.7251

**Standard Student Data Privacy Agreement**

**IL-NDPA Standard  
Version 1.0a**

**School District or LEA**

**Lincolnwood School District #74**

**and**

**Provider**

**Blackboard Inc.**

This Student Data Privacy Agreement (“**DPA**”) is entered into on the date of full execution (the “**Effective Date**”) and is entered into by and between:

Lincolnwood School District #74, located at 6950 N. East Prairie Road, Lincolnwood, IL 60712-2554 (the “**Local Education Agency**” or “**LEA**”) and Blackboard Inc., located at 11720 Plaza America Drive, 11<sup>th</sup> Floor, Reston, Virginia 20190 (the “**Provider**”).

**WHEREAS**, the Provider is providing educational or digital services to LEA.

**WHEREAS**, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“**FERPA**”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“**COPPA**”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

**WHEREAS**, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

**NOW THEREFORE**, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.
2. **Special Provisions. Check if Required**
  - ☒ If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.
  - ☐ If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit “H”. (Optional)**
  - ☐ If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms
3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “**Services**”).
6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: Jordan Stephen Title: Director Of Technology

Address: 6950 East Prairie Road, Lincolnwood, IL 60712

Phone: 847-675-8234 Email: jstephen@sd74.org

The designated representative for the Provider for this DPA is:

Name: Michael Pohorylo Title: Deputy General Counsel

Address: 11720 Plaza America Drive, Reston, Virginia 20190

Phone: 800-424-9299 Email: GeneralCounsel@Blackboard.com

**IN WITNESS WHEREOF**, LEA and Provider execute this DPA as of the Effective Date.

LEA: ~~Lincolnwood School District #74~~

By:  Date: 9/15/2022

Printed Name: Jordan Stephan Title/Position: Director of Technology

**Provider: Blackboard Inc.**

By: \_\_\_\_\_ Date: 9/15/2022

Printed Name: Michael Pohorylo Title/Position: Deputy General Counsel

## **STANDARD CLAUSES**

Version 1.0

### **ARTICLE I: PURPOSE AND SCOPE**

1. **Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
2. **Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
3. **DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

### **ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS**

1. **Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
2. **Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
3. **Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.

4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

### ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

### ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data**: Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data**. Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D".
7. **Advertising Limitations**. Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

## **ARTICLE V: DATA PROVISIONS**

1. **Data Storage**. Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits**. Audits of the Providers' security and privacy measures should generally be conducted using documentation provided by the Provider. If the documentation provided by the Provider is not sufficient to assess the Provider's implementation of the security and privacy measures, no more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA. The Provider will cooperate reasonably with the LEA and any local, state, or federal

agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA without undue delay (and in any event within the time period required by applicable law) following the confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
  - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
    - i. The name and contact information of the reporting LEA subject to this section.
    - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
    - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
    - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
    - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
  - (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
  - (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.



- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

## ARTICLE VI: GENERAL OFFER OF TERMS

[Intentionally omitted]

## ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the DPA and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law; Venue and Jurisdiction.** THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound:** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
8. **Authority.** Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.
9. **Waiver.** No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

**EXHIBIT "A"**  
**DESCRIPTION OF SERVICES**

The services are described in the order form and Service Agreement.

**EXHIBIT "B"**  
**SCHEDULE OF DATA**

		Web Site	
Category of Data	Elements	Check if Used by Your System	
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
	Other application technology meta data-Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
Application Use Statistics	Meta data on user interaction with application	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
Assessment	Standardized test scores	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
	Observation data	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
	Other assessment data-Please specify:	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
Attendance	Student school (daily) attendance data	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
	Student class attendance data	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
Communications	Online communications captured (emails, blog entries)	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
Conduct	Conduct or behavioral data	<input type="checkbox"/>	<input type="checkbox"/>
Demographics	Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>
	Place of Birth	<input type="checkbox"/>	<input type="checkbox"/>
	Gender	<input type="checkbox"/>	<input type="checkbox"/>
	Ethnicity or race	<input type="checkbox"/>	<input type="checkbox"/>
	Language information (native, or primary language spoken by student)	<input type="checkbox"/>	<input type="checkbox"/>
	Other demographic information-Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment	Student school enrollment	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
	Student grade level	<input type="checkbox"/>	<input type="checkbox"/>
	Homeroom	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
	Guidance counselor	<input type="checkbox"/>	<input type="checkbox"/>
	Specific curriculum programs	<input type="checkbox"/>	<input type="checkbox"/>
	Year of graduation	<input type="checkbox"/>	<input type="checkbox"/>
	Other enrollment information-Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Guardian Contact Information	Address	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
	Email	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>

Category of Data	Elements	Check if Used by Your System		
	Phone		<input checked="" type="checkbox"/>	
Parent/Guardian ID	Parent ID number (created to link parents to students)		<input checked="" type="checkbox"/>	
Parent/Guardian Name	First and/or Last		<input checked="" type="checkbox"/>	
Schedule	Student scheduled courses		<input checked="" type="checkbox"/>	
	Teacher names		<input checked="" type="checkbox"/>	
Special Indicator	English language learner information		<input type="checkbox"/>	
	Low income status		<input type="checkbox"/>	
	Medical alerts/ health data		<input type="checkbox"/>	
	Student disability information		<input type="checkbox"/>	
	Specialized education services (IEP or 504)		<input type="checkbox"/>	
	Living situations (homeless/foster care)		<input type="checkbox"/>	
	Other indicator information-Please specify:		<input type="checkbox"/>	
Student Contact Information	Address		<input checked="" type="checkbox"/>	
	Email		<input checked="" type="checkbox"/>	
	Phone		<input checked="" type="checkbox"/>	
Student Identifiers	Local (School district) ID number		<input checked="" type="checkbox"/>	
	State ID number		<input type="checkbox"/>	
	Provider/App assigned student ID number		<input type="checkbox"/>	
	Student app username		<input type="checkbox"/>	
	Student app passwords		<input type="checkbox"/>	
Student Name	First and/or Last		<input checked="" type="checkbox"/>	
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)		<input type="checkbox"/>	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in		<input checked="" type="checkbox"/>	
Student Survey Responses	Student responses to surveys or questionnaires		<input type="checkbox"/>	
Student work	Student generated content; writing, pictures, etc.		<input type="checkbox"/>	
	Other student work data -Please specify:		<input type="checkbox"/>	
Transcript	Student course grades		<input checked="" type="checkbox"/>	
	Student course data		<input checked="" type="checkbox"/>	

Category of Data	Elements	Check if Used by Your System
	Student course grades/ performance scores	<input checked="checked" type="checkbox"/>
	Other transcript data - Please specify:	<input type="checkbox"/>
Transportation	Student bus assignment	<input type="checkbox"/>
	Student pick up and/or drop off location	<input type="checkbox"/>
	Student bus card ID number	<input type="checkbox"/>
	Other transportation data – Please specify:	<input type="checkbox"/>
Other	Please list each additional data element used, stored, or collected by your application:	<input type="checkbox"/>
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	<input type="checkbox"/>

**EXHIBIT "B"**  
**SCHEDULE OF DATA**

Mobile App

Category of Data	Elements	Check if Used by Your System		
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.		<input checked="" type="checkbox"/>	
	Other application technology meta data-Please specify:		<input type="checkbox"/>	
Application Use Statistics	Meta data on user interaction with application		<input checked="" type="checkbox"/>	
Assessment	Standardized test scores		<input checked="" type="checkbox"/>	
	Observation data		<input checked="" type="checkbox"/>	
	Other assessment data-Please specify:		<input checked="" type="checkbox"/>	
Attendance	Student school (daily) attendance data		<input checked="" type="checkbox"/>	
	Student class attendance data		<input checked="" type="checkbox"/>	
Communications	Online communications captured (emails, blog entries)		<input checked="" type="checkbox"/>	
Conduct	Conduct or behavioral data		<input type="checkbox"/>	
Demographics	Date of Birth		<input type="checkbox"/>	
	Place of Birth		<input type="checkbox"/>	
	Gender		<input type="checkbox"/>	
	Ethnicity or race		<input type="checkbox"/>	
	Language information (native, or primary language spoken by student)		<input type="checkbox"/>	
	Other demographic information-Please specify:		<input type="checkbox"/>	
Enrollment	Student school enrollment		<input checked="" type="checkbox"/>	
	Student grade level		<input checked="" type="checkbox"/>	
	Homeroom		<input checked="" type="checkbox"/>	
	Guidance counselor		<input type="checkbox"/>	
	Specific curriculum programs		<input type="checkbox"/>	
	Year of graduation		<input type="checkbox"/>	
	Other enrollment information-Please specify:		<input type="checkbox"/>	
Parent/Guardian Contact Information	Address		<input checked="" type="checkbox"/>	
	Email		<input checked="" type="checkbox"/>	

Category of Data	Elements	Check if Used by Your System		
	Phone		<input checked="" type="checkbox"/>	
Parent/Guardian ID	Parent ID number (created to link parents to students)		<input checked="" type="checkbox"/>	
Parent/Guardian Name	First and/or Last		<input checked="" type="checkbox"/>	
Schedule	Student scheduled courses		<input checked="" type="checkbox"/>	
	Teacher names		<input checked="" type="checkbox"/>	
Special Indicator	English language learner information		<input type="checkbox"/>	
	Low income status		<input type="checkbox"/>	
	Medical alerts/ health data		<input type="checkbox"/>	
	Student disability information		<input type="checkbox"/>	
	Specialized education services (IEP or 504)		<input type="checkbox"/>	
	Living situations (homeless/foster care)		<input type="checkbox"/>	
	Other indicator information-Please specify:		<input type="checkbox"/>	
Student Contact Information	Address		<input checked="" type="checkbox"/>	
	Email		<input checked="" type="checkbox"/>	
	Phone		<input checked="" type="checkbox"/>	
Student Identifiers	Local (School district) ID number		<input checked="" type="checkbox"/>	
	State ID number		<input type="checkbox"/>	
	Provider/App assigned student ID number		<input type="checkbox"/>	
	Student app username		<input type="checkbox"/>	
	Student app passwords		<input type="checkbox"/>	
Student Name	First and/or Last		<input checked="" type="checkbox"/>	
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)		<input type="checkbox"/>	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in		<input checked="" type="checkbox"/>	
Student Survey Responses	Student responses to surveys or questionnaires		<input type="checkbox"/>	
Student work	Student generated content; writing, pictures, etc.		<input type="checkbox"/>	
	Other student work data -Please specify:		<input type="checkbox"/>	
Transcript	Student course grades		<input checked="" type="checkbox"/>	
	Student course data		<input checked="" type="checkbox"/>	



Category of Data	Elements	Check if Used by Your System
	Student course grades/ performance scores	<input checked="checked" type="checkbox"/>
	Other transcript data - Please specify:	<input type="checkbox"/>
Transportation	Student bus assignment	<input checked="checked" type="checkbox"/>
	Student pick up and/or drop off location	<input checked="checked" type="checkbox"/>
	Student bus card ID number	<input type="checkbox"/>
	Other transportation data – Please specify:	<input checked="checked" type="checkbox"/>
Other	Please list each additional data element used, stored, or collected by your application:	<input type="checkbox"/>
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	<input type="checkbox"/>

## **EXHIBIT "C"**

### **DEFINITIONS**

**De-Identified Data and De-Identification:** Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

**Educational Records:** Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

**Metadata:** means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

**Operator:** means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K–12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

**Originating LEA:** An LEA who originally executes the DPA in its entirety with the Provider.

**Provider:** For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

**Student Generated Content:** The term "student-generated content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

**School Official:** For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of personally identifiable information from Education Records.

**Service Agreement:** Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

**Student Data:** Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services.

**Subprocessor:** For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

**Subscribing LEA:** An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

**Targeted Advertising:** means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

**Third Party:** The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

**EXHIBIT "D"**  
**DIRECTIVE FOR DISPOSITION OF DATA**

Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

**1. Extent of Disposition**

☒ Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

[Data that is (i) required by applicable laws; (ii) required as part of our automated backup and recovery processes so long as the backup and recovery storage system is inaccessible to the public and unable to be used in the ordinary course of business by Blackboard; (iii) an Authorized User has downloaded, saved, transferred or otherwise maintained their own personal information in a personal account; and/or (iv) it is aggregated or De-Identified Data and Blackboard has implemented technical safeguards and business processes to prohibit the reidentification of the information with an individual. If you request deletion of Personal Information in archival and back-up-files, you shall bear the costs including costs for business interruptions associated with such request.]

☐ Disposition is Complete. Disposition extends to all categories of data.

**2. Nature of Disposition**

☒ Disposition shall be by destruction or deletion of data. Upon request, data can be returned.

☐ Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

[ ]

**3. Schedule of Disposition**

Data shall be disposed of by the following date:

☒ As soon as commercially practicable.

☐ By [ ]

**EXHIBIT "E"**

[Intentionally omitted]

**EXHIBIT “F”**  
**DATA SECURITY REQUIREMENTS**

**Adequate Cybersecurity Frameworks**  
**2/24/2020**

The Education Security and Privacy Exchange (“Edspex”) works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles\* (“Cybersecurity Frameworks”) that may be utilized by Provider .

**Cybersecurity Frameworks**

	<b>MAINTAINING ORGANIZATION/GROUP</b>	<b>FRAMEWORK(S)</b>
<input type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input checked="" type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input checked="" type="checkbox"/>	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
<input type="checkbox"/>	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit <http://www.edspex.org> for further details about the noted frameworks.

\*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

**Provider security measures**

The Provider uses the following technical and organizational measures to protect Student Data:

Management controls

- The Provider maintains a comprehensive information security program with an appropriate governance structure (including a dedicated Information Security team) and written security policies to oversee and manage risks related to the confidentiality, availability and integrity of Personal Information.
- The Provider aligns its information security program and measures with industry best practices, such as the International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) 27001, Open Web Application Security Project (OWASP), and National Institute of Standards and Technology (NIST) 800 frameworks. These controls are distilled and incorporated

into an internal compliance framework that is applicable to all products and services.

- The Provider uses internal resources and third-party contractors to perform audits and vulnerability assessments and provide guidance on best practices for select systems containing Student Data. System assessments and network audits are performed regularly. Issues identified during audits are prioritized and remediated as part of ongoing security monitoring using a risk management methodology.
- The Provider's employees receive security and data privacy training when they start and regularly thereafter. Awareness campaigns are used to raise awareness about information security risks and our information security policies and procedures. Select staff, such as developers, receive additional security training tailored to their job role. Completion of training is tracked.
- New employees undergo background checks prior to onboarding, where permitted by applicable law, and sign a confidentiality agreement.
- Employees are required to comply with internal policies on the acceptable use of corporate IT assets. These policies address requirements on clean desk and secure workspaces, protecting system resources and electronic communications, protecting information, and general use of technology assets. The Provider's employees are made aware that non-compliance with these policies can lead to disciplinary action, up to and including termination of employment/contract.
- The Provider maintains a vendor risk management program to manage the security and integrity of its supply chain. The procurement process for third party service providers that have access to confidential information (including Student Data) includes a vendor security and privacy assessment review and a contract review by the Legal team.
- The Provider has a documented security incident response process for responding to, documenting, and mitigating security incidents and notifying its clients, authorities or other parties as required. The process is tested regularly.

#### Admission control

- The Provider employs appropriate physical safeguards to prevent unauthorized persons from gaining access to the premises where Student Data is collected, processed and used. Such premises may only be entered by the Provider and/or its agents.
- The Provider and its service providers implement physical security controls for the data centers used to store Student Data. These controls are commensurate with industry best practices and local regulations, which include 24x7x365 video monitoring, guards, secured ingress/egress, badged access, sign-in/sign-out logs, restricted access, and other best practices.
- The Provider uses appropriate measures to secure buildings, such as using access cards or fobs for employee access.
- The Provider uses appropriate measures to ensure that Student Data held in hardcopy are kept securely e.g., in locked rooms or filing cabinet. Generally, steps are taken to ensure that access to hardcopy Student Data is limited in the same way it would be on an electronic IT system i.e., access is limited to those individuals where it is necessary for them to have access in order for them to perform their job role.

#### Entry control

- The Provider uses appropriate measures to prevent unauthorized parties from accessing or using its systems containing Student Data.
- The Provider requires authentication and authorization to gain access to systems that process Student Data (i.e., require users to enter a user id and password before they are permitted access to such systems).
- The Provider has procedures in place to permit only authorized persons to access Student Data

internally or externally by using authentication procedures (e.g., by means of appropriate passwords), except as otherwise enabled by the LEA.

#### Access control

- The Provider employs appropriate measures to prevent individuals accessing Student Data unless they hold a specific access authorization.
- The Provider only permits access to Student Data which the employee (or agent) needs for his/her job role or the purpose they are given access to Provider's systems for (i.e., the Provider implements measures to ensure least privilege access to systems that process Student Data). System administration and privileged access is controlled and enforced on a need-to-know basis and is reviewed regularly.
- The Provider has in place appropriate procedures for controlling the allocation and revocation of access rights to Student Data. For example, having in place appropriate procedures for revoking employee access to systems that process Student Data when they leave their job or change role. Unnecessary and default user accounts and passwords are disabled on servers.
- Provider's systems containing Student Data are protected by user identifiers, passwords and role-based access rights. Special access rights are produced for the purposes of technical maintenance which do not allow access to Student Data.
- The Provider implements methods to provide audit logging to establish accountability by monitoring network devices, servers, and applications. Where applicable, aberrant activity generates alerts for investigation and/or action.
- All employees must use multi-factor authentication for remote access to IT assets within the corporate network.
- The Provider takes appropriate administrative safeguards to protect its services against external attacks, including, for example, deploying firewalls and using services to provide 24x7x365 security monitoring of its data centers to protect and defend against external security threats.

#### Transmission control

- The Provider employs appropriate measures to protect the confidentiality, integrity and availability of Student Data during electronic transmission.
- The Provider encrypts Student Data while in transit over the internet.

#### Input control

- The Provider maintains logging and auditing systems to monitor activity related to the input of Student Data.

#### Order control

- The Provider ensures that all requests from the LEA with respect to Student Data are processed strictly in compliance with the LEA's instructions through the use of clear and unambiguous contract terms; comprehensive statements of work; appropriately designed policies and processes, and training.

#### Availability control

- The Provider protect Student Data in its possession against unintentional destruction or loss by implementing appropriate management, operations, and technical controls such as firewalls;



monitoring; and backup procedures. Example measures that may also be taken include mirroring of storage media, uninterruptible power supply (UPS); remote storage; and disaster recovery plans.

### **EXHIBIT “G” – Supplemental SDPC (Student Data Privacy**

#### **Consortium) State Terms for Illinois**

Version 1.1 (Revised March 2021)

This **Exhibit G**, Supplemental SDPC State Terms for Illinois (“Supplemental State Terms”), effective simultaneously with the attached Student Data Privacy Agreement (“DPA”) by and between [NAME OF SCHOOL] (the “Local Education Agency” or “LEA”) and Blackboard Inc. (the “Provider”) is incorporated in the attached DPA and amends the DPA (and all supplemental terms and conditions and policies applicable to the DPA) as follows:

1. **Compliance with Illinois Privacy Laws.** In performing their obligations under the Agreement, the Parties shall comply with all applicable Illinois laws and regulations pertaining to student data privacy, confidentiality, and maintenance, including but not limited to the Illinois School Student Records Act (“ISSRA”), 105 ILCS 10/, Mental Health and Developmental Disabilities Confidentiality Act (“MHDDCA”), 740 ILCS 110/, Student Online Personal Protection Act (“SOPPA”), 105 ILCS 85/, Identity Protection Act (“IPA”), 5 ILCS 179/, and Personal Information Protection Act (“PIPA”), 815 ILCS 530/, and Local Records Act (“LRA”, 50 ILCS 205/.

2. **Definition of “Student Data.”** In addition to the definition set forth in **Exhibit C**, Student Data includes any and all information concerning a student by which a student may be individually identified under applicable Illinois law and regulations, including but not limited to (a) “covered information,” as defined in Section 5 of SOPPA (105 ILCS 85/5), (b) “school student records” as defined in Section 2 of ISSRA (105 ILCS 10/2(d)), and (c) “records” as that term is defined under Section 110/2 of the MHDDCA (740 ILCS 110/2), and (d) “personal information” as defined in Section 530/5 of PIPA.

3. **School Official Designation.** Pursuant to Article I, Paragraph 1 of the DPA Standard Clauses, and in accordance with FERPA, ISSRA and SOPPA, in performing its obligations under the DPA, the Provider is acting as a school official with legitimate educational interest; is performing an institutional service or function for which the LEA would otherwise use its own employees; is under the direct control of the LEA with respect to the use and maintenance of Student Data; and is using Student Data only for an authorized purpose and in furtherance of such legitimate educational interest.

4. **Limitations on Re-Disclosure.** The Provider shall not re-disclose Student Data to any other party or affiliate without the express written permission of the LEA or pursuant to court order, unless such disclosure is otherwise permitted under SOPPA, ISSRA, FERPA, and MHDDCA. Provider will not sell or rent Student Data. In the event another party, including law enforcement or a government entity, contacts the Provider with a request or subpoena for Student Data in the possession of the Provider, the Provider shall redirect the other party to seek the data directly from the LEA, unless legally prohibited from doing so. In the event the Provider is compelled to produce Student Data to another party in compliance with a court order, Provider shall notify the LEA at least five (5) school days in advance of the court ordered disclosure and, upon request, provide the LEA with a copy of the court order requiring such disclosure, unless such disclosure is legally prohibited.

5. **Notices.** Any notice delivered pursuant to the DPA shall be deemed effective, as applicable, upon receipt as evidenced by the date of transmission indicated on the transmission material, if by e-mail; or four (4) days after mailing, if by first-class mail, postage prepaid.

**Parent Right to Access and Challenge Student Data.** The LEA shall establish reasonable procedures

pursuant to which a parent, as that term is defined in 105 ILCS 10/2(g), may inspect and/or copy Student Data and/or challenge the accuracy, relevance or propriety of Student Data, pursuant to Sections 5 and 7 of ISSRA (105 ILCS 10/5; 105 ILCS 10/7) and Section 33 of SOPPA (105 ILCS 85/33). The Provider shall respond to any request by the LEA for Student Data in the possession of the Provider when Provider cooperation is required to afford a parent an opportunity to inspect and/or copy the Student Data, no later than 10 business days from the date of the request. In the event that a parent contacts the Provider directly to inspect and/or copy Student Data, the Provider shall refer the parent to the LEA, which shall follow the necessary and proper procedures regarding the requested Student Data.

6. **Corrections to Factual Inaccuracies.** In the event that the LEA determines that the Provider is maintaining Student Data that contains a factual inaccuracy, and Provider cooperation is required in order to make a correction, the LEA shall notify the Provider of the factual inaccuracy and the correction to be made. No later than 90 calendar days after receiving the notice of the factual inaccuracy, the Provider shall correct the factual inaccuracy and shall provide written confirmation of the correction to the LEA.

7. **Security Standards.** The Provider shall implement and maintain commercially reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect Student Data from unauthorized access, destruction, use, modification, or disclosure, including but not limited to the unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of the Student Data (a "Security Breach"). ~~educational or administrative~~

8. **Security Breach Notification.** In addition to the information enumerated in Article V, Section 4(1) of the DPA Standard Clauses, any Security Breach notification provided by the Provider to the LEA shall include:

- a. The name and contact information for an employee of the Provider whom parents may contact to inquire about the breach.

9. **Reimbursement of Expenses Associated with Security Breach.** In the event of a Security Breach that is attributable to the Provider, the Provider shall, subject to the limitations of liabilities in the Service Agreement, reimburse the LEA for all reasonable "Notification Related Costs." Notification Related Costs are limited to internal and external costs associated with addressing and responding to a confirmed Security Breach, including but not limited to: (a) preparation and mailing or other transmission of notifications required by applicable law; (b) establishment of an adequate call center and other communications procedures in response to the confirmed Security Breach; (c) costs for remediation measures such as credit monitoring or reporting services for affected individuals for at least twelve (12) months in relation to a Security Breach that involves social security numbers, or to the extent required by law. With respect to any Security Breach which does not result from a breach of the security obligations in this DPA by the Provider, its agents, or Subprocessors acting on its behalf, any third-party notifications, if any, shall be at the LEA's expense.

10. **Transfer or Deletion of Student Data.** If any of the Student Data is no longer needed for purposes of the Service Agreement and this DPA, the LEA will provide written notice to the Provider as to what Student Data is no longer needed. The Provider will delete or transfer Student Data in readable form to the LEA, as directed by the LEA (which may be effectuated through Exhibit D of the DPA), within 30 calendar days if the LEA requests deletion or transfer of the Student Data and shall, upon request provide written confirmation to the LEA of such deletion or transfer. If the LEA receives a request from a parent, as that term is defined in 105 ILCS 10/2(g), that Student Data being held by the Provider be deleted, the LEA shall determine whether the requested deletion would violate State and/or federal records laws. In

the event such deletion would not violate State or federal records laws, the LEA shall forward the request for deletion to the Provider. The Provider shall comply with the request and delete the Student Data within a reasonable time period after receiving the request unless the LEA can delete the Student Data in question using the existing product functionalities.

Any provision of Student Data to the LEA from the Provider shall be transmitted in a format readable by the LEA.

11. **Public Posting of DPA.** Pursuant to SOPPA, the LEA shall publish on its website a copy of the DPA between the Provider and the LEA, including this **Exhibit G**.

12. **Subcontractors.** The list of the Providers' Subcontractors to whom Student Data is available in the Provider's Client Support Portal at [https://blackboard.secure.force.com/btbb\\_articleview?id=kA53900000001LM](https://blackboard.secure.force.com/btbb_articleview?id=kA53900000001LM). This list is regularly updated and the LEA can subscribe to email notifications of any changes to the list at the link above.

#### 14. DPA Term.

a. **Original DPA.** Paragraph 4 on page 2 of the DPA setting a three-year term for the DPA shall be deleted, and the following shall be inserted in lieu thereof: "This DPA shall be effective upon the date of signature by provider and LEA, and shall remain in effect as between Provider and LEA, 1) for so long as the Services are being provided to the LEA, or 2) until the DPA is terminated pursuant to Section 15 of this Exhibit G, whichever comes first."

**15. Termination.** Paragraph 1 of the Article VII shall be deleted, and the following shall be inserted in lieu thereof: "In the event either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or been terminated. One party may terminate this DPA upon a material breach of this DPA by the other party. Upon termination of the DPA, the Service Agreement shall terminate."

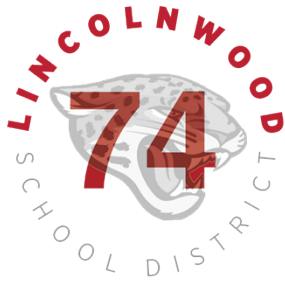
**16. Privacy Policy.** The provider must publicly disclose material information about its collection, use, and disclosure of Student Data, including but not limited to, publishing a terms of service agreement, privacy policy, or similar document.

**17. Minimum Data Necessary Shared.** The Provider attests that the Student Data request by the Provider from the LEA in order for the LEA to access the Provider's products and/or services is limited to the Student Data that is adequate, relevant, and limited to what is necessary in relation to the K-12 school purposes for which it is processed.

**18. Student and Parent Access.** Access by students or parents/guardians to the Provider's programs or services governed by the DPA, shall not be conditioned upon agreement by the parents/guardians to waive any of the student data confidentiality or privacy requirements contained in this DPA.

**20. Exhibits A and B.** The Services described in Exhibit A and the Schedule of Data in Exhibit A to the DPA satisfy the requirements in SOPPA to include a statement of the product or service being provided to the school by the Provider and a listing of the categories or types of covered information to be provided to the Provider, respectively.





## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: 2023 Roofing of the Administration Building, Rutledge Hall & Todd Hall

PREPARED BY: Courtney Whited

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

Bids for the 2023 Roofing Projects at Todd Hall, Rutledge Hall and the Administration Building were received at 1:00 p.m. on Wednesday, September 7, 2022. There were seven (7) bidders of record; five (5) bids were received. The cost was originally estimated at \$871,016. The District intends to apply for a School Maintenance Project Grant to be awarded \$50,000 for the Rutledge Hall portion of roofing. StudioGC's bid analysis is attached.

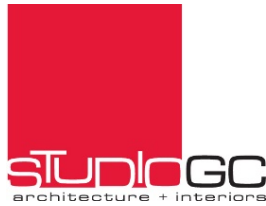
### **Fiscal Impact:**

\$914,450 is the base bid amount which is \$834,450 along with an \$80,000 contingency.

\$979,600 is the base bid amount plus the \$65,150 for Alternate #1.

### **Recommendation:**

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the bid WITH Alternate #1 from G.E. Riddiford Company, Inc. for Roofing of the Administration Building, Rutledge Hall & Todd Hall in the amount of \$979,600 for work to commence on/or about June 19 and conclude August 11, 2023.



223 W. Jackson Blvd., Suite 1200  
Fax: 312.253.3401  
Chicago, IL 60606  
Phone: 312.253.3400

September 8, 2022

Mrs. Courtney Whited  
Business Manager/CSBO  
Lincolnwood School District 74  
6950 N. East Prairie Road  
Lincolnwood, IL 60712

RE: 2023 Roofing  
Admin Building, Rutledge Hall & Todd Hall  
Project No. 22048

Dear Mrs. Whited:

Bids for the above referenced project were received at 1:00 p.m. on Wednesday, September 7, 2022. There were seven (7) bidders of record; five (5) 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 2023 Roofing project be awarded to the lowest responsible, responsive bidder, **G.E. Riddiford Company, Inc.** Their total base bid amount is **\$914,450.00**. This includes contingency allowance monies in the amount of \$80,000.00 that will be returned to the school district if not used at the end of the project.

Contractors were also asked to provide pricing for seven (7) alternates. G.E. Riddiford Company, Inc. provided the following prices:

<u>Alternate No.</u>	<u>Description</u>	<u>Cost</u>
1	State the amount to be ADDED to the Base Bid to provide roof coating to existing roof areas 2, 3, 4 at Administration building and 2, 7, 9, 10, 12 at Rutledge Hall.	\$65,150.00
2	State the amount to be ADDED to the Base Bid to provide roof coating to existing roof areas 2, 3, 4 at Administration building.	\$16,500.00
3	State the amount to be ADDED to the Base Bid to provide roof coating to existing roof area 2 at Rutledge Hall.	\$12,900.00
4	State the amount to be ADDED to the Base Bid to provide roof coating to existing roof area 7 at Rutledge Hall.	\$7,300.00
5	State the amount to be ADDED to the Base Bid to provide roof coating to existing roof area 9 at Rutledge Hall.	\$14,150.00
6	State the amount to be ADDED to the Base Bid to provide roof coating to existing roof area 10 at Rutledge Hall.	\$4,900.00
7	State the amount to be ADDED to the Base Bid to provide roof coating to existing roof area 12 at Rutledge Hall.	\$9,400.00

The Facilities Committee may choose to accept or reject any alternates. If alternate no. 1 is included, G.E. Riddiford's total bid amount equals \$979,600.00.

Bids are aligned with cost estimates and project budget. StudioGC 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



223 W. Jackson Blvd., Suite 1200  
Chicago, IL 60606  
P: 312.253.3400

**Client:** Lincolnwood School District 74  
**Project Name:** 2023 Roofing  
Admin Bldg., Rutledge Hall & Todd Hall  
**Project No.:** 22048  
**Bid Date:** Wednesday, September 7, 2022 @ 1:00 pm  
**Project Manager:** Athi Toufexis

## BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addendum		Bid Bond	Remarks
						#1	#2		
Adler Roofing 815-773-1200	NO BID	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
All American Roofing 847-510-8686	\$1,223,000.00	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		\$69,000.00	\$18,600.00	\$13,150.00	\$7,600.00	X	X	X	
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
		\$13,150.00	\$6,350.00	\$10,200.00					
Bennett & Brosseau Roofing 630-918-5182	NO BID	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
DCG Roofing 815-644-8042	\$1,080,790.00	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		\$56,768.00	\$15,915.00	\$10,825.00	\$6,005.00	X	X	X	
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
		\$11,115.00	\$4,500.00	\$8,700.00					
L. Marshall Inc. 847-724-5400	\$993,000.00	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		\$55,000.00	\$16,500.00	\$9,800.00	\$6,800.00	X	X	X	
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
		\$9,800.00	\$4,400.00	\$8,200.00					

Alt. No. 1: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating on existing roof areas 2,3,4 at Admin & 2,7,9,10 & 12 at Rutledge.  
Alt. No. 2: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof areas 2,3, & 4 at lower roofs of Admin.  
Alt. No. 3: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 2 at Rutledge.  
Alt. No. 4: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 7 at Rutledge.  
Alt. No. 5: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 9 at Rutledge.  
Alt. No. 6: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 10 at Rutledge.  
Alt. No. 7: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 12 at Rutledge.





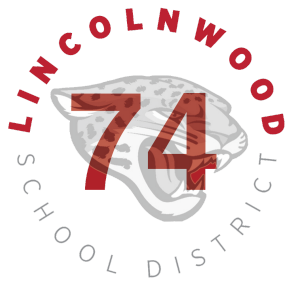
223 W. Jackson Blvd., Suite 1200  
Chicago, IL 60606  
P: 312.253.3400

**Client:** Lincolnwood School District 74  
**Project Name:** 2023 Roofing  
Admin Bldg., Rutledge Hall & Todd Hall  
**Project No.:** 22048  
**Bid Date:** Wednesday, September 7, 2022 @ 1:00 pm  
**Project Manager:** Athi Toufexis

## BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addendum		Bid Bond	Remarks
						#1	#2		
Malcor Roofing 630-896-6479	\$957,675.00	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4	X	X	X	
		\$45,500.00	\$13,250.00	\$8,600.00	\$4,700.00				
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
		\$8,350.00	\$3,700.00	\$7,500.00					
Riddiford Roofing 847-623-6023	\$914,450.00	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4	X	X	X	
		\$65,150.00	\$16,500.00	\$12,900.00	\$7,300.00				
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
		\$14,150.00	\$4,900.00	\$9,400.00					
		Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
		Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		Alt. No. 5	Alt. No. 6	Alt. No. 7					
		Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4				
		Alt. No. 5	Alt. No. 6	Alt. No. 7					

Alt. No. 1: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating on existing roof areas 2,3,4 at Admin & 2,7,9,10 & 12 at Rutledge.  
Alt. No. 2: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof areas 2,3, & 4 at lower roofs of Admin.  
Alt. No. 3: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 2 at Rutledge.  
Alt. No. 4: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 7 at Rutledge.  
Alt. No. 5: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 9 at Rutledge.  
Alt. No. 6: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 10 at Rutledge.  
Alt. No. 7: Clean all existing roof surfaces; provide non-fibered, asphalt-based roof coating (new roof type IV) on existing roof area 12 at Rutledge.



## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: Summer 2023 Masonry Restoration Project

PREPARED BY: Courtney Whited

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

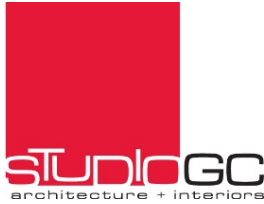
Bids for the Summer 2023 Masonry Restoration Project were received at 1:00 p.m. on Wednesday, September 7, 2022. There were three (3) bidders of record; two (2) bids were received. StudioGC's bid analysis is attached.

### **Fiscal Impact:**

\$249,500 which includes a \$30,000 contingency

### **Recommendation:**

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the bid from Otto Baum Company, Inc. for Masonry Restoration on all District buildings in the amount of \$249,500 for work to commence on/or about June 19, 2023 and conclude August 11, 2023.



223 W. Jackson Blvd., Suite 1200  
Fax: 312.253.3401  
Chicago, IL 60606  
Phone: 312.253.3400

September 8, 2022

Mrs. Courtney Whited  
Business Manager/CSBO  
Lincolnwood School District 74  
6950 N. East Prairie Road  
Lincolnwood, IL 60712

RE: 2023 Masonry Restoration  
Administration Building, Lincoln Hall, Rutledge Hall & Todd Hall  
Project No. 22049

Dear Mrs. Whited:

Bids for the above referenced project were received at 1:00 p.m. on Wednesday, September 7, 2022. There were three (3) 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 2023 Masonry Restoration project be awarded to the lowest responsible, responsive bidder, **Otto Baum Company, Inc.** Their total bid amount is **\$249,500.00**. This includes contingency allowance monies in the amount of \$30,000.00 that will be returned to the school district if not used at the end of the project. There were no alternates requested of contractors as part of this bid.

Bids are aligned with cost estimates. StudioGC 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



223 W. Jackson Blvd., Suite 1200  
Chicago, IL 60606  
P: 312.253.3400

**Client:** Lincolnwood School District 74  
**Project Name:** 2023 Masonry Restoration  
Lincoln Hall, Rutledge Hall & Todd Hall

**Project No.:** 22049  
**Bid Date:** Wednesday, September 7, 2022 @ 1:00 pm  
**Project Manager:** Athi Toufexis

## BID TAB WORKSHEET

Contractor	Total Bid Amount	Addendum	Bid Bond	Remarks
		#1		
All Masonry 773-489-1280	NO BID			
Grove Masonry 708-646-1385	\$257,831.00	X	X	
Otto Baum 708-6461385-0225	\$249,500.00	X	X	



## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: Sound Dampening Between Lincoln Hall Room #205 and Gr. 7 STEM Lab

PREPARED BY: Mark Atkinson/Courtney Whited

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

Lincoln Hall classroom #205 is the LGI space next to the Grade 7 STEM room, separated by the glass partition. At the start of the 2022-23 school year, classroom #205 was dedicated to the GATE math program. Conversation and classroom sounds are easily heard between the rooms and cause distractions on both sides. One way to dampen the sound, is to install carpeting in classroom #205. The classroom flooring standard in Lincoln Hall is a striped carpet tile. In addition, placing a temporary divider near the glass partition will further reduce background noise.

Studio GC offered the following solutions:

The operable glass nanawall that separates the two spaces is the weakest link as far as sound transfer goes.

**Concept 1:** The District could install felt screens on a ceiling-hung track on one and/or both sides of the operable partition. This could help absorb some of the sound before it can pass through the glass partition. A picture of that type of screen system is attached. There are endless colors and many perforated or solid patterns. The recommendation is to install the screens on both sides of the glass operable partition.

**Concept 2:** If this room will be used as two distinct and separate rooms for the foreseeable future, build a drywall+metal stud+sound batt insulation wall on the LGI room side which would essentially decommission the operable partition without removing it. A wall would greatly decrease sound transmission between the two rooms (similar to other intermediate walls between classrooms). The wall could be removed in the future and the operable partition can be recommissioned if the rooms start functioning as interconnected spaces.

**Concept 2B:** Similar to concept 1, but instead, remove the nanawall 'temporarily' and store it somewhere in the district. Infill the wall then where the partition used to be with a new drywall and insulated wall.

**Concept 3:**

Adding a floating or permanent carpet tile installation in LGI room #205 on top of the existing vinyl flooring. Adding carpet to the classroom will help soften and absorb sound.

**Fiscal Impact:**

See attachments.

**Recommendation:**

The Facilities Committee concurs with the Administration to recommend to the Board of Education approval of carpet installation, removal & storage of the existing glass operable wall and permanent wall installation in Lincoln Hall Room #205 for an amount not to exceed \$20,000.



223 West Jackson Boulevard  
Suite 1200  
Chicago, IL 60606  
Phone: 312 253 3400

## MEMORANDUM

**DATE:** September 15, 2022

**TO:** Lincolnwood SD 74  
Board of Education Facilities Committee

**FROM:** Athi Toufexis, AIA, ALEP, LEED-AP

**RE:** Lincoln Hall Large Group Instruction Room 205

---

In August 2022, we visited room 205 at Lincoln Hall to review anticipated room usage and school programming of the space with Lincoln Hall Principal Mark Atkinson and Business Manager Courtney Whited. Based upon our conversations on site, this room was originally intended to be used as a shared Large Group Instruction room adjacent to the STEM Lab room 204. In recent years, this room has needed to serve as a typical assigned classroom space. In its function as a full-time classroom, there have been complaints of noise infiltration from and to the STEM lab, which is creating distractions to the learning environments in both classrooms.

Below is a summary of various modifications that can be considered to room 205 to improve the learning environment.

### ***Item 1: Flooring***

The existing flooring in room 205 is a hard surface vinyl tile product. Typical classrooms in Lincoln Hall have a kinetex composite floor finish (J+J Flooring, Pattern: Umbra Stripe II Plank 1820, Color: Shadow Stripe 1789) that has a greater noise reduction coefficient than vinyl tile. This floor surface aids in absorbing sounds within the classroom and decreasing reverberation and noise. Adding carpet or kinetex floor finish to room 205 will help soften and absorb sound and noise from inside the room, but it won't dampen any of the sound transmission from the adjacent STEM lab.

There are two approaches to modifying the existing floor finish:

- Option 1: Leave the existing vinyl tile in place and add a floating carpet floor installation on top of the existing flooring. The new floating floor would be installed with adhesive dots at the corners of tiles. The carpet tile selections available for a floating floor would not match the existing classrooms. The District would need to select a new carpet tile pattern that may look similar to existing classroom kinetex flooring, but will not match.
  - Pros:
    - Least cost impact
    - Fast installation – work could likely occur during a non-attendance day
    - Ability to remove carpet in future if room is converted back to large group instruction space and hard surface flooring is desired because of frequency of wet/messy classroom activities
  - Cons:

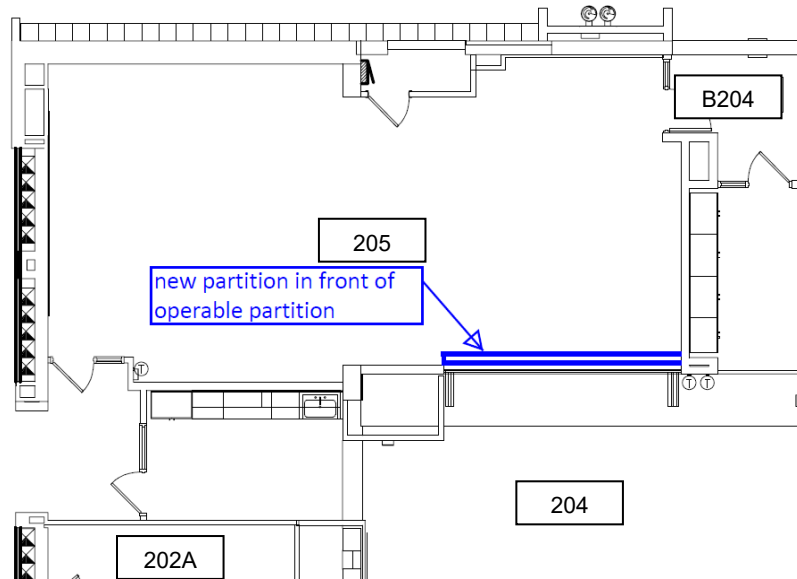
- Ramp up threshold will be required at (2) classroom doors to accommodate the additional floor finish thickness
  - Classrooms doors may need to be undercut to accommodate additional thickness
  - Dot installation can be problematic with tile corners popping up, especially under rolling loads
  - Floor finish would be different material and pattern than other existing classrooms.
- Potential cost impact: \$4,500
- Option 2: Remove existing vinyl floor finish and install new kinetex floor finish with full-spread adhesive.
  - Pros:
    - Reduces transition at classroom doors
    - Most secure and permanent installation that won't curl or peel at the corners.
  - Cons:
    - If usage or room changes in future and hard surface flooring is desired again, it will require replace the kinetex flooring and installing new hard surface flooring
    - More time required for this demo, prep and install – work would have to be done over a school break
    - Floor finish would be same material and pattern/color as other existing classrooms.
  - Potential cost impact: \$9,000

### ***Item 2: Operable glass partition***

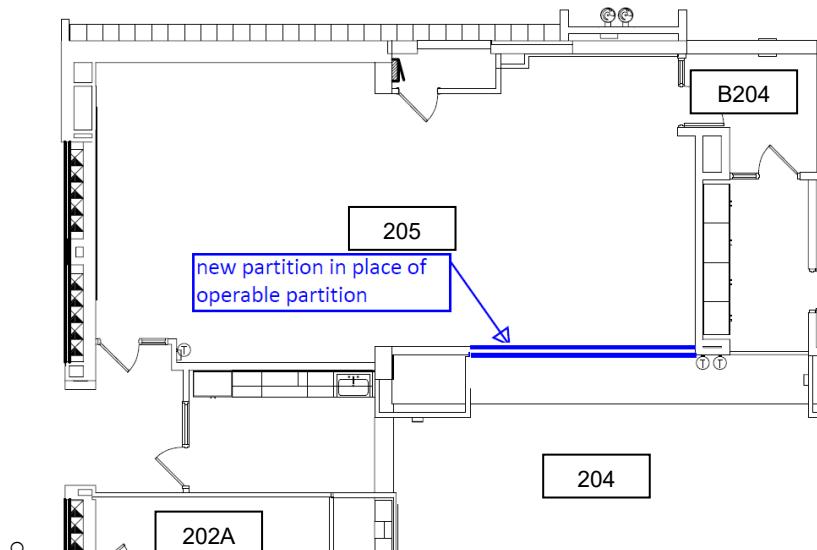
The operable glass partition that separates the 2 spaces is the weakest link for sound transmission between the two rooms. There are various approaches to improvements at this item:

- Option 1: If rooms 205 and 204 will be used as two distinct and separate rooms for the foreseeable future, install a drywall+metal stud+sound batt insulation partition on the room 205 room side which would decommission the operable partition without removing it.
  - Pros:
    - The additional partition will greatly decrease noise transmission between the two rooms, similar to other intermediate partitions between classrooms
    - Partition could function as a temporary installation and could be removed in the future to make the operable partition accessible if the two rooms start functioning as interconnected spaces again
  - Cons:
    - Signage or hardware changes at operable glass partition should be considered to prevent people from using partition.
    - High premium costs for small scope of work
  - Potential cost impact: \$8,500

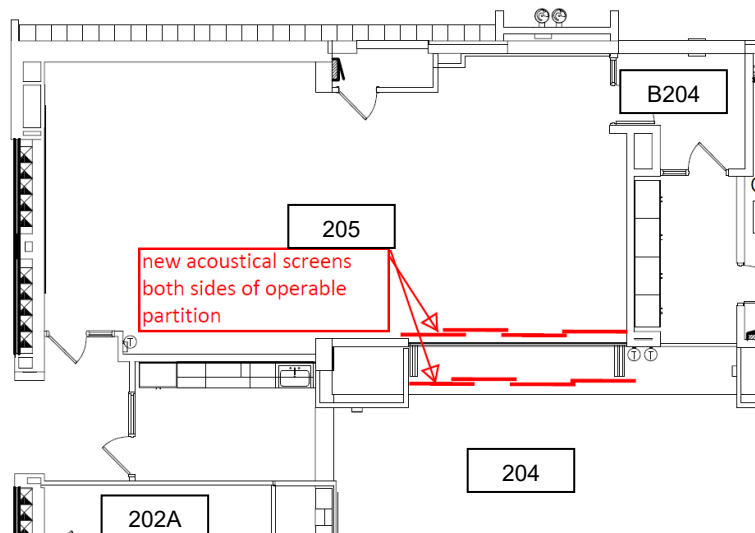




- - Option 2: If rooms 205 and 204 will be used as two distinct and separate rooms for the foreseeable future, remove and salvage the existing operable glass partition. In its place, install a drywall+metal stud+sound batt insulation+drywall partition.
    - Pros:
      - The additional drywall partition will greatly decrease noise transmission between the two rooms, similar to other intermediate partitions between classrooms
      - Steel beam could remain in place to facilitate reinstallation of operable glass partition in the future.
    - Cons:
      - Space on site would need to be found to store the operable glass partition
      - High premium costs for small scope of work
    - Potential cost impact: \$10,000



- Option 3: Leave existing operable glass partition in place and install ceiling hung acoustical screens on both sides of the partition. A picture of that type of screen system is included below for reference; there are endless colors and lots of perforation (or solid) patterns that could be considered. The addition of these panels could help absorb some of the noise in each room before it can pass through the operable glass partition to the other room.
  - Pros:
    - Fast installation – can be scheduled for a non-attendance day
    - Can maintain operation of operable glass partition
    - Panels can easily be removed in future
  - Cons:
    - Less of an improvement in noise transmission than Options 1 & 2
  - Potential cost impact: \$13,000 for one room/side; \$26,000 for both rooms/sides



### ***Item 3: Partition above the operable glass partition***

The drywall partition above the ceiling and above the operable glass partition is a metal framed partition, but only had drywall on one side. This is also contributing to higher sound transmission between the two spaces. I recommend adding sound batt insulation and a layer of gypsum board on



the room 204 side to improve the sound transmission between the two rooms if any of the Item 2 modifications are selected.

- Potential cost impact: \$4,000

We look forward to further discussing the above findings with the Facilities Committee at an upcoming meeting. Thank you.

## Standard Proposal

# ***JOHNSON FLOOR COMPANY, INC.***

9690 W. 55<sup>th</sup> Street • Countryside, IL 60525 • 708-354-5510 • Fax 708-354-9205

Mr. Jim Caldwell  
Lincolnwood SD 74  
6970 Prairie Ave  
Lincolnwood, IL

Date: September 15<sup>th</sup>, 2022  
Location: Lincoln Hall School  
Classroom  
Operation: Carpet Tile + Reducer

See: Proposal

We agree to furnish labor and material to install new vinyl backed carpet tile at the location stated above. Due to the manufacturing and composition of this carpet tile, it can only be installed with either full spread adhesive or with a peel-n-stick backing. The new carpet tile is to be installed with a solid vinyl reducer at the doorway. Alternates have been included for the installation of the carpet tile with J&J flooring's "Prefix" peel-n-stick system and for vinyl backed carpet tile that can be installed with manufacturer recommended tabs. Exclusions are included and are listed after pricing. All labor is figured at regular working time, with work to be completed by June 1<sup>st</sup>, 2023

**J&J Kinetex Glue Down Hybrid Carpet Tile + Reducer .....\$6266.00**

CPT-1: J&J *Kinetex – Umbra Stripe*, color: 1789 Shadow Stripe, 18" x 36" carpet tile, installed with Kinetex "full-spread" adhesive

The furnishing and installation of new Tarkett *EG-XX-H* solid vinyl reducer at doorways

\*includes product for 1250 sqft of material

**Alternate for J&J Kinetex, Prefix Peel-N-Stick System add.....\$432.00**

Add for J&J Kinetex *Prefix* peel-n-stick system

**J&J Carpet Tile, Journey 7621 Installed with Tabs .....\$5310.00**

CPT-1: J&J *Journey 7621*, all colors, 18" x 36" carpet tile, installed with J&J "Tabs" for floating installation

**Alternate for Carpet Tile, J&J Fastrack 7578 Installed with Tabs deduct.....\$795.00**

Substitute J&J *Fastrack 7578* 18" x 36" carpet tile for J&J *Journey* 18" x 36" carpet tile

**NOTE:** Payment in full is expected upon satisfactory completion of the work described above unless prior written arrangements have been made.

**FOR TERMS AND CONDITIONS, PLEASE SEE REVERSE SIDE**

**Exclusions**

Any and all work involving sheet vinyl and solid vinyl tile

Any and all work involving moisture testing of the existing concrete

The hauling of materials up stairwells

Any and all work involving custom floor transitions

The protection of the existing flooring

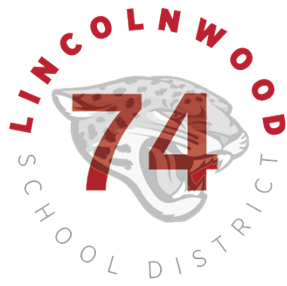
Any and all work involving abatement

The moving of existing furniture/equipment

Any and all work involving wall base

If this proposal is acceptable, please sign one copy and return to our office. Thank you.

Mike Johnson



## Executive Summary Board of Education Meeting

DATE: October 6, 2022

TOPIC: Resolution Regarding IDOT Hazardous Transportation Routes

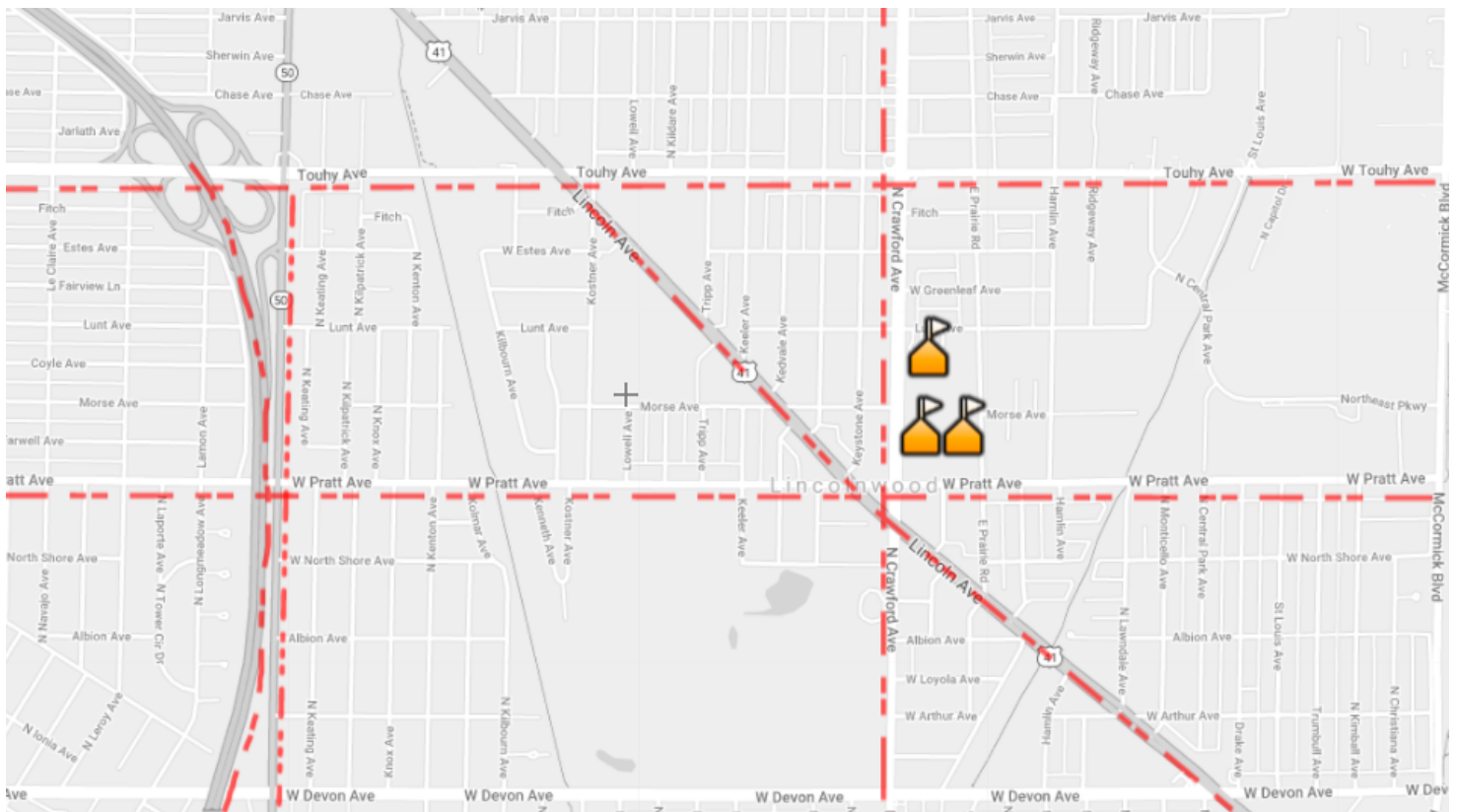
PREPARED BY: Courtney Whited

### Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

### Purpose/Background:

District Legal Counsel has prepared a resolution declaring thoroughfares with heavy traffic flow as pupil transportation hazards.



Cicero Avenue

Crawford Avenue

I-94

Lincoln Avenue

Pratt Avenue

Touhy Avenue

**Fiscal Impact:**

The Illinois State Board of Education reimburses districts for pupils transported on routes that are less than 1.5 miles with hazards. Routes to school less than 1.5 miles without hazards are considered non-reimbursable.

**Recommendation:**

The Finance Committee concurs to recommend to the Board of Education to adopt the Resolution regarding IDOT Hazardous Transportation Routes, as presented.

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

**RESOLUTION RE: ILLINOIS DEPARTMENT OF TRANSPORTATION  
SERIOUS SAFETY HAZARD ANNUAL REVIEW**

WHEREAS, this Board of Education (the "Board") is the duly-elected governing Board of Lincolnwood School District No. 74 (the "District") serving grades Pre-K through 8; and

WHEREAS, the District has served the Village of Lincolnwood in the Chicago metropolitan area for more than 75 years; and

WHEREAS, since its organization, the District has experienced ever-increasing traffic congestion, particularly during the past ten (10) years; and

WHEREAS, as the result of that traffic congestion, students of this School District must cross and walk along many major thoroughfares to get from home to school including, but not limited to: Interstate I-94; Illinois Route 50 (Cicero Avenue); U.S. Route 41 (Lincoln Avenue); North Crawford Avenue; West Touhy Avenue; and West Pratt Avenue (the "Major Thoroughfares"); and

WHEREAS, the Major Thoroughfares represent conditions such that walking, either to or from the schools to which pupils of this District are assigned for attendance or to or from a pick-up point or bus stop, constitutes a serious safety hazard to the pupils due to vehicular traffic or rail crossings; and

WHEREAS, this Board has conducted an annual review of these conditions as required by Section 29-3 of the Illinois School Code and hereby finds and determines that these serious hazardous conditions along the Major Thoroughfares remain unchanged;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lincolnwood School District No.74, Cook County, Illinois as follows:

SECTION ONE: That the Preambles to this Resolution are hereby incorporated in this Section One as if fully set forth and restated herein verbatim.



SECTION TWO: That this Resolution shall be in full force and effect forthwith upon and after its adoption and all resolutions or parts of resolutions in conflict herewith are hereby repealed.

ADOPTED this 6th day of October, 2022.

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

By: \_\_\_\_\_  
Its President

ATTEST:

\_\_\_\_\_  
Its Secretary



## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: Renewal of CultureGrams by ProQuest for the 2022-23 School Year

PREPARED BY: Jordan Stephen

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

The District's subscription to CultureGrams, produced by ProQuest is up for renewal and has been used within the District since 2007. CultureGrams provides students in all grades access to reliable, and up-to-date cultural content, fostering an understanding and appreciation of the world's countries and peoples.

CultureGrams is one of the most trusted and widely used cultural reference and curriculum products found in education, government, and non-profit arenas. After analyzing the site and its traffic, CultureGrams averages over 25,000 searches per year from students and teachers within the District.

The District's Legal Counsel reviewed the terms and service provided by ProQuest and has prepared the standard Amendment covering auto renewal, governing law, etc. ProQuest has not returned the signed amendment as of yet. The District is using CultureGrams and the website in such a way that the publisher is not collecting individual data on students. The District currently has an Exhibit E on record to cover any SOPPA student information.

### **Fiscal Impact:**

\$1,264.43. The District paid \$1227.60 during the 2021-2022 school year for the CultureGrams subscription.


### **Recommendation:**

The Finance Committee concurs to recommend to the Board of Education to renew the subscription to CultureGrams in the amount of \$1,264.43 for the 2022-23 school year.

**License Agreement** consists of:  
 ProQuest Customer Order Form  
 Terms and Conditions 07/17/2017  
 Addenda (if applicable)



By signing this License Agreement ("Agreement") with your signature below, you agree to license the Service under these terms and conditions below and you certify that you are authorized to enter into this Agreement on behalf of the Customer.

Customer: Lincolnwood School District 74		<b>Authorization by ProQuest LLC:</b>	
<b>Authorization by Customer:</b>		DocuSigned by:	
Signature: _____	Signature: _____		
Name: <b>Duly Authorized Signature</b>	Name: Kevin Barkhume	6AAA80BB025C4A6...	
Title: _____	Title: Sr. Manager, Customer Service		
Date Signed: _____	Date Signed: 20 September 2022		

**Q-00539217 US1688083**

Product Name	Code	Start Date	End Date	Price
Culturegrams Online	CLTGRMO	9/1/2022	8/31/2023	1,264.43 USD
				<b>Total Price: 1,264.43USD</b>

**Product Notes:**

**Additional Information:**

<b>Billing Information:</b> Please review your billing address to ensure its accuracy.	<b>Shipping Information:</b> Please confirm the shipping address is accurate.
Jordan Stephen jstephen@sd74.org <b>Lincolnwood School District 74</b> 6950 N East Prairie Rd Lincolnwood IL United States 60712-2554	Jordan Stephen jstephen@sd74.org <b>Lincolnwood School District 74</b> 6950 N East Prairie Rd Lincolnwood IL United States 60712-2554
<u>Electronic Invoice Recipient(s):</u> Jordan Stephen jstephen@sd74.org	<u>Electronic Renewal Recipient(s):</u> Jordan Stephen jstephen@sd74.org
<i>If your subscribing institution requires the use of Purchase Orders, please indicate below.</i> <b>Purchase Order #</b>	<b>Tax Registration Number #</b> If tax exempt, please include copy of supporting documentation with signed agreement or email a copy to <a href="mailto:taxinformation@proquest.com">taxinformation@proquest.com</a>

Invoices will be emailed to the bill-to-contact and renewals will be emailed to the ship-to-contact. If your institution is unable to accept electronic invoices, please check this box: ☐

To sign up for our auto-renewal program as part of our 'go green' initiative, please check this box: ☐  
Your subscription to the service will automatically renew for successive 12 month periods at the rate set forth in the renewal invoice sent to the Customer, unless Customer sends written cancellation notice to ProQuest within 30-days of the Customer's receipt of the renewal invoice, with such cancellation to be effective as of the end of the current subscription period.

Technical Contact:	Phone:	Email:

IP Authentication:	Barcode Scheme:	Alternative Authentication:	LIBCODE
	Length: Prefix:		
Authentication Instructions:			

Additional Sites:

#### Account Manager Information:

Chris Michaels

734-997-6822 | chris.michaels@proquest.com

### Terms and Conditions

1. License Grant. Subject to the terms of this Agreement, ProQuest LLC and its affiliates ("ProQuest") hereby grant to Customer a non-exclusive, non-transferable license (the "License") for Customer and its Authorized Users to access and use the products and services listed on Customer's approved Order Form (the "Service") solely at Customer's principal location and those locations identified on the Order Form or a separate schedule ("Additional Sites"). Additional locations may be added as Additional Sites upon written notice to ProQuest and payment of additional fees, if applicable. Access and use of the Service is only for the internal, research purposes of Customer and/or its Authorized Users as further described in Exhibit A (Permitted Uses). Customer does not acquire any intellectual property ownership in the Service or any associated software, systems, documentation, content, other materials and/or improvements made thereto, including improvements based upon customer feedback. All such rights and interests remain in ProQuest and its licensors.
2. Authorized Users. Unless otherwise detailed on the Order Form, "Authorized User" means only: (a) For public libraries: library staff, individual residents of Customer's reasonably defined geographic area served, and walk-in patrons while they are on-site; (b) For schools and other academic institutions: currently enrolled students, faculty, staff, and visiting scholars, as well as walk-in patrons while they are on-site; and (c) For other types of organizations: employees and independent contractors, while performing their work. Authorized Users excludes Customer's corporate affiliates, academic bookstores, and alumni unless those users are expressly included and reflected on the Order Form or Additional Sites Schedule.
3. Secure/Remote Access. All access and use of the Service must be made via a secure network and secure authentication methods. Use of the Service by remote access is allowed unless otherwise stated on the Order Form. Customer will strictly limit any remote access to its

Authorized Users through the use of secure methods of user verification. Customer will promptly notify ProQuest if Customer believes security has been compromised. Posting or sharing of passwords, or otherwise enabling access for the benefit of non-subscribing institutions or users, is strictly prohibited.

4. Updates to the Service. ProQuest will provide reasonable notice of any substantial modifications of information, databases, materials, capabilities, or services within the Service by email to Customer's representatives who sign up to receive updates. These changes shall be subject to the terms and conditions of this Agreement, and shall not materially alter use of the Service in an adverse manner.
5. Supplemental Terms. Some content included in the Service has terms of use applicable solely to such content. Content-specific terms are clearly displayed with the associated content or embedded in the systems and technologies incorporated into the Service. Where third-party databases or content are subject to supplemental terms, such terms shall be clearly referenced on the Order Form. Such supplemental terms shall not materially alter use of the Service.
6. Variations in Content. The content provided as part of the Service is primarily owned and supplied to ProQuest under agreement with third party licensors, and is subject to the continuation and extent of the license granted under such agreements. ProQuest shall have the right, in its reasonable and good faith discretion, to remove or modify materials in the Service because (a) ProQuest's right to distribute such materials lapses, (b) such materials contain errors or could be subject to an infringement or other adverse claim by a third party, or (c) particular content collections have changed due to editorial selection, coordination, or arrangement of materials.
7. Fees and Payments. Customer agrees to pay the fees for the Service shown on the Order Form within 30 days of receipt of ProQuest's invoice unless otherwise specified on the Order Form. Fees are based in part on Customer's population served, Authorized Users and Additional Sites at the time of the order or such other license parameters as may be listed on the Order Form. If any one or a combination of these elements materially increases (e.g., if the Customer acquires a new affiliate), a fee increase commensurate with such change may be required before access and use of the Service is provided to or for the benefit of the additional user population and/or Additional Sites. Firm U.S. Government orders require a valid purchase order and advance payment or payment in accordance with FAR 52.213.2.
8. U.S. Government Restricted Rights. Services include materials that are commercial technical data and/or computer databases and/or commercial computer software, as applicable, which were developed exclusively at private expense by ProQuest LLC, 789 E. Eisenhower Parkway, Ann Arbor, MI 48108. U.S. Government rights to use, modify, reproduce, release, perform, display, or disclose these technical data and/or computer databases and/or computer software are subject to the limited rights restrictions of DFARS SUBPART 252.227-7202-3 (December 2011) Rights in Computer Software and Computer Software Documentation and/or subject to the restrictions of DFARS 252.227-7019 (Sep 2011) Validation of Asserted Restrictions – Computer Software, as applicable for U.S. Department of Defense procurements and the limited rights restrictions of FAR 52.227-14 (December 2007) Rights in Data-General, FAR 52-227-20(c)(2-3) (December 2007) Rights in Data-SBIR Program and/or subject to the restricted rights provisions of FAR 52.227-15 (December 2007) Representation of Limited Rights Data and Restricted Computer Software and FAR 52.227-19 (Dec 2007) Commercial Computer Software-Restricted Rights, as applicable, and any applicable agency FAR Supplements, for non-Department of Defense Federal procurement.

9. Term. Customer's access to a particular Service shall continue for the period on the Order Form, plus any agreed renewal period(s). This Agreement shall continue in force for so long as Customer subscribes to at least one Service. Thereafter, the following survive: Sections 9–11 and 13-16, and any perpetual archive licenses ("PAL") (subject to all relevant use restrictions and security requirements).
10. Termination for Breach. If a party breaches a material term of this Agreement and does not cure within 30 days from written notice, the other party may immediately terminate this Agreement in whole or as to the affected Service. If this Agreement is terminated in whole or in part for Customer's breach, (a) ProQuest shall disable access to any terminated Service, (b) Customer shall destroy any files, information, data or software derived from any terminated Service in its possession or control, and certify destruction upon request, and (c) ProQuest reserves the right to pursue all available legal remedies.
11. Remedial Action. Without limiting the above, ProQuest may suspend delivery of the Service if it reasonably determines that Customer's or an Authorized User's failure to comply with this Agreement may cause irreparable harm to it or its licensors. If delivery is suspended, ProQuest will work in good faith to restore Customer's access as soon as possible after the failure to comply has been remedied in full.
12. Service Level. If the Service or content are hosted by ProQuest, ProQuest will use commercially reasonable efforts to provide access to the Service on a continuous 24/7 basis (except for regularly scheduled maintenance) and free from viruses or other harmful software. ProQuest shall not be liable for any failure or delay or interruption in the Service or failure of any equipment or telecommunications resulting from any cause beyond ProQuest's reasonable control. Customer is responsible for providing all required information for account set up and activation, and for its own telecommunications connections and related third-party charges.
13. Limited Warranty and Disclaimer of Warranty. ProQuest warrants that the Service will perform substantially as documented on ProQuest's public websites (the "ProQuest Websites"). EXCEPT AS EXPRESSLY WARRANTED HEREIN, THE SERVICE IS PROVIDED "AS IS" AND "AS AVAILABLE." PROQUEST AND ITS LICENSORS DISCLAIM ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THOSE PERTAINING TO: MERCHANTABILITY, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, AVAILABILITY, ACCURACY, TIMELINESS, CORRECTNESS, RELIABILITY, CURRENCY, OR COMPLETENESS OF THE SERVICE OR ANY INFORMATION OR RESULTS OBTAINED THROUGH THE SERVICE, EVEN IF ASSISTED BY PROQUEST. PROQUEST SPECIFICALLY DISCLAIMS ANY RESPONSIBILITY FOR DETERMINING THE COMPATIBILITY OF ANY HARDWARE OR SOFTWARE NOT SUPPLIED BY PROQUEST WITH THE SERVICE AND PROVIDES NO WARRANTY WITH RESPECT TO THE OPERATION OF SUCH HARDWARE OR SOFTWARE WITH THE SERVICE.
14. Limitation of Liability. THE MAXIMUM AGGREGATE LIABILITY OF PROQUEST AND ITS LICENSORS ARISING OUT OF OR RELATED TO THE SERVICE OR THIS AGREEMENT SHALL BE LIMITED TO THE TOTAL AMOUNT OF FEES RECEIVED BY PROQUEST FROM CUSTOMER FOR THE RELEVANT SERVICE IN THE 12 MONTHS IMMEDIATELY PRECEDING THE EVENTS GIVING RISE TO THE CLAIMS. IN NO EVENT SHALL PROQUEST OR ITS LICENSORS BE LIABLE TO CUSTOMER OR ITS AUTHORIZED USERS FOR (a) ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR SPECIAL DAMAGES; OR (b) ANY CLAIM RELATED TO CUSTOMER'S OR ITS AUTHORIZED USERS'

USE OF COVER IMAGES OR USER-GENERATED CONTENT PROVIDED AS PART OF THE SERVICE; OR (c) UNAUTHORIZED USE OF THE SERVICE.

15. Place. ProQuest's principal place of business, where this contract is formed and all services will be deemed performed, is 789 E. Eisenhower Pkwy, Ann Arbor, MI 48108.
16. Entire Agreement. This Agreement consists of these Terms and Conditions, any applicable Order Form referencing these Terms and Conditions, and any Exhibits or Addenda attached hereto or referencing this Agreement (including the Exhibit A (Permitted Uses), and constitutes the entire agreement between the parties hereto with respect to its subject matter and supersedes all previous and contemporaneous agreements between the parties with respect to the same subject matter and may not be amended, except in a writing signed by the parties. The terms of Customer's purchase orders, if any, are for Customer's convenience and do not supersede or supplement any term or condition of this Agreement.

### **Exhibit A: Permitted Uses**

1. Online Research Services. Services designed to facilitate online research may be used for Customer's internal research or educational purposes as outlined below provided that doing so does not violate an express provision of this Agreement:
  - a) Research and Analysis. Customer and its Authorized Users are permitted to display and use reasonable portions of information contained in the Service for educational or research purposes, including illustration, explanation, example, comment, criticism, teaching, or analysis.
  - b) Digital and Print Copies. Customer and its Authorized Users may download or create printouts of a reasonable portion of articles or other works represented in the Service (i) for its own internal or personal use as allowed under the doctrines of "fair use" and "fair dealing"; (ii) when required by law for use in legal proceedings or (iii) to furnish such information to a third party for the purpose of, or in anticipation of, regulatory approval or purpose provided that the recipient is advised that the copies are not for redistribution. All downloading, printing and/or electronic storage of materials retrieved through the Service must be retrieved directly from the on-line system for each and every print or digital copy.
  - c) Electronic Reserves, Coursepacks, and Intranet Use. Provided that Customer does not circumvent any features or functionality of the Service, Customer may include durable links to articles or other works (or portions thereof) contained in the Service in electronic reserves systems, online course packs and/or intranet sites so long as access to such materials are limited to Authorized Users.
  - d) Fair Use/Fair Dealing. Customer and its Authorized Users may use the materials contained within the Service consistent with the doctrines of "fair use" or "fair dealing" as defined under the laws of the United States or England, respectively.
  - e) Academic Institutions, Schools, and Public Libraries. If Customer is an academic institution, school, or public library:
    - i. Interlibrary Loan (ILL). Library Customer may loan digital or print copies of materials retrieved from the Service to other libraries, provided that (i) loans are not done in a manner or magnitude that would replace the receiving library's own subscription to the Service or purchase of the underlying work (e.g., newspaper, magazine, book), (ii) Customer complies with any special terms governing specific content or licensors as described in this Agreement, (iii) with respect to ebooks, copying is limited to small portions of a book, and (iv) Customer complies with all laws and regulations regarding ILL.
    - ii. Scholarly Sharing. Customer and its Authorized Users may provide to a third party colleague minimal, insubstantial amounts of materials retrieved from the Service for personal use or scholarly, educational research use in hard copy or electronically, provided that in no case is any such sharing done in a manner or magnitude as to act as a replacement for the recipient's or recipient educational institution's own subscription to either the Service or the purchase of the underlying work.
2. All Streaming Video and Audio Products. Audio and Video files are delivered to Customer and its Authorized Users via streaming service over the Internet. Customer and its Authorized Users shall not download or otherwise copy the streaming videos or audio contained in the Service. In the case of content that can potentially be publicly performed, Customer must secure permission from ProQuest's Licensor and/or the copyright holder for any public performance other than reasonable classroom and educational uses.



3. MARC Records. MARC records may be placed in Customer's online public access catalog (OPAC) or shared online catalog (e.g., WorldCat) unless otherwise specified on the Order Form with respect to a particular Service.
4. Scholar/Researcher Profiles. The data contained within scholar profiles are for use in facilitating research and collaboration amongst colleagues. Neither Customer nor its Authorized Users may export or otherwise exploit the scholar profiles for mass mailings or similar marketing purposes.
5. Electronic Resource Discovery, Access, and Management. For electronic resource discovery (e.g., Summon, 360 Link), access and/or management services, the Customer reserves all right, title and interest in all Customer specific data it contributes to the Service (which may include but is not limited to Customer created metadata, bibliographic information, holdings and circulation data) and grants ProQuest permission to use such data in raw form for the limited purpose of operating and improving the Service and such information may only be provided to third parties in aggregate form. Raw usage data containing information relating to the identity of specific users shall not be provided to any third party without Customer's permission. Provided that such access, use, and/or sharing does not violate an express provision of this Agreement, Customer and its Authorized Users are permitted to: (a) access the Service and information derived from the Service in order to discover, manage and provide access to library resources owned or licensed by Customer, (b) create, store and retain any reports and lists delivered by the Service, (c) share data about Customer's own library holdings that is retrieved from such Service with third party applications, so long as prior written notice is provided to ProQuest and all pricing information is kept confidential to the fullest extent permitted by applicable law; and (d) display metadata, bibliographic and holdings information in the library catalog available on Customer's library website.
6. Library Catalog Enrichment Service. For library catalog enrichment Services (e.g., Syndetics), Customer may use the enrichment elements for the sole purpose of augmenting Customer's own library OPAC or website. Customer may not convert Service metadata records into MARC format, nor distribute or display the enrichment elements in any third party applications, catalogs or websites.
7. Purchased Content. For perpetual archive licenses ("PAL") (as specified on the ProQuest Websites or Order Form), Customer pays a one-time fee for a perpetual license to the designated materials (the "Purchased Content"), and an annual "Continuing Service Fee."
  - a) Perpetual License. The License to Purchased Content and any updates Customer receives is perpetual, and may only be revoked if Customer materially breaches this Agreement, or if the licensed materials contain errors or could be subject to an infringement or other adverse claim by a third party.
  - b) Continuing Services. In consideration of the Continuing Service Fee, ProQuest will provide Customer and its Authorized Users with online access to the Purchased Content, plus any included updates, on a proprietary platform designed to enhance the research experience (a "ProQuest Platform"). ProQuest will maintain systems and technology that help Customer comply with use restrictions and security standards required by ProQuest's licensors.
  - c) File Delivery. If Customer loses the ability to access its Purchased Content online through ProQuest (e.g., if ProQuest discontinues online access services), or if the Purchased Content is otherwise eligible for local loading, Customer may obtain digital copies upon certifying that it will secure and restrict use of the Purchased Content as contemplated under this Agreement, using systems and technology at least as protective as ProQuest's. In the case of Audio, any local access must be restricted by DRM and be limited to one (1) simultaneous user (unless the Customer tracks the

necessary playbacks and makes all royalty payments to copyright holders for mechanical and performance rights). All use of the materials delivered continue to be subject to this Agreement. File transfer costs, if any, are Customer's responsibility.

- d) Locally Loaded Purchased Content - Data Mining. Subject to any content-specific restrictions, Customer and its Authorized Users may extract and compile data from locally-loaded copies of the Purchased Content solely for Customer's teaching, learning, and research purposes.
8. Acquisition Models. For certain Services, Customer may elect to have user activity trigger the purchase of content. Purchase preferences and Service eligibility for these models are described on the ProQuest Websites. Examples of these types of purchase models include Patron Driven Acquisition (PDA), Demand Driven Acquisition (DDA), Evidenced Based Acquisition, Access-To-Own (ATO), and Build By Choice.
9. Analytics. Some Services contain library collection analysis capabilities related to library holdings, or functionality that allows Authorized Users to create reports, lists, or alerts. Customer and Authorized Users may create, download, store and retain any such analytics or lists delivered by the Service. ProQuest may use library holdings and other information in the Service for comparison and metrics purposes and in order to better understand the customers' needs.
10. Restrictions. Except as expressly permitted above, Customer and its Authorized Users shall not:
  - a) Translate, reverse engineer, disassemble, decompile, discover, or modify ProQuest's software;
  - b) Remove any copyright and other proprietary notices placed upon the Service or any materials retrieved from the Service by ProQuest or its licensors;
  - c) Circumvent any use limitation or protection device contained in or placed upon the Service or any materials retrieved from the Service;
  - d) Perform penetration tests or use the Service to execute denial of service attacks;
  - e) Perform automated searches against ProQuest's systems (except for non-burdensome federated search services), including automated "bots," link checkers or other scripts;
  - f) Provide access to or use of the Services by or for the benefit of any unauthorized school, library, organization, or user;
  - g) Publish, broadcast, sell, use or provide access to the Service or any materials retrieved from the Service in any manner that will infringe the copyright or other proprietary rights of ProQuest or its licensors;
  - h) Use the Service to create products or perform services which compete or interfere with those of ProQuest or its licensors;
  - i) Text mine, data mine or harvest metadata from the Service;
  - j) Communicate or redistribute materials retrieved from the Service; or
  - k) Download all or parts of the Service in a systematic or regular manner or so as to create a collection of materials comprising all or a material subset of the Service, in any form.
  - l) Store any information on the Service that violates applicable law or the rights of any third party.

# Privacy Policy

[Submit a Data Subject Request](#)

Part of Clarivate



**LAST UPDATED:** July 8, 2022

**EFFECTIVE DATE:** July 8, 2022

<a href="#">About this Policy</a>	<a href="#">How We Use and Share Information About You</a>	<a href="#">Children</a>
<a href="#">Data Controller</a>	<a href="#">Legal Basis for Processing</a>	<a href="#">Links to Other Services and Websites</a>
<a href="#">Types of Information We Collect About You</a>	<a href="#">Security</a>	<a href="#">Updates to Our Privacy Policy</a>
<a href="#">Information you or your Institution may provide</a>	<a href="#">Your Rights and Choices</a>	<a href="#">Questions</a>
<a href="#">Information collected automatically</a>	<a href="#">Communication Preferences and Opt-outs</a>	<a href="#">Dispute Resolution</a>
<a href="#">How We Collect Information About You</a>	<a href="#">Access, Correction, and Erasure</a>	<a href="#">EU/US and Swiss-US Privacy Shield Frameworks</a>
<a href="#">Cookies and Similar Technologies</a>	<a href="#">Data Retention and Deletion</a>	

## About this Policy

This Privacy Policy describes the privacy practices of ProQuest LLC and its subsidiary companies, including the global businesses operating under the following business names and brands ("ProQuest", "we", "our" or "us") with respect to how we collect, use, store, disclose and transfer the information you provide when you interact with us through our websites, brands, and applications (the "**ProQuest Services**"), and when you communicate with us through other means such as email or by telephone. The ProQuest Services include, but are not limited to:

360 Services	Dialog	ProQuest
Alexander Street	Dialog Solutions	RefWorks
AquaBrowser	eLibrary	Rialto
Books In Print	MyResearch	SIRS
Coutts Information Services	OASIS	Summon
CultureGrams	Pivot	Ulrich's
		UMI

Please note that Heritage Quest® Online, Ancestry Library Edition, O'Reilly for Higher Education (formerly Safari Books Online), Factiva and other third party services distributed but not operated by ProQuest are subject to their own privacy policies.

# Privacy Policy

[Submit a Data Subject Request](#)

This Policy does not apply to any websites owned, operated by, or associated with R.R. Bowker LLC ("Bowker") or Ex Libris Group LLC or its subsidiary Ex Libris (USA), Inc. ("Ex Libris"). All Bowker and Ex Libris websites are governed by their own privacy policies and/or practices.

## Data Controller or Data Processor

ProQuest LLC is the data controller for all data described by this policy except as specified below, which means that ProQuest determines the purposes and means of the processing of personal data with respect to the ProQuest Services.

ProQuest LLC is the data processor with respect to all personal information described by this policy with respect to all Workflow Solutions services with the exception of AquaBrowser and Ulrich's XML Data Service.

## Types of Information We Collect About You

### Information you or your Institution may provide

Depending upon the ProQuest Services you are accessing, we may collect information such as

- Contact details such as (for example) your full (i.e., first and last) name, institutional affiliations, phone number, email address, and postal address
- If you are a paying subscriber, we may collect your credit or other payment card information
- Educational and professional background information
- Usernames and passwords
- Comments, feedback, posts and other content you submit to the ProQuest Service
- Information you provide to or post on message boards or chat rooms that are part of the ProQuest Services
- Interests and communication preferences

In all cases, you will be given advanced notice of what information specific to you we are collecting. Posting information on message boards or in chat rooms is never required.

### Information collected automatically

Depending upon the ProQuest Service you are using, ProQuest may also automatically collect information about you or your computer or device that does not directly identify you. This information may include:

- Information about your use of ProQuest Services (including web pages you have visited, apps you have downloaded, parts or functions of the ProQuest Services you have used or viewed, content you have accessed or viewed, library items you have checked out, and transaction history)
- IP address and device identifiers, information about your Internet connection
- Information about the equipment or software you use to access ProQuest Services

Information is only collected to the extent that it is necessary for us to provide the ProQuest Services that you use, to optimize your user experience, and/or to make improvements to the ProQuest Service. ProQuest does not serve advertising within any of the ProQuest Services, but may track your activities on our product information websites such as [about.proquest.com](#) in order to serve advertising to you through third party sites. Please see our [Cookies and Similar Technologies](#) page for more information about how we use cookies and other tracking technologies.

You have the ability to choose to opt out of inclusion of your personal information at the point of disclosure. You may choose whether your personal information is (i) to be disclosed to a third party or (ii) to be used for a purpose that is materially different from the purpose(s) for which it was originally collected or subsequently authorized by you. You may also opt out of use of your personal information as outlined below under *Access*, *Correction*, and *Erasure*.

## How We Collect Information About You

We collect information about you in three main ways:

- **Information Directly Provided by You or Your Institution:** We collect information about you when you register for ProQuest Services, download an app, sign up for email or text alerts, make other purchases via a ProQuest Service, request products or services, respond to



# Privacy Policy

[Submit a Data Subject Request](#)

- **Information Collected Automatically Using Technological Means:** we collect information through the use of cookies and similar technologies to log your activities while visiting the ProQuest Sites. You may set your browser to block all cookies, including cookies associated with ProQuest Services, or to indicate when a cookie is being set by us. However, it is important to remember that many of our services may not function properly (or at all) if your cookies are disabled. Please see our [Cookies and Similar Technologies](#) page for more information about how we use cookies and other tracking technologies.
- **Information Collected Through Third Parties:** We work with third parties (for example, data aggregators) and may receive information about you from them.

## Cookies and Similar Technologies

ProQuest uses cookies to manage and improve the functionality of our websites and to enable us to better understand how you use our services. A cookie is a tiny text document, which usually includes anonymous information about the user. You can set your browser to not accept ProQuest's cookies, but you might not be able to access all aspects of the ProQuest Site you are visiting. For more information, visit [Cookies and Similar Technologies](#).

## How We Use and Share Information About You

ProQuest uses the information we collect for the purposes of authorizing and processing transactions, authenticating users, customer service, customer support, content processing, content classification, and providing you with information concerning the ProQuest Services. We will retain this information for as long as the customer account is active or as needed to provide the ProQuest Services, comply with our legal obligations, resolve disputes, and as needed to comply with or enforce our licenses and other agreements.

We may share information—such as aggregate data and information about your use of ProQuest Services—with third parties as outlined below. We may also share the information about you in ways disclosed at the time you provide that information.

ProQuest remains responsible for the personal data that we share with third parties for processing on our behalf, and we remain liable under this privacy policy if such third parties process such personal data in a manner inconsistent this privacy policy and we are responsible for the event giving rise to the damage.

Please keep in mind that any information you disclose publicly – either in a Public Profile or through message boards or other public areas – may be collected and used by others, may be indexable by search engines, and might not be able to be erased from public view to the extent they have been copied to external sites. Please be careful when disclosing personal information in these public areas.

The following is a list of instances where we may share your information with third parties:

- **Institutions or Businesses:** If you access the Service through your affiliation with an institution or through your employer, your information and certain usage data gathered through the ProQuest Service may be shared with the institution or business for the purposes of usage analysis, access and license management, collection management, contract and regulatory compliance, and cost allocation.
  - **Publishers/Content Providers:** We may provide anonymized information to publishers so that they understand how their content is being used and consumed.
  - **Service Providers:** At times ProQuest may hire other companies to process data or do work on our behalf. This is always pursuant to a contract that requires the third-party service provider to protect your information consistent with this privacy policy. These companies are only provided the information they need to perform their functions and the information can only be used to perform the services on our behalf or to comply with legal requirements. We do not disclose personal information to third parties for direct marketing purposes.
  - **Public Profiles:** Information provided by you or your institution for the purposes of populating a public profile within a ProQuest Service will be searchable and viewable by anyone who has access to the ProQuest Service. The information contained in your public profile is made available to other users of the ProQuest Service as an aid to research and to foster collaboration between researchers. Users are not authorized by ProQuest to use the Public Profile information for any other purpose. Should you wish to remove your public profile, follow the instructions under the Access, Correction, and Erasure section of this policy.
  - **Message Boards and Other Public Areas:** Information you post on message boards, chat rooms, or other public areas that are part of the ProQuest Services is public and will not be kept private. Should you wish to remove your postings from message boards or other public areas, follow the instructions under the Access, Correction, and Erasure section of this policy
  - **Contests and Sweepstakes:** We may publicly disclose the name, city and state of contest and sweepstakes winners as permitted by the contest/sweepstakes rules or as required by law. You may be required to consent to if you wish to enter a given contest or sweepstakes.
- Sale or Purchase of Business or Assets:** If ProQuest is involved in a merger, acquisition, or asset sale, we will continue to ensure the confidentiality of any personal information and give affected users notice before personal information is transferred or becomes subject to a

# Privacy Policy

[Submit a Data Subject Request](#)

protect the rights or safety of ProQuest Services users, us, or others. We will provide notice to individuals prior to such disclosures, to the extent it is practicable to do so allowed by law.

## Legal Basis for Processing (in the EEA)

If you are an individual in the European Economic Area (EEA), ProQuest collects and processes information about you only where we have legal bases for doing so under applicable law. The legal bases depend on the Services you use and how you use them. This means we collect and use information only where:

- We need it to perform a contract and/or to provide the ProQuest Services to you, to operate the ProQuest Services, provide customer support and personalize features and to protect the safety and security of the ProQuest Services.
- It satisfies a legitimate interest (which is not overridden by your data protection interests), such as for research and development, to market and promote the ProQuest Services and to protect our legal rights and interests.
- You give us consent to do so for a specific purpose.
- We need to process your data to comply with a legal obligation.

Where ProQuest relies on your consent to process personal information, you have the right to withdraw your consent at any time, and where we rely on legitimate interest, you may have the right to object to our processing.

## Security

ProQuest takes commercially reasonable security measures to protect against unauthorized access to, or unauthorized alteration, disclosure or destruction of, data that you share and that we collect and store. These security measures may include practices such as keeping your data on a secured server behind a firewall, internal reviews of our data collection practices and platforms, industry-standard encryption technologies, and physical security measures to guard against unauthorized access to systems where we store your information.

If you have reason to believe that a third-party has gained unauthorized access to your information, please contact us immediately by submitting a Data Subject Request. If ProQuest becomes aware of any data breach, it will notify you as soon as reasonably possible.

## Your Rights and Choices

### Communication Preferences and Opt-outs

If you have subscribed to one or more of our email newsletters or are receiving marketing emails from us and you don't want them anymore, you can unsubscribe. Follow the instructions contained in the email message to opt-out of receiving future messages of that type. However, you cannot unsubscribe from some service related messages so long as you maintain an account with ProQuest.

### Access, Correction, and Erasure

Registered users or account administrators for an institution may update or remove their personal information using account settings within the particular ProQuest Services. To the extent reasonably feasible, we provide online access to a user's information and the ability to review, update, delete, and/or correct it. You may also request access to other personal information about you that may be held by ProQuest.

Postings from message boards or other public areas, may be deleted by using the tools provided when you are logged-in to the particular service; or you may contact ProQuest at [Data Subject Request](#) with the details and location of the content (such as a direct link to the information), and ProQuest will make commercially reasonable efforts to remove the content.

To help protect your privacy and security, we will take reasonable steps to verify your identity, such as requiring a password, user ID, or other verification before granting access to or removing your information.

If you are over 13 but under the age of majority, and you have posted content (or see content posted about you) that you cannot remove yourself you may need to provide your full name, your state of residence, and your age at the time you posted it. We will remove the content from view.

Please note that where we are acting as a processor of personal data for our customer, we may first refer your request to the customer that submitted your personal data, and we will assist our customer as needed in responding to your request.

Please contact [Data Subject Request](#) for more information about exercising these rights.

# Privacy Policy

[Submit a Data Subject Request](#)

obligations.

We may retain your data for as long as you use the ProQuest Services and that information is needed to provide the ProQuest Services to you, and for a reasonable time thereafter in accordance with applicable law. ProQuest cannot honor requests to delete data that is required for ProQuest Services to function properly or that ProQuest is required to retain by law.

## Children

The ProQuest Services are typically general audience websites, intended for use by users aged 13 and older. In cases where the ProQuest Services are intended for use by children registration information has been disabled.

The following ProQuest Services are offered to schools and libraries and are intended for use by students under the age of 13: *Culture Grams*, *SIRS* and *eLibrary* research services. These services may only be accessed through an authorized institutional account, and no personal information is collected from individual users when the products are accessed through the student interface.

In all cases, we do not market to nor intentionally collect any personally identifiable information from children under thirteen (13) years of age. If you are under 13, please do not register for any of our services or provide us with any personally identifying information (such as your name, email address or phone number). Please contact [Data Subject Request](#) if you are aware of any personal information supplied to one of ProQuest Sites by a child under the age of thirteen (13).

If you are over 13 but under the age of majority, and you have posted content (or see content posted about you) that you cannot remove yourself, you may send a "take-down" request to us at [Data Subject Request](#). You must provide us with a direct link to the information, along with your full name, your state of residence, and your age at the time you posted it. We will remove the content from view.

## Links to Other Services and Websites

The ProQuest Services may contain links to information created and/or maintained on third-party websites. The third-party website will be displayed in a new browser window and the user will no longer be in the ProQuest environment. When users select a link to an outside website, they are leaving the ProQuest Site and are subject to the privacy and security policies of the owners of the third-party website. We are not responsible for, and we do not endorse or control, the policies or practices of any such website or services.

In some cases, we may embed a content feed, video player or other application from a third party into the ProQuest Services, and those feeds, players, or other applications may appear to be part of the ProQuest Services, even though they are provided or served by a third party. Such feeds, video players, and/or applications do not collect personal information from you. If information is required for the performance of the service, the service provider is required to protect your information consistent with this privacy policy. For further information, please see the "*How We Share Information About You*" section of this policy.

## Updates to Our Privacy Policy

From time to time, we may revise this Privacy Policy. If we make material revisions to the way we collect or use your information, we will provide you with notice of those changes by either: (1) notifying you directly, (2) announcing the change on our ProQuest Services, and/or (3) posting the revised version of this Privacy Policy online.

You can determine when this Privacy Policy was last revised by referring to the "Last updated" legend at the top of this page. By continuing to use ProQuest Services after such updates, you affirm your agreement with the terms of the Privacy Policy. If we have made changes you don't agree with, you are free to request that we delete your information.

## Questions

For any questions on this Privacy Policy or our data practices, you can contact us:

**By mail at:**

ProQuest  
Attn: Data Protection Officer  
789 E. Eisenhower Parkway  
Ann Arbor, Michigan 48108



# Privacy Policy

[Submit a Data Subject Request](#)

the extent permissible under law, ProQuest shall not be liable for any direct, indirect, special, incidental, consequential or punitive damages relating to this Privacy Policy.

## EU/US and Swiss–US Privacy Shield Frameworks

Where personal information is transferred from the European Economic Area (“EEA”) or Switzerland to a country that has not received an adequacy decision by the European Commission, ProQuest relies on appropriate safeguards such as the European Commission-approved Standard Contractual Clauses to transfer the data. The Privacy Shield Frameworks are not currently relied upon as a data transfer mechanism, but are maintained to demonstrate ProQuest’s commitment to the Privacy Shield Principles.

ProQuest complies with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union, the United Kingdom and/or Switzerland (as applicable) to the United States, respectively. ProQuest has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern.

**Covered Entities.** The following U.S. entities covered by this Privacy Policy have certified to the EU/US Privacy Shield and Swiss-U.S. Privacy Shield frameworks: ProQuest LLC, Alexander Street Press LLC, Alexander Street Audio LLC, Microtraining Associates LLC, Filmmakers Library Inc., Dialog LLC, and SIPX LLC.

To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/>. Personal data from the European Union, the United Kingdom or Switzerland and/or on EU, UK or Swiss citizens may be collected by ProQuest and may be stored and processed in the United States or any other country in which ProQuest or its affiliates, subsidiaries or agents maintain facilities.

You have the right to access your personal data, and to have the data corrected, amended or deleted where it is inaccurate or processed in violation of the Privacy Shield Principles.

## Dispute Resolution

In compliance with the EU-US Privacy Shield Principles and the Swiss-US Privacy Shield Principles, ProQuest commits to resolve complaints about your privacy and our collection or use of your personal information.

If you have an inquiry or complaint regarding whether ProQuest has violated its obligations under this Privacy Policy as to you or if you are an EU or Swiss resident with an inquiry or complaint regarding whether ProQuest has violated its obligations under the Privacy Shield Principles as to you (your “Complaint”), you should first contact ProQuest’s Global Information Security Office.

**By mail at:**

ProQuest  
Attn: Data Protection Officer  
789 E. Eisenhower Parkway  
Ann Arbor, Michigan 48108  
United States of America

**Submit request:** [Data Subject Request](#)

ProQuest will acknowledge your Complaint within 24 hours, and respond to your complaint within 45 days. ProQuest may ask that you provide additional information and/or request a one-on-one discussion or conference.

**Step 2: Third Party Dispute Resolution.** If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact our U.S.-based [third party dispute resolution provider](#) (free of charge).

If you have a complaint left unresolved by all available recourse mechanisms, you may invoke binding arbitration. For additional information go here: [www.privacyshield.gov/article?id=How-to-Submit-a-Complaint](http://www.privacyshield.gov/article?id=How-to-Submit-a-Complaint)

ProQuest has further committed to cooperate with the panel established by the EU data protection authorities (DPAs), the UK Information Commissioner’s Office (ICO), and the Swiss Federal Data Protection and Information Commissioner (FDPIC) with regard to unresolved Privacy Shield complaints concerning data transferred from the EU, the UK and Switzerland.



# Privacy Policy

[Submit a Data Subject Request](#)

Part of **Clarivate**

ProQuest is committed to empowering researchers and librarians around the world. The company's portfolio of assets - including content, technologies, and deep expertise - drives better research outcomes for users and greater efficiency for the libraries and organizations that serve them.

Our Company	Our Values	Product Families	About
<a href="#">Who We Are</a>	<a href="#">Diversity &amp; Inclusion</a>	<a href="#">Ex Libris</a>	<a href="#">Publishers</a>
<a href="#">Leadership</a>	<a href="#">Accessibility</a>	<a href="#">Innovative</a>	<a href="#">Blogs</a>
<a href="#">Locations</a>	<a href="#">Privacy</a>	<a href="#">Alexander Street</a>	<a href="#">Support</a>
<a href="#">News Releases</a>	<a href="#">Slavery Act Statement</a>	<a href="#">Dialog Solutions</a>	
<a href="#">Events</a>		<a href="#">Clarivate</a>	
<a href="#">Careers</a>			

[Privacy](#)   [Terms of Use](#)   [Translation Disclaimer](#)   [Cookie Statement](#)

The material available on this website is the intellectual property of ProQuest LLC and its licensors.  
© Copyright 2022 ProQuest LLC. All Rights Reserved





## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: Renewal of Bookflix by Scholastic Inc. Contract for the 2022-23 School Year

PREPARED BY: Jordan Stephen

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

The District's subscription to Bookflix, produced by Scholastic Inc. is up for renewal. Bookflix is a service that provides students in grades PreK-3 the ability to follow along and read books independently online or during whole group instruction within a classroom setting. With Bookflix, students are provided access to hundreds of fiction and nonfiction texts that are animated as well as displaying the text in front of them. This tool has been widely used by all teachers and students for many years, seamlessly fitting into every reading curriculum in the primary grades.

The District's Legal Counsel reviewed the terms and service provided by Scholastic, Inc. and found them acceptable, but did prepare an Amendment covering auto renewal, governing law, etc. The terms and service do cover SOPPA and the District is using Bookflix and the website in such a way that publishers are not collecting individual data on students. To cover our bases the District can sign an Exhibit E based upon the Scholastic IL-NDPA originally generated by McClean County School District 5, if the committee approves the recommendation. Counsel did point out that this could still proceed to the Finance Committee.

### **Fiscal Impact:**

\$1,172. The District paid \$1,149 during the 2021-2022 School year for Scholastic's Bookflix service.

### **Recommendation:**

The Finance Committee concurs to recommend to the Board of Education to renew the subscription for Bookflix by Scholastic Inc. in the amount of \$1,172 for the 2022-23 school year.

## INSTITUTIONAL CUSTOMER AGREEMENT

This Institutional Customer Agreement (the “Agreement”) is made as of the Effective Date (as defined below) by and between Customer (as defined below) and Scholastic Inc., located at 557 Broadway, New York, NY 10012, and/or any applicable affiliated entities set forth in an Order with respect to particular Licensed Products, each as defined below (“Scholastic”). This Agreement includes the Product Terms (as updated by Scholastic from time to time), which are currently available above ([Product Terms](#)) and are hereby incorporated into this Agreement by reference.

By accessing or using the Licensed Products (as defined below), or by otherwise indicating your acceptance of this Agreement (for example, by clicking “I Agree” or through another mechanism confirming your acceptance), Customer is agreeing to be bound by this Agreement, and you represent and warrant that you have the legal authority to bind Customer to this Agreement. Please note that your Internet browser will typically permit you to print or save a copy of this Agreement.

- **1. Definitions.**

- **§ 1.1** “Customer” means the institution or other legal entity identified on the applicable Order, or, if no legal entity is identified on such Order, then “Customer” means the legal entity on behalf of which the person identified on such Order is acting.
- **§ 1.2** “Customer Data” means user data (including Personally Identifiable Information), which may include student education record data, provided by or on behalf of Customer to Scholastic or received by Scholastic from Users in connection with the Licensed Products.
- **§ 1.3** “Customer Materials” means any data, information, content and materials provided by or on behalf of Customer to Scholastic, or submitted or otherwise posted or uploaded to the Licensed Products, which are used in connection with the Licensed Products, including, for example, technical information, functional specifications and Customer Data.
- **§ 1.4** “Effective Date” means the effective date of this Agreement, as set forth in the applicable Order.
- **§ 1.5** “Licensed Products” means those Scholastic products and services as set forth in the applicable Order.
- **§ 1.6** “Order” means the written (including electronic) ordering or registration materials applicable to this Agreement, subject to written acceptance of such materials by Scholastic in its discretion, and which are incorporated by reference into this Agreement upon such acceptance by Scholastic.

- **§ 1.7** “Personally Identifiable Information” means any information regarding or that identifies (or that could be used to identify) any individual, including, for example, any individual student or parent name, address, personal identifiers such as school- or district-issued student identification numbers, and any other information or combination of information that would make the identity of an individual easily traceable, or any other information that is defined as personally identifiable or as “personal information” by applicable law.
- **§ 1.8** “Subscription Period” means, with respect to each Licensed Product, the applicable subscription time period set forth on the applicable Order.
- **§ 1.9** “Territory” means the territory set forth on the applicable Order.
- **§ 1.10** “User” means any individual who accesses or uses the Licensed Products.
  
- **2. Fees; Payment Terms.** Customer will pay to Scholastic, for each Subscription Period, the fees and other amounts for the Licensed Products as set forth on the applicable Order (the “Fees”) in accordance with the payment terms set forth therein.
  
- **3. Licenses.**
  - **§ 3.1** *Scholastic License Grant.* Subject to the terms and conditions of this Agreement, Scholastic hereby grants to Customer a limited, non-exclusive, non-sublicensable and non-transferable right for Customer to access and use the Licensed Products in the Territory, and to permit Users to access and use the Licensed Products in the Territory, solely for the personal, non-commercial use of Customer and such Users, and solely during each Subscription Period with respect to which Customer has paid to Scholastic all applicable Fees, subject to the terms and conditions of this Agreement and any other applicable terms and conditions, restrictions or instructions provided by Scholastic to Customer and/or any User, including any eligibility criteria for Users. At the end of each Subscription Period, Customer shall have sixty (60) calendar days to run any final, read-only usage reports for certain Customer Data with respect to the applicable Licensed Products. Following such sixty (60) calendar day period, Scholastic may delete or retain any or all Customer Materials associated with such Licensed Products, but Customer shall have no further access to any such retained Customer Materials, except as otherwise required by law. Any rights not expressly granted by Scholastic in this Agreement are expressly reserved to Scholastic.
  - **§ 3.2** *Customer License Grant.* Customer, on behalf of Customer and each User, hereby grants to Scholastic a non-exclusive, worldwide, royalty-free, perpetual, irrevocable, fully sublicensable (through multiple tiers) and transferable license to reproduce, adapt, modify,

create derivative works based upon, store, host, publish, display and perform (publicly or otherwise), distribute, maintain and otherwise retain, analyze and use the Customer Materials in connection with the Licensed Products and as otherwise permitted in this Agreement, in any format or media now known or hereafter developed. Customer understands and agrees that Scholastic may be accessing the Customer Materials, including Customer Data, in order to provide the Licensed Products and as otherwise permitted by this Agreement. For clarity, as between Customer and Scholastic, and subject to Section 3.3 below, Customer retains any ownership rights that Customer has in any Customer Materials.

- **§ 3.3 Feedback.** Customer, on behalf of Customer and each User, agrees to assign and hereby does assign to Scholastic, and Scholastic shall exclusively own, all right, title and interest in any ideas, enhancement requests, feedback, recommendations, testimonials and other similar information related to the Licensed Products provided by or on behalf of Customer or any User, and acknowledges that Scholastic will have no confidentiality, fiduciary or other obligations with respect to any such information.
  
- **4. Customer Obligations.**
  - **§ 4.1 Product Terms.** Customer must comply with the Product Terms, including Sections 4 (Rules of Conduct), 5 (Prohibited Materials) and 10 (Scholastic's Proprietary Rights). Customer must also ensure that its Users comply with the Product Terms, and Customer shall be responsible for any User's violation of the Product Terms. Any violation of the Product Terms by any User will be deemed a breach of this Agreement by Customer.
  - **§ 4.2 Security; Passwords.** Customer will take all reasonable security measures to prevent unauthorized access to the Licensed Products. Customer is responsible for all activities that occur under Customer's or any User's account in connection with the Licensed Products. Such accounts are non-transferable and are solely for the personal use of Customer or the applicable User to which such account is assigned. Customer agrees to immediately notify Scholastic of any unauthorized use of any such account, or any other actual or suspected breach of security or confidentiality with respect to any such account, and, in such event, Scholastic may terminate such account without liability and without limiting any other remedy under this Agreement or applicable law. Customer assumes all responsibility, liability and risk associated with the use of any Licensed Product feature that does not require passwords, with the failure of Customer or any User to set a password where there is an option to do so, and with the level of strength or security of any password selected by Customer or any User.
  - **§ 4.3 Personally Identifiable Information.** Customer acknowledges and agrees that Personally Identifiable Information and other information collected by or on behalf of Scholastic in connection with the Licensed Products shall be governed by the Scholastic

Privacy Policy (as updated from time to time), currently available at <http://www.scholastic.com/privacy.htm>, or as otherwise set forth in such Privacy Policy.

- **§ 4.4 FERPA.** In the event that any Customer Materials contain Personally Identifiable Information, Customer agrees only to provide or otherwise make available to Scholastic such Customer Materials (a) in compliance with all applicable laws, rules, regulations and privacy policies (including the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232(g)) and the regulations thereunder (34 CFR Part 99) (collectively, “FERPA”)) (collectively, including FERPA, “Applicable Law”), and (b) in accordance with all necessary permissions, rights and consents as required by and in full compliance with all Applicable Law. Both Scholastic and Customer acknowledge that FERPA imposes obligations and restrictions onto “educational institutions or agencies” (such as Customer), including with respect to the handling and disclosure of Personally Identifiable Information contained in the educational records Customer maintains regarding its students. With respect to any Customer Materials that may be accessed, obtained, received, extracted or otherwise used by Scholastic (or which may otherwise be disclosed in any manner to Scholastic by or on behalf of Customer), in individualized or aggregate form, in connection with the Licensed Products provided pursuant to this Agreement, Customer hereby: (1) acknowledges and agrees that Scholastic can rely, is relying and will continue to rely on Customer’s full compliance with the applicable obligations imposed by Applicable Law, as any such obligations may be amended or modified from time to time; and (2) expressly waives and releases Scholastic from and against any and all claims, actions, damages and liability arising in connection with Customer’s provision of such Customer Materials to Scholastic (and any required consents in connection therewith) and Scholastic’s receipt and use of such Customer Materials on behalf of Customer in accordance with the provisions of Applicable Law and the terms and conditions of this Agreement.
- **5. Student Education Record Data.** Any student education record data contained in Customer Data (such data, “Student Data”) will remain the property of, and under the control of, Customer. Scholastic will use Student Data only to provide the Licensed Products and as otherwise specifically permitted by this Agreement, including as set forth in the Scholastic Privacy Policy. For purposes of this Section 5, “student education record data” does not include information that cannot be used to identify an individual student.
- **§5.1 Access and Correction.** Any parent or legal guardian of a student who is under eighteen (18) years of age and any student who is at least eighteen (18) years of age may review Personally Identifiable Information in such student’s Student Data and correct erroneous information in such Student Data by contacting Customer.

- **§5.2 Security.** Scholastic will use reasonable organizational, technical and administrative measures, including designation and training of responsible individuals, to protect the security and confidentiality of Student Data within Scholastic's possession or control.
- **§5.3 Unauthorized Disclosure.** In the event of unauthorized disclosure of Student Data while within the possession or control of Scholastic, Scholastic will notify Customer of such disclosure, and Customer will notify a parent or legal guardian of each affected student who is under eighteen (18) years of age and each affected student who is at least eighteen (18) years of age of such disclosure.
- **§5.4 Termination.** Upon termination or expiration of this Agreement, to the extent required by applicable law, Scholastic will return to Customer all Student Data, or destroy the same, in accordance with such reasonable written instructions as may be given by Customer; however, except to the extent prohibited by applicable law, Scholastic may retain back-up and similar copies of Student Data that Scholastic is unable to destroy using commercially reasonable measures. Upon Customer's written request, Scholastic will certify to Customer that Scholastic has destroyed such Student Data.
- **§5.5 Advertising.** Scholastic will not use any Personally Identifiable Information contained in Student Data to engage in targeted advertising.

- **6. Warranties.**

- **§ 6.1 Mutual Warranties.** Each party hereby represents and warrants to the other party that: (a) it is a duly organized entity, validly existing and in good standing under the laws of the state of its formation; (b) it has the requisite power and authority to execute and deliver this Agreement and to fully perform its obligations under this Agreement; and (c) it is not subject to any contractual obligation that would reasonably be expected to interfere in any way with its full performance of its obligations under this Agreement.
- **§ 6.2 Customer Warranties.** Customer represents and warrants that: (a) for all Customer Materials, and for all User access to and use of the Licensed Products, Customer is solely responsible for obtaining, and Customer hereby represents and warrants to Scholastic that it has previously obtained, all of the necessary and applicable rights, permissions and consents, including parental consents, to make available (and to permit Users and other third parties, such as Customer's third-party data hosting providers, to make available) the Customer Materials to Scholastic, and for Scholastic to use such Customer Materials in accordance with this Agreement, including Scholastic's use of Customer Data in accordance with the Scholastic Privacy Policy; (b) Customer is and will continue to be in compliance in all respects with all Applicable Law in connection with its and its Users' use of the Licensed Products; (c) the Customer Materials shall not include any Social Security Numbers; (d) Customer, and not Scholastic or any third party, is responsible for responding to any request from a parent or legal guardian of a User, or to any request from a User who is at least

eighteen (18) years old, for access to, or other action with respect to, such User's Personally Identifiable Information or student education record data; and (e) all information provided by or on behalf of Customer in connection with any Order is and will remain complete and accurate.

- **7. DISCLAIMER OF WARRANTIES.** EXCEPT AS EXPRESSLY SET FORTH IN SECTION 5 ABOVE, CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES TO BE BOUND BY THE DISCLAIMERS SET FORTH IN SECTION 12 OF THE PRODUCT TERMS, CURRENTLY AVAILABLE ABOVE HERE: [PRODUCT TERMS SECTION 12](#).
- **8. LIMITATION OF LIABILITY.** CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES TO BE BOUND BY THE LIMITATIONS OF LIABILITY SET FORTH IN SECTION 13 OF THE PRODUCT TERMS, CURRENTLY AVAILABLE ABOVE HERE: [PRODUCT TERMS SECTION 13](#).
- **9. Indemnity.** Except to the extent prohibited under applicable law, Customer agrees to defend, indemnify and hold harmless Scholastic and the Affiliated Entities (as defined in the Product Terms) from and against all claims, losses, costs and expenses (including reasonable attorneys' fees) arising out of (a) Customer's or any User's use of, or activities in connection with, the Licensed Products; and (b) any violation or alleged violation of any covenant, representation, warranty or other provision of this Agreement by Customer.
- **10. Term; Termination.** The term of this Agreement commences on the Effective Date and shall continue until terminated as set forth herein. Scholastic may terminate this Agreement upon written notice to Customer if Customer breaches any term or condition of this Agreement, or upon written notice to Customer at any time if no Subscription Period is then in effect. Customer may terminate this Agreement upon thirty (30) days' prior written notice to Scholastic, subject to Customer's payment to Scholastic of all Fees set forth in this Agreement (including in all Orders). In addition, Scholastic may suspend any or all rights granted to Customer and/or any User under this Agreement at any time and without prior notice, including if Scholastic believes that Customer has violated this Agreement. For clarity, upon any termination of this Agreement, all rights granted to Customer and any Users under this Agreement (including under the Product Terms and any Orders) will automatically cease. Sections 1, 2 (with respect to any Fees incurred under this Agreement prior to its termination), 3.2, 3.3, 4.1, 4.3, 4.4 and 5–13 shall survive any termination of this Agreement.



- **11. Publicity.** No public statement, press release or other announcement relating to this Agreement, the Licensed Products or the other party shall be issued by either party hereunder, nor shall either party use any name, trademark or logo of the other party (which, with respect to Scholastic, includes the SCHOLASTIC mark and the Red Bar logo) without the prior written consent of such other party. Notwithstanding the foregoing, Scholastic may use Customer's name and logo in Scholastic's customer lists, including publicly available lists.
- **12. Confidentiality.** Except as otherwise required by law, Customer acknowledges and agrees that the terms and conditions of this Agreement (including pricing and other terms of any Orders) shall be kept confidential by Customer at all times, and Customer shall not divulge such knowledge to any third party, or use such knowledge other than to fulfill Customer's obligations or exercise its rights under this Agreement, without Scholastic's prior written consent.
- **13. Governing Law; Arbitration.** ANY DISPUTES ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING THE PRODUCT TERMS) OR ANY ASPECT OF THE RELATIONSHIP BETWEEN CUSTOMER AND SCHOLASTIC, WHETHER BASED IN CONTRACT, TORT, STATUTE, FRAUD, MISREPRESENTATION OR ANY OTHER LEGAL THEORY, WILL BE RESOLVED THROUGH FINAL AND BINDING ARBITRATION BEFORE A NEUTRAL ARBITRATOR INSTEAD OF IN A COURT BY A JUDGE OR JURY, AND EACH PARTY AGREES THAT IT IS WAIVING THE RIGHT TO TRIAL BY A JURY. EACH PARTY AGREES THAT ANY ARBITRATION UNDER THIS AGREEMENT WILL TAKE PLACE ON AN INDIVIDUAL BASIS; CLASS ARBITRATIONS AND CLASS ACTIONS ARE NOT PERMITTED, AND EACH PARTY IS AGREEING TO GIVE UP THE ABILITY TO PARTICIPATE IN A CLASS ACTION. The arbitration will be administered by the American Arbitration Association under its Commercial Arbitration Rules, as amended by this Agreement. Any in-person appearances requested by the arbitrator shall be held in New York County, New York. The arbitration decision shall be based upon the laws of New York State, without regard to its principles of conflicts of law. Arbitration proceedings shall be conducted in English and in a manner that preserves confidentiality. The arbitrator's decision will follow the provisions of this Agreement and will be final and binding. The arbitrator will have authority to award temporary, interim or permanent injunctive relief or relief providing for specific performance of this Agreement or any other applicable agreement between us, but only to the extent necessary to provide relief warranted by the individual claim before the arbitrator. The award rendered by the arbitrator may be confirmed and enforced in any court having jurisdiction thereof. For clarity, Section 15 of the Product Terms shall not apply to any dispute between Customer and Scholastic.

- **14. Miscellaneous.** This Agreement does not, and shall not be construed to, create any partnership, joint venture, employer-employee, agency or franchisor-franchisee relationship between Customer and Scholastic. If any provision of this Agreement is found to be unlawful, void or for any reason unenforceable, that provision will be deemed severable from this Agreement and will not affect the validity and enforceability of any remaining provision. Customer may not assign, transfer or sublicense any or all of its rights or obligations under this Agreement without Scholastic's express prior written consent. Scholastic may assign, transfer, sublicense or subcontract any or all of its rights or obligations under this Agreement without restriction. No waiver by either party of any breach or default under this Agreement will be deemed to be a waiver of any preceding or subsequent breach or default. Any heading, caption or section title contained in this Agreement is for convenience only, and in no way defines or explains any section or provision. All terms defined in the singular shall have the same meanings when used in the plural, where appropriate and unless otherwise specified. Any use of the term "including" or variations thereof in this Agreement shall be construed as if followed by the phrase "without limitation." This Agreement, including the Product Terms and any Orders or other terms and conditions incorporated into this Agreement, is the entire agreement between Customer and Scholastic relating to its subject matter, and supersedes any and all prior or contemporaneous written or oral agreements or understandings between Customer and Scholastic relating to such subject matter. Notices to Customer (including notices of changes to this Agreement) may be made via posting to the Site (as defined in the Product Terms) or by e-mail (including in each case via links), or by regular mail. Notices to Scholastic shall be sent in writing by registered mail, return receipt requested, to: Scholastic Inc., 557 Broadway, New York, NY 10012, Attn: SVP, Corporate Finance; with a copy to: Scholastic Inc., 557 Broadway, New York, NY 10012, Attn: EVP & General Counsel. Without limitation, a printed version of this Agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this Agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. Scholastic will not be responsible for any failure to fulfill any obligation due to any cause beyond its reasonable control. Solely to the extent of any irreconcilable conflict between any Order, this Customer Agreement and/or the Product Terms, the terms and conditions of the Customer Agreement shall govern, followed by the terms and conditions of the Product Terms followed by the terms and conditions of the Order.

Signature of Authorized person REQUIRED

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

Date: 8/19/2022

For Licensee: \_\_\_\_\_

For Scholastic: 

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

Print Name: Toni Abrahams

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

Title: Vice President of Operations



---

## PRODUCT TERMS

Please read these Product Terms (the "Terms") carefully. Your use of the Site or Scholastic Products (as defined below) constitutes your consent to these Terms.

These Terms are between you and Scholastic Inc. and/or any affiliated entities set forth in an applicable Order ("Scholastic" or "we") concerning your use of (including any access to) the text, images, audio and audiovisual recordings, software, databases, documentation and other information, content, material and services (the "Scholastic Products") made available to you through the Scholastic websites and mobile apps displaying a link to these Terms (together with any successor website(s) and app(s) thereto, the "Site"). These Terms hereby incorporate by this reference any additional terms and conditions posted by Scholastic through the Site, or otherwise made available to you by Scholastic.

If you have entered into an Individual Customer Agreement or Institutional Customer Agreement with Scholastic (currently available upon request as described in the "*Information or Complaints*" section below, and referred to herein as a "Customer Agreement"), then please note that (1) these Terms are incorporated into such Customer Agreement, and (2) as used in these Terms, the word "you" means both Customer and any other Users permitted to use the Site and Scholastic Products under the applicable Order, as defined in the Customer Agreement.

- For example, if an Individual Customer Agreement has been entered into by a teacher or librarian, then the word "you" in these Terms may include such teacher or librarian and his or her students or library patrons, as applicable.
- Further, if an Institutional Customer Agreement has been entered into by a school or school district, then the word "you" in these Terms may include such school or district and its teachers and students.

BY USING THE SITE OR THE SCHOLASTIC PRODUCTS, YOU AFFIRM THAT YOU ARE OF LEGAL AGE TO ENTER INTO THESE TERMS, OR, IF YOU ARE NOT, THAT YOU

HAVE OBTAINED PARENTAL/GUARDIAN OR TEACHER/LIBRARIAN CONSENT TO DO SO.

**1. Changes.** We may change these Terms by notifying you of such changes by any reasonable means, including by posting revised Terms through the Site. Any such changes will not apply to any dispute between you and us arising prior to the date on which we posted the revised Terms incorporating such changes, or otherwise notified you of such changes.

Your use of the Site or Scholastic Products following any changes to these Terms will constitute your acceptance of such changes. The “*Last Updated*” legend above indicates when these Terms were last changed. We may, at any time and without liability, modify or discontinue all or part of the Site or Scholastic Products (including access to the Scholastic Products via any third-party links, and including any titles available through the Scholastic Products and any other content or functionality availability restrictions); charge, modify or waive any fees required to use the Site or Scholastic Products; or offer opportunities to some or all users.

**2. Information Submitted.** Your submission of information through the Site or the Scholastic Products is governed by the Scholastic Privacy Policy, currently available at <https://www.scholastic.com/edtechprivacy.htm>, or as otherwise set forth in such Privacy Policy.

**3. Jurisdictional Issues.** The Site and the Scholastic Products are controlled or operated (or both) from the United States, and are not intended to subject Scholastic to any non-U.S. jurisdiction or law. The Site and the Scholastic Products may not be appropriate or available for use in some non-U.S. jurisdictions. Any use of the Site and the Scholastic Products is at your own risk, and you must comply with all applicable laws, rules and regulations in doing so. We may limit the availability of the Site or the Scholastic Products at any time, in whole or in part, to any person, geographic area or jurisdiction that we choose.

**4. Rules of Conduct.** You will not: (a) copy, modify, create derivative works of, publicly display or perform, distribute, download, mirror, sell, rent, lease, loan, sublicense or timeshare the Site or the Scholastic Products; (b) decompile, disassemble or reverse engineer the Site or the Scholastic Products; (c) disrupt the operation of the Site or the Scholastic Products, or any third party’s use of the same; (d) remove any proprietary notices from the Site or the Scholastic Products; (e) use any robot, spider, or other device to retrieve, index, “scrape,” “data mine” or otherwise gather content from the Site or the Scholastic Products, or reproduce or circumvent the navigational structure or presentation of the same; (f) use the Site or the Scholastic Products for any commercial purpose or for the purposes of any third party, or exploit the Site or Scholastic Products except as expressly authorized herein; or (g) permit or facilitate any unauthorized access to the Site or Scholastic Products. You must

cease using the Site and the Scholastic Products if you violate these Terms, or upon our reasonable request.

You are responsible for obtaining, maintaining and paying for all hardware, telecommunications and other services and resources needed to use the Site and the Scholastic Products.

**5. Prohibited Materials.** You will not post any material that is: (a) threatening, harassing or otherwise disrespectful; (b) false, defamatory or fraudulent; (c) obscene, indecent, profane, discriminatory or otherwise objectionable; (d) a promotion, advertisement, solicitation, or offer to buy or sell any product or service; (e) infringing or violating any copyright, trademark, trade secret, right of publicity, right of privacy or other proprietary right; (f) violating any confidentiality or other contractual or fiduciary obligation; (g) intended to harm or disrupt any software, hardware or network; or (h) otherwise tortious or illegal.

**6. Registration; User Names and Passwords.** You may need to register to use all or part of the Site or Scholastic Products. You represent and warrant that any information you provide in connection with any such registration is complete and accurate, and that you will promptly update any such information as necessary from time to time. We may reject, or require that you change, any user name, password or other information that you provide to us in registering. Your user name and password are for your personal use only, and should be kept confidential; you, and not Scholastic, are responsible for any use or misuse of your user name or password, and you must promptly notify us of any actual or suspected confidentiality breach or unauthorized use of your user name or password, or your account.

**7. Submissions.** Users of the Site and the Scholastic Products may make available certain materials (each, a "Submission") through or in connection with the Site or the Scholastic Products, including on profile pages or on interactive services that may make such Submissions available to other users within a designated user group and/or to the general public. Scholastic has no control over and, except to the extent expressly provided otherwise by applicable law or by the Scholastic Privacy Policy, Scholastic is not responsible for any use or misuse (including any distribution) by any third party of Submissions, including the further distribution of Submissions by any user in a designated user group and/or by the general public. IF YOU CHOOSE TO MAKE ANY OF YOUR PERSONALLY IDENTIFIABLE OR OTHER INFORMATION PUBLICLY AVAILABLE THROUGH THE SITE OR THE SCHOLASTIC PRODUCTS, YOU DO SO AT YOUR OWN RISK.

**8. License; Feedback.** You hereby grant to Scholastic a non-exclusive, worldwide, royalty-free, perpetual, irrevocable, fully sublicensable (through multiple tiers) and transferable license to reproduce, adapt, modify, create derivative works based upon, store, host, publish,

display and perform (publicly or otherwise), distribute, maintain and otherwise retain, analyze and use your Submissions in connection with the Site and/or Scholastic Products, and as otherwise permitted in these Terms, in any format or media now known or hereafter developed.

In addition, you agree to assign and hereby do assign to Scholastic, and Scholastic shall exclusively own, all right, title and interest in any ideas, enhancement requests, feedback, recommendations, testimonials and other similar information related to the Site and/or Scholastic Products provided by you or on your behalf ("Feedback"), and you acknowledge that Scholastic will have no confidentiality, fiduciary or other obligations with respect to any Feedback.

You represent and warrant that you have all rights necessary to grant the rights granted in this Section 8, and that your Submissions and Feedback are not fraudulent, tortious or otherwise in violation of any applicable law or any right of any third party. You further irrevocably waive any "moral rights" or other rights with respect to attribution of authorship or integrity of materials regarding any Submissions and Feedback that you may have under any applicable law under any legal theory.

**9. Monitoring.** We may (but have no obligation to) monitor any use of the Site or Scholastic Products, and monitor, evaluate, alter or remove Submissions before or after they appear on the Site or the Scholastic Products.

**10. Scholastic's Proprietary Rights.** As between you and Scholastic, the Site and the Scholastic Products, and any corrections, modifications, additions, improvements and enhancements thereto, and all intellectual property rights therein, are owned exclusively by Scholastic and its licensors. Subject to these Terms, you may access and use the Site and the Scholastic Products solely for your personal, non-commercial use during the term of the applicable Subscription Period under the applicable Customer Agreement, and solely in accordance with any applicable documentation or usage restrictions that Scholastic may make available to you or that are otherwise set forth in such Customer Agreement. For clarity, the word "you" in this Section 10 and elsewhere in these Terms includes (a) your classroom's students or your library's patrons, if you are a teacher or librarian, respectively, who is a party to an Individual Customer Agreement, or (b) your school district's or school's teachers or students or your library's patrons, as applicable, if you are a party to an Institutional Customer Agreement.

All other rights in the Site and Scholastic Products not expressly granted herein are expressly reserved by us. All trade names, trademarks, service marks and logos on the Site or the Scholastic Products not owned by us are the property of their respective owners. You may not use our or our licensors' trade names, trademarks, service marks or logos (including our

SCHOLASTIC mark and our Red Bar logo) in connection with any product or service that is not ours, or in any manner that is likely to cause confusion. Nothing contained on the Site or the Scholastic Products should be construed as granting any right to use any trade names, trademarks, service marks or logos without the express prior written consent of the owner.

**11. Third Party Materials; Links.** Certain Site or Scholastic Products functionality may make available access to materials made available by third parties, including Submissions (“[Third Party Materials](#)”), or allow for the routing or transmission of such Third Party Materials, including via links.

We neither control nor endorse, nor are we responsible for, any Third Party Materials, including the accuracy, integrity, quality, legality, usefulness or safety of Third Party Materials, or any intellectual property rights therein. Nothing in these Terms shall be deemed to be a representation or warranty by Scholastic with respect to any Third Party Materials. We have no obligation to monitor Third Party Materials, and we may block or disable access to any Third Party Materials (in whole or part) through the Site or Scholastic Products at any time. In addition, the availability of any Third Party Materials through the Site or Scholastic Products does not imply our endorsement of, or our affiliation with, any provider of such Third Party Materials, nor does such availability create any legal relationship between you and any such provider.

YOUR USE OF THIRD PARTY MATERIALS IS AT YOUR OWN RISK AND IS SUBJECT TO ANY ADDITIONAL TERMS, CONDITIONS AND POLICIES APPLICABLE TO SUCH THIRD PARTY MATERIALS (SUCH AS TERMS OF SERVICE OR PRIVACY POLICIES OF THE PROVIDERS OF SUCH THIRD PARTY MATERIALS).

## **12. DISCLAIMER OF WARRANTIES**

THE SITE, THE SCHOLASTIC PRODUCTS AND THIRD PARTY MATERIALS ARE MADE AVAILABLE TO YOU “AS IS” WITHOUT ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY. SCHOLASTIC DISCLAIMS ALL WARRANTIES WITH RESPECT TO THE SITE, THE SCHOLASTIC PRODUCTS AND THIRD PARTY MATERIALS TO THE FULLEST EXTENT PERMISSIBLE UNDER APPLICABLE LAW, INCLUDING THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT AND TITLE. ALL DISCLAIMERS OF ANY KIND (INCLUDING IN THIS SECTION AND ELSEWHERE IN THESE TERMS) ARE MADE ON BEHALF OF BOTH SCHOLASTIC AND ITS PARENT, SUBSIDIARIES AND OTHER AFFILIATES AND THEIR RESPECTIVE SHAREHOLDERS, DIRECTORS, OFFICERS, EMPLOYEES, AFFILIATES, AGENTS, REPRESENTATIVES, LICENSORS, SUPPLIERS AND SERVICE PROVIDERS (COLLECTIVELY, THE “[AFFILIATED ENTITIES](#)”).

While we try to maintain the timeliness, integrity and security of the Site and the Scholastic Products, we do not guarantee that they are or will remain updated, complete, correct or secure, or that access to the Site or Scholastic Products will be uninterrupted. The Site and Scholastic Products may include inaccuracies, errors and materials that violate or conflict with these Terms. Additionally, third parties may make unauthorized alterations to the Site or Scholastic Products. If you become aware of any such alteration, contact us at [tm&c@scholastic.com](mailto:tm&c@scholastic.com) with a description of such alteration and its location.

### **13. LIMITATION OF LIABILITY**

SCHOLASTIC WILL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND, UNDER ANY CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHER THEORY, INCLUDING DAMAGES FOR LOSS OF PROFITS, USE OR DATA, LOSS OF OTHER INTANGIBLES, LOSS OF SECURITY OF SUBMISSIONS (INCLUDING UNAUTHORIZED INTERCEPTION BY THIRD PARTIES OF ANY SUBMISSIONS), EVEN IF ADVISED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES. WITHOUT LIMITING THE FOREGOING, SCHOLASTIC WILL NOT BE LIABLE FOR DAMAGES OF ANY KIND RESULTING FROM YOUR USE OF OR INABILITY TO USE THE SITE, THE SCHOLASTIC PRODUCTS OR THIRD PARTY MATERIALS. YOUR SOLE AND EXCLUSIVE REMEDY FOR DISSATISFACTION WITH THE SITE, THE SCHOLASTIC PRODUCTS OR THIRD PARTY MATERIALS IS TO STOP USING THE SAME. THE MAXIMUM AGGREGATE LIABILITY OF SCHOLASTIC FOR ALL DAMAGES, LOSSES AND CAUSES OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, SHALL BE THE GREATER OF (A) THE TOTAL AMOUNT, IF ANY, ACTUALLY PAID BY YOU TO SCHOLASTIC TO USE THE SITE OR THE SCHOLASTIC PRODUCTS WITH RESPECT TO THE SIX (6) MONTHS PRECEDING THE DATE ON WHICH THE FIRST APPLICABLE CLAIM AROSE; AND (B) TEN U.S. DOLLARS (\$10.00). ALL LIMITATIONS OF LIABILITY OF ANY KIND (INCLUDING IN THIS SECTION AND ELSEWHERE IN THESE TERMS) ARE MADE ON BEHALF OF BOTH SCHOLASTIC AND THE AFFILIATED ENTITIES.

Applicable law may not allow for limitations on certain implied warranties, or exclusions or limitations of certain damages; solely to the extent that such law applies to you, some or all of the above disclaimers, exclusions or limitations may not apply to you, and you may have certain additional rights.

**14. Suspension; Termination.** These Terms are effective so long as you are permitted by Scholastic to use the Site and Scholastic Products. Scholastic may terminate or suspend your use of the Site or Scholastic Products at any time and without prior notice, including if Scholastic believes that you have violated these Terms. Upon any such termination or



suspension, your right to use the Site and Scholastic Products will immediately cease. Sections 2–5, 7–9, 10 (excluding the rights granted by Scholastic therein) and 11–20 shall survive any expiration or termination of these Terms.

**15. Governing Law; Arbitration.** These Terms are governed by the laws of the State of New York, U.S.A., without regard to its principles of conflicts of law, and regardless of your location. EXCEPT FOR DISPUTES THAT QUALIFY FOR SMALL CLAIMS COURT, ALL DISPUTES ARISING OUT OF OR RELATED TO THESE TERMS OR ANY ASPECT OF THE RELATIONSHIP BETWEEN YOU AND SCHOLASTIC, WHETHER BASED IN CONTRACT, TORT, STATUTE, FRAUD, MISREPRESENTATION OR ANY OTHER LEGAL THEORY, WILL BE RESOLVED THROUGH FINAL AND BINDING ARBITRATION BEFORE A NEUTRAL ARBITRATOR INSTEAD OF IN A COURT BY A JUDGE OR JURY, AND YOU AGREE THAT SCHOLASTIC AND YOU ARE EACH WAIVING THE RIGHT TO TRIAL BY A JURY. YOU AGREE THAT ANY ARBITRATION UNDER THESE TERMS WILL TAKE PLACE ON AN INDIVIDUAL BASIS; CLASS ARBITRATIONS AND CLASS ACTIONS ARE NOT PERMITTED AND YOU ARE AGREEING TO GIVE UP THE ABILITY TO PARTICIPATE IN A CLASS ACTION. The arbitration will be administered by the American Arbitration Association under its Consumer Arbitration Rules, as amended by this Agreement. The Consumer Arbitration Rules are currently available online at <https://www.adr.org/aaa/ShowProperty?nodeId=/UCM/ADRSTAGE2021425&revision=1atestreleased>. The arbitrator will conduct hearings, if any, by teleconference or videoconference, rather than by personal appearances, unless the arbitrator determines upon request by you or by us that an in-person hearing is appropriate. Any in-person appearances will be held at a location which is reasonably convenient to both parties with due consideration of their ability to travel and other pertinent circumstances. If the parties are unable to agree on a location, such determination should be made by the AAA or by the arbitrator. The arbitrator's decision will follow the provisions of these Terms and will be final and binding. The arbitrator will have authority to award temporary, interim or permanent injunctive relief or relief providing for specific performance of these Terms or any other applicable agreement between us, but only to the extent necessary to provide relief warranted by the individual claim before the arbitrator. The award rendered by the arbitrator may be confirmed and enforced in any court having jurisdiction thereof. Notwithstanding any of the foregoing, nothing in these Terms will preclude you from bringing issues to the attention of federal, state or local agencies and, if the law allows, they can seek relief against us for you.

**16. Information or Complaints.** If you have a question or complaint regarding the Site or the Scholastic Products, please send an e-mail to [custserv@scholastic.com](mailto:custserv@scholastic.com). You may also contact us by writing to Scholastic Inc, Teacher Store, 557 Broadway, New York, NY 10012, Attn: EVP & General Counsel, or by calling us at 1-800-SCHOLASTIC. Please note that e-

mail communications will not necessarily be secure; accordingly you should not include credit card information or other sensitive information in your e-mail correspondence with us.

**17. Copyright Infringement Claims.** Notification of a copyright infringement claim must be submitted to the following:

Legal Dept.

Scholastic Inc.

557 Broadway

New York, NY 10012

Phone: 212-343-6726

Email: [tm&c@scholastic.com](mailto:tm&c@scholastic.com)

The notification must be in writing and include: (a) a signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed; (b) identification of each alleged infringing copyrighted work or works; (c) identification of the allegedly infringing material and information reasonably sufficient to enable us to locate such material; (d) information reasonably sufficient to enable us to contact the party complaining of an alleged infringement (*e.g.*, an address, telephone number, and e-mail address); a statement that the complaining party has a good-faith belief that use of the allegedly infringing material in the manner complained of is not authorized by the copyright owner, its agent or the law; and (e) a statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

**18. Export Controls.** You agree not to directly or indirectly export or re-export the Scholastic Products or any code found therein, except as authorized by the laws and regulations of the United States and any other applicable jurisdiction. You will not permit the Scholastic Products to be accessed or used at any location or by any person that would violate such laws or regulations. To the extent permitted by law, you will defend, indemnify and hold Scholastic harmless from and against any violation of such laws or regulations by you or any of your agents, officers, directors or employees.

**19. Miscellaneous.** These Terms do not, and shall not be construed to, create any partnership, joint venture, employer-employee, agency or franchisor-franchisee relationship between you and Scholastic. If any provision of these Terms is found to be unlawful, void or for any reason unenforceable, that provision will be deemed severable from these Terms and will not affect the validity and enforceability of any remaining provision. You may not assign, transfer or sublicense any or all of your rights or obligations under these Terms without our express prior written consent. We may assign, transfer, sublicense or subcontract any or all

of our rights or obligations under these Terms without restriction. No waiver by either party of any breach or default hereunder will be deemed to be a waiver of any preceding or subsequent breach or default. Any heading, caption or section title contained herein is for convenience only, and in no way defines or explains any section or provision. All terms defined in the singular shall have the same meanings when used in the plural, where appropriate and unless otherwise specified. Any use of the term “including” or variations thereof in these Terms shall be construed as if followed by the phrase “without limitation.” These Terms, including any terms and conditions incorporated herein, together with the Customer Agreement if you are a Customer, is the entire agreement between you and Scholastic relating to the subject matter hereof, and supersedes any and all prior or contemporaneous written or oral agreements or understandings between you and Scholastic relating to such subject matter. Notices to you (including notices of changes to these Terms) may be made via posting to the Site or by e-mail (including in each case via links), or by regular mail. Notices to Scholastic shall be sent in writing by registered mail, return receipt requested, to: Scholastic Inc., 557 Broadway, New York, NY 10012, Attn: SVP, Corporate Finance; with a copy sent to: Scholastic Inc., 557 Broadway, New York, NY 10012, Attn: EVP & General Counsel. Without limitation, a printed version of these Terms and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these Terms to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. Scholastic will not be responsible for any failure to fulfill any obligation due to any cause beyond its reasonable control.

**20. Apple-Specific Terms.** In addition to your agreement with the foregoing terms and conditions, and notwithstanding anything to the contrary herein, the following provisions apply with respect to your use hereunder of any version of any Scholastic mobile app compatible with Apple Inc.’s iOS operating system (an “App”). Apple Inc. is not a party to these Terms and does not own and is not responsible for any App. Apple Inc. is not providing any warranty for any App except, if applicable, to refund the purchase price for it. Apple Inc. is not responsible for maintenance or other support services for any App and shall not be responsible for any other claims, losses, liabilities, damages, costs or expenses with respect to any App, including any third-party product liability claims, claims that an App fails to conform to any applicable legal or regulatory requirement, claims arising under consumer protection or similar legislation, and claims with respect to intellectual property infringement. Any inquiries or complaints relating to the use of an App, including those pertaining to intellectual property rights, must be directed to Scholastic in accordance with the “*Information or Complaints*” section above. The license you have been granted herein is limited to a non-transferable license to use the App(s) on an Apple-branded product that runs Apple Inc.’s iOS operating system and is owned or controlled by you, or as otherwise

permitted by the Usage Rules set forth in Apple's App Store Terms of Service. In addition, you must comply with the terms of any third-party agreement applicable to you when using any App, such as your wireless data service agreement. Apple Inc. and its subsidiaries are third-party beneficiaries of these Terms and, upon your acceptance of the terms and conditions of these Terms, will have the right (and will be deemed to have accepted the right) to enforce these Terms against you as a third-party beneficiary thereof; notwithstanding the foregoing, Scholastic's right to enter into, rescind or terminate any variation, waiver or settlement under these Terms is not subject to the consent of any third party.

# RENEWAL SUBSCRIPTION STATEMENT — DO NOT DISCARD

**THIS IS NOT AN INVOICE!** If you have already renewed, please disregard.

ACCOUNT #: **600051120**

SOLD TO:

**TODD HALL ELEMENTARY SCHOOL  
3925 W LUNT AVE STE 1  
LINCOLNWOOD, IL 60712-2552**

# OF SITES: 1

## RENEW YOUR SUBSCRIPTION TODAY

Please return this form via fax or email:

**Fax:** 1-877-242-5865

**Email:** [digitalservice@scholastic.com](mailto:digitalservice@scholastic.com)

**Mail:** Scholastic Digital  
2315 Dean St., Suite 600  
St. Charles, IL 60175

Dear Valued Partner,

**Your subscriptions to Scholastic digital programs are about to expire!** Take this opportunity to renew your access to award-winning programs from Scholastic.

**Review your account and subscription information below for accuracy.**

Start Date	End Date	ISBN #	Product Description	Cost
10/4/2022	10/3/2023	507585	BookFlix	\$1,172.00
Tax (if applicable)				
<b>Total</b>				<b>\$1,172.00</b>

**Return this form via mail, email or fax using the contact information above.**

Please confirm your site administrator contact information below:

<b>Contact Name:</b> _____	<b>Title:</b> _____
<b>Email Address:</b> _____	<b>Phone:</b> _____

**Authorized Signature:** \_\_\_\_\_

**PO# and/or method of payment:** \_\_\_\_\_

**Please choose your billing option** (does not apply to Book Fair customers): ☐ Bill immediately ☐ Bill on the renewal date

Company: Scholastic Inc. Toni Abrahams, Vice President of Operations



**Questions? Contact your Scholastic representative at 1-800-387-1437.**

## **AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT 74 AND SCHOLASTIC**

This Amendment is entered into as of October 6, 2022, by and between the Board of Education of Lincolnwood School District No. 74 ("School District") and Scholastic Inc. ("Scholastic") pursuant to the Renewal Subscription Statement beginning October 4, 2022, the Institutional Customer Agreement, and the Product Terms (collectively, the "Agreement"), and shall continue in force for any extensions of the Agreement or subsequent renewals or product order forms, unless otherwise agreed by the Parties.

1. **Terms and Conditions.** This Amendment modifies the Agreement entered into by the Parties. Terms and conditions not amended herein shall have the same meaning as in the Agreement. If there is conflict between this Amendment and the Agreement, the terms of this Amendment will prevail. Scholastic shall not materially modify or amend the Agreement (see <http://www.scholastic.com/>) during the term of this Agreement or any extension thereof, without providing written notice.
2. **Auto-Renewal.** The term of the Agreement between the parties shall not automatically renew. Subsequent extensions of the Agreement shall require notice to and approval of the School District.
3. **FOIA/OMA.** School District shall not be required to make any claim of privilege that may be applicable to prevent disclosure in response to, and will not be required to notify Scholastic prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. Scholastic acknowledges and agrees that the Agreement is not confidential or exempt from disclosure under the Illinois Freedom of Information Act or Open Meetings Act.
4. **Governing Law/Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Illinois, without regard to any conflicts of law provisions. Venue for all actions between the parties shall lie solely in the Circuit Court of Cook County, Illinois. Scholastic hereby agrees to this exclusive venue, to personal jurisdiction of this court, and to service of process in accordance with its rules of civil procedure, and Scholastic waives any objection that this venue is not convenient. Any references to binding arbitration shall be deleted from the Agreement.
5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain student data in accordance with applicable federal laws, Scholastic shall also maintain all student data obtained from School District in accordance with any applicable Illinois laws, including (without limitation, and only to the extent applicable) the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*); and the *Illinois Student Online Personal Protection Act* (105 ILCS 85/1 *et seq.*) (herein "SOPPA").
6. **Insurance.** During the term of this Agreement and any renewal thereof, Scholastic shall maintain a cyber-liability insurance policy insuring against data breaches. School

District shall be named as an additional insured on such policy. Any damages limitations in this Agreement shall not apply to School District in its capacity as an additional insured.

**7. Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.

**WHEREAS**, this Amendment and its terms and conditions are agreed upon by the Parties on the date set forth above.

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT 74**

**SCHOLASTIC INC.**

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

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

Its: \_\_\_\_\_

Its: Toni Abrahams

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

Date: 9/13/2022



## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: Renewal of Mitel Phone System support provided by Heartland Business Systems (HBS) for the  
2022-23 School Year

PREPARED BY: Jordan Stephen

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

The District has been using Heartland Business Systems (HBS) for the past year to service and support our Mitel VOIP phone system. Heartland's team of workers and engineers have been top notch and assisted us with many product updates, troubleshooting and changes during the past year. The Heartland team of workers that specialize in the Mitel system have great institutional knowledge of the district and the system installed. The support on the Mitel phone system is provided to the District in two parts. The first is called the Mitel Software Assurance, which is a renewal on each of the phone servers, located in each building, and the second is the Mitel Support Service Agreement (MSSA). The MSSA provides the details of services ranging from both critical and non-critical incidents, system updates and patching up to the replacement of equipment.

The District's Legal Counsel reviewed the terms and service provided by Heartland Business Systems and found them acceptable. The District presented HBS with an Amendment to the Agreement last year which covered the terms and conditions, auto renewal, governing law and venue, etc., which was agreed to by Heartland Business Systems. This agreement is still in place, and covers all of our typical contract concerns.

### **Fiscal Impact:**

\$7,276.29 Total

\$1,018.80 For Mitel Software Assurance. The District paid \$1,285.20 during the 2021-2022 School year for the Mitel Software Assurance.

\$6,257.49 For Mitel Support Service Agreement. The District paid \$6,250.08 during the 2021-2022 School year for the Mitel Support Service Agreement.



**Recommendation:**

The Finance Committee concurs to approve the renewal for both the Mitel Software Assurance and Mitel Support Service Agreement with Heartland Business Systems in the amount of \$7,276.29 for the 2022-23 school year.



#### STANDARD TERMS AND CONDITIONS

The parties to this agreement are Heartland Business Systems, LLC ("Seller"), with corporate headquarters located at 1700 Stephen Street, Little Chute, WI 54140, and customer ("Buyer").

- 1) **ACCEPTANCE.** Buyer accepts these Standard Terms and Conditions as a condition of Buyer's purchase of any products or services from Seller.
- 2) **PAYMENT AND TERMS.** All invoices provided by Seller to Buyer shall be paid within 30 days of the invoice date with the exception of HBSFLEX Agreement invoices. HBSFLEX Agreement invoices shall be paid upon receipt of the invoice. A service charge of \$35.00 will be assessed for each check that is returned for insufficient funds.
- 3) **FORCE MAJEURE.** Seller's performance hereunder shall be excused if such nonperformance or delay of performance is due to causes beyond the reasonable control of Seller and is the direct or indirect result of, but not limited to, acts of God, acts of the public enemy, acts of the United States of America, or any state, territory or political subdivision thereof or of the State of Wisconsin, fires, war, riots, terrorism, floods, epidemics, quarantine restrictions, insurrection, strikes, labor shortage, materials shortage or freight embargoes. Any delay in performance due to the force majeure occurrence shall extend the period for performance for the duration of the delay.
- 4) **SHIPPING.** With respect to any products that are to be shipped, shipment shall be FOB Seller's place of business, by common or contract carrier, or, in the case of drop shipment, FOB a manufacturer's or distributor's place of business, by common or contract carrier. Freight charges shall be Buyer's responsibility. Delivery shall be deemed completed when the goods have been placed into the hands of the common or contract carrier.
- 5) **WARRANTY.** Any hardware, software, or parts sold to Buyer may be subject to a warranty made by the manufacturer or other third party to Buyer and, if so, the terms and conditions of such warranty are embodied in other documents. Buyer acknowledges that Seller is not a party to any such warranty, and that any rights or remedies that Buyer may have pursuant to said warranty are against the manufacturer or other third party directly, and is not assertable against Seller. **SELLER MAKES NO WARRANTY WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER. BUYER ACKNOWLEDGES THAT IT HAS NOT RELIED ON ANY WARRANTY OR REPRESENTATION BY SELLER WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER, EXCEPT AS ARE EXPRESSLY CONTAINED HEREIN. ANY IMPLIED WARRANTY OF MERCHANTABILITY, AND ANY IMPLIED WARRANTY THAT THE PRODUCTS OR SERVICES SOLD HEREUNDER ARE FIT FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.**
- 6) **PROFESSIONAL SERVICES.** Seller may provide professional services as requested by Buyer. All services provided by Seller, which include labor and travel charges, are subject to the terms and conditions as set forth in this Agreement. Services provided by Seller to Buyer may be covered under a manufacturer or other third party warranty, may be applied to a pre-paid HBSFLEX Agreement purchased by Buyer, at the rates set forth in the most current version of the HBSFLEX Volume Service Schedule, as updated from time to time, or may be billed out to Buyer at the then-prevailing hourly rate. Regardless whether the services are covered under warranty, applied to a HBSFLEX Agreement or billed out at an hourly rate, all terms of this Agreement apply. Seller's records shall be the sole measurement of professional services and/or time expended by Seller. HBSFLEX Agreements may not be used to purchase products, and each HBSFLEX Agreement shall automatically expire eighteen months after the date of invoice for that HBSFLEX Agreement.
  - A) **Warranty.** If services provided are in connection with a problem that is covered by a manufacturer or other third party warranty, then such services shall not be counted against a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, to the extent of the warranty coverage. Please refer to your manufacturer or third party provided documentation, which will define what is covered under warranty. Any labor or travel provided that is not covered under the manufacturer or third party warranty will be applied to a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, whichever applies.
  - B) **HBSFLEX Agreements.** Buyer may choose to purchase a pre-paid HBSFLEX Agreement from Seller. When a HBSFLEX Agreement is purchased, labor and travel charges incurred will be applied against the HBSFLEX Agreement. Buyer will receive informational invoices detailing the services as they are provided.
    - 1) When a pre-paid HBSFLEX Agreement is exhausted an additional HBSFLEX Agreement may be purchased. If an additional HBSFLEX Agreement is not purchased, then services will be billed out at the then-prevailing hourly rates.
    - 2) Either party may terminate a pre-paid HBSFLEX Agreement by giving notice to the other, in writing by mail to the party's last known address, of such intent. If this Agreement is terminated before the HBSFLEX

Agreement is expended, then Seller shall refund 75% of the unused portion of the fee and may retain the balance.

C) Hourly Rates. Should services provided not be covered under a manufacturer or third party warranty or should Buyer not have purchased or not have time available on a HBSFLEX Agreement then all labor and travel will be billed out at Seller's then-prevailing hourly rates.

7) PROFESSIONAL SERVICE ESTIMATES. At times, Buyer may request time estimates for service situations. Seller will provide a best estimate based upon the information that is known at the time of the request. This is to be considered an estimate for service only and not a guarantee. Actual service hours may be less or may be more than the estimate provided.

8) FOUR-HOUR RESPONSE; AFTER HOURS WORK. For calls received on normal business days, excluding holidays, Seller will use its best effort to respond to Buyer's request for service within four business hours (the hours between 8:00 a.m. and 5:00 p.m. CT) of Buyer's request. Any work occurring after 5:00 p.m. or before 8:00 a.m. CT or on weekends is subject to a bill rate of 1.5 times the normal rates.

9) ASSIGNABILITY. Seller may delegate all, or any part of, its duties hereunder to a subcontractor.

10) EXCLUDED EQUIPMENT. Seller may discontinue providing services with respect to any hardware for which it can no longer readily obtain repair parts or technical assistance.

11) BUYER'S RESPONSIBILITY. Buyer shall use its best efforts to cooperate with Seller in connection with Seller's carrying out its duties hereunder, and Buyer shall refrain from any act or omission that could frustrate Seller's performance. In that regard, but not by way of limitation, Buyer shall designate one employee for each location at which services are expected to be rendered under this Agreement, with full authority to act for Buyer in the event that Buyer's input is required in order to affect any aspect of the services provided hereunder.

12) WARRANTY AS TO PROPER LICENSING. Buyer warrants and represents to Seller that it possesses a proper license for all software being used by Buyer's organization, and Buyer shall hold Seller harmless from any claims or suits premised upon breach of any third party's proprietary rights with respect to such software.

13) WARRANTY AS TO PROPER BACKUP AND SECURITY. Buyer warrants and represents to Seller that Buyer's data and system has been properly backed up, and Buyer understands that Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of improper backup situations or data which has not been backed up and that is lost, for any reason, in connection with the services or use of the products sold hereunder. Buyer warrants and represents to Seller that Buyer has properly secured its network and systems, in accordance with current industry best standards, and Buyer understands that Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of Buyer's failure to properly secure its network or systems.

14) NON-SOLICITATION OF PERSONNEL. During the term of this Agreement, and for a period of one (1) year after the termination of this Agreement by either party for whatever reason, Buyer shall not, directly or indirectly, encourage any employee of Seller, who became known to Buyer by virtue of such employee's providing services under this Agreement, to terminate his or her employment with Seller. In addition, during the term of this Agreement, and for a period of one (1) year after the termination of this Agreement by either party for whatever reason, Buyer shall not, directly or indirectly, solicit any employee of Seller, who became known to Buyer by virtue of such employee's providing services under this Agreement, for employment which would end or diminish that employee's service with Seller. Buyer acknowledges that Seller will suffer irreparable harm as a result of Buyer's violation of this paragraph and that Seller may bring an action for injunctive relief and/or actual damages to enforce this provision.

15) SUSPENSION OF PRODUCTS/SERVICES. Seller shall have the right to suspend providing any products and services in the event that Buyer is delinquent on payment of any outstanding invoices.

16) EXCLUSIVE REMEDY/LIMITATION OF LIABILITY. Notwithstanding any other provision herein, Seller's sole and exclusive liability to Buyer for any breach of this Agreement, or breach of any warranty, express or implied, found to have been made in connection with this Agreement, shall be to repair or replace, at its option, any defective hardware, software, or parts sold hereunder; Seller shall have no liability for any other damages, consequential or otherwise. Seller shall have no liability whatsoever to Buyer if computer software or computer hardware sold hereunder is subsequently upgraded, or is otherwise used with software or hardware that was not used with the software and/or hardware sold hereunder at the time of installation, or if any such software or hardware has been serviced by anyone other than Seller. Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer arising out of or related to data that has not been backed up, or data that is lost, damaged, corrupted, compromised for any reason (including but not limited to weak passwords or network security), or otherwise unsecured, in connection with any services or use of any products sold hereunder, and Buyer shall indemnify Seller for the same. In the event that Seller recommends a course of action for an engagement, but Buyer instructs Seller to pursue a different course

of action despite Seller's recommendation, Buyer shall assume sole responsibility for any problems that arise from Buyer's course of action, and Seller shall have no liability for the same.

17) **ACCEPTANCE OF PRODUCTS.** Except as stated in the following sentence, Buyer shall be deemed to have irrevocably accepted the products and services sold hereunder if Buyer has not given to Seller a written notice of rejection, describing the basis for rejection, within ten business days after delivery. Product returns are only allowed pursuant to the manufacturer's return policy. All data and intellectual property provided by Seller in connection with this Agreement shall belong to Seller ("Seller Materials"). Seller shall retain all rights and interests in and to the Seller Materials after the completion of this Agreement.

18) **CLOUD SERVICES.** Buyer agrees and acknowledges that in order to provide a high level of service, Seller may store Buyer's information in the public cloud. This information may include but is not limited to drawings, pictures, equipment layouts, passwords, backups, or configuration files. Buyer agrees and acknowledges that the cloud is a separate and independent network, which is not controlled by Seller, and that Seller shall have no liability whatsoever, under any circumstances, for any damages arising out of or relating to the use of the public cloud, including but not limited to the loss of any information. In the event that Buyer has Seller perform services relating to Buyer's subscription based services, Buyer shall be responsible for any charges incurred relating to the use of the subscription based services.

19) **CHOICE OF LAW.** This Agreement, and any claim arising under it, or related to the transaction evidenced by it, shall be construed and determined under the laws of Wisconsin.

20) **ATTORNEY FEES.** In the event that legal action is taken by either party upon any claim arising from this Agreement or in any way related to the transaction that is evidenced by this Agreement, Seller shall, if it prevails, be entitled to recover from Buyer its actual reasonable attorney fees incurred in connection therewith.

21) **SEVERABILITY.** If any portion of this Agreement is determined by a court or government agency having competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect to the extent permitted by law.

22) **BINDING EFFECT.** This Agreement shall bind and inure to the benefit of the parties, and their respective heirs, successors, personal representatives, beneficiaries and assigns.

23) **ADDITIONAL WORK.** In the event that Seller agrees to provide additional products or services at any time, the terms and conditions of this Agreement shall govern.

24) **ENTIRE AGREEMENT.** This is the entire agreement of the parties respecting the sale of any products or services from Seller to Buyer. This Agreement supersedes and replaces any prior agreements between the parties with respect to the subject matter hereof. No modification, addition, or amendment shall be binding unless in writing and signed by both parties.

# Statement of Work

**Lincolnwood School District 74  
6950 North East Prairie Rd  
Lincolnwood, IL 60712**

**MITEL SUPPORT SERVICE  
AGREEMENT**

August 25, 2022

## Contact Information:

**Jose Gutierrez**  
Heartland Business Systems  
5400 Patton Dr, Suite 4B  
Lisle, IL 60532  
Phone: (630) 786-6258  
[jgutierrez@hbs.net](mailto:jgutierrez@hbs.net)

**Paul Quebbeman**  
Heartland Business Systems  
5400 Patton Dr, #4b  
Lisle, IL 60532  
Phone: (630) 786-6053  
[pquebbeman@hbs.net](mailto:pquebbeman@hbs.net)



## Confidentiality Agreement

Each party to this Agreement may have access to confidential information concerning the methodologies, pricing, and business practices of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this Agreement, except as may be necessary to comply with the laws or a court having proper jurisdiction.



## Project Overview

This Statement of Work (“SOW”) reflects the services and materials to be provided by Heartland Business Systems, LLC (hereinafter referred to as “HBS”) for **Lincolnwood School District 74** (hereinafter referred to as “Customer”).

HBS has been engaged to provide single point of contact technical support for the equipment listed on Schedule 2 attached hereto (hereinafter referred to as the “Equipment”). This includes support of the Equipment as noted in the attached Bill of Materials (BoM), support via phone, e-mail, and onsite services as required by the Service Level Agreements (SLA’s) for critical and non-critical incidents. HBS shall update Schedule 2 from time to time as necessary. HBS shall not provide any services under this Agreement until HBS has received the initial payment from the Customer.

HBS will review and resolve technology and functionality questions and issues for the Equipment.

All support issues will be logged into the HBS Incident Management System by HBS. All client information stored in the incident management system shall be owned by HBS.

If the Customer wishes to add any additional equipment to this Agreement, a Change Order shall be required pursuant to the Change Management section of this Agreement. The Change Order form is attached hereto as Appendix A. If any additional equipment is added to this Agreement during a one-year term, the amount charged shall be prorated for such partial year based on the actual number of days remaining in such one-year term, and billing will be adjusted accordingly for the remainder of that term.

## Project Scope

HBS will provide the following services and materials:

### In Scope

The scope of service for the Equipment is as follows:

#### A. Service Level Agreements (SLA)

- Non-Critical Incidents – A return call from HBS will be initiated within four hours to create a plan for issue resolution with Customer designated contact. An incident will be resolved as a best effort within 24 to 72 hours. Non-critical incidents are those reported during 8 AM to 5 PM Monday through Friday Central Time (excluding federal holidays).
- Critical Incidents – A return call from HBS will be initiated within 30 minutes to create a plan for issue resolution with Customer Administrator. Critical incidents are those that require immediate attention where an HBS Engineer will begin working on issue within 60 minutes of incident initiation to solve as soon as possible. In addition, all after hour support efforts will be considered critical unless part of a non-critical plan for resolution.

#### B. Patching and System Updates

- HBS will remotely provide critical patches and one update per year for the Equipment, provided that the Customer has purchased SWA coverage from Mitel prior to entering into this Agreement.



- In order to receive the above-described updates, the Customer's existing hardware must be supported by upgraded software. Any software updates that would require updates to hardware are considered out of scope.

#### **C. SLA Options**

The Customer shall select one of the following two options on Schedule 1:

1. The Customer selects Monday – Friday 8 AM – 5 PM Central Time coverage. The HBS coverage team is available 24x7x365, and the Customer shall be billed for any after-hours services at the rates stated on the Rate Sheet attached hereto as Schedule 3 (the "Rate Sheet").
  2. The Customer selects 24 X 7 X 365 coverage.
- In order to be eligible for escalation to Mitel Support outside Monday - Friday 8 AM - 5 PM Central Time, the Customer must have purchased Premium SWA coverage from Mitel prior to entering into this Agreement.

#### **D. Replacement of Equipment.**

HBS shall provide a warranty covering labor costs and replacement parts arising from defects in materials and workmanship for the Equipment, under normal use during the term of this Agreement. However, under no circumstances shall HBS provide repairs, services, or replacement of any Equipment required as a result of (a) neglect, misuse or intentional damage of Equipment, (b) alterations, additions or modifications to the Equipment performed by anyone other than HBS, (c) the failure of Customer to provide and maintain a suitable environment for the Equipment, as prescribed by HBS, including, but not limited to, proper electrical power, air conditions and humidity control, (d) use of supplies or materials not meeting HBS specifications, (e) use of the Equipment for purposes other than for which it was designed, (f) electrical work external to the Equipment or service in connection with Equipment relocation, reconfiguration or additions, (g) cutoff of any services to Customer by a utility, (h) viruses, malware, spyware, adware, ransomware, worms, rootkits, Trojan horses, or other harmful code or contaminants, or (i) fires, war, riots, terrorism, floods, tornados, civil commotion, explosion, or any other acts of God or acts of nature. Any repairs, services or replacement arising out of or related to subsection (a) through (i) above shall be considered outside the scope of this Agreement. In the event that a replacement part is unavailable for any reason, HBS shall provide an equivalent replacement part, as determined by HBS. With regard to any obsolete or end of life Equipment, HBS shall make best efforts to provide replacement parts.

A table showing examples of in scope and out of scope items is attached hereto as Schedule 4.

#### **E. Additional Terms.**

- **Contract Duration:** The original term of this Agreement shall be as set forth on Schedule 1. This Agreement shall be renewed automatically for successive terms of one (1) year each, unless either party gives written notice to the other at least thirty (30) days prior to the expiration of any term of its intention not to renew. The renewal will include any pricing adjustments as described in Item 2 of "Assumptions and Dependencies."
- In the event that HBS determines that the Customer requires any other services for the Equipment that are outside the scope of this Agreement, HBS shall separately bill the Customer at the rates listed on the Rate Sheet.
- Travel of HBS Engineering to a Customer location not more than 90 miles from an HBS office to provide onsite support for the Equipment that is within the scope of this Agreement is included.
- Travel of HBS Engineering to provide other onsite support for the Equipment that is outside the scope of this Agreement, or that is more than 90 miles from an HBS office will be invoiced at the applicable hourly rate





listed on the Rate Sheet, dependent on issue severity. Travel will be billed from the local HBS office regardless of Engineer location.

- A Change of Service Ownership form must be completed upon contract acceptance to grant HBS Mitel Software Assurance contract access and to allow HBS to communicate and open Support cases with Mitel on behalf of the customer. Heartland shall separately bill the Customer for any Change of Service Ownership fees. If the Change of Service Ownership cannot be completed or Software Assurance is not carried, the customer acknowledges that HBS will only be able to deliver best-effort resolution to level 3 and above tickets and accepts any additional time required to resolve. HBS shall separately invoice the Customer for any such additional time and any repairs or replacements that are necessary due to the Customer not carrying Software Assurance.
- A letter of authorization (LOA) must be signed upon contract acceptance to grant HBS telco provider access.

## Out of Scope

Any repairs, services or replacement of any other devices, ancillary equipment or cable infrastructure is not included in this Agreement.

Any work or material not specifically identified in this document is not included in this Agreement. Manufacturer support is not included in this Agreement. Customer may obtain manufacturer support through a separate agreement.

## Assumptions and Dependencies

The following list contains the assumptions used to develop HBS Service pricing.

1. All pricing is based on information, written and verbal, provided by Customer and is subject to revision and change should the information provided vary from our assumptions. The information provided will be validated and confirmed during the discovery portion of our implementation process.
2. HBS shall have the right to adjust the fees, rates and charges for each renewal term by providing written notice to Customer at least 45 days prior to the expiration of the then current term. The agreement will be billed regardless of Customer's actual usage. In addition, HBS shall also have the right to adjust the rates on the Rate Sheet on an annual basis.
3. Pricing assumes that all incidents initiated will be English-speaking. Customer is responsible for all fees associated with international calling. If translation services are required, Customer is also responsible for the cost of hook up and translation fees.
4. HBS shall also separately bill the Customer for implementation and assessment costs. Implementation and assessment costs, if required, are to establish documentation of the Voice Environment and cover HBS costs incurred to configure monitoring, reporting, and response services to fulfill this agreement.

HBS and Customer will both ensure that adequate resources for which each respective party is responsible are available when needed throughout the duration of this engagement. The timely completion of this engagement will depend on the availability of the necessary Customer personnel committed to this effort. This SOW assumes that Customer's subject matter expert, technical resources, and any named resources will be available as scheduled to provide information and access to the HBS team for the duration of the project.

Customer is responsible for resolving problems outside the SOW that are beyond the control of HBS (i.e. software bugs, hardware failures, telecommunication circuits, server issues, and desktop issues). HBS can assist with these out of scope issues through the Change Management process.



The timely completion of this engagement will also depend on the availability and delivery of the product(s) associated with this SOW from other vendors.

Any potential dependencies that may be discovered prior to implementation will be communicated to Customer to determine impact.

## Deliverables

The following are the deliverables HBS will provide to Customer (herein referred to as “Deliverables”) for this Project:

Any change to the Deliverables listed below will require a Change Order.

#	Deliverable
1	HBS will conduct an annual system review and schedule any remediation tasks.
2	HBS will provide roadmap remediation recommendations based on hardware and application lifecycles.

## Pricing

Customer agrees to compensate HBS as stated on Schedule 1. HBS shall update Schedule 1 for each renewal term pursuant to Item 2 of Assumptions and Dependencies.

## Change Management

Additional products and services beyond the In-Scope deliverables listed above are considered out of scope and require a change request approved by the customer before any work can be continued. Any additions/deletions/modifications to the agreement, regardless of modification to project value, require a change request approved by the customer prior to either party performing work.

HBS will submit a formal Change Request for customer approval that documents the out of scope work, and any associated costs or schedule changes. When a Change Request is approved and signed by Customer, it becomes a Change Order and is formally considered a part of this Agreement.

## Terms

Binding Agreement - This Statement of Work (SOW) describes the professional services and/or products, and results to be provided by HBS. When mutually executed for implementation, this SOW becomes contractually binding on HBS and Customer under the terms and conditions of the HBS Standard Terms and Conditions (STC) document.

Order of Precedence - Any ambiguity or inconsistency between or among the statements of this SOW and the Standard Terms and Conditions (“STC”) shall be resolved by giving priority and precedence in the following order:

- Statement of Work (SOW)
- Standard Terms and Conditions (STC)

Promises – No other promises have been made related to this SOW except for those stated in this SOW. This SOW supersedes all other agreements or promises related to this Project and SOW.



---

Non-Payment - Any invoice, whether for this Agreement or any other products or services provided by HBS, remaining unpaid after its due date shall be grounds for HBS to immediately withhold any products or services covered by this Agreement.



### Schedule 1

#### Coverage Type

- |                                     |                 |  |
|-------------------------------------|-----------------|--|
| <input checked="" type="checkbox"/> | <b>MSSA-HL</b>  | Hardware / Labor Agreement   |
| <input type="checkbox"/>            | <b>MSSA-H</b>   | Hardware Only Agreement  |
| <input type="checkbox"/>            | <b>MSSA-L</b>   | Labor Only Agreement   |
| <input type="checkbox"/>            | <b>MSSA-MSV</b> | Managed Service Voice<br><i>(includes hardware and labor support, plus REMOTE programming and programming support during regular business hours)</i> |

#### Coverage

- ☒ The Customer selects Monday – Friday 8 AM – 5 PM Central Time coverage. The HBS coverage team is available 24x7x365, and the Customer shall be billed for any after-hours services at the rates stated on this Rate Sheet.

OR

- ☐ The Customer selects 24 X 7 X 365 coverage.

- **Mitel Support Service Agreement for October 1, 2022 to September 30, 2023.**
  - **Coverage is included for the systems and equipment listed in Schedule 2.**
  - **DESKTOP DEVICES AND / OR DESKTOP DEVICE ADD-ONS ARE NOT COVERED UNDER THIS AGREEMENT UNLESS SPECIFIED IN Schedule 2.**

**Total: \$6,257.49**



---

**Schedule 2**

Application Record / Serial Number / Quantity	Description and / or Location
1	Mitel MiVoice Office 250 (Administration)
1	Mitel MiVoice Office 250 (Lincoln Hall)
1	Mitel MiVoice Office 250 (Rutledge Hall)
1	Mitel MiVoice Office 250 (Todd Hall)
±	Mitel desktop devices and Mitel desktop device add-ons



### Schedule 3

#### Rate Sheet

Out of scope services shall be billed at the following rates:

**HOURLY SERVICES BILLING SCHEDULE**  
 (time is billed in 15 minute increments)

Engineer Work Role	Hourly Rate
Structured Cabling	\$90
AV Tech Help-desk Break-Fix ESRM Coordinator Point of Sale Infosec Coordinator I Physical Security Engineer	\$120
AV Engineer 2 Cabling 2 Network Operations Center 2 Mitel Engineer 2 SMB Engineer HBS Data Center Collaboration 2 Cloud Engineer 2 Imaging Technician 2 O365/SharePoint 2 Network Engineer 2 Systems Engineer 2 Physical Security Engineer 2 Project Coordinator/Manager 2 Cabling Project Manager 2	\$160
AV Engineer 3 Network Engineer 3 Systems Engineer 3 Collaboration 3 Collaboration Project Manager 3 Mitel Engineer 3 Physical Security Engineer 3 Apps/Business Consulting 3 Imaging Engineer 3 O365/SharePoint 3 CRM 3 Project Manager 3 Infosec Consultant 3 Network Operations Center 3 Websites/Kentico Custom Development	\$190
ERP/Dynamics GP 4 Network Engineer 4 Systems Engineer 4 Collaboration 4 Cloud Architect 4 BI/Data Analytics/SQL 4 CRM 4	\$210 \$215
Applications Architect 5 Systems Architect 5 Cloud Architect 5 Cisco Collaboration 5 ERP/Dynamics GP 5	\$230
Infosec Consultant 6	\$250
Infosec Consultant - Applications	\$260
Infosec Consultant 7 Network Architect 7 Systems Architect 7 Cloud Architect 7 Collaboration Architect 7	\$275
On Call Pager	\$350
After Hours Rate - Before 8am or after 5pm CST - Weekends & Company Recognized Holidays	1.5x Base Rate



**Schedule 4**

<b><u>In Scope</u></b>	<b><u>Out of Scope</u></b>
Hardware failure due to normal component failure.	Hardware failure due to environmental condition. <ul style="list-style-type: none"><li>• Water damage due to pipe breaking.</li><li>• Heat damage due to HVAC failure.</li></ul>
Hardware failure due to electrical issue. <ul style="list-style-type: none"><li>• If there is an HBS supplied and covered UPS under a support service agreement the failed hardware will be repaired.</li></ul>	Hardware failure due to uncontrolled electrical issues. <ul style="list-style-type: none"><li>• This can occur with a major power outage. When power is restored, a surge can cause component failure.</li></ul>
Program around an issue to allow for functionality. <ul style="list-style-type: none"><li>• Public network failure of trunks.</li><li>• Programming around a network failure.</li><li>• Programming around a failed component that is covered under a support agreement.</li></ul>	Programming to change a feature or functionality. <ul style="list-style-type: none"><li>• Programming to change auto attendant destinations.</li><li>• Program of incoming ringing destinations.</li><li>• Programming of keys on a device.</li><li>• Programming of an ACD path.</li></ul>
Replacement of a device which failed due to normal wear and tear.	Replacement of a device that has been used and abused. <ul style="list-style-type: none"><li>• Water damage.</li><li>• Physical damage.</li></ul>
Availability of administration application for client programming of systems.	Deployment of administration application for the client programming of systems. <ul style="list-style-type: none"><li>• HBS assists with the initial deployment of these applications at the original project deployment of the systems.</li></ul>
Repair or replacement of the components of the system(s) inventory as defined in Schedule 2.	Failure of client supplied equipment. <ul style="list-style-type: none"><li>• Hardware servers or virtual environments may be supplied by you, the client. When this occurs, that application will be covered but the server that it resides in will not.</li></ul>
	Manufacturer's support charges. <ul style="list-style-type: none"><li>• Manufacturer's support is typically required for all applications.</li><li>• If after hours support is required, Premium support may need to be purchased.</li><li>• Manufacturer's support is purchased under a separate contract.</li></ul>



---

**Change Order Form (Appendix A)**

<b>Project Name:</b>	
<b>Change Request #:</b>	

General Information (completed by requester)

<b>Change Request Submitted by:</b>	
<b>Date Submitted:</b>	
<b>Submitter Phone # and email:</b>	
<b>Person Requesting Change:</b>	
<b>Date Requested:</b>	
<b>Requester Phone and email:</b>	
<b>Related Change Request Numbers:</b>	

Proposed Change (completed by requester)

<b>Title of Change:</b>	
<b>Description of Change:</b>	
<b>Reason for Change:</b>	
<b>Requested Completion Date:</b>	



## HBS - MSSA Renewal 2023

Quote #285645 v1

## Prepared For:

**Lincolnwood School District 74**Courtney Whited  
6950 N East Prairie Road  
Lincolnwood, IL 60712

P: (847) 675-8234

E: cwhited@sd74.org

## Prepared By:

**Chicago Illinois Office**Jose Gutierrez  
5400 Patton Drive Suite 4B  
Lisle, IL 60532

P: 630-786-6258

E: jgutierrez@hbs.net

## Date Issued:

**08.29.2022**

## Expires:

**09.26.2022**

2023 MSSA Renewal	Price	Qty	Ext. Price
<b>Sergeant (regular business hours): 8-5</b> Term: October 1, 2022 to September 30, 2023	\$6,257.49	1	\$6,257.49
Subtotal			<b>\$6,257.49</b>

Quote Summary	Amount
2023 MSSA Renewal	\$6,257.49
<b>Total:</b>	<b>\$6,257.49</b>

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. QT.2021.v1.0

## Acceptance

**Chicago Illinois Office****Lincolnwood School District 74**

Jose Gutierrez

Signature / Name

08/29/2022

Date

Signature / Name

Initials

Date

**Mitel SWA Renewal**
**Quote #284267 v1**
**Prepared For:**
**Lincolnwood School District 74**

 Courtney Whited  
 6950 N East Prairie Road  
 Lincolnwood, IL 60712

**P:** (847) 675-8234

**E:** cwhited@sd74.org

**Prepared By:**
**Chicago Illinois Office**

 Jose Gutierrez  
 5400 Patton Drive Suite 4B  
 Lisle, IL 60532

**P:** 630-786-6258

**E:** jgutierrez@hbs.net

**Date Issued:**
**08.16.2022**
**Expires:**
**11.06.2022**

Hardware/Software	Price	Qty	Ext. Price
SYSID: 29865759 5000HX - Lincoln Hall (MiVoice Office 250) Renewal Coverage: 11/17/2022 - 11/16/2023			
54009246 Mitel Standard Software Assurance - 1 Year - Service - 8 x 5 - Technical	\$316.80	1	\$316.80
SYSID: 37773851 5000HX - Todd Hall (MiVoice Office 250) Renewal Coverage: 11/17/2022 - 11/16/2023			
54009246 Mitel Standard Software Assurance - 1 Year - Service - 8 x 5 - Technical	\$316.80	1	\$316.80
SYSID: 50164222 5000HX - Admin (MiVoice Office 250) Renewal Coverage: 11/17/2022 - 11/16/2023			
54009246 Mitel Standard Software Assurance - 1 Year - Service - 8 x 5 - Technical	\$316.80	1	\$316.80
SYSID: 55792541 5000HX - Rutledge Hall (MiVoice Office 250) Renewal Coverage: 11/17/2022 - 11/16/2023			
54009245 Mitel Standard Software Assurance - 1 Year - Service - 8 x 5 - Technical	\$158.40	1	\$158.40
Subtotal			<b>\$1,108.80</b>

Quote Summary	Amount
Hardware/Software	\$1,108.80
<b>Total:</b>	<b>\$1,108.80</b>

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. QT.2021.v1.0

**Acceptance**
**Chicago Illinois Office**
**Lincolnwood School District 74**

Jose Gutierrez

Signature / Name

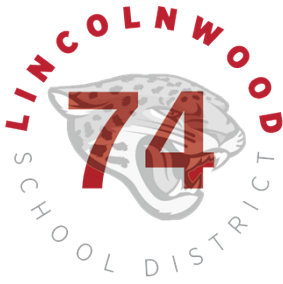
08/16/2022

Date

Signature / Name

Initials

Date



## Executive Summary Board of Education Meeting

DATE: October 6, 2022

TOPIC: Renewal of Zoom Video Communications Inc. Subscription for the 2022-2023 School Year

PREPARED BY: Jordan Stephen

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

Zoom is the digital platform that Lincolnwood School District 74 has used for staff members to host video conferences between students, families, colleagues, and administrators. Zoom's features for video conferencing have become widely used and include tools for building engagement, enhancing communication, and sharing links and information as well as recording conferences or presentations when needed.

Though schools are moving beyond a time where this type of tool is a necessity for the district to operate, we have found a certain amount of value in its inclusion. During an Administrative discussion, it was agreed that we might need to utilize this service for events such as Parent/Teacher conferences. Our team is currently testing using the Zoom "basic" accounts. If this works as anticipated, this product and contract would be reduced in capacity and only be accessible to a much smaller portion of the staff that would benefit from virtual meetings with parents and outside groups. By moving this through the Finance Committee it places the District in a much better position to immediately renew the Zoom subscription if needed.

District Legal Counsel has reviewed the terms and conditions and Master Service Agreement and found there were a few items that we would like to have modified. After working on this for a number of weeks, both parties agreed on the modified Master Services Agreement. As Zoom does not primarily provide services to K-12 school districts, SOPPA does not apply in this case.

**Fiscal Impact:**

\$7,500 The quote is identical to the previous school year in which Lincolnwood School District 74 paid Zoom Video Communications Inc. \$7,500 in 2021-2022.

**Recommendation:**

The Finance Committee concurs to recommend to the Board of Education to approve the renewal Quote for Zoom Video Communications Inc. in the amount of \$7,500 for the 2022-2023 school year with a caveat that the Administration has the discretion not to proceed.

## **ZOOM VIDEO COMMUNICATIONS MASTER SUBSCRIPTION AGREEMENT**

This Master Subscription Agreement (this "**Agreement**") is effective \_\_\_\_\_ ("**Effective Date**") between the Board of Education of Lincolnwood School District No. 74 ("**Customer**"), and Zoom Video Communications, Inc. and its Affiliates ("**Zoom**") for Customer's use of the Services (defined below) to which Customer has subscribed as specified in one or more Zoom order form(s) ("**Order Form**"). Additional terms may also be set forth in the Order Forms or on Exhibits to this Agreement. In the event of a conflict between the Agreement and an Order Form, the conflicting term(s) in the Order Form will not be considered an amendment to the Agreement but the conflicting term(s) in the Order Form will only apply to that individual order.

1. **Definitions.** The following definitions will apply in this Agreement and the Order Forms, and any reference to the singular includes a reference to the plural and vice versa. Service specific definitions are found on Exhibit A.

"**Affiliate**" means, with respect to a party, any entity that directly or indirectly controls, is controlled by or is under common control with that party. For purposes of this Agreement, "control" means an economic or voting interest of at least fifty percent (50%) or, in the absence of such economic or voting interest, the power to direct or cause the direction of the management and set the policies of such entity.

"**Agreement**" means this Master Subscription Agreement, together with all Exhibits and all Order Forms entered into pursuant to this Master Subscription Agreement, each of which is incorporated herein by reference.

"**Charges**" is defined in Section 5.

"**Claim**" is defined in Section 15.1.

"**Confidential Information**" is defined in Section 8.

"**Customer Content**" is defined in Section 4.2.

"**Customer Data**" is defined in Section 4.1.

"**Downtime**" means the Services were not available to the Internet due to causes within the reasonable control of Zoom other than scheduled maintenance performed between the hours of 11 pm and 3 am PT. Downtime does NOT include any inability of Customer to access the Services caused by third parties outside of the control of Zoom (such as internet service providers, network service providers or telecommunications service providers) or caused by Customer hardware, software, systems or networks.

"**End User**" means a Host or Participant (as defined in Exhibit A) who uses the Services.

"**Initial Subscription Term**" means the initial subscription term for a Service as specified in an Order Form.

"**Laws**" means all U.S. or non-U.S. national, regional, state, provincial or local laws, statutes, rules, regulations, ordinances, administrative rulings, judgments, decrees, orders, directives, policies, or treaties applicable to Zoom's provision and Customer's use of the Services.

"**Order Form**" is defined in the Preamble.

"**Service Effective Date**" means the date that an Initial Subscription Term begins as specified in an Order Form.

"**Renewal Term**" means the renewal subscription term for a Service commencing after the Initial Subscription Term or another Renewal Term as specified in an Order Form.

"**School Subscriber**" is defined in Exhibit A.

"**Services**" means the Zoom Meeting Services and/or Zoom Phone Services described in Exhibit A to which Customer has subscribed as specified in one or more Zoom Order Form(s).

"**Taxes and Fees**" and "**Taxes or Fees**" means all applicable sales, use, environmental or regulatory taxes, VAT, fees, duties (including customs duties), charges, surcharges or assessments levied on the provision of Services to Customer (exclusive of any income tax imposed on Zoom).

"VAT" means any value added tax, including any value added tax, and any other tax of a similar nature, whether imposed in a Member State of the European Union in substitution for, or levied in addition to, such tax, or imposed elsewhere, any Goods and Services Tax, PIS/COFINS, any similar indirect Tax or any Tax analogous thereto imposed in connection with, or otherwise relating to, the Services rendered by Zoom to Customer.

"Withholding Taxes" means any non-U.S. income tax, digital service tax, equalization levy or other similar tax on gross revenues or net income imposed by any non-U.S. government.

## **2. Access, Use, Customer Responsibility.**

**2.1. Right to Use.** Zoom hereby grants to Customer a non-exclusive, non-transferable right for Customer to use the Services, subject to the terms and conditions of this Agreement for the Initial Subscription Term and any Renewal Term as specified in the Order Form. Zoom reserves the right to enhance or modify features of the Services but will not materially reduce the core functionality or discontinue any Services without providing prior written notice to Customer. Customer will receive standard updates to the Zoom Services that are made generally available by Zoom during the term specified in the Order Form. However, Zoom reserves the right to offer additional functionality or premium feature improvements for an additional cost. All rights not expressly granted herein are reserved by Zoom and its licensors.

**2.2. Beta Versions.** Zoom or its Affiliates may, from time to time, offer access to services that are classified as Beta version (i.e., a version that is not generally available). Access to and use of Beta versions may be subject to additional agreements. Zoom makes no representations that a Beta version will ever be made generally available and reserves the right to discontinue or modify a Beta version at any time without notice. Beta versions are provided AS IS, may contain bugs, errors or other defects, and Customer's use of a Beta version is at the sole risk of the Customer.

**2.3. Customer Use and Responsibility.** Customer may only use the Services pursuant to the terms of this Agreement and all use must conform to Zoom's Privacy Statement, Community Standards, and to the use limits imposed by the purchased plan level. Customer is solely responsible for its and its End Users use of the Services and shall abide by, and ensure compliance with, all Laws in connection with its and each End User's use of the Services, including but not limited to Laws related to recording, intellectual property, privacy and export control/economic sanctions.

**2.4. Prohibited Use; Notification of Unauthorized Use.** Customer shall not use, and shall not permit any End User to use, the Services to: (a) modify, disassemble, decompile, prepare derivative works of, reverse engineer or otherwise attempt to gain access to the source code of the Services; (b) knowingly or negligently use the Services in a way that abuses, interferes with, or disrupts Zoom's networks, Customer accounts, or the Services; (c) engage in activity that is illegal, fraudulent, false, or misleading; (d) transmit through the Services any material that may infringe the intellectual property or other rights of third parties; (e) build or benchmark a competitive product or service, or copy any features, functions or graphics of the Services; or (f) use the Services in violation of Zoom's Community Standards or any other policy referenced herein, or any applicable Law. Customer shall notify Zoom immediately if it becomes aware of any unauthorized use of any password or account or any other known or suspected breach of security or misuse of the Services. If Customer becomes aware of any violation of this Agreement in connection with use of the Services by any person, Customer may contact Zoom at [violation@zoom.us](mailto:violation@zoom.us). Zoom will investigate any complaints of violations that come to its attention and may take any action that it believes is appropriate, in its sole discretion, including, but not limited to, issuing warnings, removing content, suspending services, or terminating accounts and/or End User profiles.

**3. Intended Use; Restrictions on Use by Children; No Commercial Transfer.** The Services are intended for business use. Customer may choose to use the Services for other purposes, subject to the terms and conditions of this Agreement. Zoom is not intended for use by individuals under the age of 16, unless it is through a School Subscriber using Zoom for Education (K-12). Individuals under the age of 16 may not create accounts or use the Services except as described herein. Customer may not sublicense, sell, resell, transfer, assign, distribute, use on a timeshare or service bureau basis, or charge fees to other parties for use of the Services.

## **4. Customer Data and Content; Responsibility for Use.**

**4.1. Customer Data.** Customer Data is information provided to Zoom so that Zoom can fulfill the terms of the Agreement and provide access to the Services (e.g., Company name, billing address, taxpayer ID number, VAT registration number, contact name and information). Customer is solely responsible for the accuracy of Customer Data, and Zoom has no liability whatsoever for errors and omissions in Customer Data.

**4.2. Customer Content.** Customer Content is any data or content originated by Customer, or an End User, and stored or transmitted using the Services. Customer Content includes files, documents, recordings, chat logs, meeting subject and attendees, transcripts, and any other information Customer or End Users may upload into the Services in connection with the use of the Services. Zoom collects and processes Customer Content only at the direction of Customer and for no

other purposes than the provision of Services hereunder. As between Customer and Zoom, Customer shall retain ownership of all Customer Content. For the avoidance of doubt, in no event shall Zoom be a Data Controller, as defined in the GDPR, or the substantial equivalent of a Data Controller under any Law. For purposes of Section 8 below, Customer Content is not “disclosed” to Zoom.

- 4.3. Customer Responsibility for Customer Content.** As between Zoom and Customer, Customer is solely responsible for the use of the Customer Content and compliance with all Laws pertaining to the Customer Content, including, but not limited to, Laws requiring Customer to obtain the consent of a third party to use the Customer Content and to provide appropriate notices of third-party rights. Customer grants to Zoom a limited right to modify, reproduce and distribute the Customer Content, solely in connection with providing the Services. Customer represents and warrants that it has the right to upload the Customer Content to Zoom and that such use does not violate or infringe on any rights of any third party. Under no circumstances will Zoom be liable in any way for any (a) Customer Content that is transmitted or viewed while using the Services, (b) errors or omissions in Customer Content, or (c) any loss or damage of any kind incurred as a result of the use of, access to, or denial of access to Customer Content.
- 4.4. Zoom Obligations for Customer Content.** Zoom will maintain reasonable physical and technical safeguards to prevent unauthorized disclosure of or access to Customer Content, in accordance with industry standards. Zoom will notify Customer if it becomes aware of unauthorized access to Customer Content, without undue delay, but no later than thirty (30) calendar days from becoming aware of such unauthorized access. Zoom will not access, view or process Customer Content except (a) as provided for in this Agreement and in Zoom’s Privacy Statement; (b) as authorized or instructed by Customer, (c) as required to perform its obligations under this Agreement; or (d) as required by Law. Zoom has no other obligations with respect to Customer Content.
- 4.5. Data Processing Agreements and Similar Agreements.** Upon request, Zoom will prepare and execute a data processing agreement or addendum to this Agreement further delineating the Parties’ responsibilities with respect to information that reasonably identifies a specific individual.
- 5. Prices and Fulfillment.** For each Service subscription that Zoom provisions to Customer, Zoom will bill Customer certain non-recurring and recurring charges at prices set forth in the applicable Order Form. The prices specified in the Order Form include all Zoom charges for the right to use the Services and are exclusive of all Taxes and Fees. Prices include standard support (see [Zoom Help Center](#)) and generally available updates to the Services. Separate charges for overage amounts and per-use charges may also apply, which charges will be described in the Order Form, and Customer agrees to pay these charges if Customer incurs them. Prices for professional services, if any, will be set forth in a professional services Order Form. All such Zoom charges are referred to as “**Charges**”.
- 5.1. Price Changes.** Zoom may change prices for the Services from time to time, in its sole discretion. Any price changes will be effective upon the commencement of Customer’s next Renewal Term; provided, that Zoom shall provide Customer with reasonable notice of any such fee increase prior to the expiration of the Term or any Renewal Term.
- 5.2. Discounts and Promotional Pricing.** Prices specified in the Order Form may include discounts or promotional pricing. These discounts or promotional pricing amounts may be temporary and may expire upon the commencement of a Renewal Term, without additional notice. Zoom reserves the right to discontinue or modify any promotion, sale or special offer at its sole and reasonable discretion.
- 6. Invoices and Payments.** Unless specified otherwise in an Order Form, Customer shall pay all invoices within thirty (30) days receipt of such invoice. Invoices may be issued electronically via email to the email address specified by the Customer. Except as explicitly provided in this Agreement, all payment obligations are non-cancelable and all amounts paid are non-refundable. Zoom shall invoice Customer for all non-recurring Charges, overage and per-use Charges, and associated Taxes and Fees, on the invoice following the provision of Service giving rise to such Charges, and shall invoice Customer for all recurring Charges and associated Taxes and Fees on the invoice preceding the period in which Services will be provided.
- 6.1. Purchase Order Numbers.** If a Purchase Order Number is required for processing an invoice, Customer will provide such Purchase Order Number with the applicable Order Form. If issuance of a Purchase Order is delayed, Customer will provide a Purchase Order Number within 5 days of the Service Effective Date via email to [billings@zoom.us](mailto:billings@zoom.us). Notwithstanding the foregoing, the thirty (30) day period for payment shall commence as of the applicable invoice date. Such payment period shall not restart based on any delays in issuing a Purchase Order or any other Customer required procurement process.
- 6.2. VAT Invoices.** If required by Law, Zoom will issue a VAT invoice or a document that the relevant taxing authority will treat as a VAT invoice, to Customer. This invoice may be issued electronically.

- 6.3. **Withholding.** To the extent that any amounts payable by Customer are subject to Withholding Taxes, the amount payable shall be grossed up by Customer when customer remits payment such that the amount paid net of Withholding Taxes equals the amount invoiced by Zoom.
- 6.4. **Payment of Taxes and Fees.** Customer will pay to Zoom any applicable Taxes and Fees. Customer is solely responsible for paying any and all Taxes and Fees owing as a result of Zoom's provision of the Services to its Customers. If Customer is required to pay any Taxes and Fees, Customer shall pay such Taxes and Fees with no reduction or offset in the amounts payable to Zoom hereunder and Customer will pay and bear such additional amount as shall be necessary such that Zoom receives the full amount of the payment required as if no such reduction or offset were required. Customer acknowledges and agrees that Zoom will charge applicable Taxes and Fees on the invoice.
- 6.5. **Tax Exemptions.** In the event Customer is exempt from any Tax or Fee, Customer will provide Zoom with all appropriate tax exemption certificates, and/or other documentation satisfactory to the applicable taxing authorities to substantiate such exemption status. Zoom reserves the right to review and validate Tax Exemption documentation, in the event that the Tax Exemption documentation is not valid, Zoom reserves the right to charge applicable taxes to Customer.
- 6.6. **VAT Due by Customer.** In the event Taxes and Fees are due towards the taxing authorities by the Customer instead of Zoom through the reverse charge or other similar mechanism, Customer will provide Zoom with all appropriate evidence for Zoom to demonstrate the business nature of the Customer, such as a valid VAT registration number (or similar information required under the relevant VAT laws). Zoom reserves the right to review and validate the Customer's VAT registration number. In the event that the VAT registration number is not valid, Zoom reserves the right to nevertheless charge applicable VAT to Customer. For the avoidance of doubt, if VAT is due by the Customer to a taxing authority, through the reverse charge or other similar mechanism, the Customer is solely responsible for paying those amounts to the relevant taxing authority, such that Zoom receives the full amount of payment required.
- 6.7. **Billing and Contract Information; Billing Disputes.** Customer represents and warrants that the Customer Data provided to Zoom is complete and accurate. If Customer believes an invoice is incorrect, Customer must contact Zoom in writing within thirty (30) days of the date of the invoice, and identify the amount in question, to be eligible to receive an adjustment or credit, which adjustment or credit, if any, shall be determined by Zoom in Zoom's reasonable discretion after reviews all relevant information.
- 6.8. **Tax Determination.** Tax determination is principally based on the location where the Customer has established its business based on the Customer Data. This will be defined by Zoom as the Customer's 'Sold To' address. Zoom reserves the right to cross reference this location against other available evidence to validate whether Customer's location is accurate. In the event that Customer's location is inaccurate, Zoom reserves the right to charge Customer any outstanding Taxes and Fees.
- 6.9. **Use and Enjoyment.** If Customer purchases Zoom Services, and those Services are used and enjoyed by a subsidiary of Customer in a country that is different to Customer's location as determined by Section 6.8 of this Agreement, Customer confirms that where required Customer will treat this as a supply to its subsidiary. In the event Customer purchases services and those services are used and enjoyed by a branch or individual in a country that is different to the Customer's location as determined by Section 6.8 of this Agreement, Customer acknowledges they will inform Zoom of the Services that have been allocated and Customer acknowledges that Zoom reserves the right to charge Taxes and Fees based on the use and enjoyment of those services.
7. **Zoom Proprietary Rights.** Zoom or its licensors own and shall retain all proprietary rights, including all copyright, patent, trade secret, trademark, trade name and all other intellectual property rights, in and to the Services. Zoom shall retain ownership of any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by Customer or any other party relating to the Services. The Services are protected by copyright laws and international copyright treaties, as well as other U.S. federal, state and international intellectual property laws and treaties. Customer acknowledges that the rights granted under this Agreement do not provide Customer with title to or ownership of the Services, but only a right to use under the terms and conditions of this Agreement.
8. **Confidentiality.** Each party agrees to regard and preserve as confidential all non-public information provided by the other party relating to the business, systems, operations, strategic plans, clients, pricing (including, but not limited to, the pricing terms herein), methods, processes, financial data, programs, and/or products of the other party in any form, that are designated as "confidential," or a reasonable person knows or reasonably should understand to be confidential (herein "**Confidential Information**"). For purposes of this Agreement, Customer's Confidential Information shall include Customer Data, and any information disclosed to Zoom by the Customer relating to the business, systems, operations, strategic plans, clients, pricing, methods, processes, financial data, programs, and/or products of the Customer. Each party agrees to limit its disclosure of the other party's Confidential Information to as few persons as possible and only to those persons with a need to know that are its



or its Affiliates' personnel and subject to an obligation to keep such information confidential. Except as needed to fulfill their respective obligations under this Agreement, neither party shall, without first obtaining the other party's prior written consent, disclose to any person, firm or enterprise, except as expressly permitted herein, or use for its own benefit, or the benefit of a third party, the Confidential Information of the other party.

- 8.1. Exclusions.** "Confidential Information" shall not include Customer Content or information that (a) is already rightfully known to a party at the time it is obtained from the other party, free from any obligation to keep such information confidential; (b) is or becomes publicly known or available through no wrongful act of a party; (c) is rightfully received from a third party without restriction and without breach of this Agreement; or (d) is developed by a party without the use of any proprietary, non-public information provided by the other party under this Agreement.
- 8.2. Exception.** Either party may disclose Confidential Information where required by law (including Illinois public records law), regulation, or court order, provided that the party subject to such law, regulation or court order shall, where permitted, notify the other party of any such use or requirement prior to disclosure in order to afford such other party an opportunity to seek a protective order to prevent or limit disclosure of the information to third parties.
- 8.3. Confidentiality Period and Obligations.** The confidentiality obligations set forth in this section of the Agreement shall remain in effect for a period of five (5) years from the disclosure of the information. Both parties agree (a) to take reasonable steps to protect the other party's Confidential Information, and these steps must be at least as protective as those the receiving party takes to protect its own Confidential Information, and no less than a reasonable standard of care; (b) to notify the disclosing party promptly upon discovery of any unauthorized use or disclosure of Confidential Information; and (c) in the event of any unauthorized disclosure by a receiving party, to cooperate with the disclosing party to help regain control of the Confidential Information and prevent further unauthorized use or disclosure of it.
- 8.4.** Customer represents that it is an instrumentality of the State of Illinois, and as a result, Zoom acknowledges that Customer is subject to the Illinois Freedom of Information Act and the Open Meetings Act; however, if Customer receives a public record request for Confidential Information of Zoom, and Customer, in good faith, believes that any disclosure is required and authorized by law, then Customer will provide Zoom with prompt notice and, prior to disclosure, afford Zoom time to review the request and make every reasonable effort to redact all or parts of certain disclosures of information, in harmony with exemptions under law. If Zoom's proposed alternative solution is determined not to be adequate, then, prior to any disclosure of the Confidential Information, Customer will provide Zoom with at least ten (10) business days prior written notice of such intended disclosure in order to afford Zoom the opportunity to seek a protective order or assert any other applicable legal rights.
- 9. Term and Termination; Suspension.** Each Order Form will specify a Service Effective Date, an Initial Subscription Term, and a Renewal Term for the Services subscribed to in that Order Form.
- 9.1. Term and Renewal; Early Termination.** There will be no automatic renewal of any Order Form generated under this Agreement. A Renewal Term will commence only upon execution by the parties of a renewal Order Form. Customer acknowledges that upon the expiration of the Initial Subscription Term or Renewal Term, as the case may be, access to the Services shall automatically cease without any additional notice.
- 9.2. Termination by Either Party.** A party may terminate this Agreement by: (a) providing written notice of termination without cause to the other party, provided that all subscription terms for all outstanding Order Forms have expired or been terminated, or (b) providing written notice of termination for cause if the other party has materially breached the Agreement and has not cured such breach within thirty (30) days of written notice of such breach.
- 9.3. Termination or Suspension by Zoom.** In the event Zoom reasonably believes that Customer or any End User is in material breach of Sections 2 or 8, Zoom may immediately suspend or disconnect access to Customer's or such End User's use of the relevant Services, prior to termination for cause as provided above and until such breach is cured. Zoom may also suspend Customer's and/or an End User's use of or access to any Service if it reasonably believes that such suspension is necessary to prevent imminent harm to Zoom, Zoom's network, any End User, or any third party communicating with an End User. Zoom may immediately terminate access if it reasonably believes Customer is in breach of Section 2.4. Any such suspension, disconnection, or termination shall be without liability to Zoom, and Customer will remain responsible for all recurring Charges incurred during the period of suspension or disconnection.
- 9.4. Termination by Zoom Due to Change in Law.** In the event of any change in Law that has the effect of materially increasing Zoom's costs to provide Service hereunder or effectively cancels, changes or supersedes any material term or provision of this Agreement (collectively "Change in Law") either party may, on thirty (30) days' prior written notice to the other require that they enter into good faith negotiations to revise the Agreement to appropriately address the Change in Law. If the Parties are unable to agree on such revisions within thirty (30) days from the date of notice, Zoom may terminate this Agreement with immediate effect.

**10. Responsibilities upon Termination.**

**10.1. Cessation of Use.** Upon any termination of this Agreement, Customer shall immediately cease any further use of the Services.

**10.2. Return of Customer Content.** For thirty (30) days following expiration or termination of the Agreement, Zoom will provide Customer access to retrieve Customer Content, after which time Customer Content will be deleted according to regularly scheduled deletion protocols.

**11. Service Level Agreement.** Zoom shall make commercially reasonable efforts to ensure that Downtime does not exceed 0.1% in a month. In the event of any Downtime of the Services in excess of 0.1% in a month, Zoom shall provide Customer a credit in an amount equal to the Downtime percentage times Customer's monthly subscription amount for the Service. Customer shall provide Zoom with prompt written notice of any Downtime. If Zoom fails to correct any Downtime situation within fifteen (15) business days after receipt of such notice, Customer may terminate this Agreement.

**12. Zoom Marketplace.** The Zoom Marketplace is a site where Zoom and third party developers may make available applications that are interoperable with the Services and is further defined in Exhibit A.

**13. Managed Domains.** The Managed Domains functionality is made available to certain Customers and is subject to the terms as further defined in Exhibit A.

**14. Warranties.**

**14.1. Limited Warranty.** Zoom warrants to Customer that the Services will, in all material respects, conform to the functionality described in the Zoom Documentation. Zoom's sole and exclusive obligation, and Customer's sole and exclusive remedy for a breach of this warranty shall be that Zoom shall use commercially reasonable efforts to modify the Services to conform in all material respects to the Zoom documentation, and if Zoom is unable to materially restore such functionality within thirty (30) days from receipt of written notice of said breach, Customer shall be entitled to terminate the Agreement upon written notice and shall be entitled to receive a pro-rata refund of the unused Charges that have been paid in advance (if any) under this Agreement. This warranty shall be in effect for the first thirty (30) days ("Warranty Period") from the date the applicable Services are first provided to the Customer. In the event of any material non-conformance reported after the Warranty Period, Zoom's sole and exclusive obligation and Customer's sole and exclusive remedy shall be to secure assistance through Zoom's technical support services.

**14.2. Warranty Disclaimer.** EXCEPT AS EXPLICITLY PROVIDED IN SECTION 14.1, ZOOM AND ITS LICENSORS EXPRESSLY DISCLAIM ANY AND ALL OTHER REPRESENTATIONS AND WARRANTIES, EITHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE WITH RESPECT THERETO, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, OR THE CONTINUOUS, UNINTERRUPTED, ERROR-FREE, VIRUS-FREE, OR SECURE ACCESS TO OR OPERATION OF THE SERVICES AND/OR ZOOM SERVICES. ZOOM EXPRESSLY DISCLAIMS ANY WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION OR DATA ACCESSED OR USED IN CONNECTION WITH THE SERVICES. TO THE EXTENT ZOOM CANNOT DISCLAIM ANY SUCH WARRANTY AS A MATTER OF APPLICABLE LAW, THE SCOPE AND DURATION OF SUCH WARRANTY SHALL BE LIMITED TO THE FULLEST EXTENT PERMITTED BY LAW.

**15. Indemnification.**

**15.1. Indemnification by Zoom.** Provided that Customer complies with the terms of Section 15.3 below, Zoom agrees to indemnify, defend and hold harmless Customer from any third party suits, claims or demands and associated liabilities, costs, damages and expenses (including, but not limited to, attorneys' fees, expert fees and court costs) (collectively, "Claims") that Customer may sustain or incur arising from infringement by the Services of any copyright, trademark or trade secret of a third party, or any U.S. patent. This indemnity will not apply to any Claim that the infringement arose from the combination of the Services with software, hardware, content, data or other items not supplied by Zoom. In the event that the licensed Services are, or in Zoom's sole opinion are likely to be, enjoined due to the type of infringement described in this Section 15, Zoom, at its option and expense, may (a) replace the applicable Services with functionally equivalent non-infringing technology or (b) obtain a license for Customer's continued use of the applicable Services, or, if the foregoing alternatives are not reasonably available to Zoom (c) terminate this Agreement and refund any sums prepaid for Services not provided as a result of such termination.

**15.2. Indemnification by Customer.** Provided that Zoom complies with the terms of Section 15.3 below, Customer agrees to indemnify, defend and hold harmless Zoom and its Affiliates and their respective officers, directors, members, employees, consultants, agents, suppliers and resellers from any Claims arising from (a) Customer's or Customer's End

Users' use of the Services in violation of this Agreement; (b) any infringement or violation by Customer or any End User of any intellectual property or other right of any person; and (c) Customer's or any End User's violation of any Law.

- 15.3. Indemnification Procedures.** In claiming any indemnification under this Section 15, the indemnified party shall promptly provide the indemnifying party with notice of any claim that the indemnified party believes is within the scope of the obligation to indemnify. The indemnified party may, at its own expense, assist in the defense if it so chooses, but the indemnifying party shall control the defense and all negotiations relative to the settlement of any such claim. Any settlement intended to bind the indemnified party shall not be final without the indemnified party's written consent, which consent shall not be unreasonably withheld or delayed.

**16. Limitation on Liability.**

- 16.1. EXCLUSIONS.** ZOOM SHALL NOT BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR (a) THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; (b) ANY UNAUTHORIZED ACCESS TO, OR ALTERATION, THEFT OR DESTRUCTION OF THE WEB SITE, ANY CONTENT, CUSTOMER DATA, SYSTEM DATA, OTHER DATA FILES, PROGRAMS OR INFORMATION THROUGH ERROR, OMISSION, ACCIDENT OR FRAUDULENT MEANS OR DEVICES NOT DIRECTLY ATTRIBUTABLE TO ZOOM'S NEGLIGENT ACTS OR OMISSIONS, OR FOR OTHER CIRCUMSTANCES OUTSIDE OF ZOOM'S REASONABLE CONTROL, OR (c) ANY MALFUNCTION OR CESSATION OF INTERNET SERVICES BY INTERNET SERVICE PROVIDERS OR OF ANY OF THE NETWORKS THAT FORM THE INTERNET WHICH MAY AFFECT THE OPERATION OF THE SERVICES.

- 16.2. NO INDIRECT DAMAGES.** IN NO EVENT SHALL EITHER PARTY OR ITS LICENSORS BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOSS OF REVENUES OR PROFITS, LOSS OF USE, BUSINESS INTERRUPTION, LOSS OF DATA, BREACH OF DATA, OR THE COST OF SUBSTITUTE PRODUCTS OR SERVICES, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EACH PARTY AGREES TO TAKE REASONABLE ACTION TO MITIGATE ITS DAMAGES.

- 16.3. AGGREGATE LIABILITY CAP.** IN NO EVENT SHALL ZOOM'S LIABILITY FOR ANY DAMAGES EXCEED AN AMOUNT EQUAL TO THE TOTAL CHARGES PAID TO ZOOM UNDER THIS AGREEMENT IN THE PRIOR TWELVE (12) MONTHS PRECEDING THE INCIDENT GIVING RISE TO THE CLAIM. THIS LIMITATION APPLIES TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING, WITHOUT LIMITATION, BREACH OF CONTRACT, MISREPRESENTATIONS, NEGLIGENCE, STRICT LIABILITY AND OTHER TORTS. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY.

- 17. Force Majeure.** Neither party hereto will be liable for defaults or delays (other than the non-payment of Charges) due to Acts of God, or the public enemy, acts or demands of any government or governmental agency, fires, floods, accidents, or other unforeseeable causes beyond its control and not due to its fault or negligence.

**18. Reserved.**

**19. Miscellaneous.**

- 19.1. Choice of Law and Forum.** This Agreement shall be governed by and construed under the laws of the State of Illinois, U.S.A. Except as provided in Section 18.4, the parties consent to the exclusive jurisdiction and venue of the appropriate adjudicatory body in the State of Illinois.

- 19.2. Export Restrictions.** Customer acknowledges that the Services, or a portion thereof, may be subject to the export control laws of the United States and other applicable country export control and trade sanctions laws ("Export Control and Sanctions Laws"). Customer and its End Users may not access, use, export, re-export, divert, transfer or disclose any portion of the Services or any related technical information or materials, directly or indirectly, in violation of any applicable export control or trade sanctions law or regulation. Customer represents and warrants that (i) Customer and its End Users are not citizens of, or located within, a country or territory that is subject to U.S. trade sanctions or other significant trade restrictions (including without limitation Cuba, Iran, North Korea, Syria, and the Crimea, Donetsk and Luhansk regions of Ukraine) and that Customer and its End Users will not access or use the Services, or export, re-export, divert, or transfer the Services, in or to such countries or territories; (ii) Customer and its End Users are not identified on any U.S. government restricted party lists (including without limitation the U.S. Treasury Department's List of Specially Designated Nationals and Blocked Persons and Foreign Sanctions Evaders List, the U.S. Department of Commerce's Denied Parties List, Entity List, and Unverified List, and the U.S. Department of State proliferation-

related lists); and (iii) that no Customer Content created or submitted by Customer or its End Users is subject to any restriction on disclosure, transfer, download, export or re-export under the Export Control Laws. Customer is solely responsible for complying with the Export Control Laws and monitoring them for any modifications.

- 19.3. Incorporation of Zoom Policies.** Customer acknowledges and agrees that the Zoom policies disclosed at [www.zoom.us/legal](http://www.zoom.us/legal) are incorporated herein by reference, and Customer agrees that it has read such policies and shall comply (where applicable) with any and all obligations of Customer as set forth in such policies. Zoom reserves the right to update these policies from time to time, and will provide commercially reasonable notice of such updates.
- 19.4. Waiver and Severability.** Failure by either party to exercise any of its rights under, or to enforce any provision of, this Agreement will not be deemed a waiver or forfeiture of such rights or ability to enforce such provision. If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, that provision will be amended to achieve as nearly as possible the same economic effect of the original provision and the remainder of this Agreement will remain in full force and effect.
- 19.5. General Provisions.** This Agreement embodies the entire understanding and agreement between the parties respecting the subject matter of this Agreement and supersedes any and all prior understandings and agreements between the parties respecting such subject matter. Any modification to this Agreement must be in writing and signed by both parties. Unless specified otherwise herein, any and all rights and remedies of either parties upon breach or other default under this Agreement will be deemed cumulative and not exclusive of any other right or remedy conferred by this Agreement or by law or equity on either party, and the exercise of any one remedy will not preclude the exercise of any other. The captions and headings appearing in this Agreement are for reference only and will not be considered in construing this Agreement. No text or information set forth on any other purchase order, preprinted form or document shall add to or vary the terms and conditions of this Agreement. No joint venture, partnership, employment, or agency relationship exists between the parties as a result of this agreement or use of the Services.
- 19.6. Assignment.** This Agreement may not be assigned by either party without the prior written consent of the other party (which consent shall not be unreasonably withheld, conditioned or delayed) except that this Agreement be assigned or transferred without such consent to (a) an Affiliate, or (b) a successor by merger. Any purported assignment in violation of this section shall be void.
- 19.7. Copyright Infringement.** Infringement of copyrights in connection with the Services may be reported to Zoom's Copyright Agent through the process defined at [www.zoom.us/legal](http://www.zoom.us/legal).
- 19.8. Marketing.** Customer grants Zoom permission to name them as a customer and/or use their logo across Zoom marketing materials, e.g., the [zoom.us](http://zoom.us) website, emails, presentations, brochures, etc. Customer further grants Zoom permission to develop content around their experience as a Zoom customer, e.g., a written and/or video case study. This content will be created in cooperation with Customer and used only upon Customer's written approval.
- 19.9. Notice.** Zoom may give notice by electronic mail to Customer's e-mail address on record in Customer's account information, or by written communication sent by first class mail or pre-paid post to Customer's address on record in Customer's account information. Such notice shall be deemed to have been given upon the expiration of forty-eight (48) hours after mailing or posting (if sent by first class mail or pre-paid post) or twelve (12) hours after sending (if sent by email). Customer may give notice to Zoom (such notice shall be deemed given when received by Zoom) at any time by any of the following: letter delivered by nationally recognized overnight delivery service or first class postage prepaid mail to Zoom at the following: 55 Almaden Blvd, San Jose, CA, 95113, Suite 600, USA, addressed to the attention of: Legal or by email to [legal@zoom.us](mailto:legal@zoom.us).
- 19.10. Survival.** All sections of the Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty, disclaimers, indemnification and limitations of liability.
- 19.11. Compliance with Laws.** Zoom agrees that it will remain in material compliance with all Laws applicable to Zoom in its performance of its obligations under this Agreement.
- 19.12. Insurance.** Zoom shall procure and maintain in full force and effect during the term of this Agreement, policies of insurance with the types and amounts set forth below, with insurers having at least an A rating and a Financial Size Category Class of VII.

**Workers' Compensation Insurance** – for its own employees that meets the statutory limits of the states in which Zoom operates and all federal statutes and regulations;

**Employer's Liability** – of \$1,000,000 combined single limit per occurrence;

**Commercial General Liability** – of \$1,000,000 per occurrence including personal injury;

**Automobile Liability** – of \$1,000,000 per occurrence;

**Crime Insurance** – of \$1,000,000 per occurrence;

**Cyber Liability & Professional Errors and Omissions** – of \$10,000,000 per claim and in the aggregate for the policy period; and

**Umbrella or Excess Liability Insurance** – providing coverage of \$5,000,000 per occurrence.

If Zoom terminates its coverages above, Zoom will endeavor to provide Customer with thirty (30) days' prior written notice.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by duly authorized officers or representatives as of the Effective Date and each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Agreement and bind his or her entity to the terms and conditions hereof.

BOARD OF EDUCATION OF LINCOLNWOOD  
SCHOOL DISTRICT 74:

ZOOM VIDEO COMMUNICATIONS, INC.

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

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

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

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

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

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

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

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

## Exhibit A

### Services Description

This Services Description describes the Services that may be ordered on an Order Form, or provided by Zoom, and sets forth further Service-specific terms and conditions that may apply to Zoom's provision and Customer's use of the Services. Capitalized terms not defined herein shall have the meanings assigned to them in the MSA.

**A. Definitions.** For purposes of this Services Description, the following definitions will apply:

**"Hardware Programs"** mean services or programs provided by Zoom that enable customers to procure hardware devices for use with Zoom Meeting Services or Zoom Phone Services subject to separate terms with the equipment manufacturers or otherwise as noted in the separate program terms.

**"Host"** means an individual who is an identified employee, contractor, or agent of Customer to whom Customer assigns the right to host Meetings. A Host may hold an unlimited number of Meetings during the Initial Subscription Term or Renewal Term (as applicable), but the number of Meetings a Host may host concurrently shall depend on whether Customer orders a Concurrent Meetings package on an Order Form. A Host subscription may not be shared or used by anyone other than the individual assigned to be a Host.

**"Meeting"** means a Zoom Video meeting.

**"Participant"** means an individual, other than the Host, who accesses or uses the Services, with or without the permission and knowledge of the Host.

**"Zoom Documentation"** means this Service Description, the Zoom website ([www.zoom.us](http://www.zoom.us)) and any additional description of the Services which may be incorporated into this Agreement.

**"Zoom Meeting Services"** means the various video conferencing, web conferencing, webinar, meeting room, screensharing, chat, connectors, audio plans, cloud storage, and other collaborative services offered by Zoom Video that Customer may order on an Order Form.

**"Zoom Phone Services"** means voice connectivity services, including, but not limited to, nomadic interconnected VoIP services, provisioning of direct dial numbers, two-way voice calling and private branch exchange (PBX) functionality and related services that Customer may order on an Order Form.

**B. Zoom Meeting Services.** Zoom Meeting Services enable Hosts to schedule and start Meetings and to allow Participants to join Meetings for the purpose of collaborating using voice, video, and screensharing functionality. Every meeting will have at least one Host. Chat features allow for out-of-session one-on-one or group collaboration. Further features, functionality, and solutions are described at [www.zoom.us](http://www.zoom.us).

**1. Concurrent Meetings.** The Concurrent Meetings feature enables a Host to host more than one Meeting at a time, subject to the specific limitations of the Concurrent Meetings package Customer may order on an Order Form.

**C. Zoom for Education (K-12).** Zoom for Education (K-12/Primary and Secondary Schools) allows primary schools, secondary schools, school districts and school systems ("School Subscribers") to use Zoom Meeting Services for educational purposes. Zoom maintains policies and procedures designed to comply with applicable requirements of student privacy laws including, without limitation, GDPR and the Family Educational Rights and Privacy Act (FERPA) and applicable state laws (the "Privacy Laws"). The Privacy Laws may provide students or their parents with certain rights in their personal information. If Customer is a parent or student and has questions about the Privacy Laws or Customer's related rights, please contact Customer's school administration. If Customer is a "K-12 Account User" — meaning a teacher, principal, or other educator or school personnel authorized by a School Subscriber to use its K-12 Account — Customer represents and warrants that Customer has been duly authorized by Customer's School Subscriber to create an account, use the Zoom Meeting Services, and to agree to these contract terms. Customer further agrees to use Customer's account solely for educational purposes and solely for the benefit of Customer's School Subscriber and its students. If Customer is a K-12 Account User subject to U.S. or similar law, Customer consents, for itself and Customer's School Subscriber, to Zoom's collection, use and sharing of personal information of student End Users including those who are under the age of 16 in accordance with Zoom's K-12/Primary & Secondary Schools Privacy Statement and Customer instructs Zoom to process the personal data of student End Users in accordance with such policy. If Customer is a K-12 Account User subject to GDPR or similar law, Customer determines the legal basis, means and purposes for processing the data, and instructs Zoom to process personal information of student End Users, including those who are children under the age 16, in accordance with Zoom's K-12/Primary & Secondary Schools Privacy Statement found at <https://zoom.us/docs/en-us/schools-privacy-statement.html>.

1. **Addendum for Connecticut School Subscribers.** This Agreement as applied to Connecticut School Subscribers incorporates by reference the [Zoom Terms of Service Addendum for Connecticut School Subscribers](#) (“Addendum”) which is designed to comply with the requirements of the Connecticut Act Concerning Student Data Privacy, Conn. Gen. Stat. Ann. § 10-234aa-dd.

**D. Zoom Phone Services.**

1. **Definitions:** For purposes of the Zoom Phone Services, the following definitions apply:  
  
“**Device**” means the device assigned to a virtual extension or individual digital line set up within an account or by Zoom at Customer’s direction or request.  
  
“**Phone Host**” means the individual assigned to a number which enables use of the Zoom Phone Service. A Phone Host is a “Host” for purposes of the definition of End User.
2. **Zoom Phone Service Provider.** Zoom is the provider of Zoom Phone Services to customers located outside the United States. Zoom Voice Communications, Inc. (“Zoom Voice”) is the provider of Zoom Phone Services to customers located in the United States and sets the terms, conditions and rates for Zoom Phone Services.
3. **Description of Services.** Zoom Phone Services are cloud-based phone services that use voice over internet protocol (VoIP) to provide Customer with the following services and functionalities, as selected by Customer on an Order Form and subject to the Zoom Phone Service Additional Terms and Policies found at <https://zoom.us/legal>:
  - a. **Zoom Phone Service.** Zoom Phone Service is a cloud-based phone service that allows two-way voice calling and private branch exchange (PBX) functionality, and a feature set as described on the zoom.us website.
  - b. **Public Switched Telephone Network Communications (PSTN) Access.** Phone Hosts and End Users can be enabled to make and receive calls to the PSTN and be assigned a direct inward dialing phone number (DID) via a Zoom Phone Calling Plan.
  - c. **Bring Your Own Carrier (BYOC).** BYOC allows customers to use the telecommunications provider of their choice to provide PSTN access and inward DID numbers. Zoom provides BYOC customers with software that enables On Net Access and access to a range of Zoom call management features and functions. BYOC enables customers to (i) have PSTN capability in regions where Zoom does not offer PSTN Access; (ii) maintain relationships with currently deployed carriers; and/or (iii) configure deployments for flexibility and redundancy. Customer must ensure that its carrier provides all regulated telecommunications services and is responsible for telecommunications regulatory compliance.
  - d. **SMS Capabilities.** Zoom Phone Service supports basic SMS capabilities within the United States and Canada. It is the Customer’s responsibility to confirm that any intended SMS use cases are supported in the Zoom Documentation.
  - e. **Additional Zoom Phone Features.** Additional functionality such as enabling common area phones, and additional Toll Free and DID phone numbers may be purchased as described on the Order Form.
  - f. **Provision of Regulated Communications Services.** Zoom may rely on local providers to supply certain regulated communication services; for example: to enable Customer to place local calls within local jurisdictions and/or to connect with the local public switched telephone network (PSTN). Zoom’s locally licensed Affiliates provide all telecommunications services offered to Customer within the countries in which such Zoom Affiliates are licensed. Zoom is responsible for all contracting, billing, and customer care related to those services.
4. **Zoom Phone Policies.** Customer acknowledges and agrees that additional Zoom Phone policies found at <https://zoom.us/legal> apply to Customer’s use of Zoom Phone Services.
5. **Emergency Calling (E911).** Customer acknowledges and agrees that if Zoom is the emergency service provider, then Customer has read and understood Zoom Voice Communications, Inc.’s Emergency Calling or 911 Customer Notification, found at [www.zoom.us/legal](http://www.zoom.us/legal). If Zoom is not the emergency service provider, then Customer’s underlying carrier’s emergency service or 911 notification policies apply.
6. **Equipment.** Except as expressly provided through a Hardware Program, neither Zoom nor Zoom Voice supplies any devices or other equipment used in connection with the Zoom Phone Services. Zoom Voice does test certain devices and equipment to determine whether they are supported on the Zoom Phone platform (although it has not tested all

possible devices and equipment available in the marketplace). A summary of devices and equipment to date that Zoom Voice has determined are supported by the Zoom Phone platform may be provided on request. Customer should consult with Zoom or Zoom Voice, as appropriate prior to deploying any other devices and equipment.

- E. **Zoom Rooms.** Zoom Rooms is a software-based conference room system that provides a collaboration experience for in-room and virtual participants including one-click to join meeting, wireless multi-sharing, interactive whiteboard, and intuitive room controls. Zoom Rooms include conference room specific features such as scheduling display, digital signage, and remote room management.
- F. **Zoom Hardware Program.** Hardware Programs enable customers to procure hardware products that work with and provide access to Zoom Meeting Services or Zoom Phone services, subject to additional terms and conditions. A separate subscription to the Zoom Meeting Services or Zoom Phone Services, as applicable, is required.
1. **Zoom Hardware as a Service.** Zoom's Hardware-as-a-Service Program ("HaaS Program") enables customers to sub-lease certain leased devices in conjunction with and for the same subscription term as an associated underlying subscription for Zoom Meeting Services or Zoom Phone Services. Additional HaaS Program terms are found [here](#).
- G. **Zoom for Government.** Zoom for Government is the Zoom Meeting Services, Zoom Phone Services, Zoom Conference Room Connector, Zoom Rooms, Zoom Chat and Zoom APIs offered by Zoom in a FedRAMP-compliant cloud environment. Zoom for Government enables customers to leverage a limited version of the Services in a separate, FedRAMP-compliant cloud environment hosted in Amazon Web Services Government Cloud and Zoom's collocated data centers (e.g. in San Jose, CA and New York), independent of the Zoom's standard commercial cloud environment. Further features, functionality, and solutions are described at <https://www.zoomgov.com/>. Zoom Meeting Services and Zoom for Government are independent environments and, therefore, data cannot be exchanged between them including, without limitation, instant messaging data or chat data.
1. **FedRAMP Security Features.** Zoom for Government is authorized as a FedRAMP Moderate ATO. TLS 1.2 or greater is required.
  2. **FedRAMP Overview.** The Zoom for Government Platform unifies cloud video conferencing, a cloud phone system, messaging, simple online meetings, and a software-defined conference room solution into one easy-to-use platform. Zoom for Government is a separate FedRAMP Moderate-authorized cloud environment from the standard Zoom platform. Zoom for Government is operated exclusively by US Persons, and is located exclusively in CONUS in the AWS GovCloud and two US-based data centers. Zoom for Government has numerous additional certifications and attestations, including: DOD Impact Level 2, FIPS 140-2, HIPAA, and several accessibility-related attestations. The solution offers video, audio, phone, chat, and wireless screen-sharing across Windows, Mac, Linux, Chrome OS, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems. Zoom Products include:
    - i. **Zoom Cloud Video Conferencing.** A cloud-based collaboration service which includes video, audio, content sharing webinars and collaboration.
    - ii. **Zoom Phone.** A cloud-based phone system with traditional PBX features, integrated PSTN connectivity, enhanced emergency services, and support for calling from mobile apps, desktop apps, and legacy desk phone devices.
    - iii. **Zoom Chat.** Send chat messages in public or private channels organized by projects, teams, or topics with the ability to share files, emojis, screenshots, and more.
    - iv. **Zoom Rooms.** Software-based group video conferencing for conference and huddle rooms that run off-the-shelf hardware including a dedicated MAC or PC, camera, and speaker with an iPad controller.
    - v. **Zoom Conference Room Connector.** A gateway allowing H.323 and Session Initiation Protocol (SIP) systems to connect to Zoom meetings. Conference Room Connector is available in both cloud computing and as software (VM) for installation on the customer premise.
    - vi. **Zoom Meeting Connector.** A software (VM) version of the Zoom Cloud infrastructure intended for installation on the customer premise.
    - vii. **Zoom API.** Provides the ability for developers to easily add Video, Voice and Screen Sharing to your application. Our API is a server side implementation designed around REST. The Zoom API helps manage the pre-meeting experience such as creating, editing and deleting resources like users, meetings and webinars.
- H. **Zoom Marketplace.** The Zoom App Marketplace, available at <https://marketplace.zoom.us>, is a site hosted by Zoom to provide access to applications (the "Apps") created by third party developers ("Publishers") or Zoom that are interoperable with Zoom Services, and make them available from both mobile and desktop client apps. Access to and use of the Zoom App Marketplace is governed by the Zoom App Marketplace Terms of Use ([https://zoom.us/docs/en-us/marketplace\\_tou.html](https://zoom.us/docs/en-us/marketplace_tou.html)). Zoom for Developers (available at <https://developer.zoom.us>) is governed by the Zoom API



License and Terms of Use ([https://zoom.us/docs/en-us/zoom\\_api\\_license\\_and\\_tou.html](https://zoom.us/docs/en-us/zoom_api_license_and_tou.html)) and Marketplace Developer Agreement ([https://zoom.us/marketplace\\_developer\\_agreement](https://zoom.us/marketplace_developer_agreement)). Zoom does not warrant or provide support for Publisher's Apps. Publishers are solely responsible for all aspects of the Apps they publish, including content, functionality, availability and support. Publishers are required to provide their own terms of service, privacy policy and support information ("Publisher Terms"). Customers who access or download Apps must enter into Publisher Terms directly with the Publisher. Zoom is not responsible for the Apps, their content, functionality, availability, or support. Apps are hosted AS IS and use of the Apps is at Customer's own risk, subject to the Publisher Terms. Apps may become unavailable or be removed by a Publisher at any time and any data stored in them may be lost or become inaccessible. Zoom is not responsible for Customer Data (as defined in the Zoom App Marketplace Terms of Use) transferred to a Publisher, or for any transmission, collection, disclosure, security, modification, use or deletion of Customer Data by or through an App. Publishers may use Customer Data as permitted in the Publisher Terms. Use of the Apps may require Customer Data to be transferred to the Publisher and by accessing and using the App, Customer consents to the transfer of Customer Data by Zoom as required by the Publisher. Customer should contact the Publisher for support or questions. Zoom makes no representations and disclaims all warranties, express or implied, regarding Apps and reserves the right to remove an App from the Marketplace at any time, in its sole discretion.

- I. **Zoom Events.** Zoom Events is cloud-based software that enables Customers to host virtual events, including with a variety of registration and built-in ticketing options, attendee networking features, and the use of Zoom Meetings and Webinars for the event, among other things. Use of the Zoom Events software is subject to the Zoom Events Host Terms of Use ([https://explore.zoom.us/en/zoom\\_events\\_host\\_tou/](https://explore.zoom.us/en/zoom_events_host_tou/)). Attendance at a virtual event hosted using Zoom Events is subject to the Event Participant Terms of Use ([https://explore.zoom.us/en/event\\_participant\\_tou/](https://explore.zoom.us/en/event_participant_tou/)).
- J. **Managed Domains.** Zoom permits Customers to reserve domains associated with their enterprise and to manage any accounts that are subscribed to Zoom using that domain ("Managed Domain Customer"). Customer may only associate to the Zoom Services domain(s) that they own or are legally entitled to associate for use with the Services. In the event that a Zoom account is created or exists on the reserved domain, but is not authorized by the Managed Domain Customer (the "Non-Managed Domain Account"), the person using or creating such Non-Managed Domain Account will be notified that the domain is reserved for the Managed Domain Customer and will be requested to change the domain associated with the Non-Managed Domain Account. If the person using or creating such Non-Managed Domain Account does not change the domain within the period specified, that person will be deemed to have consented to the Non-Managed Domain Account being added to the Managed Domain Customer and to have further consented for all data associated with the Non-Managed Domain Account to be shared with the Managed Domain Customer.
- K. **Zoom Contact Center.**
1. **Service Description.** The Zoom Contact Center Service ("Zoom Contact Center") is cloud-based software for contact centers that enables organizations to manage interactions with their customers or end users over multiple channels, including voice and video. Customer can enable calls to and from the PSTN using Voice over Internet Protocol (VoIP) by purchasing a Zoom Contact Center monthly usage plan. Additional Zoom Contact Center features are described at <https://www.zoom.us>.
  2. **Compliance with Laws.** Customer is solely responsible for Customer's and its users' use of Zoom Contact Center and shall ensure such use complies with the laws and regulations of the countries where they are located, including any regulations governing the use of the Internet for voice communications and messaging. Customer represents and warrants that they have provided all disclosures and notifications and have obtained all consents required in connection with the monitoring or recording of conversations as required by local laws or regulations. Customer is solely responsible for compliance with all laws applicable to marketing and solicitation, including but not limited to the US Telephone Consumer Protection Act of 1991 (TCPA), the FTC's Telemarketing Sales Rule, and Canada's Anti-Spam Legislation (CASL).
  3. **Third-Party Integrations and Offerings.** Customer's use of non-Zoom offerings that interoperate or integrate with Zoom Contact Center or that are used in connection with Zoom Contact Center shall in each case be governed by a separate agreement with the provider of such offerings ("Third-Party Offering(s)") and shall be outside the scope of this Agreement. Zoom is not liable or responsible for any act or omission of any provider of a Third-Party Offering or any operation of the Third-Party Offering, including the access, modification, or deletion of data, regardless of whether Zoom endorses, approves, or supports any such Third-Party Offering. Zoom does not guarantee the continued interoperation, integration, or support of Third-Party Offerings, and Zoom may, in its sole discretion and at any time, discontinue such features.
  4. **Emergency Services.** Zoom Contact Center is not a replacement for traditional telephone services. Customer is responsible for notifying and ensuring individuals authorized to use Zoom Contact Center through their account (including agents, supervisors, and administrators) are aware that calls to emergency service providers may not be

made through Zoom Contact Center and how to contact emergency service providers via other means, including alternative arrangements made available by Customer. Customer will indemnify and hold Zoom and its Affiliates harmless from any Claims arising from or relating to any emergency services call or any inability to place an emergency services call using Zoom Contact Center.

5. **Zoom Contact Center Policies.** Customer acknowledges and agrees that Zoom Phone and Contact Center Text Messaging Policy for the United States and Zoom Contact Center Acceptable Use Policy found at <https://zoom.us/legal> apply to Customer's use of Zoom Contact Center.
6. **Corresponding License.** Customer's access to Zoom Contact Center requires a corresponding license to use the Zoom Meeting Services and/or Zoom Phone Services. In the event such underlying license expires or is terminated for any reason, Customer's access to Zoom Contact Center, will also terminate. Upon termination, Customer will be billed for any unpaid Zoom Contact Center Charges. Except as explicitly provided otherwise, all Zoom Contact Center payment obligations are non-cancelable and all amounts paid are non-refundable.
7. **Calling Plans and Virtual Service Numbers.** Zoom Voice is the provider of calling plans and virtual service numbers that may be used with Zoom Contact Center.

## L. Zoom IQ.

### 1. Definitions.

"Zoom IQ" means an add-on service that is available for certain Zoom Services which captures and extracts data and information resulting in visually displayed, accessible, and locatable insights and analytics.

"Zoom IQ Data" means data that is imported, accessed, used, stored, transmitted, originated, or processed based on instructions from the Customer and any resulting derivatives, analytics, outputs, or data sets resulting from Customer's use of Zoom IQ.

2. **Applicability of Terms.** These Zoom IQ terms shall take effect upon the earlier of the Service Effective Date or Customer's use of Zoom IQ and will remain in effect for the Initial Subscription Term and any Renewal Term as set forth in the applicable Order Form. Notwithstanding anything to the contrary in any contract between Zoom and Customer, in relation to Zoom IQ, these Zoom IQ terms shall govern and control in the event of any conflicting or inconsistent terms and take precedence irrespective of order of precedence terms to the contrary in any contract between Zoom and Customer.
3. **Corresponding Subscription.** Customer's access and use of Zoom IQ requires a corresponding paid subscription to Zoom Meeting Services, or Zoom Phone (if available), or both. In the event such underlying Zoom Meeting Services or Zoom Phone subscription for which Zoom IQ is used expires or is terminated for any reason, Customer's access to Zoom IQ will also terminate and Customer will be billed for any unpaid Zoom IQ Charges or fees. Except as explicitly provided otherwise, all Zoom IQ payment obligations are non-cancelable and all amounts paid are non-refundable.
4. **Customer Consent and Instruction; Compliant Use.** By purchasing or using Zoom IQ, Customer is electing to expand Zoom Services to include Zoom IQ and is consenting to and instructing Zoom to enable Zoom IQ on Customer's account subject to these Zoom IQ terms. Zoom IQ results are provided for informational purposes only and may contain inaccuracies. Customer may only use Zoom IQ and Zoom IQ Data in compliance with applicable laws, rules, regulations, decisions, and privacy requirements, and represents and warrants that it will obtain any required End User consents.
5. **License Rights; Intellectual Property Ownership.** Notwithstanding anything to the contrary in any other contract between Zoom and Customer, by purchasing or using Zoom IQ, Customer grants Zoom and its Affiliates, with respect to Zoom IQ Data, a perpetual, worldwide, non-exclusive, royalty-free, transferable license to access, use, display, copy, distribute, and create derivative works, including but not limited to, use with respect to performing, testing, improving, and developing Zoom IQ and related products and services such as translation and transcription services, and for quality assurance and training of the same. Zoom does not assign, transfer, or otherwise provide any right, title, or interest in or to any intellectual property of Zoom, its Affiliates, or its licensors by entering into these terms or providing Zoom IQ to Customer, and Zoom, its Affiliates, and licensors own and shall retain all proprietary rights, including all copyright, patent, trade secret, trademark, trade name, and all other intellectual property rights in and to Zoom IQ.
6. **Use of Zoom IQ Data; Feedback.** Notwithstanding anything to the contrary in any contract between Zoom and Customer, Zoom's use of Zoom IQ Data as set forth in these Zoom IQ terms will not be considered disclosure, access

or use of Confidential Information. Zoom will not access, use, preserve, or share Zoom IQ Data for any purpose other than for the purposes described herein, and in the contracts between Zoom and Customer. Customer may provide suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by Customer, its End Users or any third party relating to Zoom IQ ("Feedback"). Notwithstanding anything to the contrary in a contract between Customer and Zoom, any Feedback provided will not be deemed Confidential Information under the MSA or the Agreement, and Zoom shall retain ownership of any Feedback.

7. **Participant Notifications.** Customer acknowledges that although Zoom may provide a customizable sample recording notice to Participants, Customer is solely responsible for ensuring compliance with applicable laws including but not limited to, privacy requirements, and where required, sufficient notice to Participants regarding the recording, monitoring, collection and use of Zoom IQ Data by Customer, Zoom, and others.
8. **Updated Version of Zoom.** Customer acknowledges that in order to receive the full benefit of Zoom's security and notification features, Customer and Customer's End Users must update the client application with Zoom's most recent version available.



**Order Form Number:** Q1483036  
**Valid Until:** 08/18/2022

**Zoom Video Communications Inc. ('Zoom')**  
55 Almaden Blvd, 6th Floor  
San Jose, CA

<b>Billed To</b>  <b>Customer:</b> Lincolnwood School District 74 - District <b>Contact Name:</b> Christopher Edman 6950 N. East Prairie Rd Lincolnwood, Illinois 60712, United States <b>Email Address:</b> cedman@sd74.org <b>Phone:</b> 847-675-8234	<b>Sold To</b>  <b>Customer:</b> Lincolnwood School District 74 - District <b>Contact Name:</b> Christopher Edman 6950 N. East Prairie Rd Lincolnwood, Illinois 60712, United States <b>Email Address:</b> cedman@sd74.org <b>Phone:</b> 847-675-8234
<b>Auto Renew:</b> No <b>Initial Paid Subscription Term:</b> 12 Month <b>Paid Period Start Date:</b> 08/18/2022	<b>Billing Method:</b> Email <b>Currency:</b> USD <b>Payment Term:</b> Due Upon Receipt

This Zoom Order Form and any other Order Forms that reference this Order Form are governed by Zoom Terms of Service found at <http://www.zoom.us/terms> (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern). To update any electronic Payment information, go to <https://zoom.us/billing/payment>.

SERVICE	BILLING PERIOD	QUANTITY	PRICE	TOTAL
Education Annual	Annual	150	USD 50.00	USD 7,500.00

(Before Taxes)

Annual Payment:

USD 7,500.00

#### Payment Schedule Summary (Before Taxes)

First Payment: USD 7,500.00

#### Other Terms & Notes

**Named Host** - means any licensed host who may host an unlimited number of meetings during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a license) will not exceed 300 per meeting. Named Host license may not be shared or used by anyone other than the individual to whom the Named Host license is assigned.

**Zoom EDU** licenses are intended for student and faculty and pedagogical interaction within a classroom environment, or the administration thereof and may not be used for any commercial purpose. Zoom EDU licenses may not be purchased by hospitals, medical centers, clinics, or other affiliated organizations not specifically involving student and faculty and pedagogical interactions within a classroom environment or the administration thereof.

**Fees** - The fees for the Services, if any, are described in the Order Form. The actual fees may also include overage amounts or per use charges for audio and/or cloud recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if you incur them. Invoicing for Services begins on the first day that the service is available for use by the Customer and monthly thereafter for the duration Term, except for annual pre-pay option which is invoiced once in the first month of the annual term. Amendment orders will co-term with the existing subscription term end date. Invoices are pro-rated from paid period start date to base subscription end date. Purchase order, if any, issued in connection with this order should reference the above order form number. Commitments not utilized by the Customer during the month for which they are committed may not be carried forward into any subsequent month or term.

All prices shown for Zoom and Zoom Phone services are exclusive of indirect taxes (e.g., U.S. state and local taxes, VAT, GST, and HST or any other consumption taxes), digital taxes and environmental taxes to the extent they apply.

*Professional Services, if purchased, will be presented in a separate Order Form.*

Accepted and agreed as of the date specified below by the authorized representative of Customer

<b>Signature:</b>
<b>Print Name:</b>
<b>Date:</b>
<b>Zoom Service Effective Date: 08/18/2022</b>
<b>PO # (If Applicable):</b>
<b>VAT # (If Applicable): E99978296</b>

The Services will be activated within 48 hours of order signature or Zoom Service Effective Date, whichever is later.

*If a PO# is required for processing the invoice related to this order, please provide a PO with this order. If issuance of PO is delayed, please provide a PO within 5 days of the service effective date via email to [purchase-orders@zoomus.zendesk.com](mailto:purchase-orders@zoomus.zendesk.com). Notwithstanding the foregoing, the period for payment shall commence as of the applicable invoice date. Such payment period shall not restart based on any delays in issuing a Purchase Order or any procurement process.*



## Executive Summary Board of Education Meeting

---

DATE: October 6, 2022

TOPIC: Reading Mastery Transformations Classroom One-Year Subscription Bundle Grade 4

PREPARED BY: Dominick Lupo

**Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

**Purpose/Background:**

The Board approves all Contracts.

The referenced program, *Reading Mastery Transformations*, is already a program that is utilized by our Special Education staff at Rutledge Hall. This program is designed to improve overall reading skills by focusing on oral language, phonemic awareness, and systematic phonics while incorporating the fundamental skills of vocabulary development, fluency, and comprehension throughout each unit and lesson.

Lincoln Hall recently implemented a revised special education program that aims to meet the needs of all of our students at the level in which they enter Lincoln Hall, but our curricular materials had not accounted for some of the levels at which the students were entering middle school.

Given the success of the Reading Mastery program at our other schools, the Lincoln Hall special education department reached out about acquiring the newest version of this program for the students. The new version of this program includes updated materials such as progress monitoring tools, skill reinforcement materials, new multimedia features, and classroom management updates.

Overall, the special education team feels that this curriculum is the best resource to meet the needs of our students while also creating engaging lessons.

**Fiscal Impact:**

\$2,392.68 for 10 student bundles that includes:

- 10 Reading Mastery Transformations Textbook A, Grade 4
- 10 Reading Mastery Transformations Textbook B, Grade 4
- 10 Reading Mastery Transformations Textbook C, Grade 4
- 10 Online Student Subscriptions
- 10 Reading Mastery Transformations Reading Workbook
- 10 Reading Mastery Transformations Spelling Workbook
- 1 Online Teacher Subscription

**Recommendation:**

The Finance Committee concurs to recommend to the Board of Education to approve this Agreement for a one-year subscription from McGraw Hill for the 10-student bundle of the Reading Mastery Transformations Print and Online Grade 4 program for the Lincoln Hall Special Education Team. Please note: the quote presented at the September 22, 2022 Finance Committee meeting inadvertently did not include an additional \$109.68 charge for shipping and handling. The total charge is anticipated as \$2,392.68 for the 2022-2023 school year.



Because learning changes everything.®

**QUOTE PREPARED FOR:**

Lincolnwood Sch Dist 74  
6950 N EAST PRAIRIE RD  
LINCOLNWOOD, IL 60712  
ACCOUNT NUMBER: 169031

**SUBSCRIPTION/DIGITAL CONTACT:**

Dominick Lupo  
dlupo@sd74.org

**CONTACT:**

Dominick Lupo  
dlupo@sd74.org

**SALES REP INFORMATION:**

David Brackett  
david.brackett@mheducation.com  
(847) 902-7520

Section Summary	Value of All Materials	Free Materials	Product Subtotal
<a href="#">Reading Mastery Transformation © 2021 – Grade 4 (1 Year ELA)</a>	\$2,283.00	\$0.00	\$2,283.00
<b>PRODUCT TOTAL*</b>	\$2,283.00	\$0.00	\$2,283.00
ESTIMATED S&H**			\$109.68
ESTIMATED TAX**			\$0.00
<b>GRAND TOTAL*</b>			<b>\$2,392.68</b>

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

**SEND ORDER TO:**

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: orders\_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 08/10/2022  
QUOTE NUMBER: AGIBS-08102022-001

ACCOUNT NAME: Lincolnwood Sch Dist 74  
ACCOUNT #: 169031

EXPIRATION DATE: 09/24/2022  
PAGE #: 1





Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
<b>Reading Mastery Transformation © 2021 – Grade 4 (1 Year ELA)</b>					
READING MASTERY TRANSFORMATIONS (10) READING CLASSROOM 1 YR SUB BUNDLE GRADE 4	978-1-26-413375-8	1	\$2,283.00	\$0.00	\$2,283.00
Reading Mastery Transformation © 2021 – Grade 4 (1 Year ELA) Subtotal:				\$0.00	\$2,283.00

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

**SEND ORDER TO:**

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: orders\_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 08/10/2022  
QUOTE NUMBER: AGIBS-08102022-001

ACCOUNT NAME: Lincolnwood Sch Dist 74  
ACCOUNT #: 169031

EXPIRATION DATE: 09/24/2022  
PAGE #: 2



Because learning changes everything.®

**QUOTE PREPARED FOR:**

Lincolnwood Sch Dist 74  
6950 N EAST PRAIRIE RD  
LINCOLNWOOD, IL 60712  
ACCOUNT NUMBER: 169031

**CONTACT:**

Dominick Lupo  
dlupo@sd74.org

VALUE OF ALL MATERIALS	\$2,283.00
FREE MATERIALS	\$0.00
<b>PRODUCT TOTAL*</b>	<b>\$2,283.00</b>
ESTIMATED SHIPPING & HANDLING**	\$109.68
ESTIMATED TAX**	\$0.00
<b>GRAND TOTAL</b>	<b>\$2,392.68</b>

## SUBSCRIPTION/DIGITAL CONTACT:

Dominick Lupo  
dlupo@sd74.org

Comments:

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

### Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

[Terms Of Service](#)

[Provisions required by Subscriber State law](#)

[ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting \[www.mheducation.com\]\(http://www.mheducation.com\) \(or \[www.mhecoast2coast.com\]\(http://www.mhecoast2coast.com\)\).](#)

School Purchase Order Number: \_\_\_\_\_

\_\_\_\_\_  
Name of School Official (Please Print)

\_\_\_\_\_  
Signature of School Official

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

### SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: [orders\\_mhe@mheducation.com](mailto:orders_mhe@mheducation.com) | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 08/10/2022

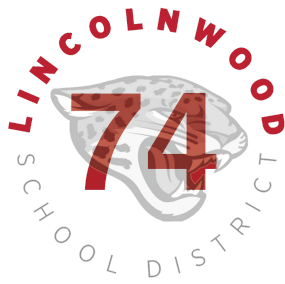
ACCOUNT NAME: Lincolnwood Sch Dist 74

EXPIRATION DATE: 09/24/2022

QUOTE NUMBER: AGIBS-08102022-001

ACCOUNT #: 169031

PAGE #: 3



## Executive Summary Board of Education Meeting

DATE: October 6, 2022

TOPIC: IASA School for Advanced Leadership VII (ISAL VII) Training Request

PREPARED BY: Dr. David Russo

**Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

**Purpose/Background:**

Dr. Russo first applied and was approved by the Board for participation in the ISAL VI cohort. However, he was wait-listed for the program due to the large number of applicants. Program coordinators asked that he reapply once he was a sitting Superintendent.

Our professional organization, the Illinois Association of School Administrators (IASA), is putting together a new cohort for the IASA School for Advanced Leadership (ISAL), which will begin in January 2023. The cohort meets in the (IASA) office in Springfield. As you may recall, Dr. Nasshan completed her ISAL experience during her transition to the Superintendency and completed the program during her first year in the role. During her tenure, she spoke highly of the experience, especially for a new Superintendent. A key component of the ISAL program is the valuable training and professional development participants receive, relative to their instructional and district leadership practices. In addition, and as part of the accountability aspect of the ISAL program, participants are individually assigned a veteran superintendent “coach” for the duration of the program. As part of this cohort the participant and the assigned coach collaborate between formal sessions. This program provides built-in accountability and formalizes the transition process by providing structure and specific leadership topics to debrief. The ISAL VII cohort begins in January 2023 and runs through May of 2024. The timing is perfect for in-depth leadership discussions, coaching, and planning specifically targeting the learning community in Lincolnwood School District 74.

**Fiscal Impact:**

This request is for the full ISAL VII tuition fee of \$6,250, plus travel, lodging, and meals for the three sessions in FY23. A request for expenses related to the final five sessions will be made in FY24. The total amount of this request is \$8,604.25.

**Recommendation:**

It is the Administrative recommendation to approve registration in the IASA School for Advanced Leadership VII (ISAL VII) cohort from January 2023 to May 2024 for Dr. David Russo, Superintendent of Schools.



**STAFF**  
**Pre-Approval for Conference/Meeting**  
**(Overnight)**

Employee: Dr. David Russo Position: Superintendent

Conference/Mtg.: ISAL VII School for Advanced Leadership Location: Springfield, IL

Conference/Mtg. Dates (from): Sess 1: 1/26-28/23 Sess 2: 3/17-18/23 (to): Sess 1: 1/26-28/23 Sess 2: 3/17-18/23  
Sess 3: May 12-13/23 Sess 3: May 12-13/23

Dates absent from work (from): 1/26-27/23, 3/17/23, 5/12/23 (to): \_\_\_\_\_

Maximum ESTIMATES of expenses for which employee will request reimbursement: TRAVEL

(estimated)

**Calculations based on: 3 separate sessions 1/23, 3/23 & 5/23**

- Plane, bus, or train fare \_\_\_\_\_
- Special fares for bus and taxi \_\_\_\_\_
- Auto Mileage:  Miles x rate:  =   
(calculate from District address starting point)
- Parking:  Day(s) x rate:  = \_\_\_\_\_

click on this url to search current rate and fill in box below: <http://www.irs.gov/>

**ROOM**

- Submit receipt for hotel or motel bill (estimated)
- Tips (includes Red Caps/Porters, Bellhops, etc.) \_\_\_\_\_

**MEALS**

- Maximum (per GSA) per day is authorized for meals

**REGISTRATION FEES**

**MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:**

Budget Code: 10.0.2320.312.00.0000.00

Total Estimate of Expenses:

Principal/Administrator Approved:  Date: 9/28/22

Superintendent or Designee Approved:  Date: 9.28.22

Upon approval of the conference, it is the staff member's responsibility to officially register for the event using the Building Principal's p-card.

Please submit **TWO** copies.

One will be returned and should be resubmitted when actual conference expenses have been finalized. **ALSO**, please attach a brief summary about the purpose of attending this conference/meeting and how it will enhance the educational environment for students.



Dates absent from work (from): 11/17/22 (to): 11/18/22

(estimated)

- |                                  |   |         |        |                      |               |
|----------------------------------|---|---------|--------|----------------------|---------------|
| • Plane, bus, or train fare      |   |         |        |                      | <u>406.00</u> |
| • Special fares for bus and taxi |   |         |        |                      | <u>50.00</u>  |
| • Auto Mileage:                  | <input type="text"/>  | Miles x | rate:  | <input type="text"/> | = <u>0.00</u> |
|                                  | <small>(calculate from District address starting point)</small> |         |        |                      |               |
| • Parking:                       | <input type="text"/>  | Day(s)  | xrate: | <input type="text"/> | = <u>0.00</u> |

• Submit receipt for hotel or motel bill (estimated)	<u>654.00</u>
• Tips (includes Red Caps/Porters, Bellhops, etc.)	

- Maximum (per GSA) per day is authorized for meals 276.00

NCTE Annual Conference	314.00
------------------------	--------

Membership Dues	50.00
-----------------	-------

--

\_\_\_\_\_

Budget Code: 10 0.22/0.3/2 0.000000 Total Estimate of Expenses: \$1,750.00

Principal/Administrator Approved: \_\_\_\_\_ Date: 9/27/22

Superintendent or Designee Approved:  Date: 9.27.27



## Executive Summary Board of Education Meeting

DATE: October 6, 2022

TOPIC: Lincolnwood Chamber Orchestra – American Music Festivals

PREPARED BY: David Russo

### **Recommended for:**

- ☒ Action
- ☒ Discussion
- ☒ Information

### **Purpose/Background:**

Founded in 1990 by Music Director Philip Simmons, the Lincolnwood Chamber Orchestra (LCO) became part of American Music Festivals in 2002. One of Chicago's leading professional ensembles, it was named Chamber Ensemble of the Year in 2000 by the Illinois Council of Orchestras. Flexible in composition and instrumentation, the LCO easily collaborates with a wide variety of programs and special events. 2020 was the 30th Anniversary Season of the LCO and they appeared in Lincoln Hall's Auditorium for a concert celebrating that milestone.

Serving the Lincolnwood community and appearing throughout Chicagoland, the LCO facilitates American Music Festivals' mission of cultural exchange. The orchestra has appeared at diverse venues like the Harris Theater, North Shore Center for the Arts, Chicago Cultural Center, Northeastern Illinois University, Lutkin Hall (Northwestern University), Illinois Holocaust Museum and Education Center, North Shore Congregation Israel, St. Adalbert's Catholic Church, American Islamic College, Benito Juarez Community Academy, the Mexican Consulate, and the Chicago Public Library's Chinatown Branch.

The LCO maintains an excellent artistic reputation throughout Chicagoland. Renowned soloists who have appeared with the LCO include William Warfield, Lukas Foss, Rachel Barton-Pine, Wendy Warner, Dennis James, Denis Azabagic, Emir Nuhanovic, and David Schrader.

The District is seeking to partner with the LCO to provide a free concert to the Lincolnwood School District 74 learning community; as well as to invite the community at-large. The performance would again be held in the Auditorium on a yet to be determined weekend date.

### **Fiscal Impact:**

\$3,500 The funds would be used to pay the performers for the concert.

**Recommendation:**

The Finance Committee concurs to recommend to the Board of Education to accept this Proposal from Lincolnwood Chamber Orchestra – American Music Festivals in the amount of \$3,500 to hold a performance of the ensemble during the 2022-23 school year while waiving facilities rental fees.



From: **American Music Festivals** <[amusicfest@aol.com](mailto:amusicfest@aol.com)>  
Date: Wed, Sep 14, 2022 at 6:34 PM  
Subject: Concert Outline Proposal  
To: [drusso@sd74.org](mailto:drusso@sd74.org) <[drusso@sd74.org](mailto:drusso@sd74.org)>

Hi David,

Thank you again for all your efforts on this program.

Here is some basic info and the funding request. If you need any additional information of clarification, please let me know, I can provide Thursday morning (my time).

Best,

Phil

--

#### HALLOWEEN FAMILY CONCERT - GOTHIC TALES OLD AND NEW

Lincolnwood Chamber Orchestra  
Philip Simmons, Music Director

Sunday, October 30, 3PM

Works by Dvorak and Bartok  
Music from "Harry Potter" and "Coco"  
and "Halloween Spooktacular"

Free admission  
Come dressed in your favorite costume

--

This will be a one-hour concert. If the program is at 3PM, here is the schedule:

11PM Doors open for orchestra rehearsal  
11:30-2:00 Rehearsal  
3:00 Concert

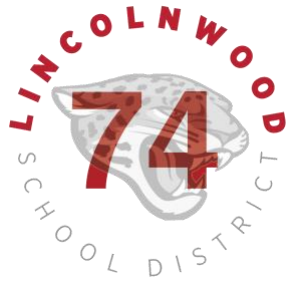
If we start at 4, we would need to come in at 12PM.

The orchestra would be a 20-piece string orchestra, so we need 20 chairs, 12 music stands.

We would like to request in-kind use of facilities, and \$3,500 from School District 74 for this program. Funds would go directly to cover musician expenses and American Music Festivals program costs.

--

David L. Russo, Ed.D.  
Superintendent of Schools  
Lincolnwood School District 74  
6950 N. East Prairie Rd.  
Lincolnwood, IL 60712  
Office: [\(847\) 675-8234](tel:(847)675-8234)



## Executive Summary Board of Education Meeting

DATE: October 6, 2022

TOPIC: PALS (People Active with Lincolnwood Schools)

PREPARED BY: David Russo

### Recommended for:

- ☐ Action
- ☒ Discussion
- ☒ Information

### Purpose/Background:

In February of 2022, a group of parents contacted the District about the possibilities of forming a new parent/community organization. Individuals within that original group reached out during the summer to begin planning in earnest to create a structure for this organization. Throughout August and September, individuals have worked on creating draft by-laws; which are presented in the Board packet.

The group is calling itself PALS (People Active with Lincolnwood Schools). As stated in their draft by-laws,

*The purpose of the Organization is to strengthen and enrich the educational and social environment of School District 74 in Lincolnwood, Illinois through opportunities for families, teachers, students, and the broader community to learn, socialize, communicate and grow. Together we will:*

- *Create opportunities for connection within the District 74 community;*
- *Sponsor, organize and/or support District 74 school events and programs;*
- *Fundraise to benefit District 74; and*
- *Recruit and coordinate volunteers for programs and projects within District 74.*

The group has asked for their draft by-laws to be placed on the October Board agenda to apprise the full Board of progress in developing a structure and purpose for the group; along with their vision for what they

hope the group will become. The intent is to provide a summary of progress made to date; along with articulating an intention to come back to the Board for full recognition once the group has been incorporated.

As the process of incorporation and full Board recognition continues to progress in the coming months, there will be communication about additional information regarding PALS.

**Fiscal Impact:**

N/A

**Recommendation:**

This item is for information/discussion purposes only. Once PALS has completed the incorporation process, they will return to the Board to take action toward their recognition.

## **Bylaws of People Active with Lincolnwood Schools (“P.A.L.S.”)**

### **ARTICLE I: NAME, DESCRIPTION, & PURPOSE**

#### **Section 1: NAME**

The name of the organization shall be People Active with Lincolnwood Schools, also known as P.A.L.S. (hereinafter, the “Organization”).

#### **Section 2: DESCRIPTION**

The Organization is a nonprofit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

#### **Section 3: PURPOSE**

The purpose of the Organization is to strengthen and enrich the educational and social environment of School District 74 in Lincolnwood, Illinois (hereinafter, “District 74”) through opportunities for families, teachers, students, and the broader community to learn, socialize, communicate and grow. Together we will:

- Create opportunities for connection within the District 74 community;
- Sponsor, organize and/or support District 74 school events and programs;
- Fundraise to benefit District 74; and
- Recruit and coordinate volunteers for programs and projects within District 74.

### **ARTICLE II: MEMBERSHIP**

Section 1: ELIGIBILITY—Any (1) parent or guardian of a student currently enrolled in a District 74 school or (2) current District 74 faculty or staff member may become a voting member of this Organization, eligible to make motions and vote in the General Meetings and Special Meetings, and to serve on the Executive Board. Any adult person residing in the boundaries of District 74 who does not qualify as (1) or (2) in the preceding sentence but who wishes to support District 74 and subscribe to the purpose of this Organization may become a non-voting member of this Organization; such individuals may not make motions or vote in General Meetings or Special Meetings, and are ineligible to serve on the Executive Board.

### **ARTICLE III: OFFICERS**

## Section 1: EXECUTIVE BOARD

The Executive Board shall consist of two Directors and the following officers: President, Vice President, Secretary, Community Outreach Officer, and Treasurer.

## Section 2: TERM OF OFFICE

The term of office for President and Vice President is one year, beginning July 1 and ending June 30 of the following year. The President and Vice President may not serve consecutive terms in their respective offices. Notwithstanding the foregoing, for the initial year after incorporation, the President and Vice President shall have a term of the remainder of the initial fiscal year after election and the entirety of the fiscal year thereafter. The term of office for the Secretary, Treasurer, Community Liaison and Directors is two years, beginning July 1 and ending June 30 two years thereafter. Each person elected shall hold only one office at a time.

## Section 3: QUALIFICATIONS

Any Organization voting member in good standing may serve on the Executive Board. An Executive Board member must be a parent or guardian of one or more students currently enrolled in one of the schools of District 74 for the duration of their term.

## Section 4: DUTIES

**Executive Board:** Develop and approve the Organization's annual budget, establish and oversee committees to conduct the work of the Organization, establish fundraising programs, and approve by majority vote of the Executive Board unbudgeted expenditures of no more than \$100.

**President:** The President shall preside over meetings of the Organization and Executive Board, prepare the agenda for monthly meetings, serve as the primary contact for the superintendent and principals of District 74, represent the Organization at meetings outside the Organization, coordinate the work of all the Officers, Directors, and members so that the purpose of the Organization is served, liaise appropriately with the Board of Education and Superintendent of District 74.

**Vice President:** The Vice President shall assist the President and carry out the President's duties in their absence or inability to serve. The Vice President shall maintain a current copy of the standing rules and Bylaws. The Vice President shall manage the volunteers and committees.

**Secretary:** The Secretary shall keep all records of the Organization, take and record minutes, distribute the agenda, handle correspondence and send notices of meetings to the membership. The Secretary also keeps a copy of the minutes book, Bylaws and any other necessary supplies, and brings them to meetings.

Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the Executive Board. The Treasurer will present a financial report at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the Organization's fiscal year. The Treasurer will present a budget for the Organization's fiscal year at the first fall meeting of the Organization. The Treasurer shall be responsible for preparation and submission of all federal and state compliance filings. The Treasurer may not be not be a member of the Audit Committee.

Community and Member Liaison: The Community and Member Liaison will chair the Community Liaison Committee. The Community and Member Liaison shall be responsible for recruiting members to the Organization and engaging with the broader community. The Community and Member Liaison shall be responsible for marketing for the Organization.

Directors: Directors shall be members of the Organization who serve as the chairperson of at least one of the committees of the Organization and support the Officers of the Organization as needed.

#### Section 5: EXECUTIVE BOARD MEETINGS

The Executive Board shall meet regularly during the District 74 school year, or at the discretion of the President. Executive Board Meetings will be held when needed prior to the General Meeting, to discuss issues of the Organization and set the agenda for the General Meetings. Special Meetings of the Executive Board may be called at the discretion of the President or by two of the Executive Board Officers.

#### Section 6: REMOVAL

An Officer can be removed from office for failure to fulfill his/her duties, or failure to meet the eligibility requirements set forth in these Bylaws, after reasonable notice, by a majority vote of the Executive Board.

#### Section 7: VACANCY

If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled General Meeting, a new Vice President will be elected. If a vacancy occurs in the other Executive Board positions, the President shall appoint an eligible Organization member to fill the vacancy for the remainder of the Executive Board member's term.

### ARTICLE IV: MEETINGS

#### Section 1: GENERAL MEETINGS

General Meetings shall be held to conduct the business of the Organization. General Meetings shall be held monthly during the District 74 school year at times and dates determined by the Executive Board and posted for the membership with sufficient advance notice. General Meetings shall be open to any member of the District 74 community; however, the privilege of making motions and voting shall be limited to voting members.

#### Section 2: SPECIAL MEETINGS

Special Meetings may be called by the President or any two Executive Board Officers, provided sufficient advance notice is provided to the membership with the meeting time and purpose.

#### Section 3: OLD BOARD/NEW BOARD MEETING

An Old Board/New Board Meeting shall be held in the month of May, in place of the May General Meeting, for the following purposes: to hold the election of the new Executive Board; discuss goals for the upcoming fiscal year; to address other business as needed; and to submit a preliminary budget for the next fiscal year.

#### Section 4: VOTING

Each voting member in attendance at a General Meeting or Special Meeting is eligible to vote, one vote per voting member. Absentee and proxy votes are not allowed.

#### Section 5: QUORUM

Seven (7) voting members of the Organization present and voting constitute quorum for the purpose of voting.

### ARTICLE V: FINANCIAL POLICIES

#### Section 1: FISCAL YEAR

The fiscal year of the Organization begins July 1 and ends June 30 of the following year.

#### Section 2: BANKING

All funds shall be kept in a checking account in the name of the Organization, requiring checks be signed by the treasurer and one (1) other duly elected and authorized officer.

There shall be no ATM or debit cards issued on any bank accounts.

Online banking - Establish dual administrators for all online accounts whenever possible that follows the two-signature rule on payments, including both a submittal and approval

function for online payments. If this is not possible, some alternate controls for segregation of duties include:

Reimbursements require completion of reimbursement request form to be submitted to the Treasurer. The form will include a place for treasurer approval, date, budget category, and a place to check off that the transaction has been logged. It will also include the requester's name, phone number, and address (if a check will be mailed). The form will require a second officer approval, the check number, the check date, the amount, and reason for reimbursement. Receipts are required.

Cash Receipt Deposit Forms will be submitted following any money-generating event to record the money collected. The form will include a tally area by bill and coin denomination, along with a place to record checks and the check total. The bank deposit ticket will be attached to the deposit form following deposit.

The Organization may accept payments (income) using online sites or in-person devices (e.g. PayPal, Square, etc.).

Each month, the Treasurer will prepare a reconciliation of all bank accounts. The reconciliation will be presented to the Executive Board to ensure the reconciliation is reviewed by an individual without access to the bank account or authority to sign checks.

### Section 3: REPORTING

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the Executive Board. The report will show the balance at the beginning of the month, plus receipts (cash in), and less disbursements (checks out), with the ending balance at the bottom. The report will also include year-to-date performance against plan for each of your budget categories.

The Organization shall arrange an independent review of its financial records after the end of the fiscal year, June 30 of each year, to be conducted by an independent Audit Committee established by the membership. The Audit Committee will be comprised of at least three (3) voting members, to be elected at the final General Meeting of the fiscal year. The Audit Committee shall examine the financial records and report its findings to the membership at the first General Meeting of the new fiscal year. Anyone authorized to sign checks is not eligible to audit the financial records.

### Section 4: ENDING BALANCE

The Organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

### Section 5: CONTRACTS



Authority to sign contracts is limited to the President or the President's designee.

#### Section 6: RECORD RETENTION

Financial records will be kept in accordance with applicable laws, but for at least seven (7) years.

#### ARTICLE VI: BYLAWS AMENDMENTS

These Bylaws may be amended at any General Meeting by a two-thirds (2/3) vote of the voting members present, provided that notice of the proposed amendment shall have been given at least thirty (30) days before the General Meeting.

#### ARTICLE VII: DISSOLUTION

The Organization may be dissolved with previous notice (fourteen calendar days) and a two-thirds vote of the voting members present at the meeting. Upon dissolution of the Organization, any remaining funds should be used to pay any outstanding bills and with the voting members' approval, spent for the benefit of District 74 schools.

#### ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings of this Organization when they are not in conflict with the Bylaws

#### ARTICLE IX: CONFLICTS OF INTEREST POLICY

##### Section 1: PURPOSE

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

##### Section 2: DEFINITIONS

**Interested Person.** Any Director, Officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

**Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

An ownership or investment interest in any entity with which the

Organization has a transaction or arrangement;

A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or

A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

“Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Section 3: PROCEDURES

**Duty To Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board during an Executive Board Meeting, at which time the Executive Board will consider the proposed transaction or arrangement.

**Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Board Meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Officers and Directors shall decide whether a conflict of interest exists.

**Procedures for Addressing the Conflict of Interest.**

- i. An interested person may make a presentation at the Executive Board Meeting, but after the presentation, he/she shall leave during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the Executive Board shall determine whether the Organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the

Executive Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### Violations of the Conflict of Interest Policy.

- i. If the Executive Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Board determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, which may include barring the individual from participation in committees or serving on the Executive Board for a period of time (or indefinitely).

#### Section 4: RECORDS OF PROCEEDINGS

The minutes of the Executive Committee Meeting shall contain:

The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the Executive Board's decision as to whether a conflict of interest in fact existed.

The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

#### Section 5: COMPENSATION

Members of the Executive Board may not receive compensation, directly or indirectly, for serving on the Executive Board.

#### Section 6. ANNUAL STATEMENTS

Each member of the Executive Board, once per term, shall sign a statement which affirms that such person:

Has received a copy of the conflict of interest policy;

Has read and understood the policy;

Has agreed to comply with the policy; and

Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

#### Section 7. PERIODIC REVIEWS

To ensure that the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.

Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

#### Section 8: USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

#### Section 9: POLITICAL INFLUENCE

The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

# Lincolnwood School District 74

## Fund Balances

Fiscal Year: 2022-2023

Month: July  
Year: 2022  
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	\$13,022,792.37	\$972,213.48	(\$490,262.26)	\$0.00	\$13,504,743.59
20	OPERATIONS & MAINTENANCE	\$3,494,768.89	\$50,161.10	(\$223,303.70)	\$0.00	\$3,321,626.29
30	DEBT SERVICE	\$829,925.65	\$7,363.44	\$0.00	\$0.00	\$837,289.09
40	TRANSPORTATION	\$1,442,825.96	\$175,834.51	(\$74,932.74)	\$0.00	\$1,543,727.73
50	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	IMRF	\$448,606.14	\$68,482.92	(\$11,151.03)	\$0.00	\$505,938.03
52	SOCIAL SECURITY AND MEDICARE	\$139,099.31	\$45,386.88	(\$10,712.68)	\$0.00	\$173,773.51
60	CAPITAL PROJECTS	\$5,825,261.89	\$7,265.56	(\$914,241.26)	\$0.00	\$4,918,286.19
70	WORKING CASH	\$573,446.40	\$720.04	\$0.00	\$0.00	\$574,166.44
80	TORT IMMUNITY	\$249,408.82	\$34,368.84	(\$23,509.00)	\$0.00	\$260,268.66
90	FIRE PREVENTION & SAFETY	\$2,617,556.88	\$5,199.22	(\$50,000.00)	\$0.00	\$2,572,756.10
99	LINCOLNWOOD SCHOOLS ACTIVITY FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$28,643,692.31	\$1,366,995.99	(\$1,798,112.67)	\$0.00	\$28,212,575.63

End of Report

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds As of 07/31/2022

Fiscal Year: 2022-2023

### ASSETS

#### CASH & INVESTMENTS

Cash in Bank (+) \$28,073,056.20

Imprest Fund (+) \$15,091.65

Petty Cash (+) \$100.00

Sub-total : CASH & INVESTMENTS \$28,088,247.85

#### DUE FROM OTHER GOVERNMENTS

Inter-Governmental Loans (+) (\$467.03)

Sub-total : DUE FROM OTHER GOVERNMENTS (\$467.03)

Total : ASSETS \$28,087,780.82

### LIABILITIES

#### ACCOUNTS PAYABLE

Accounts Payable (+) \$66,108.88

Sub-total : ACCOUNTS PAYABLE \$66,108.88

#### OTHER CURRENT LIABILITIES

Other Liabilities (+) \$33,349.58

Payroll Liabilities (+) (\$224,253.27)

Sub-total : OTHER CURRENT LIABILITIES (\$190,903.69)

Total : LIABILITIES (\$124,794.81)

### FUND BALANCE

#### Unreserved Fund Balance

Fund Balance (+) \$28,643,692.31

Sub-total : Unreserved Fund Balance \$28,643,692.31

#### NET INCREASE (DECREASE)

NET INCREASE (DECREASE) (+) (\$431,116.68)

Sub-total : NET INCREASE (DECREASE) (\$431,116.68)

Total : FUND BALANCE \$28,212,575.63

Total LIABILITIES + FUND BALANCE \$28,087,780.82

End of Report

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 07/01/2022 through 07/31/2022

Fiscal Year: 2022-2023

	<u>07/01/2022 - 07/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>REVENUE</b>					
<b>LOCAL SOURCES</b>					
Property Tax Receipts (+)	\$92,652.83	\$92,652.83	\$25,868,050.00	\$25,775,397.17	0.4%
Payments in Lieu of Taxes (+)	\$302,830.16	\$302,830.16	\$900,000.00	\$597,169.84	33.6%
Tuition Payments Received (+)	\$7,200.00	\$7,200.00	\$221,600.00	\$214,400.00	3.2%
Interest Revenue Received (+)	\$35,881.11	\$35,881.11	\$369,000.00	\$333,118.89	9.7%
Sales to Pupils & Adults (+)	(\$779.47)	(\$779.47)	\$200,000.00	\$200,779.47	-0.4%
Activity Fees Received (+)	\$15,260.25	\$15,260.25	\$100,150.00	\$84,889.75	15.2%
Rental Revenue (+)	\$17,048.75	\$17,048.75	\$89,600.00	\$72,551.25	19.0%
Other Local Revenue (+)	\$15,269.59	\$15,269.59	\$330,430.00	\$315,160.41	4.6%
Sub-total : LOCAL SOURCES	\$485,363.22	\$485,363.22	\$28,078,830.00	\$27,593,466.78	1.7%
<b>STATE SOURCES</b>					
State Grants & Aid Received (+)	\$79,714.77	\$79,714.77	\$1,539,000.00	\$1,459,285.23	5.2%
Sub-total : STATE SOURCES	\$79,714.77	\$79,714.77	\$1,539,000.00	\$1,459,285.23	5.2%
<b>FEDERAL SOURCES</b>					
Federal Grants & Aid Received (+)	\$801,918.00	\$801,918.00	\$2,106,691.00	\$1,304,773.00	38.1%
Sub-total : FEDERAL SOURCES	\$801,918.00	\$801,918.00	\$2,106,691.00	\$1,304,773.00	38.1%
Total : REVENUE	\$1,366,995.99	\$1,366,995.99	\$31,724,521.00	\$30,357,525.01	4.3%
<b>EXPENDITURES</b>					
<b>REGULAR K-12 PROGRAMS</b>					
Salaries (-)	\$1,393.60	\$1,393.60	\$7,735,177.00	\$7,733,783.40	0.0%
Employee Benefits (-)	\$68.82	\$68.82	\$1,430,774.00	\$1,430,705.18	0.0%
Purchased Services (-)	\$49,999.48	\$49,999.48	\$216,005.00	\$166,005.52	23.1%
Termination Benefits (-)	\$14,338.12	\$14,338.12	\$397,000.00	\$382,661.88	3.6%
Supplies & Materials (-)	\$47,306.84	\$47,306.84	\$549,480.00	\$502,173.16	8.6%
Capital Expenditures (-)	\$0.00	\$0.00	\$204,000.00	\$204,000.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.0%
Non-Capitalized Equipment (-)	\$1,025.99	\$1,025.99	\$117,500.00	\$116,474.01	0.9%
Sub-total : REGULAR K-12 PROGRAMS	(\$114,132.85)	(\$114,132.85)	(\$10,651,736.00)	(\$10,537,603.15)	1.1%
<b>PRE-K PROGRAMS</b>					
Salaries (-)	\$0.00	\$0.00	\$225,356.00	\$225,356.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$69,413.00	\$69,413.00	0.0%
Supplies & Materials (-)	\$267.21	\$267.21	\$4,300.00	\$4,032.79	6.2%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Sub-total : PRE-K PROGRAMS	(\$267.21)	(\$267.21)	(\$299,819.00)	(\$299,551.79)	0.1%
<b>SPECIAL ED PROGRAMS K-12</b>					
Salaries (-)	\$0.00	\$0.00	\$1,198,065.00	\$1,198,065.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$354,957.00	\$354,957.00	0.0%
Purchased Services (-)	\$96.25	\$96.25	\$600.00	\$503.75	16.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.0%
Capital Expenditures (-)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.0%
Other Objects (-)	\$180.00	\$180.00	\$200.00	\$20.00	90.0%
Non-Capital Equipment (-)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 07/01/2022 through 07/31/2022

Fiscal Year: 2022-2023

	<u>07/01/2022 - 07/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : SPECIAL ED PROGRAMS K-12	(\$276.25)	(\$276.25)	(\$1,570,322.00)	(\$1,570,045.75)	0.0%
REMEDIAL & SUPPLEMENTAL K-12					
Salaries (-)	\$0.00	\$0.00	\$585,251.00	\$585,251.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$110,875.00	\$110,875.00	0.0%
Purchased Services (-)	\$0.00	\$0.00	\$56,795.00	\$56,795.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$12,250.00	\$12,250.00	0.0%
Sub-total : REMEDIAL & SUPPLEMENTAL K-12	\$0.00	\$0.00	(\$765,171.00)	(\$765,171.00)	0.0%
INTERSCHOLASTIC PROGRAMS					
Salaries (-)	\$0.00	\$0.00	\$90,000.00	\$90,000.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$7,405.00	\$7,405.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.0%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$3,600.00	\$3,600.00	0.0%
Sub-total : INTERSCHOLASTIC PROGRAMS	\$0.00	\$0.00	(\$108,005.00)	(\$108,005.00)	0.0%
SUMMER SCHOOL PROGRAMS					
Salaries (-)	\$28,977.00	\$28,977.00	\$42,491.00	\$13,514.00	68.2%
Employee Benefits (-)	\$3,788.83	\$3,788.83	\$10,100.00	\$6,311.17	37.5%
Supplies & Materials (-)	\$813.17	\$813.17	\$3,117.00	\$2,303.83	26.1%
Sub-total : SUMMER SCHOOL PROGRAMS	(\$33,579.00)	(\$33,579.00)	(\$55,708.00)	(\$22,129.00)	60.3%
GIFTED PROGRAMS					
Salaries (-)	\$0.00	\$0.00	\$450,386.00	\$450,386.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$70,821.00	\$70,821.00	0.0%
Supplies & Materials (-)	\$115.58	\$115.58	\$4,250.00	\$4,134.42	2.7%
Sub-total : GIFTED PROGRAMS	(\$115.58)	(\$115.58)	(\$525,457.00)	(\$525,341.42)	0.0%
BILINGUAL PROGRAMS					
Salaries (-)	\$0.00	\$0.00	\$693,562.00	\$693,562.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$101,304.00	\$101,304.00	0.0%
Purchased Services (-)	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.0%
Sub-total : BILINGUAL PROGRAMS	\$0.00	\$0.00	(\$798,416.00)	(\$798,416.00)	0.0%
ATTENDANCE & SOCIAL WORK					
Salaries (-)	\$0.00	\$0.00	\$404,123.00	\$404,123.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$41,196.00	\$41,196.00	0.0%
Supplies & Materials (-)	\$219.55	\$219.55	\$1,000.00	\$780.45	22.0%
Sub-total : ATTENDANCE & SOCIAL WORK	(\$219.55)	(\$219.55)	(\$446,319.00)	(\$446,099.45)	0.0%
GUIDANCE SERVICES					
Purchased Services (-)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Sub-total : GUIDANCE SERVICES	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
HEALTH SERVICES					

Operating Statement with Budget



# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 07/01/2022 through 07/31/2022

Fiscal Year: 2022-2023

	<u>07/01/2022 - 07/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Salaries (-)	\$1,492.32	\$1,492.32	\$159,352.00	\$157,859.68	0.9%
Employee Benefits (-)	\$250.53	\$250.53	\$65,795.00	\$65,544.47	0.4%
Purchased Services (-)	\$752.00	\$752.00	\$31,000.00	\$30,248.00	2.4%
Supplies & Materials (-)	\$72.27	\$72.27	\$5,300.00	\$5,227.73	1.4%
Capital Expenditures (-)	\$0.00	\$0.00	\$2,250.00	\$2,250.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Non-Capital Equipment (-)	\$0.00	\$0.00	\$1,600.00	\$1,600.00	0.0%
Sub-total : HEALTH SERVICES	(\$2,567.12)	(\$2,567.12)	(\$266,047.00)	(\$263,479.88)	1.0%
PSYCHOLOGICAL SERVICES					
Salaries (-)	\$0.00	\$0.00	\$179,584.00	\$179,584.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$37,804.00	\$37,804.00	0.0%
Purchased Services (-)	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0.0%
Supplies & Materials (-)	\$1,156.11	\$1,156.11	\$1,850.00	\$693.89	62.5%
Sub-total : PSYCHOLOGICAL SERVICES	(\$1,156.11)	(\$1,156.11)	(\$220,338.00)	(\$219,181.89)	0.5%
SPEECH PATHOLOGY & AUDIOLOGY					
Salaries (-)	\$0.00	\$0.00	\$274,591.00	\$274,591.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$41,079.00	\$41,079.00	0.0%
Purchased Services (-)	\$0.00	\$0.00	\$360.00	\$360.00	0.0%
Supplies & Materials (-)	\$55.00	\$55.00	\$1,800.00	\$1,745.00	3.1%
Sub-total : SPEECH PATHOLOGY & AUDIOLOGY	(\$55.00)	(\$55.00)	(\$317,830.00)	(\$317,775.00)	0.0%
OTHER SUPPORT SERVICES - PUPILS					
Salaries (-)	\$0.00	\$0.00	\$101,000.00	\$101,000.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$9,732.00	\$9,732.00	0.0%
Sub-total : OTHER SUPPORT SERVICES - PUPILS	\$0.00	\$0.00	(\$110,732.00)	(\$110,732.00)	0.0%
IMPROVEMENT OF INSTRUCTION					
Salaries (-)	\$19,382.00	\$19,382.00	\$364,189.00	\$344,807.00	5.3%
Employee Benefits (-)	\$4,126.40	\$4,126.40	\$56,095.00	\$51,968.60	7.4%
Purchased Services (-)	\$835.00	\$835.00	\$73,126.00	\$72,291.00	1.1%
Supplies & Materials (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.0%
Sub-total : IMPROVEMENT OF INSTRUCTION	(\$24,343.40)	(\$24,343.40)	(\$496,710.00)	(\$472,366.60)	4.9%
EDUCATIONAL MEDIA					
Salaries (-)	\$0.00	\$0.00	\$273,022.00	\$273,022.00	0.0%
Employee Benefits (-)	\$0.00	\$0.00	\$31,775.00	\$31,775.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$16,000.00	\$16,000.00	0.0%
Sub-total : EDUCATIONAL MEDIA	\$0.00	\$0.00	(\$320,797.00)	(\$320,797.00)	0.0%
ADMIN SERVICES - BOARD OF ED					
Employee Benefits (-)	\$4,785.90	\$4,785.90	\$62,000.00	\$57,214.10	7.7%
Purchased Services (-)	\$23,777.00	\$23,777.00	\$212,700.00	\$188,923.00	11.2%
Supplies & Materials (-)	\$355.89	\$355.89	\$2,500.00	\$2,144.11	14.2%
Capital Expenditures (-)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 07/01/2022 through 07/31/2022

Fiscal Year: 2022-2023

	<u>07/01/2022 - 07/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$6,540.00	\$6,540.00	\$6,540.00	\$0.00	100.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Sub-total : ADMIN SERVICES - BOARD OF ED	(\$35,458.79)	(\$35,458.79)	(\$287,240.00)	(\$251,781.21)	12.3%
<b>SUPERINTENDENT</b>					
Salaries (-)	\$57,719.13	\$57,719.13	\$268,850.00	\$211,130.87	21.5%
Employee Benefits (-)	\$4,891.49	\$4,891.49	\$53,601.00	\$48,709.51	9.1%
Purchased Services (-)	\$513.97	\$513.97	\$3,900.00	\$3,386.03	13.2%
Supplies & Materials (-)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
Capital Expenditures (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Other Objects (-)	\$1,079.00	\$1,079.00	\$3,000.00	\$1,921.00	36.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : SUPERINTENDENT	(\$64,203.59)	(\$64,203.59)	(\$332,351.00)	(\$268,147.41)	19.3%
<b>ADMIN SERVICES - SPECIAL ED</b>					
Salaries (-)	\$11,336.58	\$11,336.58	\$147,376.00	\$136,039.42	7.7%
Employee Benefits (-)	\$3,601.62	\$3,601.62	\$43,347.00	\$39,745.38	8.3%
Other Objects (-)	\$400.00	\$400.00	\$1,000.00	\$600.00	40.0%
Sub-total : ADMIN SERVICES - SPECIAL ED	(\$15,338.20)	(\$15,338.20)	(\$191,723.00)	(\$176,384.80)	8.0%
<b>WORKERS COMPENSATION INSURANCE</b>					
Purchased Services (-)	\$0.00	\$0.00	\$69,000.00	\$69,000.00	0.0%
Sub-total : WORKERS COMPENSATION INSURANCE	\$0.00	\$0.00	(\$69,000.00)	(\$69,000.00)	0.0%
<b>LOSS PREVENTION REDUCTION</b>					
Other Objects (-)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Sub-total : LOSS PREVENTION REDUCTION	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
<b>PROPERTY INSURANCE</b>					
Purchased Services (-)	\$23,509.00	\$23,509.00	\$150,000.00	\$126,491.00	15.7%
Sub-total : PROPERTY INSURANCE	(\$23,509.00)	(\$23,509.00)	(\$150,000.00)	(\$126,491.00)	15.7%
<b>PRINCIPAL</b>					
Salaries (-)	\$52,837.34	\$52,837.34	\$688,889.00	\$636,051.66	7.7%
Employee Benefits (-)	\$15,842.54	\$15,842.54	\$215,627.00	\$199,784.46	7.3%
Purchased Services (-)	\$90.54	\$90.54	\$5,050.00	\$4,959.46	1.8%
Supplies & Materials (-)	\$31.49	\$31.49	\$4,000.00	\$3,968.51	0.8%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$2,400.00	\$2,400.00	0.0%
Sub-total : PRINCIPAL	(\$68,801.91)	(\$68,801.91)	(\$917,466.00)	(\$848,664.09)	7.5%
<b>OPERATION OF BUSINESS SERVICES</b>					
Salaries (-)	\$14,623.84	\$14,623.84	\$190,110.00	\$175,486.16	7.7%
Employee Benefits (-)	\$2,608.59	\$2,608.59	\$31,941.00	\$29,332.41	8.2%
Other Objects (-)	\$0.00	\$0.00	\$1,400.00	\$1,400.00	0.0%
Sub-total : OPERATION OF BUSINESS SERVICES	(\$17,232.43)	(\$17,232.43)	(\$223,451.00)	(\$206,218.57)	7.7%

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 07/01/2022 through 07/31/2022

Fiscal Year: 2022-2023

	<u>07/01/2022 - 07/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>FISCAL SERVICES</b>					
Salaries (-)	\$17,095.02	\$17,095.02	\$231,039.00	\$213,943.98	7.4%
Employee Benefits (-)	\$7,316.26	\$7,316.26	\$93,417.00	\$86,100.74	7.8%
Purchased Services (-)	\$416.74	\$416.74	\$123,500.00	\$123,083.26	0.3%
Supplies & Materials (-)	\$359.94	\$359.94	\$5,500.00	\$5,140.06	6.5%
Capital Expenditures (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Other Objects (-)	\$1,505.19	\$1,505.19	\$20,000.00	\$18,494.81	7.5%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Sub-total : FISCAL SERVICES	(\$26,693.15)	(\$26,693.15)	(\$475,706.00)	(\$449,012.85)	5.6%
<b>FACILITY ACQUISITION &amp; CONSTRUCTION</b>					
Purchased Services (-)	\$346,794.36	\$346,794.36	\$596,118.00	\$249,323.64	58.2%
Capital Expenditures (-)	\$567,446.90	\$567,446.90	\$3,077,144.00	\$2,509,697.10	18.4%
Sub-total : FACILITY ACQUISITION & CONSTRUCTION	(\$914,241.26)	(\$914,241.26)	(\$3,673,262.00)	(\$2,759,020.74)	24.9%
<b>OPERATION &amp; MAINTENANCE OF PLANT</b>					
Salaries (-)	\$37,732.91	\$37,732.91	\$526,163.00	\$488,430.09	7.2%
Employee Benefits (-)	\$13,650.40	\$13,650.40	\$171,678.00	\$158,027.60	8.0%
Purchased Services (-)	\$134,322.71	\$134,322.71	\$960,700.00	\$826,377.29	14.0%
Supplies & Materials (-)	\$29,736.50	\$29,736.50	\$453,014.00	\$423,277.50	6.6%
Capital Expenditures (-)	\$64,340.25	\$64,340.25	\$439,500.00	\$375,159.75	14.6%
Other Objects (-)	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.0%
Sub-total : OPERATION & MAINTENANCE OF PLANT	(\$279,782.77)	(\$279,782.77)	(\$2,582,805.00)	(\$2,303,022.23)	10.8%
<b>PUPIL TRANSPORTATION</b>					
Purchased Services (-)	\$74,932.74	\$74,932.74	\$1,440,000.00	\$1,365,067.26	5.2%
Sub-total : PUPIL TRANSPORTATION	(\$74,932.74)	(\$74,932.74)	(\$1,440,000.00)	(\$1,365,067.26)	5.2%
<b>FOOD SERVICES</b>					
Salaries (-)	\$4,725.18	\$4,725.18	\$250,708.00	\$245,982.82	1.9%
Employee Benefits (-)	\$1,346.54	\$1,346.54	\$103,366.00	\$102,019.46	1.3%
Purchased Services (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Supplies & Materials (-)	\$101.70	\$101.70	\$262,000.00	\$261,898.30	0.0%
Capital Expenditures (-)	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Sub-total : FOOD SERVICES	(\$6,173.42)	(\$6,173.42)	(\$629,574.00)	(\$623,400.58)	1.0%
<b>INTERNAL SERVICES</b>					
Purchased Services (-)	\$0.00	\$0.00	\$27,100.00	\$27,100.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Sub-total : INTERNAL SERVICES	\$0.00	\$0.00	(\$28,600.00)	(\$28,600.00)	0.0%
<b>INFORMATION SERVICES</b>					
Salaries (-)	\$6,041.08	\$6,041.08	\$78,534.00	\$72,492.92	7.7%
Employee Benefits (-)	\$2,574.94	\$2,574.94	\$30,706.00	\$28,131.06	8.4%

Operating Statement with Budget

# Lincolnwood School District 74

## Treasurers Report FUND- All Funds For the Period 07/01/2022 through 07/31/2022

Fiscal Year: 2022-2023

	<u>07/01/2022 - 07/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Purchased Services (-)	\$0.00	\$0.00	\$34,250.00	\$34,250.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Sub-total : INFORMATION SERVICES	(\$8,616.02)	(\$8,616.02)	(\$150,490.00)	(\$141,873.98)	5.7%
OTHER SUPPORT SERVICES - ADMIN					
Salaries (-)	\$36,230.28	\$36,230.28	\$534,698.00	\$498,467.72	6.8%
Employee Benefits (-)	\$11,320.76	\$11,320.76	\$183,891.00	\$172,570.24	6.2%
Purchased Services (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : OTHER SUPPORT SERVICES - ADMIN	(\$47,551.04)	(\$47,551.04)	(\$719,589.00)	(\$672,037.96)	6.6%
COMMUNITY SERVICES					
Purchased Services (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Sub-total : COMMUNITY SERVICES	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00)	0.0%
PAYMENTS TO OTHER LEAs					
Purchased Services (-)	\$0.00	\$0.00	\$164,000.00	\$164,000.00	0.0%
Other Objects (-)	\$38,866.28	\$38,866.28	\$2,439,019.00	\$2,400,152.72	1.6%
Sub-total : PAYMENTS TO OTHER LEAs	(\$38,866.28)	(\$38,866.28)	(\$2,603,019.00)	(\$2,564,152.72)	1.5%
DEBT SERVICE - INTEREST					
Interest on Bonds Outstanding (-)	\$0.00	\$0.00	\$640,100.00	\$640,100.00	0.0%
Sub-total : DEBT SERVICE - INTEREST	\$0.00	\$0.00	(\$640,100.00)	(\$640,100.00)	0.0%
DEBT SERVICE - PRINCIPAL					
Principal Payments on Bonds Outstanding (-)	\$0.00	\$0.00	\$1,165,000.00	\$1,165,000.00	0.0%
Sub-total : DEBT SERVICE - PRINCIPAL	\$0.00	\$0.00	(\$1,165,000.00)	(\$1,165,000.00)	0.0%
DEBT SERVICE - OTHER					
Debt Service Fees (-)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Sub-total : DEBT SERVICE - OTHER	\$0.00	\$0.00	(\$2,500.00)	(\$2,500.00)	0.0%
Total : EXPENDITURES	(\$1,798,112.67)	(\$1,798,112.67)	(\$33,247,283.00)	(\$31,449,170.33)	5.4%
NET INCREASE (DECREASE)	(\$431,116.68)	(\$431,116.68)	(\$1,522,762.00)	(\$1,091,645.32)	28.3%

End of Report

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023    From Date:7/1/2022    To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance    ☒ Include Inactive Accounts    ☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023    Range To Date    Year To Date    Encumbrance    Budget Balance

### 10 - EDUCATIONAL

#### 0 - EXPENDITURES

##### 1100 - REGULAR K-12 PROGRAMS

100 - SALARIES	\$7,735,177.00	\$1,393.60	\$1,393.60	\$7,427,663.49	\$306,119.91
200 - EMPLOYEE BENEFITS	\$1,302,684.00	\$9.55	\$9.55	\$1,095,439.60	\$207,234.85
300 - PURCHASED SERVICES	\$216,005.00	\$49,999.48	\$49,999.48	\$20,220.00	\$145,785.52
400 - SUPPLIES & MATERIALS	\$549,480.00	\$47,306.84	\$47,306.84	\$41,436.45	\$460,736.71
500 - CAPITAL OUTLAY	\$204,000.00	\$0.00	\$0.00	\$51,725.36	\$152,274.64
600 - OTHER OBJECTS	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
700 - NON-CAPITAL EQUIPMENT	\$117,500.00	\$1,025.99	\$1,025.99	\$0.00	\$116,474.01
800 - TERMINATION/VACATION PAYMENTS	\$397,000.00	\$14,338.12	\$14,338.12	\$78,760.00	\$303,901.88

##### 1125 - PRE-K PROGRAMS

100 - SALARIES	\$225,356.00	\$0.00	\$0.00	\$225,154.35	\$201.65
200 - EMPLOYEE BENEFITS	\$58,224.00	\$0.00	\$0.00	\$57,338.42	\$885.58
400 - SUPPLIES & MATERIALS	\$4,300.00	\$267.21	\$267.21	\$0.00	\$4,032.79
700 - NON-CAPITAL EQUIPMENT	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00

##### 1200 - SPECIAL ED PROGRAMS K-12

100 - SALARIES	\$1,198,065.00	\$0.00	\$0.00	\$1,173,783.40	\$24,281.60
200 - EMPLOYEE BENEFITS	\$286,424.00	\$0.00	\$0.00	\$221,676.27	\$64,747.73
300 - PURCHASED SERVICES	\$600.00	\$96.25	\$96.25	\$0.00	\$503.75
400 - SUPPLIES & MATERIALS	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00
500 - CAPITAL OUTLAY	\$6,000.00	\$0.00	\$0.00	\$731.00	\$5,269.00
600 - OTHER OBJECTS	\$200.00	\$180.00	\$180.00	\$0.00	\$20.00
700 - NON-CAPITAL EQUIPMENT	\$5,000.00	\$0.00	\$0.00	\$1,582.41	\$3,417.59

##### 1250 - REMEDIAL & SUPPLEMENTAL K-12

100 - SALARIES	\$585,251.00	\$0.00	\$0.00	\$585,247.00	\$4.00
200 - EMPLOYEE BENEFITS	\$102,383.00	\$0.00	\$0.00	\$94,723.09	\$7,659.91
300 - PURCHASED SERVICES	\$56,795.00	\$0.00	\$0.00	\$19,070.75	\$37,724.25
400 - SUPPLIES & MATERIALS	\$12,250.00	\$0.00	\$0.00	\$4,825.17	\$7,424.83

##### 1500 - INTERSCHOLASTIC PROGRAMS

100 - SALARIES	\$90,000.00	\$0.00	\$0.00	\$16,066.71	\$73,933.29
200 - EMPLOYEE BENEFITS	\$1,200.00	\$0.00	\$0.00	\$158.36	\$1,041.64
400 - SUPPLIES & MATERIALS	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00
500 - CAPITAL OUTLAY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023    From Date:7/1/2022    To Date:7/31/2022

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
600 - OTHER OBJECTS	\$3,600.00	\$0.00	\$0.00	\$0.00	\$3,600.00
1600 - SUMMER SCHOOL PROGRAMS					
100 - SALARIES	\$42,491.00	\$28,977.00	\$28,977.00	\$361.84	\$13,152.16
200 - EMPLOYEE BENEFITS	\$4,315.00	\$2,813.13	\$2,813.13	\$0.00	\$1,501.87
400 - SUPPLIES & MATERIALS	\$3,117.00	\$813.17	\$813.17	\$0.00	\$2,303.83
1650 - GIFTED PROGRAMS					
100 - SALARIES	\$450,386.00	\$0.00	\$0.00	\$450,386.00	\$0.00
200 - EMPLOYEE BENEFITS	\$64,287.00	\$0.00	\$0.00	\$63,605.77	\$681.23
400 - SUPPLIES & MATERIALS	\$4,250.00	\$115.58	\$115.58	\$18.69	\$4,115.73
1800 - BILINGUAL PROGRAMS					
100 - SALARIES	\$693,562.00	\$0.00	\$0.00	\$666,534.00	\$27,028.00
200 - EMPLOYEE BENEFITS	\$91,365.00	\$0.00	\$0.00	\$87,808.02	\$3,556.98
300 - PURCHASED SERVICES	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
400 - SUPPLIES & MATERIALS	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
2110 - ATTENDANCE & SOCIAL WORK					
100 - SALARIES	\$404,123.00	\$0.00	\$0.00	\$404,123.00	\$0.00
200 - EMPLOYEE BENEFITS	\$35,333.00	\$0.00	\$0.00	\$39,456.10	(\$4,123.10)
400 - SUPPLIES & MATERIALS	\$1,000.00	\$219.55	\$219.55	\$0.00	\$780.45
2120 - GUIDANCE SERVICES					
300 - PURCHASED SERVICES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2130 - HEALTH SERVICES					
100 - SALARIES	\$159,352.00	\$1,492.32	\$1,492.32	\$151,012.94	\$6,846.74
200 - EMPLOYEE BENEFITS	\$36,803.00	\$0.00	\$0.00	\$36,337.77	\$465.23
300 - PURCHASED SERVICES	\$31,000.00	\$752.00	\$752.00	\$0.00	\$30,248.00
400 - SUPPLIES & MATERIALS	\$5,300.00	\$72.27	\$72.27	\$265.08	\$4,962.65
500 - CAPITAL OUTLAY	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00
600 - OTHER OBJECTS	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
700 - NON-CAPITAL EQUIPMENT	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00
2140 - PSYCHOLOGICAL SERVICES					
100 - SALARIES	\$179,584.00	\$0.00	\$0.00	\$179,584.00	\$0.00
200 - EMPLOYEE BENEFITS	\$35,198.00	\$0.00	\$0.00	\$34,760.32	\$437.68
300 - PURCHASED SERVICES	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
400 - SUPPLIES & MATERIALS	\$1,850.00	\$1,156.11	\$1,156.11	\$63.58	\$630.31
2150 - SPEECH PATHOLOGY & AUDIOLOGY					
100 - SALARIES	\$274,591.00	\$0.00	\$0.00	\$274,591.00	\$0.00

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023    From Date:7/1/2022    To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
200 - EMPLOYEE BENEFITS	\$37,095.00	\$0.00	\$0.00	\$36,659.14	\$435.86
300 - PURCHASED SERVICES	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00
400 - SUPPLIES & MATERIALS	\$1,800.00	\$55.00	\$55.00	\$585.20	\$1,159.80
2190 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$101,000.00	\$0.00	\$0.00	\$16,304.00	\$84,696.00
200 - EMPLOYEE BENEFITS	\$900.00	\$0.00	\$0.00	\$204.12	\$695.88
2210 - IMPROVEMENT OF INSTRUCTION					
100 - SALARIES	\$364,189.00	\$19,382.00	\$19,382.00	\$298,503.95	\$46,303.05
200 - EMPLOYEE BENEFITS	\$41,959.00	\$3,079.23	\$3,079.23	\$33,440.66	\$5,439.11
300 - PURCHASED SERVICES	\$73,126.00	\$835.00	\$835.00	\$0.00	\$72,291.00
400 - SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
600 - OTHER OBJECTS	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
2220 - EDUCATIONAL MEDIA					
100 - SALARIES	\$273,022.00	\$0.00	\$0.00	\$273,022.00	\$0.00
200 - EMPLOYEE BENEFITS	\$27,814.00	\$0.00	\$0.00	\$27,407.60	\$406.40
400 - SUPPLIES & MATERIALS	\$16,000.00	\$0.00	\$0.00	\$1,906.62	\$14,093.38
2310 - BOARD OF EDUCATION					
200 - EMPLOYEE BENEFITS	\$62,000.00	\$4,785.90	\$4,785.90	\$0.00	\$57,214.10
300 - PURCHASED SERVICES	\$212,700.00	\$23,777.00	\$23,777.00	\$0.00	\$188,923.00
400 - SUPPLIES & MATERIALS	\$2,500.00	\$355.89	\$355.89	\$0.00	\$2,144.11
500 - CAPITAL OUTLAY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
600 - OTHER OBJECTS	\$6,540.00	\$6,540.00	\$6,540.00	\$0.00	\$0.00
700 - NON-CAPITAL EQUIPMENT	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
2320 - SUPERINTENDENT					
100 - SALARIES	\$268,850.00	\$57,719.13	\$57,719.13	\$229,222.30	(\$18,091.43)
200 - EMPLOYEE BENEFITS	\$49,650.00	\$4,056.24	\$4,056.24	\$44,549.77	\$1,043.99
300 - PURCHASED SERVICES	\$3,900.00	\$513.97	\$513.97	\$0.00	\$3,386.03
400 - SUPPLIES & MATERIALS	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
500 - CAPITAL OUTLAY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
600 - OTHER OBJECTS	\$3,000.00	\$1,079.00	\$1,079.00	\$0.00	\$1,921.00
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
100 - SALARIES	\$147,376.00	\$11,336.58	\$11,336.58	\$136,039.01	\$0.41
200 - EMPLOYEE BENEFITS	\$38,258.00	\$3,208.58	\$3,208.58	\$33,964.14	\$1,085.28
600 - OTHER OBJECTS	\$1,000.00	\$400.00	\$400.00	\$0.00	\$600.00

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023    From Date:7/1/2022    To Date:7/31/2022

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
2410 - PRINCIPAL					
100 - SALARIES	\$688,889.00	\$52,837.34	\$52,837.34	\$634,048.32	\$2,003.34
200 - EMPLOYEE BENEFITS	\$179,022.00	\$13,109.02	\$13,109.02	\$170,493.36	(\$4,580.38)
300 - PURCHASED SERVICES	\$5,050.00	\$90.54	\$90.54	\$0.00	\$4,959.46
400 - SUPPLIES & MATERIALS	\$4,000.00	\$31.49	\$31.49	\$0.00	\$3,968.51
500 - CAPITAL OUTLAY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
600 - OTHER OBJECTS	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00
700 - NON-CAPITAL EQUIPMENT	\$3,200.00	\$0.00	\$0.00	\$3,079.70	\$120.30
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
100 - SALARIES	\$190,110.00	\$14,623.84	\$14,623.84	\$175,486.03	\$0.13
200 - EMPLOYEE BENEFITS	\$29,183.00	\$2,399.61	\$2,399.61	\$26,767.64	\$15.75
600 - OTHER OBJECTS	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00
2520 - FISCAL SERVICES					
100 - SALARIES	\$231,039.00	\$17,095.02	\$17,095.02	\$213,081.68	\$862.30
200 - EMPLOYEE BENEFITS	\$54,870.00	\$4,481.91	\$4,481.91	\$49,531.01	\$857.08
300 - PURCHASED SERVICES	\$123,500.00	\$416.74	\$416.74	\$0.00	\$123,083.26
400 - SUPPLIES & MATERIALS	\$5,500.00	\$359.94	\$359.94	\$0.00	\$5,140.06
500 - CAPITAL OUTLAY	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
600 - OTHER OBJECTS	\$20,000.00	\$1,505.19	\$1,505.19	\$0.00	\$18,494.81
700 - NON-CAPITAL EQUIPMENT	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
2560 - FOOD SERVICES					
100 - SALARIES	\$250,708.00	\$4,725.18	\$4,725.18	\$196,760.87	\$49,221.95
200 - EMPLOYEE BENEFITS	\$61,893.00	\$530.42	\$530.42	\$60,498.15	\$864.43
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
400 - SUPPLIES & MATERIALS	\$262,000.00	\$101.70	\$101.70	\$0.00	\$261,898.30
500 - CAPITAL OUTLAY	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
600 - OTHER OBJECTS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
700 - NON-CAPITAL EQUIPMENT	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
2570 - INTERNAL SERVICES					
300 - PURCHASED SERVICES	\$27,100.00	\$0.00	\$0.00	\$600.00	\$26,500.00
400 - SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
2630 - INFORMATION SERVICES					
100 - SALARIES	\$78,534.00	\$6,041.08	\$6,041.08	\$72,492.92	\$0.00
200 - EMPLOYEE BENEFITS	\$17,646.00	\$1,511.42	\$1,511.42	\$16,660.52	(\$525.94)
300 - PURCHASED SERVICES	\$34,250.00	\$0.00	\$0.00	\$0.00	\$34,250.00



# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
400 - SUPPLIES & MATERIALS	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00
600 - OTHER OBJECTS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
2660 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$534,698.00	\$36,230.28	\$36,230.28	\$469,084.73	\$29,382.99
200 - EMPLOYEE BENEFITS	\$119,278.00	\$7,153.57	\$7,153.57	\$94,559.62	\$17,564.81
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
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	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
4120 - PAYMENTS FOR SPECIAL ED PROGRAMS					
300 - PURCHASED SERVICES	\$164,000.00	\$0.00	\$0.00	\$0.00	\$164,000.00
600 - OTHER OBJECTS	\$2,439,019.00	\$38,866.28	\$38,866.28	\$0.00	\$2,400,152.72
10 - EDUCATIONAL Total:	\$23,003,579.00	\$490,262.26	\$490,262.26	\$16,819,463.00	\$5,693,853.74

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023

Range To Date

Year To Date

Encumbrance

Budget Balance

20 - OPERATIONS & MAINTENANCE

0 - EXPENDITURES

2540 - OPERATIONS & MAINTENANCE OF PLANTS

100 - SALARIES	\$526,163.00	\$37,732.91	\$37,732.91	\$433,436.82	\$54,993.27
200 - EMPLOYEE BENEFITS	\$83,217.00	\$7,171.33	\$7,171.33	\$78,996.31	(\$2,950.64)
300 - PURCHASED SERVICES	\$960,700.00	\$134,322.71	\$134,322.71	\$19,427.25	\$806,950.04
400 - SUPPLIES & MATERIALS	\$453,014.00	\$29,736.50	\$29,736.50	\$4,701.10	\$418,576.40
500 - CAPITAL OUTLAY	\$186,500.00	\$14,340.25	\$14,340.25	\$10,883.42	\$161,276.33
600 - OTHER OBJECTS	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
700 - NON-CAPITAL EQUIPMENT	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
20 - OPERATIONS & MAINTENANCE Total:	\$2,241,344.00	\$223,303.70	\$223,303.70	\$547,444.90	\$1,470,595.40

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023

Range To Date

Year To Date

Encumbrance

Budget Balance

30 - DEBT SERVICE

0 - EXPENDITURES

5140 - DEBT SERVICE - INTEREST PAYMENTS

600 - OTHER OBJECTS

\$640,100.00

\$0.00

\$0.00

\$0.00

\$640,100.00

5200 - INTEREST ON BONDS OUTSTANDING

600 - OTHER OBJECTS

\$1,165,000.00

\$0.00

\$0.00

\$0.00

\$1,165,000.00

5400 - DEBT SERVICE LEASES

600 - OTHER OBJECTS

\$2,500.00

\$0.00

\$0.00

\$0.00

\$2,500.00

30 - DEBT SERVICE Total:

\$1,807,600.00

\$0.00

\$0.00

\$0.00

\$1,807,600.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
40 - TRANSPORTATION					
0 - EXPENDITURES					
2550 - PUPIL TRANSPORTATION					
300 - PURCHASED SERVICES	\$1,440,000.00	\$74,932.74	\$74,932.74	\$0.00	\$1,365,067.26
40 - TRANSPORTATION Total:	\$1,440,000.00	\$74,932.74	\$74,932.74	\$0.00	\$1,365,067.26

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023    From Date:7/1/2022    To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023

Range To Date

Year To Date

Encumbrance

Budget Balance

51 - IMRF					
0 - EXPENDITURES					
1100 - REGULAR K-12 PROGRAMS					
200 - EMPLOYEE BENEFITS	\$3,875.00	\$0.00	\$0.00	\$365.60	\$3,509.40
1125 - PRE-K PROGRAMS					
200 - EMPLOYEE BENEFITS	\$4,700.00	\$0.00	\$0.00	\$5,155.50	(\$455.50)
1200 - SPECIAL ED PROGRAMS K-12					
200 - EMPLOYEE BENEFITS	\$30,100.00	\$0.00	\$0.00	\$31,415.76	(\$1,315.76)
1500 - INTERSCHOLASTIC PROGRAMS					
200 - EMPLOYEE BENEFITS	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00
1600 - SUMMER SCHOOL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$1,000.00	\$177.78	\$177.78	\$21.26	\$800.96
1800 - BILINGUAL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
2130 - HEALTH SERVICES					
200 - EMPLOYEE BENEFITS	\$16,800.00	\$136.38	\$136.38	\$15,043.78	\$1,619.84
2190 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
2210 - IMPROVEMENT OF INSTRUCTION					
200 - EMPLOYEE BENEFITS	\$5,600.00	\$473.20	\$473.20	\$5,678.39	(\$551.59)
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
200 - EMPLOYEE BENEFITS	\$1,750.00	\$148.42	\$148.42	\$1,781.04	(\$179.46)
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$15,720.00	\$1,331.30	\$1,331.30	\$15,975.60	(\$1,586.90)
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$21,000.00	\$1,704.38	\$1,704.38	\$21,244.30	(\$1,948.68)
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$48,200.00	\$3,758.14	\$3,758.14	\$43,167.88	\$1,273.98
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$22,300.00	\$471.10	\$471.10	\$19,616.93	\$2,211.97
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$7,050.00	\$602.30	\$602.30	\$7,227.59	(\$779.89)
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$34,000.00	\$2,348.03	\$2,348.03	\$31,598.22	\$53.75
51 - IMRF Total:	\$215,895.00	\$11,151.03	\$11,151.03	\$198,291.85	\$6,452.12

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023    From Date:7/1/2022    To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023

Range To Date

Year To Date

Encumbrance

Budget Balance

52 - SOCIAL SECURITY AND MEDICARE

0 - EXPENDITURES

1100 - REGULAR K-12 PROGRAMS

200 - EMPLOYEE BENEFITS	\$124,215.00	\$59.27	\$59.27	\$102,434.90	\$21,720.83
-------------------------	--------------	---------	---------	--------------	-------------

1125 - PRE-K PROGRAMS

200 - EMPLOYEE BENEFITS	\$6,489.00	\$0.00	\$0.00	\$4,662.83	\$1,826.17
-------------------------	------------	--------	--------	------------	------------

1200 - SPECIAL ED PROGRAMS K-12

200 - EMPLOYEE BENEFITS	\$38,433.00	\$0.00	\$0.00	\$32,812.08	\$5,620.92
-------------------------	-------------	--------	--------	-------------	------------

1250 - REMEDIAL & SUPPLEMENTAL K-12

200 - EMPLOYEE BENEFITS	\$8,492.00	\$0.00	\$0.00	\$8,054.14	\$437.86
-------------------------	------------	--------	--------	------------	----------

1500 - INTERSCHOLASTIC PROGRAMS

200 - EMPLOYEE BENEFITS	\$3,805.00	\$0.00	\$0.00	\$444.76	\$3,360.24
-------------------------	------------	--------	--------	----------	------------

1600 - SUMMER SCHOOL PROGRAMS

200 - EMPLOYEE BENEFITS	\$4,785.00	\$797.92	\$797.92	\$27.67	\$3,959.41
-------------------------	------------	----------	----------	---------	------------

1650 - GIFTED PROGRAMS

200 - EMPLOYEE BENEFITS	\$6,534.00	\$0.00	\$0.00	\$6,179.70	\$354.30
-------------------------	------------	--------	--------	------------	----------

1800 - BILINGUAL PROGRAMS

200 - EMPLOYEE BENEFITS	\$9,639.00	\$0.00	\$0.00	\$9,140.15	\$498.85
-------------------------	------------	--------	--------	------------	----------

2110 - ATTENDANCE & SOCIAL WORK

200 - EMPLOYEE BENEFITS	\$5,863.00	\$0.00	\$0.00	\$5,648.20	\$214.80
-------------------------	------------	--------	--------	------------	----------

2130 - HEALTH SERVICES

200 - EMPLOYEE BENEFITS	\$12,192.00	\$114.15	\$114.15	\$10,202.94	\$1,874.91
-------------------------	-------------	----------	----------	-------------	------------

2140 - PSYCHOLOGICAL SERVICES

200 - EMPLOYEE BENEFITS	\$2,606.00	\$0.00	\$0.00	\$2,415.14	\$190.86
-------------------------	------------	--------	--------	------------	----------

2150 - SPEECH PATHOLOGY & AUDIOLOGY

200 - EMPLOYEE BENEFITS	\$3,984.00	\$0.00	\$0.00	\$3,713.06	\$270.94
-------------------------	------------	--------	--------	------------	----------

2190 - OTHER SUPPORT SERVICES - PUPILS

200 - EMPLOYEE BENEFITS	\$7,732.00	\$0.00	\$0.00	\$223.89	\$7,508.11
-------------------------	------------	--------	--------	----------	------------

2210 - IMPROVEMENT OF INSTRUCTION

200 - EMPLOYEE BENEFITS	\$8,536.00	\$573.97	\$573.97	\$7,740.31	\$221.72
-------------------------	------------	----------	----------	------------	----------

2220 - EDUCATIONAL MEDIA

200 - EMPLOYEE BENEFITS	\$3,961.00	\$0.00	\$0.00	\$3,825.65	\$135.35
-------------------------	------------	--------	--------	------------	----------

2320 - SUPERINTENDENT

200 - EMPLOYEE BENEFITS	\$3,951.00	\$835.25	\$835.25	\$3,305.22	(\$189.47)
-------------------------	------------	----------	----------	------------	------------

2330 - ADMINISTRATIVE SERVICES SPECIAL ED

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023    From Date:7/1/2022    To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
200 - EMPLOYEE BENEFITS	\$3,339.00	\$244.62	\$244.62	\$2,947.50	\$146.88
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$20,885.00	\$1,402.22	\$1,402.22	\$17,028.79	\$2,453.99
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
200 - EMPLOYEE BENEFITS	\$2,758.00	\$208.98	\$208.98	\$2,510.82	\$38.20
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$17,547.00	\$1,129.97	\$1,129.97	\$14,344.97	\$2,072.06
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$40,261.00	\$2,720.93	\$2,720.93	\$31,332.65	\$6,207.42
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$19,173.00	\$345.02	\$345.02	\$13,192.14	\$5,635.84
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$6,010.00	\$461.22	\$461.22	\$5,535.56	\$13.22
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$30,613.00	\$1,819.16	\$1,819.16	\$24,090.18	\$4,703.66
52 - SOCIAL SECURITY AND MEDICARE Total:	\$391,803.00	\$10,712.68	\$10,712.68	\$311,813.25	\$69,277.07

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023

Range To Date

Year To Date

Encumbrance

Budget Balance

60 - CAPITAL PROJECTS

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

300 - PURCHASED SERVICES	\$571,118.00	\$346,794.36	\$346,794.36	\$0.00	\$224,323.64
500 - CAPITAL OUTLAY	\$3,077,144.00	\$567,446.90	\$567,446.90	\$450,585.42	\$2,059,111.68
60 - CAPITAL PROJECTS Total:	\$3,648,262.00	\$914,241.26	\$914,241.26	\$450,585.42	\$2,283,435.32



# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023

Range To Date

Year To Date

Encumbrance

Budget Balance

80 - TORT IMMUNITY

0 - EXPENDITURES

2362 - WORKERS COMPENSATION INSURANCE

300 - PURCHASED SERVICES

\$69,000.00

\$0.00

\$0.00

\$0.00

\$69,000.00

2366 - JUDGMENTS/SETTLEMENTS

600 - OTHER OBJECTS

\$5,000.00

\$0.00

\$0.00

\$0.00

\$5,000.00

2371 - PROPERTY INSURANCE

300 - PURCHASED SERVICES

\$150,000.00

\$23,509.00

\$23,509.00

\$0.00

\$126,491.00

80 - TORT IMMUNITY Total:

\$224,000.00

\$23,509.00

\$23,509.00

\$0.00

\$200,491.00

# Lincolnwood School District 74

## General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023

Range To Date

Year To Date

Encumbrance

Budget Balance

90 - FIRE PREVENTION & SAFETY

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

300 - PURCHASED SERVICES

\$25,000.00

\$0.00

\$0.00

\$0.00

\$25,000.00

2540 - OPERATIONS & MAINTENANCE OF PLANTS

500 - CAPITAL OUTLAY

\$253,000.00

\$50,000.00

\$50,000.00

\$0.00

\$203,000.00

90 - FIRE PREVENTION & SAFETY Total:

\$278,000.00

\$50,000.00

\$50,000.00

\$0.00

\$228,000.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:7/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
Grand Total:	\$33,250,483.00	\$1,798,112.67	\$1,798,112.67	\$18,327,598.42	\$13,124,771.91

End of Report

**LINCOLNWOOD SCHOOL DISTRICT 74**  
**BILLS PAYABLE**

Education Fund	1,113,837.27
Building Fund	157,288.45
Debt Service	-
Transportation Fund	37,397.00
I.M.R.F./Soc. Sec.	-
Capital Projects	30,492.32
Tort Fund	-
Life Safety Fund	-
	<hr/>
Grand Total	<b>1,339,015.04</b>

The undersigned hereby certify that the foregoing 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 October 6, 2022, in the amount of **1,339,015.04**

---

President, Kevin Daly

---

Secretary, John P. Vranas

Members:

Myra A. Foutris

Elaina Geraghty

Rupal Shah Mandal

Jay Oleniczak

Peter D. Theodore

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	4 IMPRINT	10.0.2630.300.00.0000.00	DRAWSTRING SPORTPACK	\$270.90
NCB	09/12/2022	1072	4 IMPRINT	10.0.2630.300.00.0000.00	SET-UP CHARGE	\$36.96
						Check Total: \$307.86
7400026874	09/22/2022	1079	ABBEY SPECIALTIES	10.0.2630.300.00.0000.00	T-SHIRTS	\$886.25
						Check Total: \$886.25
7400026822	09/08/2022	1066	ACCESS MASTER	20.0.2540.302.00.0000.00	HARDWARE	\$1,638.00
						MAINTENANCE/OCTOBER/N
7400026822	09/08/2022	1066	ACCESS MASTER	20.0.2540.302.00.0000.00	SURVEILLANCE SYSTEM	\$849.00
						MONITORING
7400026822	09/08/2022	1066	ACCESS MASTER	20.0.2540.302.00.0000.00	RENEW CAMERA VIEW	\$1,813.00
7400026822	09/08/2022	1066	ACCESS MASTER	20.0.2540.302.00.0000.00	CAMERA SYSTEM	\$2,178.95
						Check Total: \$6,478.95
NCB	09/12/2022	1072	ADOBE SYSTEMS INCORPORATED	10.0.2630.400.00.0000.00	PDF EDITOR SUBSCRIPTION	\$254.87
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.11.0000.01	BULLETIN BOARD BORDER	\$63.55
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	CLASSROOM CLOTHESLINE	\$21.46
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	PAPER LETTER TRAY ORGANIZER	\$32.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	MARKERS	\$22.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.11.0000.01	DECORATIVE BORDER	\$6.13
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.449.00.0000.01	LUGGAGE TAGS BAG TAGS HOLDER	\$159.75
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	FRUIT ERASERS/STICKY NOTES/LAMINATING	\$39.18
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	LIQUID GEL PENS	\$27.39
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.410.26.0000.03	KEY TAGS	\$49.30
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.404.00.0000.01	40 CASES PRINTER PAPER	\$1,599.00
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	MAGNETS FOR FRIDGE	\$12.59

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	CLASSROOM BORDERS	\$16.10
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	ADDRESS LABELS/SCRATCH N SNIFF STICKERS	\$59.01
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	VINYL STICKERS SPOTS WALL DECALS	\$11.68
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.11.0000.01	SCISSORS	\$24.40
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	TRANSPARENCY MARKERS	\$13.86
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.01	KLEENEX	\$258.96
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.03	DOWEL STICKERS	\$54.58
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	ERASE MARKERS	\$32.05
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.01	LABELS	\$23.90
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	CONFETTI MAGNETIC	\$47.93
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	COUNTDOWN CLOCK	\$31.95
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	OFFICE SCISSORS	\$5.19
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	DRY ERASE MARKERS	\$17.12
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	BORDER STRIPS	\$18.64
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	NOTEBOOK PAPER	\$31.08
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	MARKERS	\$30.78
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	SCENTED MARKERS	\$22.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	BULLETIN BOARD BORDERS	\$8.05
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	CLASSROOM KEEPERS	\$57.51
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	RETURNED	(\$57.51)
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.412.05.0000.00	ADAPTER/TELEPHONE	\$64.96
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	3 RING BINDER	\$10.48
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.19.0000.03	WONDER WOMEN	\$11.50
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.410.05.0000.00	TONER CARTRIDGE	\$430.00
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.741.05.0000.00	LABEL MAKER/PACK TAPE/GENUINE P-TOUCH	\$129.95
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.410.05.0000.00	REFUND/P-TOUCH PC CONNECTABLE/P-TOUCH	(\$104.97)

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	AMAZON.COM	10.0.1100.410.05.0000.00	REFUND/GENUINE P-TOUCH	(\$24.98)
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	TWO BAD ANTS/BOOK	\$14.51
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.19.0000.03	TOY ROCKET	\$47.98
					BALLOONS/POSTER FRAME	
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.15.0000.02	DESKTOP ORGANIZER	\$34.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.15.0000.02	CRAYONS BULK	\$33.81
NCB	09/12/2022	1072	AMAZON.COM	10.0.1200.400.00.0000.03	SHEET PROTECTORS	\$9.45
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.15.0000.02	ERASERS	\$9.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	DRY ERASE MARKERS	\$11.58
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.15.0000.02	PEN CUPS HOLDER/INDEX CARDS	\$127.81
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	MAGNETIC BORDER	\$11.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.03	STRETCHABLE WRISTBAND	\$6.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.15.0000.02	CLIPBOARDS/LIBRARY POCKETS	\$27.69
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.412.05.0000.00	REPLACEMENT BATTERY FOR PRINTER	\$26.03
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.02	KLEENEX	\$125.06
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.03	COLORED CARDSTOCK	\$17.49
NCB	09/12/2022	1072	AMAZON.COM	10.0.1200.400.00.0000.02	MOUNTING PUTTY	\$14.97
NCB	09/12/2022	1072	AMAZON.COM	10.0.2110.400.00.0000.03	M&M MILK CHOCOLATE CANDIES	\$63.90
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	ROLLED BORDER TRIM/BULLETIN BOARD	\$56.67
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.10.0000.01	PLASTIC BAGS	\$8.20
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	MAGNETIC BORDER	\$19.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1200.400.00.0000.02	SHARPENER/COLORED PENCILS/MARKERS	\$424.24
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	OFFICER BUCKLE & GLORIA/BOOK	\$126.07

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	WOOD PENCIL	\$11.68
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.15.0000.02	COLORED PENCILS	\$53.59
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.10.0000.01	CONFETTI GLITTER	\$115.08
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	RED POLKA DOTS MAGNETIC BORDER	\$139.74
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	TALKING EGGS/PAPERBACK	\$5.49
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.15.0000.02	WHITEBOARD ERASER/INDEX NOTE CARDS	\$183.31
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.14.0000.02	POST-IT STICKY NOTES/FILE FOLDERS	\$82.55
NCB	09/12/2022	1072	AMAZON.COM	10.0.1650.400.00.0000.02	BOARD GAME	\$13.00
NCB	09/12/2022	1072	AMAZON.COM	10.0.1200.400.00.0000.02	GEL PENS/WHITEBOARD ERASER	\$41.88
NCB	09/12/2022	1072	AMAZON.COM	10.0.2410.400.00.0000.03	PUSH PINS/BULLETIN BOARD	\$47.89
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.03	CONSTRUCTION PAPER	\$10.19
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	CODING LABELS/SHIPPING LABELS	\$278.33
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	CRAYONS BULK	\$29.14
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	SHIPPING ADDRESS LABELS	\$11.54
NCB	09/12/2022	1072	AMAZON.COM	10.0.2410.400.00.0000.03	PICTURE FRAME WITHOUT MAT TO DISPLAY PICTURE	\$11.97
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	SHIPPING ADDRESS LABELS	\$33.68
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	PUTTY TABS	\$38.64
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	DESKTOP HELPER TAPE STRIPS	\$116.60
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	PAPER LUNCH BAGS	\$29.97
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	HAPPY BIRTHDAY PENCILS	\$42.96
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.439.00.0000.03	ERASE MARKERS	\$9.49
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	PLAY-DOH	\$21.00
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	PENCILS	\$10.88



## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	AMAZON.COM	10.0.2310.315.00.0000.00	POPCOMERS SNACKS/SIMPLY BRAND	\$58.17
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.411.00.0000.01	PACKING TAPE/WALL CLOCK	\$64.54
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	DESKTOP HELPER TAPE STRIPS	\$137.46
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	RAINBOW SENTENCE STRIPS	\$55.62
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	WITE OUT QUICK DRY	\$7.36
NCB	09/12/2022	1072	AMAZON.COM	10.0.2110.400.00.0000.03	PICTURE FRAM	\$34.64
NCB	09/12/2022	1072	AMAZON.COM	10.0.2310.340.00.0000.00	BOOKS	\$167.93
NCB	09/12/2022	1072	AMAZON.COM	10.0.2310.340.00.0000.00	VILLAGE OF LINCOLNWOOD/BOOK FOR	\$23.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	PICTURE HANGING STRIPS/BIRTHDAY STICKERS	\$122.30
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	SHAPED ERASERS	\$14.25
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	MASKING TAPE/CARDSTOCK	\$19.53
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.439.00.0000.03	CRAFT PAPER	\$26.89
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	BOOKMARKS	\$7.95
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	NAME PLATE	\$98.40
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.439.00.0000.03	MARKERS/POSTERS/WELCO ME BANNER	\$270.53
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.13.0000.02	ADDRESS LABELS/WELCOME SIGN	\$47.79
NCB	09/12/2022	1072	AMAZON.COM	10.0.2570.414.00.0000.03	LAMINATING POUCHES	\$172.00
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	CODING LABELS/FRUIT	\$54.51
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	GUMMY BEARS CANDY/CLOTHESPINS	\$191.93
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.400.12.0000.01	COTTON BALLS	\$17.98
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	RADISH SEEDS	\$1.89
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.12.0000.01	REYNOLDS WRAP	\$16.38
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	NAME PLATE	\$65.60

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	AMAZON.COM	10.0.2210.400.00.0000.00	150 PIECES ID CARD NAME BADGE HOLDER	\$19.99
NCB	09/12/2022	1072	AMAZON.COM	10.0.1100.450.11.0000.01	PLASTIC STRAWS	\$59.34
NCB	09/16/2022	1076	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$980.73
NCB	09/02/2022	1062	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$980.73
Check Total:						\$9,790.85
7400026823	09/08/2022	1066	AMY SENIOR	10.0.2310.300.00.0000.00	TECH SERVICE-BOE-8/4/22 REMOTE	\$75.00
7400026823	09/08/2022	1066	AMY SENIOR	10.0.2310.300.00.0000.00	TECH SERVICE-BOE 9/1/22 IN PERSON	\$75.00
Check Total:						\$150.00
NCB	09/12/2022	1072	ANDERSON LOCK	20.0.2540.400.00.0000.03	LH DOOR HARDWARE	\$185.43
Check Total:						\$185.43
7400026824	09/08/2022	1066	ANDERSON LOCK	20.0.2540.400.00.0000.03	CUT BOTH KICK PLATES	\$375.58
7400026824	09/08/2022	1066	ANDERSON LOCK	20.0.2540.320.00.0000.03	MAINTENANCE	\$965.00
Check Total:						\$1,340.58
7400026875	09/22/2022	1079	ANDERSON LOCK	20.0.2540.400.00.0000.02	SPECIAL CUT KEY/STADARD CUT KEY	\$55.11
7400026875	09/22/2022	1079	ANDERSON LOCK	20.0.2540.320.00.0000.01	REPLACED WORN CYLINDER AND KYED NEW CYLINDER	\$982.13
Check Total:						\$1,037.24
7400026825	09/08/2022	1066	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$247.84
7400026825	09/08/2022	1066	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$404.14
7400026825	09/08/2022	1066	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$456.49
7400026825	09/08/2022	1066	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$637.73
Check Total:						\$1,746.20
7400026876	09/22/2022	1079	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$236.99
Check Total:						\$236.99
7400026826	09/08/2022	1066	AT&T-2	20.0.2540.340.00.0000.00	TELEPHONE	\$42.32
Check Total:						\$42.32

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026877	09/22/2022	1079	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$1,667.92
7400026877	09/22/2022	1079	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$378.69
Check Total:						\$2,046.61
7400026878	09/22/2022	1079	ATOMATIC MECHANICAL SERVICES, INC.	20.0.2540.320.00.0000.01	ISSUES AFTER POWER	\$660.00
Check Total:						\$660.00
NCB	09/16/2022	1076	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,088.64
NCB	09/16/2022	1076	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	09/02/2022	1062	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	09/16/2022	1076	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	09/02/2022	1062	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,088.64
NCB	09/02/2022	1062	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	09/02/2022	1062	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,210.00
NCB	09/16/2022	1076	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,210.00
NCB	09/12/2022	1072	B & H PHOTO	10.0.1100.741.05.0000.00	BADGY 200 SINGLE-SIDED CARD PRINTER	\$567.00
NCB	09/12/2022	1072	B & H PHOTO	10.0.1100.741.05.0000.00	COLOR RIBBON	\$33.33
Check Total:						\$26,497.61
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$40.80
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$157.69
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$27.20
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$172.02
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$40.80
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$100.35
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$13.60
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$57.34
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM MILK	\$114.68

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$43.01
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$13.15
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.31
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$26.30
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$124.97
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$13.15
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$41.66
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$13.15
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$111.08
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$26.30
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$152.74
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$26.30
7400026827	09/08/2022	1066	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$97.20
Check Total:						\$1,496.80
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.31
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.31
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$27.77
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$41.66
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.31
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$55.54
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$55.54
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$97.20
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$13.89
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	GAL HOMO	\$9.90
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.31
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$152.74
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400026879	09/22/2022	1079	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$69.43
Check Total:						\$962.11
7400026828	09/08/2022	1066	BOSUNG PARK	10.0.2210.312.00.0000.02	EXPENSE REIMBURSEMENT/BLS	\$76.60
Check Total:						\$76.60
7400026829	09/08/2022	1066	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Towel, HRT Tad White 7.5"x750' 6/cs	\$2,323.58
7400026829	09/08/2022	1066	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Towel, Centerpull White 8"x600'	\$1,878.72
7400026829	09/08/2022	1066	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Towel, HRT Tad White 7.5"x750' 6/cs	\$1,157.00
Check Total:						\$5,359.30
7400026880	09/22/2022	1079	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Green Certi Hands Wash	\$960.00
7400026880	09/22/2022	1079	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Hand Wash Free White Dispensers	\$0.00
7400026880	09/22/2022	1079	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Bottles E23 Case/12	\$175.00
Check Total:						\$1,135.00
7400026830	09/08/2022	1066	BUSINESS EXPRESS	10.0.1100.449.00.0000.01	720 books of 50 Todd Tickets on Light Grey Paper	\$475.00
Check Total:						\$475.00
7400026881	09/22/2022	1079	BUSINESSOLVER.COM	10.0.2520.300.00.0000.00	ANCILLARY PLAN SERVICES PEPM-NON EBC SPONSORED	\$21.75
Check Total:						\$21.75
7400026882	09/22/2022	1079	CASSANDRA STRINGS, INC.	10.0.1100.410.31.0000.00	ESSENTIAL ELEMENTS FOR STRINGS BOOK 2	\$353.33
Check Total:						\$353.33

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026831	09/08/2022	1066	CDW GOVERNMENT, INC.	10.0.1100.412.05.0000.00	Tripp Lite Mobile TV Mount for 37-70"	\$3,200.00
7400026831	09/08/2022	1066	CDW GOVERNMENT, INC.	10.0.1100.412.05.0000.00	Tripp Lite Mobile TV Mount for 37-70"	\$490.00
7400026831	09/08/2022	1066	CDW GOVERNMENT, INC.	10.0.1100.412.05.0000.00	Tripp Lite Mobile TV Mount for 37-70"	\$210.00
Check Total:						\$3,900.00
7400026883	09/22/2022	1079	CENTRAL RESTAURANT PRODUCTS	10.0.2560.400.00.0000.00	CO-POLYMER COMPARTMNT TRAY	\$692.72
Check Total:						\$692.72
7400026884	09/22/2022	1079	CHICAGO TRIBUNE COMPANY	10.0.2520.300.00.0000.00	CLASSIFIED LISTINGS, ONLINE/IL GOVT LEGAL	\$239.53
Check Total:						\$239.53
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	Annual Site License Y1	\$5,025.00
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	ANNUAL Y1	\$500.00
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	PO 3 Yr Purchase	(\$522.60)
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	Annual Site License Y2	\$5,025.00
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	ANNUAL Y2	\$500.00
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	PO 3Yr Purchase	(\$522.60)
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	Annual Site License Y3	\$5,025.00
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	ANNUAL Y3	\$500.00
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	PO 3 YR Purchase	(\$522.60)
7400026885	09/22/2022	1079	CLASSLINK	10.0.1100.470.05.0000.00	ClassLink Set-up (501-5,000	\$2,495.00
Check Total:						\$17,502.20
7400026886	09/22/2022	1079	CMC NEPTUNE	10.0.1250.316.00.4300.00	Neptune Navigate Educate Tier 2	\$1,750.00
Check Total:						\$1,750.00
NCB	09/16/2022	1074	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$22,717.04
NCB	09/16/2022	1074	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$823.13
NCB	09/16/2022	1074	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$44.57

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/02/2022	1060	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$22,363.10
NCB	09/02/2022	1060	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$824.62
NCB	09/16/2022	1074	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	(\$50.76)
NCB	09/02/2022	1070	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	(\$0.03)
NCB	09/16/2022	1081	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$863.71
NCB	09/02/2022	1068	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$6,940.74
NCB	09/02/2022	1068	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$863.71
NCB	09/16/2022	1082	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$47,700.54
NCB	09/16/2022	1081	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$6,953.75
NCB	09/02/2022	1070	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$687.08
NCB	09/02/2022	1070	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$362.18
NCB	09/02/2022	1069	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$772.58
NCB	09/02/2022	1070	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$5,264.85
NCB	09/02/2022	1070	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$2,712.10
NCB	09/02/2022	1069	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION ADJ	\$0.08
NCB	09/02/2022	1068	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS ADJ	(\$0.08)
NCB	09/02/2022	1070	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$5,295.71
NCB	09/02/2022	1070	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$2,728.12
NCB	09/16/2022	1082	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$772.58
NCB	09/02/2022	1070	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$687.08
NCB	09/02/2022	1070	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$412.28
NCB	09/16/2022	1082	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION ADJ	\$0.11
NCB	09/16/2022	1081	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS ADJ	(\$0.11)
NCB	09/02/2022	1069	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$47,621.24
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$51,499.04
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,869.67
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	(\$31.14)
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$40.03
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$9,067.42
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,315.92

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/02/2022	1059	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$15,472.16
NCB	09/02/2022	1059	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$542.52
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	(\$52.55)
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$15,776.44
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$541.62
NCB	09/02/2022	1059	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$51,523.99
NCB	09/02/2022	1059	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,868.27
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	(\$133.16)
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$27.34
NCB	09/02/2022	1059	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$8,036.68
NCB	09/02/2022	1059	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,319.84
NCB	09/16/2022	1073	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$116.90
Check Total:						\$338,160.91
7400026832	09/08/2022	1066	COMMUNICATIONS DIRECT, INC.	20.0.2540.400.00.0000.01	DUST COVER ASSEMBLY/MOTOTRBO UC	\$165.67
7400026832	09/08/2022	1066	COMMUNICATIONS DIRECT, INC.	20.0.2540.400.00.0000.02	DUST COVER ASSEMBLY/MOTOTRBO UC	\$209.41
7400026832	09/08/2022	1066	COMMUNICATIONS DIRECT, INC.	20.0.2540.400.00.0000.03	DUST COVER ASSEMBLY/MOTOTRBO UC	\$209.40
Check Total:						\$584.48
7400026887	09/22/2022	1079	COMMUNICATIONS DIRECT, INC.	20.0.2540.400.00.0000.02	BATT IMPRES LIION	\$778.20
Check Total:						\$778.20
7400026888	09/22/2022	1079	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	APPLICATION OF CRABGRASS CONTROL	\$680.00
7400026888	09/22/2022	1079	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	WEEKLY MAINTENANCE VISIT/8/1/8/7/8/15/8/20	\$4,980.00
Check Total:						\$5,660.00
7400026889	09/22/2022	1079	CONTROL ENGINEERING CORP.	20.0.2540.320.00.0000.01	LABOR-GENERAL	\$261.00
Check Total:						\$261.00



# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	CUSTOM LANYARDS 4 ALL	10.0.2210.400.00.0000.00	SUBLIMATION LANYARD W/SAFETYBREAKAWAY	\$455.00
					Check Total:	\$455.00
7400026833	09/08/2022	1066	DAVID KODER	10.0.1100.338.42.0000.03	SOCCER OFFICIAL/CULVER @ LH/9/7/22	\$63.00
					Check Total:	\$63.00
7400026834	09/08/2022	1066	DE LAGE LANDEN FINANCIAL SERVICES, INC.	10.0.1100.325.00.0000.00	LEASE	\$2,506.60
					Check Total:	\$2,506.60
7400026835	09/08/2022	1066	DECKER EQUIPMENT	20.0.2540.404.00.0000.01	ORANGE SAFETY TRAFFIC CONE	\$1,074.36
7400026835	09/08/2022	1066	DECKER EQUIPMENT	20.0.2540.400.00.0000.01	18IN ORANGE SAFETY TRAFFIC CONE	\$583.45
					Check Total:	\$1,657.81
7400026890	09/22/2022	1079	DECKER EQUIPMENT	20.0.2540.404.00.0000.03	Dome Lid for 48 Gal	\$945.10
					Check Total:	\$945.10
7400026891	09/22/2022	1079	DISCOVERY EDUCATION	10.0.1100.316.05.0000.00	DISCOVERY EDUCATION EXPERIENCE	\$6,975.00
					Check Total:	\$6,975.00
7400026871	09/16/2022	1071	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$144.50
7400026871	09/16/2022	1071	DISTRICT 74	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$4.25
7400026871	09/16/2022	1071	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$4.25
					Check Total:	\$153.00
7400026892	09/22/2022	1079	DJ A.D. ENTERTAINMENT	10.0.2630.300.00.0000.00	DJ & PHOTO BOOTH/ICE CREAM SOCIAL	\$400.00
					Check Total:	\$400.00
7400026836	09/08/2022	1066	ECOLAB	20.0.2540.416.00.0000.03	SOLID POWER	\$343.64
7400026836	09/08/2022	1066	ECOLAB	20.0.2540.416.00.0000.03	SOLID BRILLIANCE	\$302.62
					Check Total:	\$646.26
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$908.38
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$201.84

## Lincolnwood School District 74

### Disbursement Detail Listing

**Bank Name:** COLE TAYLOR BANK - ACCOUNTS PAYABLE

**Date Range:** 09/01/2022 - 09/30/2022

**Sort By:** Vendor

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2022-2023

☐ **Print Employee Vendor Names**

☐ **Exclude Voided Checks**

☐ **Exclude Manual Checks**

☒ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$133.99
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$13.15
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$908.38
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$201.84
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,400.60
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$136.62
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$13.15
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$126.35
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$5,576.94
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,979.36
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$14,079.80
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$2,358.44
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$5,576.94
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,979.36
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$66.35
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$14,079.80
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$2,358.44
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$195.10
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$9,991.62

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026820	09/02/2022	1058	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$191,825.58
Check Total:						\$254,112.03
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$425.92
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$13.15
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$475.37
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$75.00
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$299.35
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$70,421.15
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$2,358.44
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$12,352.53
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$4,524.81
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$201.84
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$70,421.15
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$2,358.44
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$4,603.28
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$884.18
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$29,663.22
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,979.36
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$884.18
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$889.38

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$4,524.81
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$201.84
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$11,973.70
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	(\$235.30)
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$299.35
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$69.00
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$3,449.99
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$425.92
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$13.15
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$4,603.28
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$29,663.22
7400026939	09/30/2022	1083	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,979.36
Check Total:						\$259,799.07
7400026893	09/22/2022	1079	EVEREST ENTERPRISE INC.	10.0.2210.302.00.4300.00	BLS	\$1,032.00
CLASS/COURSE/9-16-2022						
Check Total:						\$1,032.00
NCB	09/12/2022	1072	EXTRA SPACE STORAGE	20.0.2540.325.00.0000.00	CLASSROOM STORAGE	\$453.35
NCB	09/12/2022	1072	EXTRA SPACE STORAGE	20.0.2540.325.00.0000.00	CLASSROOM STORAGE	\$453.35
NCB	09/12/2022	1072	EXTRA SPACE STORAGE	20.0.2540.325.00.0000.00	CLASSROOM STORAGE	\$736.85
Check Total:						\$1,643.55
7400026894	09/22/2022	1079	FARAHNAZ MIR	10.0.2560.400.00.0000.00	EXPENSE	\$97.00
REIMBURSEMENT /WORK						
Check Total:						\$97.00

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026895	09/22/2022	1079	FIRST STUDENT, INC.	40.0.2550.331.00.0000.00	HOME TO SCHOOL TRANSPORTATION/AUGUST	\$27,526.34
Check Total:						\$27,526.34
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Pumice, Light Gray	\$10.69
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Sandstone, Siliceous	\$9.56
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Coal, Bituminous	\$9.27
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Shale, Oil, Brown	\$10.69
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Conglomerate, Quartz Pebbles	\$10.75
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Gneiss, Coarse-Grained, Banded	\$12.47
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Sulfur, Bright Yellow, Massive	\$26.60
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Malachite, Bright Green, Massive, Good Grade	\$23.71
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Hematite, Dark Red-Brown, Massive	\$12.65
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Magnetite, Loadstone, Magnetic	\$43.87
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Glass Hardness Plates	\$99.31
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Nitrile Gloves, Disposable, Powder-Free, Small	\$28.60
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Nitrile Gloves, Disposable, Powder-Free, Large	\$28.60
7400026896	09/22/2022	1079	FLINN SCIENTIFIC, INC.	10.0.1100.410.21.0000.03	Coal, Anthracite	\$11.77
Check Total:						\$338.54
7400026897	09/22/2022	1079	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.410.00.3800.00	BOOKS	\$82.33
Check Total:						\$82.33
7400026837	09/08/2022	1066	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.1100.470.05.0000.00	SOFTWARE	\$4,585.68
Check Total:						\$4,585.68

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026838	09/08/2022	1066	FORESIGHT INTEGRATED SOLUTIONS LLC	10.0.2210.302.00.4300.00	TRAINING SAFETY & SECURITY	\$6,225.00
Check Total:						\$6,225.00
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	SUGAR SNAP PEAS/BEETS/CARROT	\$557.55
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CUTLERY KIT PLASTIC	\$78.84
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	OIL/BEETS/BROCCOLI/CARR OTS	\$862.16
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI/GRAPES/MELONS	\$98.55
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	ROMAINE	\$56.70
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BEETS/CUCUMBERS	\$45.95
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	PEACHES	\$42.04
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/CUCUMBERS	\$177.56
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	SUGAR/CELERY/MELONS	\$300.64
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$405.40
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CUTLERY KIT	\$78.68
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BREAD/CHEESE	\$396.48
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	ROMAINE	\$67.94
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	TORTILLA CHIPS	\$27.77
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/SQUASH/BROCCO	\$398.67
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/CUCUMBERS/BER	\$473.38
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CHEESE	\$78.00
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	OLIVE OIL/BRUSSELS SPROUTS	\$170.22
7400026839	09/08/2022	1066	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CUCUMBERS/SQUASH	\$30.85
Check Total:						\$4,347.38
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	PLASTIC CUTLERY KIT	\$98.55
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	FLORETS BROCCOLI/OLIVE OIL	\$26.41
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	PEPPERS/SUGAR SNAP PEAS	\$675.68

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CLEANER/CUTLERY KIT	\$91.81
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/CUCUMBERS/CELE RY STICKS	\$451.44
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	FLORETS BROCCOLI/CARROTS/SQUAS	\$599.91
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CUTLERY KIT	\$117.96
7400026898	09/22/2022	1079	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CHEESE/SPICE/SWEET BASIL	\$98.64
Check Total:						\$2,160.40
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	GLOVE	\$62.50
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SANITIZER/TRAY/CUTLERY KIT	\$777.86
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM	\$4,101.14
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	CONTAINER/PLAS BOTTLE	\$54.09
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BEEF/BASIL PESTO SAUCE/BAGEL	\$3,140.92
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BEEF/CHEESE/BUTTER	\$1,769.06
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/SPONGE/CUP PRTN	\$223.60
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	CUTLERY KIT/GLOVES/CUP PTN SOUFF/DETRGNT DISH	\$389.39
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	FRIES/PIZZA DOUGH/HAMB BUNS	\$1,402.24
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	CUTLERY KIT/KNIFE/CUP	\$252.96
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.541.00.0000.00	PAN STM TBL FULSZ	\$118.28
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BAGEL/FRIES/HOT DOG	\$1,027.84
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CHEESE/PIZZA SAUCE/CORN	\$863.59
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HOT DOG BUNS	\$17.45
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SPONGE/GLOVE	\$19.35
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	GALLON WHOLE MILK	\$9.58
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	SEASONING TACO MIX	\$55.69
7400026840	09/08/2022	1066	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HONEY	\$52.48
Check Total:						\$14,338.02

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SOUP CUP	\$93.71
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/HAIRNETS/CUTLERY	\$138.62
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM	\$720.90
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	FLOUR TORTILLA/FRIED RICE	\$1,760.12
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	RUBBER GLOVE	\$60.28
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM CHEESE/BUTTER CUP	\$2,736.85
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/CUTLERY KIT/LINER PAN	\$233.92
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM CHEESE/BAGEL/CROUTON	\$1,828.02
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	CUTLERY KIT/HNGD	\$263.04
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	FLATBREAD/ROMAINE	\$35.02
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	FLATBREAD NAAN MINI	\$132.65
7400026899	09/22/2022	1079	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	TNDR CHIX	\$583.50
Check Total:						\$8,586.63
7400026900	09/22/2022	1079	GRAINGER	20.0.2540.404.00.0000.01	COILED SECURIRY CABLE/KEYED PADLOCK	\$270.84
Check Total:						\$270.84
7400026901	09/22/2022	1079	GROVER FABRICATION AND WELDING	20.0.2540.320.00.0000.01	WELD CUSTOMER SUPPLIED LATCH AND HASPS	\$95.00
7400026901	09/22/2022	1079	GROVER FABRICATION AND WELDING	20.0.2540.320.00.0000.02	WELD CUSTOMER SUPPLIED	\$95.00
7400026901	09/22/2022	1079	GROVER FABRICATION AND WELDING	20.0.2540.320.00.0000.04	WELD CUSTOMER SUPPLIED LATCH AND HASPS	\$95.00
Check Total:						\$285.00
7400026841	09/08/2022	1066	GSF USA, INC.	20.0.2540.542.00.0000.00	VACUUM, 120VAC	\$4,479.70
Check Total:						\$4,479.70
7400026902	09/22/2022	1079	GSF USA, INC.	20.0.2540.322.00.0000.00	SPECIAL SERVICES/CLEANING ADMIN	\$7,045.19



# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026902	09/22/2022	1079	GSF USA, INC.	20.0.2540.322.00.0000.00	JANITORIAL SERVICES/9/01-9/30/22	\$37,483.23
Check Total:						\$44,528.42
7400026903	09/22/2022	1079	HADEEL HIJAZI	10.0.2560.400.00.0000.00	EXPEN REIMBURSEMENT/WORK	\$100.00
Check Total:						\$100.00
7400026904	09/22/2022	1079	HENRICKSEN	10.0.2410.700.00.0000.03	48W X 30D Rectangle Worksurface, Grd L1	\$158.31
7400026904	09/22/2022	1079	HENRICKSEN	10.0.2410.700.00.0000.03	2 Stage 2 Leg Rectangle T Foot, P1 Paint Opts, Black,	\$357.24
7400026904	09/22/2022	1079	HENRICKSEN	10.0.2410.700.00.0000.03	10500 SeriesStack-on Storage 72"W X 14-5/8D x	\$557.60
7400026904	09/22/2022	1079	HENRICKSEN	10.0.2410.700.00.0000.03	10500 Series 72Wx24Dx29-1/2H Single	\$667.34
7400026904	09/22/2022	1079	HENRICKSEN	10.0.2410.700.00.0000.03	10500 Series 15 3/4W x 18 7/8D x 21 7/8H Mobile Ped	\$394.15
7400026904	09/22/2022	1079	HENRICKSEN	10.0.2410.700.00.0000.03	Field Install Dwr/Door Kits Linear Blk 2-pack	\$70.06
7400026904	09/22/2022	1079	HENRICKSEN	10.0.2410.700.00.0000.03	Receive, deliver, and install, normal hours	\$875.00
Check Total:						\$3,079.70
NCB	09/12/2022	1072	IASA	10.0.2320.312.00.0000.00	58TH ANNUAL CONFERENCE	\$380.07
Check Total:						\$380.07
7400026905	09/22/2022	1079	IGS ENERGY	20.0.2540.466.00.0000.00	ELECTRICITY	\$13,109.65
Check Total:						\$13,109.65
NCB	09/12/2022	1072	ILLINOIS ASSOC OF TITLE DIRECTORS	10.0.2210.312.00.0000.00	TITLE ONE CONFERENCE	\$275.00
NCB	09/12/2022	1072	ILLINOIS PRINCIPALS ASSOCIATION	10.0.2410.640.00.0000.02	IPA REGISTRATION/AI	\$419.00
Check Total:						\$694.00
7400026842	09/08/2022	1066	ITR SYSTEMS	20.0.2540.320.00.0000.03	SERVICE ON INTERCOM	\$486.50
Check Total:						\$486.50

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026906	09/22/2022	1079	JOHNSTONE SUPPLY	20.0.2540.400.00.0000.03	NIPPLE IRON	\$2.28
Check Total:						\$2.28
7400026907	09/22/2022	1079	JULIA & DON DAWIS	10.1.0000.000.00.1610.00	LUNCH REFUND/TAYLOR	\$19.65
Check Total:						\$19.65
NCB	09/12/2022	1072	KELVIN LP	10.0.1100.400.19.0000.03	SOLAR RACER BULK PACK W/WOOD BASE/SOLAR	\$410.95
Check Total:						\$410.95
7400026908	09/22/2022	1079	LAUTERBACH & AMEN, LLP	10.0.2310.317.00.0000.00	AUDIT OF THE FINANCIAL STATEMENTS/JUNE	\$8,500.00
Check Total:						\$8,500.00
NCB	09/02/2022	1062	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.17
NCB	09/16/2022	1076	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.17
NCB	09/16/2022	1076	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,698.33
NCB	09/02/2022	1062	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,698.33
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	BLDG MAINT SUPPLIES	\$192.46
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.03	BLDG MAINT SUPPLIES	\$158.92
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.04	MISC HARDWARE	\$109.10
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.404.00.0000.01	TEMP FENCE MATERIALS	\$85.67
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	TH MAINT SUPPLIES	\$164.62
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.404.00.0000.02	GROUND'S WATER SUPPLIES	\$526.88
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	TH SHELVING SUPPLIES	\$179.96
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.404.00.0000.01	PAINT	\$34.52
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.404.00.0000.02	TARP AND BUNGEE	\$166.92
NCB	09/12/2022	1072	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.03	MAINTENANCE SUPPLIES	\$52.76
NCB	09/12/2022	1072	LURVEY LANDSCAPE SUPPLY	20.0.2540.520.00.0000.01	TODD HALL PARKING LOT TREES	\$4,499.91
Check Total:						\$15,276.72
7400026909	09/22/2022	1079	LURVEY LANDSCAPE SUPPLY	20.0.2540.404.00.0000.02	SOD/TOP SOIL/TREE WATERING	\$193.80

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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:						\$193.80
7400026843	09/08/2022	1066	MAGIC BY RANDY INC.	10.0.2630.300.00.0000.00	MAGICIAN @ ICE CREAM SOCIAL	\$600.00
Check Total:						\$600.00
7400026844	09/08/2022	1066	MARGARET & ADEKUNLE ADEBAYO	10.1.0000.000.00.1790.00	ACTIVITY/LH	\$92.00
7400026844	09/08/2022	1066	MARGARET & ADEKUNLE ADEBAYO	10.1.0000.000.00.1791.00	ACTIVITY/TH	\$32.00
7400026844	09/08/2022	1066	MARGARET & ADEKUNLE ADEBAYO	10.1.0000.000.00.1811.00	BOOKS	\$212.00
7400026844	09/08/2022	1066	MARGARET & ADEKUNLE ADEBAYO	10.1.0000.000.00.1812.00	MATERIALS	\$216.00
7400026844	09/08/2022	1066	MARGARET & ADEKUNLE ADEBAYO	10.1.0000.000.83.1720.01	TECHNOLOGY/TH	\$24.00
7400026844	09/08/2022	1066	MARGARET & ADEKUNLE ADEBAYO	10.1.0000.000.83.1720.03	TECHNOLOGY/LH	\$84.00
Check Total:						\$660.00
7400026910	09/22/2022	1079	MARGARET & ADEKUNLE ADEBAYO	10.1.0000.000.00.1790.00	REFUND/LH ACTIVITY	\$20.00
Check Total:						\$20.00
NCB	09/12/2022	1072	MARIANO'S	10.0.2560.410.00.0000.00	HERSHEY NUGGETS/BAGELS/NEW	\$143.77
Check Total:						\$143.77
7400026911	09/22/2022	1079	MARTHA BIJOU	10.0.2560.400.00.0000.00	EXPENSE REIMBURSEMENT/WORK	\$100.00
Check Total:						\$100.00
NCB	09/16/2022	1077	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,083.31
NCB	09/02/2022	1063	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,083.31
NCB	09/16/2022	1077	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,901.42
NCB	09/16/2022	1077	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
NCB	09/02/2022	1063	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,901.42
NCB	09/02/2022	1063	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
Check Total:						\$8,019.46

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026845	09/08/2022	1066	MENARDS	20.0.2540.400.00.0000.02	HEAVY DUTY DEER FENCE/ 4' GARDEN STAKE	\$241.60
7400026845	09/08/2022	1066	MENARDS	20.0.2540.400.00.0000.04	HAND TRUCK D-HANDLE	\$69.98
Check Total:						\$311.58
7400026912	09/22/2022	1079	MENARDS	20.0.2540.400.00.0000.03	BRASS BALL VALVE/BRASS ELBOW	\$73.66
Check Total:						\$73.66
7400026913	09/22/2022	1079	MILKA SAJIC	10.0.2560.400.00.0000.00	EXPENSE REIMBURSEMENT/WORK	\$100.00
Check Total:						\$100.00
7400026914	09/22/2022	1079	MUTUAL OF OMAHA	10.3.0499.603.00.0000.00	LTD	\$3,368.12
Check Total:						\$3,368.12
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.500.00.0000.00	Child black tray w. rims-21"x24"-trays w.	\$168.00
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.500.00.0000.00	2" velcro tray straps-trays w. attaching hardware	\$8.00
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.500.00.0000.00	Mobile (tilt in space w/footboard)-medium HTS	\$555.00
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Medium armrests - medium HTS	\$55.35
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Large casters 4" - medium HTS	\$211.64
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Medium pads closed seat - medium HTS	\$187.22
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Push handles - medium HTS	\$93.61
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Medium butterfly harness - medium HTS	\$98.49
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Large lateral support - medium HTS	\$170.94

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Large pair of hip guides – medium HTS	\$110.70
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Splash guard – medium HTS	\$42.33
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Small bowl adapter – medium HTS	\$42.33
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Headrest – medium HTS	\$170.94
7400026846	09/08/2022	1066	NATIONAL SEATING & MOBILITY, INC.	10.0.1200.700.00.0000.00	Seat & back – medium HTS	\$398.86
Check Total:						\$2,313.41
7400026915	09/22/2022	1079	NEARPOD INC.	10.0.1100.316.05.0000.00	License for 400 students	\$2,800.00
Check Total:						\$2,800.00
7400026916	09/22/2022	1079	NIIPC	10.0.2560.640.00.0000.00	ANNUAL MEMBERSHIP DUES 2022–2023	\$600.00
Check Total:						\$600.00
7400026847	09/08/2022	1066	NILES TOWNSHIP DIST FOR SPECIAL EDUC 807	10.0.4120.671.35.0000.00	FINAL BILLING	\$21,865.13
Check Total:						\$21,865.13
7400026917	09/22/2022	1079	NILES TOWNSHIP DIST FOR SPECIAL EDUC 807	10.0.4120.320.35.0000.00	SUMMER PLAY BASED ASSESSMENTS 2022	\$3,840.00
Check Total:						\$3,840.00
7400026918	09/22/2022	1079	NORTH SHORE TRANSIT	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST/AUGUST 2022	\$9,870.66
Check Total:						\$9,870.66
7400026848	09/08/2022	1066	O'HARE MECHANICAL CONTRACTORS INC.	20.0.2540.320.00.0000.01	MAINTENANCE	\$1,128.00
7400026848	09/08/2022	1066	O'HARE MECHANICAL CONTRACTORS INC.	20.0.2540.320.00.0000.02	MAINTENANCE	\$509.00
Check Total:						\$1,637.00
7400026849	09/08/2022	1066	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	TUITION–REGULAR	\$2,905.70
7400026849	09/08/2022	1066	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	RESIDENTIAL	\$13,064.02
Check Total:						\$15,969.72

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/12/2022	1072	OFFICE DEPOT	10.0.1100.400.16.0000.03	RETURN/SELF-ADHESIVE NUMBERS AND	(\$41.96)
NCB	09/12/2022	1072	OFFICE DEPOT	10.0.2410.400.00.0000.01	EASEL PAD/LABELS	\$85.48
NCB	09/12/2022	1072	OFFICE DEPOT	10.0.1100.400.19.0000.03	SELF ADHESIVE LETTERS	\$15.98
NCB	09/12/2022	1072	OFFICE DEPOT	10.0.1100.400.19.0000.03	SELF-ADHESIVE LETTERS	\$20.98
NCB	09/12/2022	1072	OFFICE DEPOT	10.0.1100.400.16.0000.03	SELF-ADHESIVE LETTERS/SELF-ADHESIVE	\$61.94
NCB	09/12/2022	1072	OFFICE DEPOT	10.0.1100.400.16.0000.03	CREDIT	(\$19.98)
Check Total:						\$122.44
7400026850	09/08/2022	1066	ORIENTAL TRADING CO. INC.	10.0.1250.400.00.0000.02	Monster Mini Puzzle Cubes	\$23.96
7400026850	09/08/2022	1066	ORIENTAL TRADING CO. INC.	10.0.1250.400.00.0000.02	Dog Party Mini Puzzle Cubes	\$23.95
7400026850	09/08/2022	1066	ORIENTAL TRADING CO. INC.	10.0.1250.400.00.0000.02	Watercolor Stress Ball	\$23.96
7400026850	09/08/2022	1066	ORIENTAL TRADING CO. INC.	10.0.1250.400.00.0000.02	Funtastic Food Friends Bulletin Board Calendar	\$6.55
Check Total:						\$78.42
NCB	09/12/2022	1072	PANERA BREAD	10.0.2560.410.00.0000.00	FOOD/NEW STAFF ORIENTATION	\$205.38
Check Total:						\$205.38
7400026851	09/08/2022	1066	PEERLESS ENTERPRISES, INC.	20.0.2540.404.00.0000.04	FENCE MATERIAL	\$1,250.00
Check Total:						\$1,250.00
7400026852	09/08/2022	1066	PHONAK, LLC	10.0.1200.500.00.0000.00	Roger X Receivers for A. Rana	\$1,607.09
Check Total:						\$1,607.09
NCB	09/12/2022	1072	PITA INN	10.0.2560.410.00.0000.00	FOOD/NEW STAFF ORIENTATION	\$398.58
Check Total:						\$398.58
7400026919	09/22/2022	1079	PITNEY BOWES GOLBAL FINANCIAL SERV LLC	10.0.1100.325.00.0000.00	LEASE	\$491.07
Check Total:						\$491.07
NCB	09/12/2022	1072	PITSCO EDUCATION	10.0.1100.400.19.0000.03	PLASTIC	\$90.99
NCB	09/16/2022	1076	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$100.00

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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	09/02/2022	1062	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	09/16/2022	1076	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$75.00
NCB	09/02/2022	1062	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$75.00
Check Total:						\$390.99
7400026920	09/22/2022	1079	PLERUS	10.0.2630.400.00.0000.00	Business Cards (for 13 employees)	\$619.24
Check Total:						\$619.24
7400026921	09/22/2022	1079	QUENCH USA INC.	10.0.2410.300.00.0000.01	QUENCH 730-U	\$90.54
Check Total:						\$90.54
7400026922	09/22/2022	1079	QUILL CORPORATION	10.0.1100.400.11.0000.01	Carson-Dellosa Desk Nameplates; Traditional	\$89.94
7400026922	09/22/2022	1079	QUILL CORPORATION	10.0.1100.400.12.0000.01	Carson-Dellosa Desk Nameplates; Traditional	\$59.96
Check Total:						\$149.90
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	Explain Your Thinking Math Journals	\$123.65
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	Grow and Glow Banner	\$5.38
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	In This Classroom Banner	\$10.34
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	Happy Birthday Pencils	\$15.13
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	Growth Mindset Pencils	\$19.32
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	Goal Pennants	\$32.18
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	Watercolor Pennants Diecut	\$4.93
7400026853	09/08/2022	1066	REALLY GOOD STUFF	10.0.1100.410.24.0000.02	The Power of Yet!	\$76.78
Check Total:						\$287.71
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	sensory fidgets	\$14.99
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	bookmarks	\$3.00
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	fidget bracelets	\$8.99
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	positive behavior jar	\$20.99
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	star student	\$13.29
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	social skills discussion	\$16.79

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	morning meeting chips	\$14.69
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	SEL pop fidgets	\$9.99
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	stress silly face balls	\$12.62
7400026923	09/22/2022	1079	REALLY GOOD STUFF	10.0.1100.400.14.0000.02	cupcake birthday glasses	\$3.19
Check Total:						\$118.54
NCB	09/12/2022	1072	SAM'S CLUB	10.0.2520.400.00.0000.00	COKE/WATER/SPRITE	\$242.46
NCB	09/12/2022	1072	SCHLEGL'S	10.0.2520.400.00.0000.00	PASTRYS/BUS MEETING	\$67.08
Check Total:						\$309.54
7400026854	09/08/2022	1066	SCHOLASTIC INC	10.0.1100.410.21.0000.01	My Big World Magazine	\$121.00
7400026854	09/08/2022	1066	SCHOLASTIC INC	10.0.1100.410.23.0000.03	JUNIOR SCHOLASTIC	\$252.12
Check Total:						\$373.12
7400026924	09/22/2022	1079	SCHOLASTIC INC	10.0.1100.410.22.0000.01	Scholastic News 1	\$131.56
7400026924	09/22/2022	1079	SCHOLASTIC INC	10.0.1100.410.22.0000.01	Scholastic News 3	\$65.45
7400026924	09/22/2022	1079	SCHOLASTIC INC	10.0.1100.410.22.0000.01	Scholastic News 2	\$724.79
Check Total:						\$921.80
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	Tech Subscription-Audrey Evans	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	5th Grade Subscription-Valerie	\$160.65
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	5th Grade Subscription-Alexandria	\$160.65
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	3rd Grade Subscription-Julie Hammel	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	5th Grade Subscription-Bridget Land	\$160.65
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	5th Grade Subscription-Michael Lee	\$160.65
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	4th Grade Subscription-Jill Litwin	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	3rd Grade Subscription-Emily Morelli	\$153.00



## Lincolnwood School District 74

### Disbursement Detail Listing

**Bank Name:** COLE TAYLOR BANK - ACCOUNTS PAYABLE

**Date Range:** 09/01/2022 - 09/30/2022

**Sort By:** Vendor

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2022-2023

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	4th Grade Subscription-Colleen	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	5th Grade Subscription-Stacy	\$160.65
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	4th Grade Subscription-Lora Rainey	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	3rd Grade Subscription-Ana Ryan	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	4th Grade Subscription-Kaitlyn Stancy	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	4th Grade Subscription-Mona Taliya	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	4th Grade Subscription-Michael	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	3rd Grade Subscription-Shannon	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	3rd Grade Subscription-Bridget Doyle	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	3rd Grade Subscription-Kelly Cabrera	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	4th Grade Subscription-Jean Catalano	\$153.00
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	5th Grade Subscription-Maureen Cook	\$160.65
7400026855	09/08/2022	1066	SCHOLASTIC INC.	10.0.1100.410.22.0000.02	5th Grade Subscription-Lauren	\$160.65
Check Total:						\$3,266.55
7400026925	09/22/2022	1079	SCHOLASTIC INC.	10.0.1250.400.00.0000.02	Place Value System Bulletin Board	\$12.33
7400026925	09/22/2022	1079	SCHOLASTIC INC.	10.0.1250.400.00.0000.02	Division Flash Cards	\$6.56

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026925	09/22/2022	1079	SCHOLASTIC INC.	10.0.1250.400.00.0000.02	Multiplication Flash Cards	\$6.56
						Check Total: \$25.45
7400026856	09/08/2022	1066	SCHOOL DISTRICT #74	10.2.0111.000.00.0000.00	REIMB/DAIRY QUEEN	\$2,100.00
						Check Total: \$2,100.00
7400026857	09/08/2022	1066	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.01	School Health Vinyl Powder-Free Exam Gloves,	\$27.40
7400026857	09/08/2022	1066	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.01	School Health Vinyl Powder-Free Exam Gloves,	\$45.67
						Check Total: \$73.07
7400026926	09/22/2022	1079	SCHOOL HEALTH CORPORATION	20.0.2540.404.00.0000.03	AEROSOL PAINT	\$1,077.86
						Check Total: \$1,077.86
7400026927	09/22/2022	1079	SCHOOL HEALTH CORPORATION-1	10.0.1500.400.00.0000.00	Brine Attack Soccer practice ball size 5	\$203.88
7400026927	09/22/2022	1079	SCHOOL HEALTH CORPORATION-1	10.0.1500.400.00.0000.00	Brine Championship 2 Soccer game ball size 5	\$152.97
7400026927	09/22/2022	1079	SCHOOL HEALTH CORPORATION-1	10.0.1500.400.00.0000.00	champ pro goalie gloves size 7	\$33.98
7400026927	09/22/2022	1079	SCHOOL HEALTH CORPORATION-1	10.0.1500.400.00.0000.00	champ pro goalie gloves Size 8	\$33.98
						Check Total: \$424.81
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.16.0000.03	Post-it Extreme Notes, 3 x 3 Inches, Assorted Colors,	\$18.49
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.16.0000.03	Elmer's Extra Strength Glue Sticks, 0.21 Ounces, Pack of	\$37.74
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Kolorfast Non-Bleeding Craft Tissue Paper, 20 x 30	\$59.82
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	VELCRO Brand Hook and Loop Sticky Back Tape Roll,	\$47.60

## Lincolnwood School District 74

### Disbursement Detail Listing

**Bank Name:** COLE TAYLOR BANK - ACCOUNTS PAYABLE

**Date Range:** 09/01/2022 - 09/30/2022

**Sort By:** Vendor

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2022-2023

☐ **Print Employee Vendor Names**

☐ **Exclude Voided Checks**

☐ **Exclude Manual Checks**

☒ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Creativity Street Jumbo Wood Craft Sticks, Assorted	\$8.76
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Duck Tape Printed Duct Tape, 1-7/8 Inch x 20	\$56.50
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	3M Tape Dispenser Replacement Core for Tape	\$1.58
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.16.0000.03	Storex Large Caddy with Sorting Cups, 13 x 11 x	\$22.83
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.16.0000.03	Storex Large Caddy with Sorting Cups, 13 x 11 x	\$22.83
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Storex Large Caddy with Sorting Cups, 13 x 11 x	\$22.83
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Storex Sorting Cups for Storex Large Caddy, Gray,	\$31.94
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Storex Classroom Storage Bin with Lid, 4 Gallon,	\$54.50
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Storex Large Caddy with Sorting Cups, 13 x 11 x	\$22.83
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Creative Shapes Assorted Notepads, 5 x 7 Inches, 50	\$23.11
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Creative Teaching Press Happy Birthday Smiling	\$5.72
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Musgrave Pencil Co. Happy Halloween Haunting Pencils,	\$6.48
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Scotch Super Hold Tape with Dispenser, 0.75 x 100	\$29.87
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	EXPO Low Odor Dry Erase Marker, Chisel Tip, Black	\$9.90
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	School Smart Standard Staples, 1/4 Inch, Box of	\$0.65

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Crayola Washable Sidewalk Chalk, Assorted Colors, Set	\$6.89
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Duck Tape Printed Duct Tape, 1-7/8 Inch x 20	\$22.60
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	Edx Geoboards, 11 x 11 Pin, Set of 6 Boards and 144	\$34.01
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	Creativity Street Premium Wood Craft Sticks, Natural,	\$9.38
7400026858	09/08/2022	1066	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	School Smart Replacement Rainbow Fraction Tiles	\$45.85
Check Total:						\$602.71
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1100.700.00.0000.01	Classroom Rug	\$476.21
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Trend Enterprises Stinky Sticker Praise Words Jumbo	\$11.03
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1100.411.00.0000.02	Recess Equipment	\$267.71
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1100.411.00.0000.01	Sportime Gradestuff Elementary School Kit, 48	\$267.71
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Pressman Classic Checkers Game	\$7.72
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Musgrave Pencil Co. Happy Birthday Pencils, Pack of 12	\$6.48
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	Zebra Pen Clip Gel Ink Rollerball Pens, Medium	\$49.26
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	EXPO Low Odor Dry Erase Markers, Chisel Tip,	\$13.20
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	School Smart Two-Tone Reversible File Folder, Letter	\$13.50
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	X-ACTO XLR Electric Sharpener, Black	\$35.05

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026928	09/22/2022	1079	SCHOOL SPECIALTY	10.0.1250.400.00.0000.02	School Smart Weighted Modern Decor Tape	\$2.00
Check Total:						\$1,149.87
7400026859	09/08/2022	1066	SHI INTERNATIONAL CORP	10.0.1100.470.05.0000.00	Meraki MR Enterprise License, 1 YR Cisco Systems	\$2,100.00
7400026859	09/08/2022	1066	SHI INTERNATIONAL CORP	10.0.1100.532.05.0000.00	Meraki MR46 Wi-Fi 6 Indoor AP Cisco Systems	\$22,365.00
Check Total:						\$24,465.00
NCB	09/12/2022	1072	SKOKIE BP	20.0.2540.464.00.0000.00	GAS FOR DIST TRUCK	\$140.24
Check Total:						\$140.24
7400026860	09/08/2022	1066	SKOKIE SCHOOL DISTRICT 69	10.0.1500.640.00.0000.00	2022-2023 LITTLE 9 CONFERENCE MEMBERSHIP	\$3,500.00
Check Total:						\$3,500.00
7400026861	09/08/2022	1066	SMITHEREEN COMPANY	20.0.2540.320.00.0000.04	ADMIN BUILDING/TAGET PESTS	\$45.00
7400026861	09/08/2022	1066	SMITHEREEN COMPANY	20.0.2540.320.00.0000.02	REGULARLY SCHEDULED PC SERVICE	\$71.00
7400026861	09/08/2022	1066	SMITHEREEN COMPANY	20.0.2540.320.00.0000.03	REGULARLY SCHEDULED PC SERVICE	\$78.00
7400026861	09/08/2022	1066	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	TODD HALL/TARGET PESTS	\$61.00
Check Total:						\$255.00
7400026821	09/02/2022	1058	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,079.00
Check Total:						\$1,079.00
7400026872	09/16/2022	1071	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,079.00
Check Total:						\$1,079.00
7400026929	09/22/2022	1079	STUDIO GC	60.0.2530.319.00.0000.00	2022 GENERAL WORK	\$1,677.60
7400026929	09/22/2022	1079	STUDIO GC	60.0.2530.319.00.0000.00	RH SHARED INSTRUCTIONAL FURNITURE	\$162.58
7400026929	09/22/2022	1079	STUDIO GC	60.0.2530.319.00.0000.00	2022 SITEWORK	\$1,892.64
7400026929	09/22/2022	1079	STUDIO GC	60.0.2530.319.00.0000.00	2023 ADMIN,RH, TH ROOFING RENOVATIONS	\$25,889.50
Check Total:						\$29,622.32

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026862	09/08/2022	1066	SUCCESS BY DESIGN, INC.	10.0.1100.435.00.0000.02	3rd Grade Planners, Dated, Daily w/Subjects + Custom	\$573.67
7400026862	09/08/2022	1066	SUCCESS BY DESIGN, INC.	10.0.1100.435.00.0000.02	4th Grade Planners, Dated, Daily w/Subjects + Custom	\$665.46
7400026862	09/08/2022	1066	SUCCESS BY DESIGN, INC.	10.0.1100.435.00.0000.02	5th Grade Planners, Dated, Weekly w/4 Subjects +	\$631.94
7400026862	09/08/2022	1066	SUCCESS BY DESIGN, INC.	10.0.1100.435.00.0000.01	7X11 PLANNER	\$644.60
Check Total:						\$2,515.67
7400026930	09/22/2022	1079	SYLVIA HERNANDEZ	10.0.2520.332.00.0000.00	MILEAGE REIMBURSEMENT / 7/22-9/30	\$42.02
Check Total:						\$42.02
7400026931	09/22/2022	1079	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CHEESE/BAGEL/RICE	\$815.24
Check Total:						\$815.24
NCB	09/08/2022	1064	TEACHERS RETIREMENT SYSTEM	10.0.2310.211.00.0000.00	ADJUSTMENTS TO EARNINGS	\$4,785.90
NCB	09/08/2022	1065	TEACHERS RETIREMENT SYSTEM	10.0.1100.801.00.0000.00	EMPLOYER PAY INSURANCE-THIS FUND	\$21,861.06
NCB	09/02/2022	1067	TEACHERS RETIREMENT SYSTEM	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$500.00
NCB	09/16/2022	1080	TEACHERS RETIREMENT SYSTEM	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$500.00
Check Total:						\$27,646.96
7400026863	09/08/2022	1066	TEMPERATURE EQUIPMENT CORPORATION	60.0.2530.500.00.4998.00	MECHANICAL EQUIPMENT PREPURCHASE TH & RH	\$870.00
Check Total:						\$870.00
NCB	09/12/2022	1072	THE FAUCET SHOPPE	20.0.2540.400.00.0000.01	PLUMBING PARTS	\$728.92
NCB	09/12/2022	1072	THE FAUCET SHOPPE	20.0.2540.400.00.0000.01	WASHROOM PARTS	\$109.59
Check Total:						\$838.51
7400026932	09/22/2022	1079	THE FENCE STORE	20.0.2540.540.00.0000.02	We hereby submit specifications and	\$5,975.00
Check Total:						\$5,975.00
NCB	09/12/2022	1072	THE HOME DEPOT	20.0.2540.400.00.0000.01	BLDG MAINT SUPPLIES	\$210.28

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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:						\$210.28
7400026864	09/08/2022	1066	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$402.10
7400026864	09/08/2022	1066	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$696.94
7400026864	09/08/2022	1066	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$12.49
7400026864	09/08/2022	1066	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$170.44
7400026864	09/08/2022	1066	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$149.38
Check Total:						\$1,431.35
7400026933	09/22/2022	1079	TRACEE LEE	10.1.0000.000.00.1730.00	P.E. UNIFORM	\$6.00
7400026933	09/22/2022	1079	TRACEE LEE	10.1.0000.000.00.1610.00	LUNCH REFUND/FY 21-22	\$64.60
Check Total:						\$70.60
NCB	09/12/2022	1072	TRACERS	10.0.2310.300.00.0000.00	MONTHLY MINIMUM ADJUSTMENT	\$39.00
Check Total:						\$39.00
7400026865	09/08/2022	1066	TRINITY ECO SOLUTIONS LLC.	20.0.2540.416.00.0000.02	TES 206 Drainsicle	\$898.20
7400026865	09/08/2022	1066	TRINITY ECO SOLUTIONS LLC.	20.0.2540.416.00.0000.02	Quest 3140 out cold dry spray odor eliminator	\$208.62
Check Total:						\$1,106.82
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.03	Heavy Duty Mop Launderable Blue	\$361.36
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.03	Heavy Duty Mop Launderable Green	\$283.93
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.03	Microfiber Rags - Blue	\$225.85
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.03	Microfiber Rags - Green	\$225.85
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.01	24" Replacement Deluxe Dusting Head Blue	\$253.10
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.01	36"Replacement Deluxe Dusting Head Blue	\$379.65

# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Fiscal Year: 2022-2023

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
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.01	60" Replacement Deluxe Dusting Head Blue	\$221.47
7400026866	09/08/2022	1066	ULINE	20.0.2540.416.00.0000.01	Stand Wet Floor Signs	\$289.10
Check Total:						\$2,240.31
7400026934	09/22/2022	1079	ULINE	20.0.2540.416.00.0000.03	Liners 500/cs	\$244.45
Check Total:						\$244.45
7400026867	09/08/2022	1066	ULTIMATESLP.COM	10.0.2150.300.00.0000.00	9-mo sub. UltSLP.com for 4 users	\$443.16
Check Total:						\$443.16
NCB	09/12/2022	1072	US GAMES	10.0.1100.316.05.0000.00	SOFTWARE LICENSE	\$298.00
NCB	09/16/2022	1076	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$904.00
NCB	09/16/2022	1076	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
NCB	09/16/2022	1076	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	09/16/2022	1076	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	09/02/2022	1062	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$904.00
NCB	09/02/2022	1062	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
NCB	09/02/2022	1062	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	09/02/2022	1062	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
Check Total:						\$4,014.00
7400026935	09/22/2022	1079	VANGUARD ENERGY SERVICES	20.0.2540.465.00.0000.00	NATURAL GAS	\$1,593.66
Check Total:						\$1,593.66
7400026936	09/22/2022	1079	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.03	40 cartons of white copy paper, 8 1/2 x 11	\$1,822.40
7400026936	09/22/2022	1079	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.03	Yellow (canary) paper, 8 1/2 x 11	\$272.00
7400026936	09/22/2022	1079	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.03	Salmon paper, 8 1/2 x 11	\$272.00
7400026936	09/22/2022	1079	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.03	FUEL OR ENERGY	\$19.50
Check Total:						\$2,385.90
7400026873	09/16/2022	1071	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$109.36
7400026873	09/16/2022	1071	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$198.54



# Lincolnwood School District 74

## Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 09/01/2022 - 09/30/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2022-2023

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026873	09/16/2022	1071	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$22.06
7400026873	09/16/2022	1071	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$198.54
7400026873	09/16/2022	1071	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$22.06
Check Total:						\$550.56
7400026868	09/08/2022	1066	WHITT LAW LLC	10.0.2310.318.00.0000.00	GENERAL BUSINESS FILE	\$13,252.50
7400026868	09/08/2022	1066	WHITT LAW LLC	10.0.2310.318.00.0000.00	TAX RATE OBJECTIONS	\$45.00
Check Total:						\$13,297.50
NCB	09/12/2022	1072	WRISTBAND RESOURCES	10.0.2630.300.00.0000.00	DRAWSTRING BAGS	\$68.89
Check Total:						\$68.89
7400026869	09/08/2022	1066	ZABIHA HALAL MEAT PROCESSORS	10.0.2560.410.00.0000.00	BEEF FRANK-NO FILLERS	\$500.00
Check Total:						\$500.00
7400026937	09/22/2022	1079	ZABIHA HALAL MEAT PROCESSORS	10.0.2560.410.00.0000.00	CHICKEN TENDERS/CHICKEN DELI	\$989.05
Check Total:						\$989.05
7400026938	09/22/2022	1079	ZACHARY A. BEYER	10.0.1100.410.26.0000.02	EXPENSE REIMBURSEMENT	\$19.52
Check Total:						\$19.52
7400026870	09/08/2022	1066	ZANER-BLOSER	10.0.1100.420.00.0000.00	Handwriting 2020 Grade K Digital Only Package (1 Year)	\$1,230.00
Check Total:						\$1,230.00
Bank Total:						\$1,339,015.04

## Lincolnwood School District 74

### Disbursement Detail Listing

**Bank Name:** COLE TAYLOR BANK - ACCOUNTS PAYABLE

**Date Range:** 09/01/2022 - 09/30/2022

**Sort By:** Vendor

**Fiscal Year:** 2022-2023

**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	\$1,113,837.27
20	\$157,288.45
40	\$37,397.00
60	\$30,492.32

Fund Totals:	\$1,339,015.04
--------------	----------------

**End of Report**

Disbursements Grand Total:	\$1,339,015.04
----------------------------	----------------