

LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING AGENDA
THURSDAY, MARCH 2, 2023 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 Lincolnwood Village Hall - Council Chambers
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712,
on Thursday, March 2, 2023.*

Bill Reviewers for the Month: Peter D. Theodore and John P. Vranas

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

___ Dr. David L. Russo	___ Dr. Dominick M. Lupo
___ Courtney Whited	___ Mark Atkinson
___ Aliaa Ibrahim	___ Joseph Segreti
___ Jennifer Ruttkay	___ Chris Harmon
___ Jordan Stephen	___ Renee Tolnai

2. DISTRICT RECOGNITION

- a. **Curricular Highlight** - Todd Hall Principal Mr. Chris Harmon will introduce second grade teachers: Aliza Walas; Cassidy Garcia; Peggy Leen; and Jessica Furgal. The group will share their student's work on the biography project which introduced them to learning about research skills, collaboration, and finding credible sources.

3. AUDIENCE TO VISITORS

4. 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 - Closed Session Minutes - **JANUARY 12, 2023**

II.	Regular Board Meeting Minutes - FEBRUARY 2, 2023	6
III.	Regular Board Meeting - Closed Session Minutes - FEBRUARY 2, 2023	
b.	EMPLOYMENT MATTERS	
I.	Personnel Report	
II.	New Employment	
1.	Asma Habib , Lunch/Recess Supervisor, Rutledge Hall, effective January 30, 2023, \$17.00/hr	
2.	Steven Laser , Paraprofessional, Rutledge Hall, effective February 22, 2023, \$16.56/hr	
3.	Mary Canavan , Kitchen Staff, Lincoln Hall, effective March 6, 2023. \$14.50/hr	
4.	Angelica Alamag , Full-Time Substitute, District Wide, effective February 13, 2023, Class 1, Level 1, \$52,095/pro-rated	
III.	Resignation	
1.	Hadeel Hijazi , Kitchen Staff, Lincoln Hall, effective March 3, 2023	
2.	Kristine Vandenbroek , Director of Community Relations, effective February 17, 2023	
IV.	FMLA Leave Request	
1.	Colleen O'Shaughnessy , 4th Grade Teacher, Rutledge Hall, effective February 28, 2023 with an expected return May 30, 2023	
c.	Approval of the 2023-2024 School Year Parent-Student Handbook	12
	The Lincolnwood School District 74 Board of Education annually approves the Parent - Student Handbook so that it will be available within ten days of the start of school as stated in the Board of Education policies.	
d.	Policy	
I.	Consent Only - Policies Excluded from 1st Reading for Approval* *These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.	
1.	8:20 Community Use of School Facilities	68
2.	4:170 Safety	69
3.	8:30 Visitors to and Conduct on School Property	72
II.	2nd Reading/Adoption of Policy	
1.	Press Plus Issue #110 November 2022	
(1)	Draft Update	
(1)	4:140 Waiver of Student Fees	75
(2)	6:255 Assemblies and Ceremonies	78
(2)	Draft Updates - Rewritten	
(1)	5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest	80
e.	Upcoming Staff Development Opportunities	
I.	AATSP Conference for Lincoln Hall Spanish Teacher Michelle Lange in Salamanca, Spain, June 25-28, 2023, as presented.	86
f.	Post-Issuance Tax Compliance Reports	87
	The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept the findings contained in the Post-Issuance Tax Compliance Reports. Based upon the support of the Finance Committee, the Post-Issuance Tax Compliance Report will be placed on the Board of Education agenda for approval at the March 2, 2023 meeting.	
g.	Donation of Music Dry Erase Boards	

The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept the donation of 55 music notation dry erase boards with markers and booklets from Marcy Rubin.

- h. Donation of an Athletic Judge's Stand with Protective Padding 99
The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept the donation of one athletic judge's stand with protective padding from Niles Township District for Special Education #807.
- i. District Staff and Student 1:1 Technology Refresh For 2023-2024 School Year 101
The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to continue with the replacement of District equipment in the amount not to exceed \$180,158.
- j. Language Access Resource Center (LARC) Interpretation Services 110
The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept this Service Agreement from Language Access Resource Center (LARC) for on-demand interpretation services.
- k. Annual Approval of Administrator Contracts
The Lincolnwood School District 74 Board of Education must approve all Administrator contracts.
 - I. Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction 116
 - II. Mark Atkinson, Lincoln Hall Principal 128
 - III. Joe Segreti, Lincoln Hall Assistant Principal 139
 - IV. Aliaa Ibrahim, Rutledge Hall Principal 150
 - V. Chris Harmon, Todd Hall Principal 161

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: _____

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/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**
 - I. 1st Reading by the Lincolnwood School District 74 Board of Education
 - 1. Press Plus Issue #110 November 2022
 - (1) Draft Updates
 - (1) 6:260 Complaints About Curriculum, Instructional Materials, and Programs 172
- f. President's Report: **Kevin Daly**
 - I. INFORMATION/DISCUSSION/ACTION: Bi-Annual Review of Closed Meeting Minutes

Rationale: The Board of Education semi-annually reviews closed session minutes per 5 ILCS 120/2(c)(21) and Board Policy 2:220.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education authorize the release of certain closed session minutes, as listed in the attachment between September 1, 2016 to December 1, 2022, which were reviewed by the Board of Education and recommended by the Secretary of the Board of Education, as no longer needing confidential treatment.

Motion by member: _____ Seconded by: _____

- II. INFORMATION/DISCUSSION/ACTION: Destruction of Closed Meeting Audio Recordings 176
Rationale: The Board of Education approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist, per 5 ILCS 120/2(c)(21) and Board Policy 2:220.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education authorize the destruction of certain closed session audio recordings, as listed on the attachment, which were held prior to June 30, 2021, and for which approved minutes already exist, as reviewed by the Board of Education and recommended by the Secretary of the Board of Education.

Motion by member: _____ Seconded by: _____

8. 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)**

9. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. David L. Russo**
 - I. INFORMATION/DISCUSSION: District Updates
- b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**
 - I. INFORMATION/DISCUSSION: Curriculum Department Update
- c. Business and Operations, Business Manager/CSBO: **Courtney Whited**
 - I. INFORMATION/DISCUSSION: Finance Report - **DECEMBER 2022** 177
 - II. INFORMATION/ACTION: Bills Payable in the Amount of \$877,399.03 200
Bills reviewed this month by: Peter D. Theodore and John P. Vranas
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 \$877,399.03.

Motion by member: _____ Seconded by: _____

10. AUDIENCE TO VISITORS

11. RECESS INTO CLOSED SESSION

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

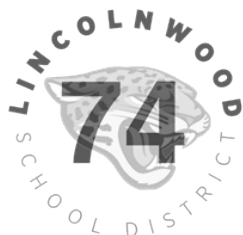
Motion by member:_____ Seconded by:_____

12. 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, February 2, 2023 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, February 2, 2023.

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

President Daly called the February 2, 2023 Board of Education meeting to order at 7:31 p.m., roll call was taken and the Pledge of Allegiance was recited.

<u>MEMBERS PRESENT</u> Kevin Daly Myra A. Foutris Elaina Geraghty Jay Oleniczak Rupal Shah Mandal Peter D. Theodore	<u>MEMBERS ABSENT</u> John P. Vranas	
<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

President Daly named Member Geraghty Secretary Pro-tem.

2. DISTRICT RECOGNITION

- a. **Curricular Highlight** - Mr. Mark Atkinson (Lincoln Hall Principal) and Mr. Joe Segreti (Lincoln Hall Assistant Principal) introduced seventh grade STEM teacher, Mr. Steve Gerber, and his students to discuss Future Cities. Each year, the team is tasked with tackling a modern-day problem with a modern-day solution. This year, our team tackled the Climate Change Challenge. The students performed a portion of their award-winning Future Cities skit.

President Daly granted a two-minute break to allow members of the audience to be excused.

The Regular Meeting resumed at 7:49 p.m.

3. AUDIENCE TO VISITORS

SD74 Alum Ms. Tabassum Qurashi presented an update on the Village of Lincolnwood Environmental

Commission's Long Term and Short Term Sustainability Plan, and requested working in partnership with Lincolnwood School District 74 moving forward.

4. CONSENT AGENDA

a. APPROVAL OF MINUTES

I. Regular Board Meeting Minutes - **JANUARY 12, 2023**

b. EMPLOYMENT MATTERS

I. Personnel Report

II. Resignation

1. **Mariam Auchana**, Paraprofessional, Lincoln Hall, effective January 23, 2023

III. FMLA Leave Request

1. **Jean Catalano**, 4th Grade Teacher, Rutledge Hall, effective January 9, 2023, with an expected return March 13, 2023

2. **Kelly Cabrera**, 3rd Grade Teacher, Rutledge Hall, effective March 24, 2023 with an expected return for the 2023-24 school year

3. **Jennifer Ballega**, Gate Math Teacher, Lincoln Hall, effective January 23, 2023 with an expected return of February 13, 2023

IV. Retirement

1. **Elizabeth Sterba**, Special Education Teacher, Lincoln Hall, effective at the end of the 2026-2027 school year

V. Unpaid Leave of Absence

1. **Susan Emerick-Reza**, Paraprofessional, Todd Hall, effective February 13, 2023 with an expected return of April 24, 2023

c. 2023 General Work at Todd Hall and Rutledge Hall

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the bid proposal from BEAR Construction for 2023 General Work at Todd Hall and Rutledge Hall including alternate #2 in the amount of \$1,415,600 to commence on June 15, 2023 and conclude on August 18, 2023.

d. Window Treatment Bid for Todd Hall and Rutledge Hall

The Facilities Committee concurs with the Administration to recommend to the Board of Education to commence the bid award process for window treatment installation at Todd Hall and Rutledge Hall to be completed in the summer of 2023.

e. AHEPA Bone Marrow Registry Lincoln Hall Gym Rental Request

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the Facilities Rental Agreement from AHEPA Bone Marrow Registry for rental of the Lincoln Hall gymnasium on March 8, 9 and 11, 2023 at a charge of \$1,300 to reimburse SD74 for the Building Engineers' pay and waive the \$3,600 gymnasium rental fee.

f. Policy

I. **Consent Only** - Policies Excluded from 1st Reading for Approval

1. Press Plus Issue #110 November 2022

(1) Draft Updates

(1) 6:340 Student Testing and Assessment Program

- (2) 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- (3) 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- (4) 7:250 Student Support Services
- (5) 7:285 Anaphylaxis Prevention, Response, and Management Program
- (6) 7:290 Suicide and Depression Awareness and Prevention
- (7) 7:340 Student Records

- (2) Review and Monitoring
- (1) 3:10 Goals and Objectives
- (2) 4:55 Use of Credit and Procurement Cards
- (3) 2:150 Committees
- (4) 2:250 Access to District Public Records
- (5) 5:170 Copyright
- (6) 5:190 Certification
- (7) 5:260 Student Teachers
- (8) 6:130 Program for the Gifted
- (9) 6:270 Guidance and Counseling Program

II. 2nd Reading/Adoption of Policy by the Lincolnwood School District 74 Board of Education

- 1. 2:100 Board Member Conflict of Interest
- 2. 5:220 Substitute Teachers
- 3. 5:250 Leaves of Absence
- 4. 5:280 Duties and Qualifications
- 5. 5:330 Sick Days, Vacation, Holidays, and Leaves

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

It was moved by Vice President Shah Mandal and seconded by Member Theodore 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, Foutris, Geraghty, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

None

7. COMMUNICATION FROM BOARD MEMBERS

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

No report

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

The spring North Cook Meeting will be held on Wednesday, March 15, 2023. (Lincolnwood School District 74 will be hosting the regional Scripps Spelling Bee on Wednesday, March 15, 2023 at Lincoln Hall).

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

The Finance Committee last met on December 15, 2022.

The January Finance Committee Meeting was canceled due to a light Agenda. The November 2022 Fund Balance Report has been moved to the Business and Operations section of the Agenda.

The next Finance Committee meeting is scheduled for Thursday, February 16, 2023 at 6:30 p.m. The public is welcome.

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

The Facilities Committee last met on January 17, 2023.

StudioGC Project(s) Update:

- The FH Paschen punch list items are complete for the General Work Summer 2022. Training for the Buildings and Grounds team will be scheduled with FH Paschen.
- The Todd Hall Fence project is complete.
- The cafeteria tables were installed at Rutledge Hall over winter break. The District is waiting on some end caps to be installed in Todd Hall and Rutledge Hall.
- The District is waiting on several pieces of playground equipment to be delivered. Team Reil assisted with inventory of the partial shipment of equipment that was delivered.
- Athi Toufexis, StudioGC, discussed the Lincoln Hall Gym equipment upgrades relating to the Berger Donation. She is researching options for retractable basketball hoops and determining if any existing equipment can be used.
- Athi presented new drawings for the Todd Hall Courtyard based on the feedback that was received during the December Facilities meeting. The Committee prefers the log bean bag option for seating. The plan is to install some chalkboards and add components in the future based on usage and need. The Committee requested that the Administration hire an arborist to assess the health of the two Todd Hall courtyard trees to determine how best to proceed.
- Athi presented new drawings for the Lincoln Hall Plaza based on the feedback that was received during the December Facilities Committee meeting. The Committee requested two gray Charlie tables with SD74 Jaguar branding for the mulch area. The Committee wants bench seating behind the amphitheater, as pictured in the drawings. The Committee directed Athi to explore different Arabo bench patterns with stools for the green area. The Committee postponed decals for the Activities Entrance windowpanes.
- The Facilities Committee concurred with the Administration's recommendation to the Board to approve the bid proposal from BEAR Construction for 2023 General Work at Todd Hall and Rutledge Hall including alternate #2 in the amount of \$1,415,600 to commence on June 15, 2023 and conclude on August 18, 2023.
- The Facilities Committee concurred with the Administration's recommendation to the Board to commence the bid award process for window treatment installation at Todd Hall and Rutledge Hall to be completed in the summer of 2023.
- The Facilities Committee concurred with the Administration's recommendation to the Board to approve the Facilities Rental Agreement from AHEPA Bone Marrow Registry for rental of the Lincoln Hall gymnasium on March 8, 9 and 11, 2023 at a charge of \$1,300 to reimburse the District for the Building Engineers' pay and waive the \$3,600 gym rental fee.

The next Facilities Committee meeting is scheduled for Tuesday, February 14, 2023, at 6:00 p.m. The public is welcome.

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

The Policy Committee last met on Friday, January 20, 2023.

- The Policy Committee sent sixteen policies to the Consent Agenda. Also, the Policy Committee sent three policies to 1st Reading by the Lincolnwood School District 74 Board of Education.
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs was kept in Committee for further discussion.
- The Committee asked for a review of all Facilities Rental policies to be on the February 17, 2023 agenda.

The next Policy Committee meeting is scheduled for Friday, February 17, 2023 at 8:30am in the Administration Building. The public is welcome.

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

President Daly shared important District dates. Kindly see the District website for updated information: sd74.org

8. COMMUNICATION TO THE BOARD OF EDUCATION

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

No report

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

No report

9. ADMINISTRATIVE REPORTS

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

i. District Updates

Superintendent Russo thanked the beginning band and orchestra students for putting on two wonderful performances the week of January 30, 2023. He also Thanked and congratulated Mr. Gerber and the members of the Future Cities Club on the presentation, and their work in the classroom.

The first informational meeting of the new Parent-Community organization, PALS (People Active with Lincolnwood Schools) will be held on February 8, 2023 at 7:00 p.m. in the Lincoln Hall Auditorium. The public is welcome.

There is excitement building for the classroom Valentine's Day parties at Todd and Rutledge Hall. Anyone who has volunteered should have received detailed information.

Family Bingo Night is scheduled for Friday, March 10, 2023, please refer to the District website (sd74.org) and *Tuesday Newsday* for additional information.

Staff and students are encouraged to wear RED for a pack-the-place varsity basketball game versus Fairview on Friday, February 3, 2023.

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

Curriculum Department Update

Update on SD74 Summer Adventures Program

- The program will have 65 class offerings over the course of four sessions!
- There will be class offerings for every grade level K-8 during all four sessions.

Registration will begin March 3, 2023 for SD74 families.

Update on Curriculum Adoptions

The District intends to have the following in place by spring:

- A math curriculum adoption for our middle school.

- An adoption for our K-5 Science program.

The Board of Education should expect recommendations for programs over the next couple of months. Lastly, the District is currently in the midst of completing the winter benchmark window. Teams will be evaluating performance data and families can expect reports in the coming weeks.

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

I. Finance Report - **NOVEMBER 2022**

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

II. Bills Payable in the Amount of \$1,025,112.54

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

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 \$1,025,112.54.

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

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

Nays: None

Absent: Vranas

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**

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

12. ADJOURNMENT

It was moved by Vice President Shah Mandal and seconded by Member Oleniczak to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

President Daly submitted the motion to a voice vote and the motion passed at 9:08 p.m.

Kevin Daly, President

Elaina Geraghty, Secretary Pro-tem

Parent-Student Handbook

August 2023 – July 2024



LINCOLNWOOD SCHOOL DISTRICT 74

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

DISTRICT OFFICE

Marvin Garlich Administration Building
6950 N. East Prairie Road
Lincolnwood, IL 60712

Phone: (847) 675-8234

Fax: (847) 675-4207

District Website: www.sd74.org

Superintendent of Schools: Dr. David L. Russo

Assistant Superintendent for Curriculum and Instruction: Dr. Dominick M. Lupo

Business Manager/CSBO: Courtney L. Whited

First Student Bus Company

TODD HALL SCHOOL

Grades: Pre-Kindergarten – 2
3925 West Lunt Avenue
Lincolnwood, Illinois 60712

Phone: 847-675-8235
Fax: 847-675-9378

Christopher N. Harmon, Principal
Jessica Tarnoff, Administrative Assistant

RUTLEDGE HALL SCHOOL

Grades: 3 – 5
6850 N. East Prairie Road
Lincolnwood, Illinois 60712

Phone: 847-675-8236
Fax: 847-675-9320

Aliaa Ibrahim, Principal
Raisa Martin, Administrative Assistant

LINCOLN HALL MIDDLE SCHOOL

Grades: 6 – 8
6855 N. Crawford Avenue
Lincolnwood, Illinois 60712

Phone: 847-675-8240
Fax: 847-675-8124

Mark Atkinson, Principal
Joseph Segreti, Assistant Principal
Carol Krikorian, Administrative Assistant
Melanie Jarosz, Administrative Assistant

To email a District 74 staff member: type initial of first name with full last name @sd74.org

LINCOLNWOOD SCHOOL DISTRICT 74

2023-2024 School Calendar

Board Approved 6.24.21

August 2023

S	M	T	W	T	F	S
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Opening/Closing Days of School

Wednesday, August 23, 2023 First day of school
 Tuesday, June 4, 2024 Last day of school
 (pending no emergency days used)
 Tuesday, June 11, 2024 Possible last day of school if emergency days are used

Student Non-Attendance Days

Monday, August 21 Teacher Institute Day*
 Tuesday, August 22 Teacher Institute Day*
 Monday, September 4 Labor Day
 Monday, October 9 Columbus Day
 Tuesday, October 10 Teacher Institute Day*
 Monday, November 20 No School
 Tuesday, November 21 No School
 Wednesday, November 22 No School
 Thursday, November 23 Thanksgiving
 Friday, November 24 No School
 Monday, December 25- Friday, January 5 Winter Break (10 days)
 Monday, January 15 Martin Luther King, Jr. Day
 Monday, February 19 Presidents' Day
 Friday, March 1 Teacher Institute Day*
 Monday, March 4 Casimir Pulaski Day
 Monday, March 25- March 29 Spring Break (5 days)
 Monday, May 27 Memorial Day

AM ONLY - Student Attendance

Friday, September 15
 Tuesday, October 31
 Friday, December 22
 Friday, February 16
 Friday, April 26

Parent-Teacher Conferences

Fall 2023 Two dates in November
 Spring 2024 Two dates in March

Please check individual school calendars online for specific dates at each school.

*All Staff are in attendance on Institute Days.

February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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Board Policies are available on the District's website and in the Superintendent's office.*

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*In cases where Board Policy changes during the school year, revised Board Policy will be followed.
Board Policies are available on the District's website and in the Superintendent's office.*

DISTRICT INFORMATION

Non-Discrimination Policy

7:10 *Equal Education Opportunities*

2:260 *Uniform Grievance Procedure*

It is the policy of the District not to discriminate on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy in its educational programs or employment policies as required by the Illinois School Code and federal law.

The non-discrimination policy also applies to students' access to courses and programs, athletics and physical education, guidance and counseling, financial assistance, remuneration, and other matters related to student personnel.

Inquiries regarding compliance with state and federal law, including Section 504 of the *Rehabilitation Act of 1973*, should be directed to:

Dr. Dominick M. Lupo
Assistant Superintendent
Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

Aliaa Ibrahim
Rutledge Hall Principal
Rutledge Hall School
6850 N. East Prairie Road
Lincolnwood, IL 60712

Building Access

8:70 *Accommodating Individuals with Disabilities*

Individuals with disabilities are provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities, and will not be subject to illegal discrimination. Individuals with disabilities should notify the Building Principal or the Superintendent if they have a disability, which will require special assistance. This notification should occur as far as possible before the school-sponsored function.

Attendance Boundaries/Re-Enrollment

The District attendance boundaries coincide with the boundaries of the Village of Lincolnwood. Todd Hall serves children in grades Pre-K-2. Rutledge Hall serves children in grades 3-5. Lincoln Hall serves children in grades 6-8. Parent(s)/guardian(s) must re-register and prove residency for children, annually, to help the administration determine appropriate class enrollments and staffing.

Board Members

The philosophy, goals, policies, and budget of the School District are approved by the Board of Education. The Board consists of seven members elected from among the registered voters of the District. The full term of office is four years. Four Board members are elected during an odd numbered year and three Board members are elected during the next odd numbered year. The current members of the Board of Education are:

<u>Board Member</u>	<u>Term Expiration</u>
Kevin Daly, President	April 2025
Rupal Shah Mandal, Vice President	April 2025
John P. Vranas, Secretary	April 2023
Myra A. Foutris	April 2023
Elaina Geraghty	April 2023
Jay Oleniczak	April 2023
Peter D. Theodore	April 2025

Board Meetings

The Board of Education conducts its regular monthly meetings during the first week of every month. These meetings are typically held in Lincolnwood Village Hall Chambers. Board agendas and Board packets are posted on the District website (sd74.org). The meetings are open to the public and are also televised to residents of the District (AT&T channel 99 and Comcast channel 6) and can be viewed online through the District website. The Board encourages members of the community to attend its meetings. Minutes of all meetings are posted on the District website following each meeting. The Board of Education conducts special meetings as needed.

SCHOOL PERSONNEL

Superintendent

The Superintendent is employed by the School Board to carry out the philosophy, goals and policies of the District. The Superintendent also reviews the operation of the District and makes recommendations to the Board concerning programs, staff, activities, and budget.

Assistant Superintendent for Curriculum and Instruction

The Assistant Superintendent for Curriculum and Instruction is responsible for curriculum, programming, instruction and staff development. The Assistant Superintendent for Curriculum and Instruction works with the Superintendent to carry out the philosophy, goals, and policies of the District.

Business Manager

The Business Manager is responsible for the financial workings of the District including planning, budgeting, operations, human resources, and reporting.

Director of Special Education

The Director of Special Education is responsible for the operations of special education procedures, including student identification and service delivery.

Director of Technology

The Director of Technology is responsible for the planning and implementation of technology integration, equipment, operations, and staff development using technology as a tool for instruction.

Director of Community Relations

The Director of Community Relations is responsible for communicating all District and school news to the community.

Principals

The Principals are the instructional leaders of the schools with responsibility over staff, students, programs, budgets, and activities.

Assistant Principal

The Assistant Principal supports his/her respective Principal with administrative responsibilities and duties as an instructional leader as assigned.

Teachers and Support Staff

The District employs State-certified, highly qualified teachers and educational support personnel to provide instructional and support services to the students of the District.

Substitute Teachers

All of our substitute teachers are qualified and certified by the State. A substitute teacher follows plans left by the teacher to ensure continuous learning for our students.

Classroom Teacher Qualifications

5:190 Certification

All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, physical education, reading or language arts, English, history, civics and government, economics, geography, foreign language, STEM, and mathematics) must meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

GENERAL SCHOOL INFORMATION

School Admissions

7:50 *School Admissions and Student Transfers To and From Non-District Schools*

7:100 *Health, Eye, and Dental Examination; Immunizations; and Exclusion of Students*

All students must register for school and prove residency each school year on the dates and at the place designated by the Superintendent.

Parent(s)/guardian(s) of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate or other reliable proof, as determined by the State Police, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. The District will notify police if a person enrolling a student fails to comply with the requirement within 30 days of enrollment or submits an affidavit that appears inaccurate or suspicious in form or content. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of required immunizations and an Illinois State health examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examination; Immunizations; and Exclusion of Students*, must be submitted by October 15th. Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time are required to present proof of an eye exam from a licensed eye doctor submitted before October 15th of the school year. Parent(s)/guardian(s) of students entering kindergarten, 2nd grade, and 6th grade are required to present proof of a dental examination by May 15th, but we encourage all children to have a dental examination.

Place of Residence

7:60 *Residence*

Parent(s)/guardian(s) are required to register their children for school and prove residency each school year. New student registration takes place continuously throughout the school year. Information may be obtained by calling the District office at 847-675-8234.

Only students who are residents of the District may attend a District school, except as otherwise provided by State and federal law and Board Policy. A student's residence is the same as the person(s) who has legal custody of the student.

Any person(s) asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child; (b) the reason the child lives with him or her, other than to receive an education in the District; and (c) he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent(s), if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person(s) with whom their child is living; and (b) that the person(s) with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

If the Superintendent or designee determines that a student already enrolled is not a resident of the District, notice of the decision and an opportunity for a hearing shall be given. The notice shall state the tuition amount that is due and detail the specific reasons why the District believes that the student is a nonresident of the District. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the Illinois *School Code*. If requested, the hearing will be conducted by the Board of Education or a hearing officer appointed by the Board and a decision shall be rendered in accordance with the procedures specified in the Illinois *School Code*. If, following the hearing, the Board of Education determines that the student is a non-resident of the District, the person who enrolled the student may appeal that decision to the Regional Superintendent of Schools as provided by the Illinois *School Code*.

School Hours

Todd Hall School

Pre-Kindergarten

AM	8:25 a.m. – 11:10 a.m.
PM	12:10 p.m. – 2:55 p.m.

Kindergarten, First, and Second Grade
8:25 a.m. – 2:55 p.m.

Half-day hours: 8:25 a.m. – 11:25 a.m.

The Todd Hall office is open from 7:30 a.m. until 3:30 p.m.
The office phone number is 847-675-8235.

Rutledge Hall School

8:00 a.m. – 2:45 p.m.

Half-day hours: 8:00 a.m. – 11:05 a.m.

The Rutledge Hall office is open from 7:30 a.m. until 3:30 p.m.
The office phone number is 847-675-8236.

Lincoln Hall Middle School

8:05 a.m. – 3:25 p.m.

Half-day hours: 8:05 a.m. – 11:05 a.m.

The Lincoln Hall office is open from 7:30 a.m. until 4:00 p.m.
The office phone number is 847-675-8240.

Extended Hours for Student Support

Extended supervised time is available, daily, in the Lincoln Hall Library for students who would like to work on or complete homework. Available daily times are 7:30-8:00 a.m. and 3:25-4:20 p.m. Students should have quiet work with them to work on during these times. Rutledge Hall homework help is also available to students daily from 7:30-8:00 a.m.

Recess

Weather permitting; students in Lincoln Hall, Rutledge Hall and Todd Hall are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Always make sure your child is dressed appropriately for outside recess. All students must be on the playground during outside recess unless otherwise determined by school staff. Students with a physician's note or a medical excuse will be allowed to remain in the building and provided an alternative, supervised activity during recess.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, playing music, etc., are usually allowed by the staff members in charge.

School Lunch Program

4:120 Food Services

4:130 Free and Reduced-price Food Services

6:50 School Wellness

The District offers to all students at a minimal cost, fresh entrees cooked daily which include fresh fruits and vegetables. Students who bring their lunch may purchase skim chocolate milk, 1% white milk, or water. Also, a free salad bar is available to all students at Lincoln Hall and Rutledge Hall. Students are not permitted to go home for lunch. The prices and practices are subject to yearly review. Menus, including dietary information, are posted on the District website.

Free and reduced priced lunches are available to families who qualify under state and federal guidelines. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility

guidelines (family-size and income standards), set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Additional information and applications are available in the District Office. You may contact the District's Business Office at 847-675-8234 for more information on how to apply for free and reduced price lunches. Lunches will be served in the cafeteria beginning with the first full day of school. The menu will follow the dietary allowance requirements according to Lincolnwood School Board Policies and the Illinois School Code. Please use the District Web Store to replenish lunch funds.

Homeless Students

6:140 Education of Homeless Children

Further information regarding the educational rights of homeless students may be obtained by contacting the District's Homeless Student Liaison at (847) 675-8234. The District's Homeless Student Liaison works to ensure that homeless students are not segregated or stigmatized because of their homeless status.

Kindergarten Entrance/Grade Placement

7:50 School Admissions

Children enrolling in Kindergarten must be five (5) years of age on or before September 1st of the year of enrollment. A child entering first grade must be six (6) years of age on or before September 1st of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. Specific grade/class placement is the sole responsibility of the administration whose decision shall be final.

Transfers

Students transferring to the District from another school district must present a Student Transfer Form (or the equivalent out-of-State form) from their previous school indicating whether or not they are "in good standing," and whether or not their health examination and immunization records are up-to-date. All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion and meet all applicable residency requirements **before** being enrolled in the District. In addition, transfer students must present a certified copy of the student's birth certificate, complete health examination and immunization records, and any other necessary enrollment documents.

Students who plan to move out of District 74 should contact their school office as soon as possible, providing the expected departure date. On the final day of attendance, the student will be given a transfer form. Student records will be released directly to the new school upon request. Copies of health records may be released directly to parent(s) for presentation to the new school.

Withdrawal from School

Students withdrawing or transferring from school shall initiate the process in the school office. All textbooks, other school property, and unpaid fees are to be presented to the school secretary. Refund checks to parent(s)/guardian(s) will be sent upon receipt of written request from the parent(s)/guardian(s). Refunds will be given on non-consumable textbook rental as follows:

K-8 Refund Schedule

K-8 Refund Schedule		
Withdrawing within	All School Fees	Lunch
First 12 weeks	66%	100% refund of the remaining balance in your account.
Second 12 weeks	33%	
Third 12 weeks	No refund	

Book Rental & Fees

4:140 Waiver of Student Fees

6:210 Instructional Materials

Textbooks are furnished to pupils on a rental basis. Fees are assessed and determined on course consumables and non-textbook activities. This amount is payable at the time of enrollment. If a book is lost, misused, or damaged, the child's parent(s)/guardian(s) must pay for the book. If the parent(s)/guardian(s)

fails to pay for textbook rental, supplemental materials, and other fees, the District may refer them to a collection agency. District practice provides that the cost of collections through the collection agency is charged to the parent(s)/guardian(s). A processing fee will be charged for late payment of fees. The District retains the right to restrict participation in extra-curricular activities and field trips until all outstanding sums have been paid in full.

Registration fees will be waived for students who: (1) are eligible for free lunches; (2) are currently receiving Illinois Public Aid; or (3) otherwise qualify for a waiver pursuant to Board Policy 4:140.

Students receiving fee waivers are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. There is no exemption for bus enrollment fees.

The Superintendent or designee will notify the parent promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Infosnap

Infosnap is a secure, online registration system for all students, Pre-K through Grade 8, for re-registration and new registration to District 74. Infosnap can be accessed online through the District's website. The user should complete all information fields required by District 74. Users also have the option to upload medical forms, residency forms, and other necessary forms. **All student registration must be completed through Infosnap.**

District Web Store

The District Web Store is a secure, online payment system that allows families to pay school fees 24 hours a day, seven days a week, without leaving their homes. Lincolnwood School District 74 accepts Visa, MasterCard, Discover, and electronic checks online or by phone.

Users go to www.sd74.org and click the dollar sign icon (\$) to access the District Web Store. Here you will be able to pay the following fees:

- | | | |
|---|------------------|-------------------------------------|
| • Registration (incl. iPad fee-5th-8th) | • Pre-K Payments | • Graduation Fees |
| • Lunch Accounts | • P.E. Uniforms | • 1:1 iPad Damage Claim Deductibles |
| • Sports, Club & Musical Fees | • Band/Orchestra | |

Visitors in the Buildings

8:30 Visitors to and Conduct on School Property

All visitors must present a valid picture ID (e.g. driver's license) at the office and to obtain a visitor's pass. All IDs will be checked through a management system that screens and tracks visitors.

Parent(s)/guardian(s) shall be permitted reasonable access to their child's classroom and District facilities and programs during the school day. Parent(s)/guardian(s) shall arrange visits to their child's classroom and/or District facilities and programs through the Building Principal. As the first priority of the District is the provision of educational services to students, parent(s)/guardian(s) visitation will not be permitted during times when such visitation would interfere with instruction.

When a student forgets his/her lunch, homework, musical instrument, etc., parents may bring these items to the school office. This will ensure that classrooms and the instructional process will not be disrupted. Please be sure students have everything they need before leaving home.

The District also provides equal access to hold meetings in its facilities by organizations so long as the organization requests to hold meetings on District property pursuant to District policy.

Home/School Communication

District 74 encourages open communication between parents and teachers. If there is a concern to discuss with a teacher, please call and make an appointment to meet before or after school. To email a child's teacher, use their first initial followed by their last name and then followed by @sd74.org. An online staff directory may be found on District 74's website at www.sd74.org.

Ongoing communication between home and school is vital in providing a quality education to students. A variety of information is sent home to inform parents about curricular and extracurricular events and topics. Check your child's school website often. Also, District 74's newsletter, *Tuesday Newsday*, will be delivered to the email address the District has on record.

District 74 Messaging System

District 74 utilizes a communication broadcast system that enables school personnel to notify all households and parents by phone and electronic mail within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service will also be used to communicate general announcements or reminders. When used, the service will simultaneously call the main home phone number and email address maintained in our student information system and will deliver a recorded message. Please be sure to update your phone numbers and/or email addresses if anything changes, so that the District has your current information on file.

Compliment/Complaint Inquiry

3:30 *Chain of Command*

In order that a compliment/concern of a parent be addressed by the appropriate official(s), the Board of Education requires the following procedure:

If parents have a compliment/concern about their child, the parent will:

1. First contact the child's teacher;
2. If not satisfied, contact the Building Principal who will submit a written report to the Superintendent with respect to the contact and any follow-up activity;
3. If not satisfied, contact the Superintendent who will prepare a written report with respect to the contact and any follow-up activity; and
4. If not satisfied: 1) submit a written communication to the Board of Education as set forth in 2:140; or 2) attend a Board of Education meeting and address the Board of Education at the audience to visitors segment of the meeting; or 3) request a closed session meeting to address the Board of Education if allowable under 2:200.
5. Parents shall be provided with copies of the written reports required in 2 and 3 above irrespective of whether requested by the parent. The written reports shall contain sequential identification numbers in chronological order and will be submitted to the Board of Education as directed by the Board of Education.

Parent(s)/guardian(s) also may file a complaint with a District Complaint Manager pursuant to Board Policy 2:260, Uniform Grievance Procedure, if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

Parent-Teacher Conferences/Portfolio Nights

Parent-Teacher conferences are formally scheduled each year in the fall and spring. Conferences offer an opportunity for parents and teachers to share information related to the academic, social, emotional, and personal growth of each child. Portfolio Nights are held in the spring at Lincoln Hall. Students share their academic progress over the year. These are important events to ensure the academic success of every child. You are strongly encouraged to attend.

School Information on the Web

School information is available on District 74's web page at: www.sd74.org. Visit our website regularly for current news and announcements.

Curriculum

6:60 *Curriculum Content*

6:210 *Instructional Materials*

The District curriculum contains instruction on subjects required by state law and its regulations. Our curriculum is reviewed and updated using a 6-year Review Cycle. The curriculum is aligned with State and national standards. Parents are always welcome to view instructional materials. For more information contact the Assistant Superintendent for Curriculum and Instruction at 847-675-8234.

Grade Level Learning Standards

Grade level learning standards identify the essential knowledge and skills that should be taught and learned at each grade level. Grade level learning standards have been developed for Pre-Kindergarten through grade 8 and cover all content areas. Standards are reviewed and updated annually.

Curriculum Night

Curriculum Night is an event which takes place early in the school year providing parents the opportunity to meet their child's teachers, find out about the curriculum and homework expectations, review parent participation guidelines, and receive information on teachers' classroom expectations. During this informative evening, parents will learn how students spend their school day.

Assessment

6:340 Student Testing and Assessment Program

The District Student Assessment Program provides information for determining individual student achievement and guidance needs, curriculum and instructional effectiveness, as well as school performance measured against District student learning standards and statewide norms. The District Assessment System conforms to the schedule required by State law.

Homework

6:290AP Homework

Homework is academically related assignments, which support learning in one of four ways: pre-learning, checking for understanding, practice, or processing.

Pre-learning: Homework is used to provide an introduction to a topic or background for a more in- depth lesson.

Checking for Understanding: Homework is used to have students show the classroom teacher what they know and understand at this point (i.e. sample math problems, journal responses on a science experiment, literacy devices in a short passage).

Practice: Homework is used to practice a skill previously learned.

Processing: Homework is used to have students reflect on concepts that were discussed in class.

Homework Guidelines

The following guidelines are meant to serve as a general, flexible framework within which the individual teacher should exercise her/his professional judgment. Consistency throughout the District in the assignment of homework will enable the students to react more positively to this kind of work. Gradual increases in the time spent on homework assignments as they progress through the grades should be encouraged. Individual students will work at different rates. ***The following are average amounts of homework suggested at each grade. It is highly recommended that students read independently on a daily basis. This is not included in the following guidelines.***

Kindergarten

- 10-15 minutes per day
- 3 times per week

Grade 4

- 40 to 50 minutes per day
- 4 times per week

Grade 1

- 10 to 20 minutes per day
- 4 times per week

Grade 5

- 50 to 60 minutes per day
- 4 times per week

Grade 2

- 20 to 30 minutes per day
- 4 times per week

Grade 6

- 60 to 70 minutes per day
- 4 or 5 times per week

Grade 3

- 30 to 40 minutes per day
- 4 times per week

Grade 7 – 8

- 70 to 90 minutes per day
 - 4 or 5 times per week
-

Teachers will:

- Teach homework how-to skills such as: how to get organized, how to use an assignment notebook, and how to locate and organize information.
- Coordinate assignments with other team members to avoid overload.

- Prepare students for homework in the same manner as they would present an assignment in class.
- Set specific due dates for completion of assignments.
- Review, evaluate and, when appropriate, return assignments with feedback in a timely fashion.
- Encourage students to utilize suggested time guidelines to study and review subject matter, in addition to completing written assignments.

Teachers will communicate to parents:

- General expectations for homework.
- How makeup and late assignments are handled.
- How homework is evaluated.
- Consequences of failing to complete assignments.
- The importance of two-way communication on homework issues.

Students will:

- Remember that homework is a high priority and responsibility.
- Listen carefully to assignment directions and adhere to due dates.
- Write down assignments and bring home required materials.
- Set aside a specific time and place to do homework with necessary materials.
- Review homework prior to turning it in.
- Utilize suggested time guidelines to study and review subject matter, in the absence of written assignments.
- Seek assistance, if needed, as a personal responsibility.

During the course of the school year, students are involved in evening programs or celebrating holidays. These may include school sponsored activities, band/orchestra programs, etc. In these situations, teachers are to be flexible and sensitive to the time constraints of that particular evening when assigning homework.

Field Trips

6:240 Field Trips

Field trips to nearby points of interest are scheduled by various classroom teachers/teams throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Parent(s)/guardian(s) of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) may be responsible for any associated field trip costs. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited.

School Property

The schools and grounds are for educational use. Children should be reminded that they are to treat school property, including instructional materials, furniture, equipment, and the buildings, with respect. Students are allowed to ride bikes, skateboards or roller blades to and from school but will be required to walk once they are on school grounds.

Student Personal Property

The District is not responsible for lost, damaged, or stolen personal property brought to school or to a school activity. Students are advised not to bring valuables to school. Students should make sure lockers are fully locked. Engraving of personal calculators, computers and other valuables is recommended.

Distribution of Non-Curricular Material by Students

7:310 Restrictions on Publications

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.

Creating, distributing, and/or accessing non-school-sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the District.

Accessing or distributing "on campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Lost and Found Centers

There are lost and found centers for students at each school. Lost books and personal items can be retrieved from these locations. Students are encouraged to report stolen items to the school office.

SPECIAL SERVICES

Response to Intervention

6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The District has implemented a system to identify and support all students in our schools. The process, called **Response to Intervention (RtI)**, helps teachers to better identify and provide interventions to students who are not making the progress that is expected. RtI utilizes a problem-solving approach that helps staff to: identify the problem a student is having, develop a plan for assisting, implement the plan, and then evaluate its effectiveness.

Response to Intervention is mandated by State law. "Each District shall implement the use of a process that determines how a child responds to scientific, research-based interventions as part of the evaluation procedure."

Teachers and staff will observe students, give formal and informal assessments, and provide leveled support to those students who are struggling academically. The result will be improved teaching and learning experiences to increase student performance levels.

Benchmark Day – Fall/Winter/Spring Curriculum Based-Assessments

These assessments give us a snapshot of each student to help us differentiate instruction.

Social and Emotional Needs of Children and Families

7:250 Student Support Services

Our teachers and school social workers provide support to our students when emotional or social needs interfere with learning. Through teaching, small groups, and individual consultation, the school social worker provides preventive and intervention measures that facilitate the daily progress of the student. The school social workers also provide ongoing consultation for students and families experiencing more long-term challenges. School social workers are available to parents and students. Please feel free to contact them for a phone consultation or meeting.

Educational and psychological testing services and the services of a school psychologist are provided as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

Special Education

6:120 Education of Children with Disabilities

District 74 ensures that a free and appropriate public education (FAPE) is available to each child with a disability who resides and is enrolled in the District as required by Article 14 of the Illinois School Code, the *Individuals with Disabilities Education Act* (IDEA), Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act*.

Nondiscriminatory screening and identification procedures are used to identify all children with disabilities between the ages of 3 to 15 who reside within the District's boundaries. Appropriately credentialed personnel who participate in ongoing staff development perform such procedures. Information and records obtained/maintained as the result of the identification, evaluation or provisions of special education students shall be kept confidential pursuant to the requirements of the Illinois School Student Records Act and the federal Family Educational Rights and Privacy Act. Any concerned person, including School District personnel, the parent(s)/guardian(s) of the child, or an employee of the Illinois State Board of Education, may initiate referrals for an individual and full evaluation. For questions regarding Special Education, please contact the Director of Special Education at (847) 675-8234.

Discipline of Special Education Students

7:230 Misconduct by Students with Disabilities

A student with a disability under the *IDEA*, Section 504 of the *Rehabilitation Act of 1973*, the *Illinois School Code* and who has a current Individualized Educational Program (IEP) or Section 504 Plan will be held, as much as possible and reasonable, to the same behavioral and social expectations and consequences as students without disabilities. However, when a student's disability prevents him or her from conforming to school rules and expectations, special considerations and procedures will be employed to the extent required by law.

A student with a disability may be suspended for no more than 10 cumulative school days during one school year in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disability. No student with a disability shall be suspended for more than 10 cumulative school days or expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A manifestation determination team will determine if the student's conduct was a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be disciplined, up to and including expulsion, pursuant to the discipline procedures applicable to all students, except that such disabled student shall continue to receive educational services during such period of expulsion.

Behavioral Interventions

7:230 Misconduct by Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities. The committee shall review the Illinois State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. All students shall be informed annually of the existence of this policy and the behavior intervention procedures. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with Individualized Education Program (IEPs) within 15 days after their adoption or amendment by the Board of Education, or at the time an Individual Education Program (IEP) is first implemented for a student. At a student's annual Individual Education Program (IEP) review meeting, a copy of this policy and procedures shall be reviewed and given to the parents/guardians. A copy of the policy and procedures shall be available upon request of the parents/guardians.

Project GATE (Gifted and Talented Education)

6:135 Accelerated Placement Program

The Illinois School Code (105 ILCS 5/14A-15) provides encouragement, assistance, and guidance to school districts in the development and improvement of educational programs for gifted and talented children and children eligible for accelerated placement as defined in Section 14A-20 and 14A-17 of the School Code. School districts shall continue to have the authority and flexibility to design education programs for gifted and talented children in response to community needs, but these programs must comply with the requirements established in Section 14A-30 of the School Code.

The School Code defines "gifted and talented children" as: "Children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared

with other children of their age, experience, and environment. A child shall be considered gifted and talented in any area of aptitude, and, specifically, in language arts and mathematics, by scoring in the top 5% locally in that area of aptitude" (105 ILCS 5/14A-20). The School Code defines "accelerated placement" as: "the placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child" and shall include, but need not be limited to, early entrance to kindergarten or first grade, accelerating a child in a single subject, and grade acceleration (105 ILCS 5/14A-17).

District 74 has a comprehensive K-8 program that is in compliance with Illinois State guidelines. District 74 offers a continuum of gifted services including:

Math/Reading Enrichment (K-1)
GATE Reading (2-8)
GATE Math (2-8)
Advanced Reading (3-5)
Accelerated Mathematics (3-8)
Advanced Reading/Language Arts (6-8)

Identification Process: Each component of gifted programming will have its own identification tools. The identification process will be a two-step process, where (1) all students in the District are screened and (2) students who qualify move to the second round of testing. The identification tools are as follows:

Step One:

- NWEA/MAP data
- FASTBridge data

Step Two (Required for GATE Reading/Math):

- CogAT (Cognitive Abilities Test)

Appeals Process: If for some reason the Identification Process does not show a true picture of a student's ability, a teacher or a parent may initiate the Appeal Process in the spring. Appeal applications may be requested from the Building Principal or they are available on the District website during the appeal window.

English Learners (EL)

6:160 English Learners

In compliance with Illinois Administrative Code (23 IL Adm. Code 228.15), all students are to have a *Home Language Survey* completed when entering in the District for the first time. The purpose is to identify students who have a language background other than English. When a Home Language Survey indicates another language is spoken in the home, the District is required to screen the student for English proficiency within 30 days of enrollment.

Identified students are placed in EL Programming based on their English Language Proficiency in four domains; listening, speaking, reading, and writing:

Level 1: Survival English Class/Language/Literacy Class
Levels 2-4: Language/Literacy Class
Level 4-5: Writing Support Class
Levels 5-6: Monitor Exited Student for Two Years

Parents will receive notification of their child's eligibility and services that will be provided. Parents must provide written revocation of services if they do not wish their child to participate in the program. The State requires non-participating students to take the ACCESS test annually until an exit composite score of 4.8 is achieved.

All identified students take the State ACCESS test annually to monitor progress in English proficiency.

Bilingual Education

According to the Illinois School Code (105 ILCS 5/14C-3), once a school site has 20 or more identified students of the same language attending that building, the school district is required to provide bilingual services in that language. These services must be provided by a teacher who is EL endorsed and has the Bilingual certification.

Once a student's English proficiency level is identified, these students will be placed in classes according to their English proficiency and taught by a teacher who is State certified and has a bilingual endorsement in that language.

Parents will receive notification of their child's eligibility and services that will be provided via letter from the school. Parents must provide written revocation of services if they do not wish their child to participate in the program. The State requires non-participating students to take the ACCESS test annually until an exit composite score of 4.8 is achieved.

Deaf, Hard of Hearing, Blind or Visually Impaired Students

All students that are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audio-logical, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at <http://www.illinoisdeaf.org/> . There are also schools, other than the Illinois School for the Deaf and the Illinois School for the Visually Impaired, that provide similar services. Contact the Director of Special Education at 847-675-8234 about these services for your student.

HEALTH

Students are encouraged to practice good hygiene by frequently washing their hands and covering their mouths and noses when coughing or sneezing, and to cough or sneeze into their sleeve at the elbow.

Students should not attend school if any of the following conditions are present:

- Temperature of 99.7 degrees or higher
- Vomiting
- Diarrhea
- Incessant or deep cough
- Red eye(s) with discharge and/or crusting on lashes, pain or irritation
- Unexplained rashes
- Contagious illnesses (including but not limited to strep throat, conjunctivitis (pink eye), chicken pox, impetigo, hand, foot and mouth disease).

Symptoms should be absent before the student returns to school. When a student has been absent from school three (3) or more days due to illness, the school may require a doctor's note before the student can return to school. See Attendance section.

Communicable and Chronic Infectious Disease

7:280 Communicable and Chronic Infectious Disease

Please notify the school nurse or principal immediately if your student has contracted a communicable and chronic infectious disease so the school can take proper measures to prevent further transmission of the disease. The student may be excluded from school consistent with Illinois Department of Public Health ("IDPH") procedures. In addition, consistent with IDPH procedures, the District will report all suspected reportable communicable and chronic infectious diseases to the local health department. A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies.

Food Allergies

4:120 Food Services

7:285 Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, the District's Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. For students with food allergies, please contact

the health office so that protocols consistent with the District's Food Allergy Management Program can be developed. If your child has a diagnosed food allergy and you choose not to have medications accessible in the health office or carried by your child, a waiver needs to be signed and kept on file in the health office. A doctor's note must be provided before any changes can be made to a student's allergen plan and list.

Health Examinations, Immunizations, and Exclusion of Students

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

District 74 enforces State law and Lincolnwood Board of Education policies with respect to the required health examinations and immunizations. A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

- Within one year before entering pre-kindergarten, kindergarten, or the first grade when entering school for the first time;
- Upon entering the sixth grade; and
- Whenever a student first enrolls in a District 74 school, regardless of the student's grade.

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

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

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

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

- Religious reasons if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee signed by both parent and physician detailing the grounds for objection and the specific immunization and/or examination to which they object;
- Medical reasons if a physician provides written verification;
- Eye examination requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Dental Examinations Required

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

By May 15 of each school year, all children in kindergarten, 2nd grade, and 6th grade must present proof that they have received a dental exam by a licensed dentist. If a child in the second or sixth grade fails to present proof by May 15, the school will request that the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Eye Examination

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. After October 15, the school still must receive the student's proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Vision and Hearing Screenings

Vision screenings will begin in the month of October for the following students: Pre-Kindergarten, Second Grade, Eighth Grade, transfer students, students in Special Education, and teacher referrals. Hearing screenings will also be done for Pre-Kindergarten, Kindergarten, First Grade, Second Grade, Third Grade, students in Special Education, transfer students, and teacher referrals.

Vision screenings are not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Health and Emergency Information

Health information, emergency contacts and telephone numbers must be updated by parent(s)/guardian(s) at registration and as information changes. First aid for minor injuries which occur at school will be provided in the health office. Paramedics will be called in an emergency. Health insurance is available at cost to all students enrolling in District 74 schools. If you have additional questions, please call your child's school office.

Medication or School Health Services

7:270 Administering Medicines to Students

It is District 74's policy that prescription and non-prescription medication should be administered in the home; however, we recognize that at certain times medication must be administered during the school day so that children can attend school. The District will not administer any medication without documented permission from the parent(s) or guardian(s) **and** a written order from a physician detailing the medication, dosage, and schedule for administration. Parents may obtain the required form from the school office or the school website. Non-prescription medication, such as acetaminophen (Tylenol), cough drops, and medicated creams, also require parent's permission **and** a written order from a physician.

A student may possess and self-administer asthma medication or epinephrine auto-injector medication prescribed for use by the student on school grounds, at school activities, while under the supervision of school personnel, or before and after normal school activities, when: (a) the medication has been prescribed by a physician, a physician's assistant or an advanced practice registered nurse possessing the proper authority to prescribe medication; (b) the student's parent(s) or guardian(s) and student's health care provider have provided the school with written authorization for the self-administration and/or self-carry of asthma medication or epinephrine auto-injector; and (c) the student's parent(s) or guardian(s) have signed and submitted the District's "Hold Harmless and Indemnity Agreement for the Self-Administration of Asthma Medication and Epinephrine." Parents of students with specialized health needs may request an individualized health plan to be developed by the school nurse, parent(s) and/or other appropriate school personnel.

The student's parent or guardian must deliver all medications personally to a school representative in its original package, properly labeled by a pharmacy or a physician. The District reserves the right to reject any request for the administration of medication in the school. Students in possession of prescription or non-prescription medications in violation of this policy may be subject to disciplinary action.

Illness/Accident/Injury

If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel and the parent will be notified. If parent(s)/guardian(s) are unavailable, those listed as emergency contacts will be notified. School personnel will render first aid only. If school personnel deem necessary, paramedics will be called. *NOTE: The District is not responsible for expenses incurred as a result of an illness, accident, or injury.*

Excused from Physical Education

7:260 Exemption from Physical Education

A student may be excused from physical education based on a medical reason or religious prohibition.

A student may be excused from physical education classes for a maximum of two days with a note from his/her parent(s) or guardian(s) and approval of the school nurse. A signed doctor's note is required for students who need to miss more than two days of classes. Any student who has been excused from physical education class by a doctor for an extended period of time must obtain a written, signed doctor's release to return to physical education and submit it to the school nurse before resuming participation in physical education classes.

Students who are absent from school or excused from physical education classes due to a medical reason are not allowed to participate in after-school activities on those days. Students requiring the nurse's assistance during the day resulting in missing classes may not be allowed to attend after-school activities.

A student excused from physical education based on religious reasons must provide a signed statement from a member of the clergy that corroborates the religious reason for the request.

Head Lice

Lice infestations may occur in any age group, but it is more common among elementary school children. It is not considered to be a health-risk or a disease. Lice are usually passed from person to person by direct head contact but can also be spread through shared objects (combs, clothing, barrettes, hats, etc.). Sharing or exchanging of these items should be discouraged. Students may be checked at school for the presence of lice if symptoms are present. We encourage parents to learn about head lice and check their children regularly for the presence of live lice and nits (see www.cdc.gov for more information). This is the best way to detect head lice throughout the year. Identification and treatment for lice is a parent responsibility. The school will not do routine school screenings. Please inform the school when head lice are detected on your child.

Non-Smoking Policy

7:190 *Student Behavior*

8:30 *Visitors to and Conduct on School Property*

The District is a smoke-free campus. Smoking or use of tobacco products is not permitted in any of the schools or on school grounds.

CPR and AED Training

Many District employees are trained in CPR and AED use. The Illinois High School Association's website contains a video on the administration of cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). All students and parents are encouraged to review the video, which can be found at <https://ihsa.org/multimedia/articulate/concussion/presentation.html>

Suicide and Depression Awareness and Prevention

7:290 *Suicide and Depression Awareness and Prevention*

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

WELLNESS

6:50 *School Wellness*

4:120 *Food Services*

Student Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). During the school day, all grades will be required to engage in physical education consistent with Illinois law, unless other exempted.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Birthday Recognition

In view of the District's focus on wellness and good nutrition, as well as the prevalence of various food allergies in our student population, please refer to the below examples for alternative ideas for birthday celebrations. (*Please note: All birthday party invitations should be delivered outside of school premises.*)

- Donating a book to the classroom or library;
- Donating a board game or computer game to the classroom, grade level, school;
- If a birthday remembrance is to be distributed to members of the class, suggested non-food items are: pencils, bookmarks, pencil erasers, etc.

School Celebrations/Rewards

Occasionally, students will be offered a treat as part of a school-wide celebration or reward. The administrator will be notified and shall work closely with school personnel and the parent community to provide safe, appropriate avenues for these moments.

Healthy Snacks

Students that are permitted by classroom teachers to bring a snack to school, please try to bring a healthy snack. Some examples include: fresh fruit, fresh vegetables, dried fruit, fruit bars, pretzels, baked chips, and rice cakes.

ATTENDANCE

7:70 Attendance and Truancy

The Illinois compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years who are enrolled in kindergarten or higher are also required to attend school while in session during the regular school term. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

A parent or guardian is to telephone the school office within 30 minutes of the start of school to report a child's absence. Parent(s)/guardian(s) who do not telephone the school will be contacted. Parent(s)/guardian(s) must provide at least one but not more than two telephone numbers at which they may be reached by the school regarding absence notification. If attempts to reach the student's parent(s)/guardian(s) are unsuccessful, other emergency contacts for the student will be called.

Students may be excused from school for personal illness or medical appointments, death in the immediate family, family emergency, observance of a religious holiday, certain court appearances, and other approved prearranged absences.

Death in the Immediate Family

When a death in a student's immediate family occurs, parent(s)/guardian(s) are encouraged to contact the school via telephone or written communication as soon as possible.

Student Illness

Parents must call the school within 30 minutes of the start of the school day to report a child's absence due to illness. When a student has been absent from school three (3) or more days due to illness, the school may require a doctor's note before the student can return to school.

Medical Appointment

Parent(s)/guardian(s) are encouraged not to make medical appointments for students during the school day unless absolutely necessary. Parents requesting their child to be excused for medical appointments may be required to bring documentation of the medical appointment to the office upon picking their child up from school and/or immediately following the doctor's appointment. This documentation must include date and time of requested dismissal, doctor's name and phone number, and parent/guardian signature. Failure to follow this procedure will result in an unexcused absence.

Religious Holiday

7:80 Release Time for Religious Instruction/Observance

A student may be released from school as an excused absence, to observe a religious holiday or for religious instruction. The student's parent(s)/guardian(s) must give prior written notice to the Building Principal before the student's anticipated absence.

Court Appearance

Parents requesting their child be excused due to a court appearance may be required to bring documentation from the appropriate authorities in order for the absence to be excused.

Vacations

Parents are highly discouraged from taking vacations outside of the District's planned vacation times. Time out of school can be detrimental to a child's progress, growth, and success in school. It is not the responsibility of the teaching staff to prepare work prior to a trip. **Students who are on vacation for more than ten consecutive, regularly scheduled school days will be dropped from the rolls.** Upon return, parents will need to re-register their child(ren).

Excessive Absenteeism/Truancy

A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5% or more of the previous 180 regular attendance days. (A person who willfully attempts to encourage a child to not attend school is guilty of a Class C misdemeanor.) Schools may implement one or more of the following consequences:

1. Parent or guardian conference;
2. Student and/or family counseling;
3. Information about community agency services;
4. All future absences must be verified by a physician or dentist;
5. Restriction or prohibition on the participation in extracurricular or intramural activities, field trips or other activities.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the North Cook Intermediate Service Center. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers. No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Parents Out of Town

It is the responsibility of parent(s)/guardian(s) to inform the office if they will be unavailable for a period of time. The authorized person appearing in the student's emergency contact information must call the office if the student is absent from school. If another adult is designated by the parent(s)/guardian(s) to excuse their child from school, the parent/guardian must notify the office in writing or by phone to identify the other adult prior to the parents/guardians leaving town. Failure to follow the above procedures will result in an unexcused absence for the student.

Home and Hospital Instruction

6:150 *Home and Hospital Instruction*

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Leaving the School Grounds

Once a student has arrived on school grounds, at no time is he/she to leave the school grounds during the school day unless approved by the parent, Building Principal, or designee.

Late Arrival/Early Departure Procedures

Parent(s) or guardian(s) are responsible for making sure students arrive at school on time every day. Students arriving at school after the school start time must be signed in at the office by a parent or guardian. Students arriving late by any method of transportation, other than a District 74 school bus, will be counted tardy. Excessive tardiness is considered to be three or more tardies per trimester. For an early release, a parent or guardian must sign out the student.

Loitering

Outside supervision before and after school start and end times respectively is provided only during the designated times below. Parents are asked to not allow their children on campus during unsupervised times.

Todd Hall.....8:10 a.m. – 8:25 a.m. and 2:55 p.m. – 3:10 p.m.
Rutledge Hall7:45 a.m. – 8:00 a.m. and 2:45 p.m. – 3:00 p.m.
Lincoln Hall7:45 a.m. – 8:05 a.m. and 3:25 p.m. – 3:40 p.m.

All students not participating in school-sponsored activities must exit the building and school grounds immediately upon dismissal.

Make-Up Work

The responsibility for making up missed work rests with the student. When a student is absent for one day, the assignments should be obtained from a classmate or from the teacher as soon as possible the following day. If the absence is two days or longer, homework may be obtained by calling the office and requesting all assignments be sent to the office. Parent(s)/guardian(s) must make arrangements to pick up books and assignments by calling the school office by the morning of the absence. The student will have five days upon return to complete all missing work. Parents will be notified if excessive work is missing.

If a test or an assignment is long-range (five days or more, such as a research paper, project, or report), the teacher may use his/her discretion in setting due dates, accepting late work, and determining make-up conditions. Students who have an excused absence on the due date of a long-range assignment can receive full credit if they turn in the assignment on the day they return to school. In the event of a prolonged excused absence, special arrangements may be made to extend the time period allowed for the assignment. A student who is in attendance the day before a scheduled test/quiz shall take the test/quiz the first day he/she returns to school. At Lincoln Hall and Rutledge Hall, students may access most work on their learning management system and can also email their teachers.

Good Standing

A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular and extra-curricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under suspension or expulsion, regardless of whether he/she may be allowed to attend school. A student not in good standing may **not** participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extra-curricular, except as may be allowed by the Principal.

Report Cards

Report cards are issued at trimesters. All reports will be issued through the email that you provided at the time of registration. We encourage families to work with their student(s) to review the information presented on the report cards.

Promotion/Retention

6:280 *Grading and Promotion*

A child may not be promoted based upon age or any other social reason unrelated to his/her academic performance. EL (English Learners) students may not be retained solely on English language proficiency. Decisions regarding promotion, retention, or remediation shall be based on a student's successful completion of the curriculum, attendance, performance based on standardized achievement tests, and other District criteria. Decisions to retain a student shall be made by the Building Principal after consultation with the teacher, parents, and members of the building support team (i.e., social worker, instructional resource staff, etc.) pursuant to Board policy.

Promotion to High School

To be eligible for promotion, a student must fulfill the following requirements:

1. Pass the Constitution test as required by Illinois law.
2. Have all required schoolwork completed (no incomplete grades).
3. Achieve a level of learning of "D" or above in all subjects, as indicated by report card grades.

Graduation

Graduation exercises and activities, including the graduation ceremony, are considered privileges. If an 8th grade student has displayed poor behavior or has not fulfilled the requirements under Promotion to High School above, s/he may be excluded from promotion exercises such as the graduation ceremony and/or 8th

grade end-of-year activities. Student diplomas may be withheld until the student successfully completes all requirements for promotion.

EXTRACURRICULAR PARTICIPATION/ATTENDANCE

Participation in any and all extracurricular activities is dependent upon school attendance, academic performance, and behavior. Students who are not in attendance for a half-day of school attendance will not participate in that day's extracurricular activities.

Extra-Curricular Activities Academic Eligibility Criteria (Lincoln Hall Students Only)

6:190 Extracurricular and Co-Curricular Activities

Extra-curricular activities are a privilege, not a right. The School District provides opportunities for students to develop talents beyond the classroom. These extra-curricular activities are optional school-sponsored activities that meet on a regular basis, and are not part of an academic class. Therefore, they are not graded.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy certain academic standards and must comply with the activity's rules and the student conduct code in order to be eligible to participate in extra-curricular activities. The sponsor of the activity will distribute eligibility criteria.

Expectations for Eligibility for Extra-Curricular Participation

In order to participate in extra-curricular activities, the student must be in good behavioral standing. Students may not participate in an extra-curricular activity on days when they are fulfilling a disciplinary consequence. If misbehavior becomes repetitive, a student may be ineligible to participate in extra-curricular activities. Sponsors will further explain expectations.

Participants **may not leave school grounds and return for the activity**. Participants must stay in the supervised area(s) provided, either in the cafeteria or with a teacher in his/her classroom.

Extra-Curricular Athletics (Lincoln Hall Students Only)

6:190 Extracurricular and Co-Curricular Activities

7:240 Code of Conduct for Participants in Extracurricular Activities

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. Middle School students must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
3. Middle School students only: No less than five (5) business days prior to trying out practicing or participating, the student must obtain a sports physical examination by a licensed physician, certifying in the form that the student's health status allows for extracurricular active athletic participation. The sports physical examination is valid for one year from the date of the examination and must be on file in the School Nurse's office.
4. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee shall, subject to local, state, federal and District confidentiality requirements, maintain the necessary records to ensure student compliance with this policy.

Failure to meet these requirements will result in a student not being allowed to tryout or participate in the activity.

SAFETY PROCEDURES

School Safety Drills

4:170 Safety

One of the District's priorities is maintaining a safe and secure learning environment for all students, staff and visitors. Periodically, we will have drills at each of our buildings during the school year focusing on safety procedures. In each classroom, signs are posted clearly explaining what staff and students must do in case of emergencies. Our schools work closely with the police and fire departments, always striving for orderly and efficient drills that help students and staff be better prepared in the unlikely event of an emergency.

Sex Offender Website

4:170AP Criminal Offender Notification Laws

The Illinois Sex Offender Community Notification Law requires principals or teachers of public or private elementary or secondary schools to notify parents that information about sex offenders is available to the public. This sex offender information is available at the following web address:

<http://www.isp.state.il.us>

Hazardous and Infectious Materials

4:160 Environmental Quality of Buildings and Grounds

When school is in session, the Building Principal will notify students and parent(s)/guardian(s) in their building at least four (4) business days before a pesticide application in or on school buildings or grounds is applied.

Asbestos Management Plan

The District will provide notice to parents, teachers, and employee organizations of inspections, response actions, and post-response action activities regarding the management of asbestos on District property. The plan is available for review at each school and in the District office during normal business hours.

EMERGENCY PROCEDURES

4:170 Safety

Fire

These procedures should be followed any time the fire alarm is sounded.

1. Students, staff, and visitors will use the fire exits that are posted in each room or a safe alternative exit.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. Doors should be closed after everyone has left the room(s).
5. Students will be escorted by their teachers to a safe distance from the building.
6. Teachers will stay with their classes at all times and take attendance at their designated safe area.
7. No one shall return to the building until the all-clear signal is given by the Principal or person in charge.

Shelter In Place

When a shelter in place warning is issued, the District students will be moved to designated safe areas as posted in each classroom. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student will be allowed to leave the school premises during a tornado warning. Students are not to talk, run, or push at any time during a drill.

Lockdown

In the event of a situation where the safety of our students is being threatened, the District will institute a lockdown procedure. At that point, students will be directed to safe areas of the classroom and/or school by the staff and they will remain quiet until the "all clear" signal is given. No one except for police officials will be allowed to enter the building during a lockdown.

PLEASE DO NOT CALL THE SCHOOL, PRINCIPAL, OR THE SUPERINTENDENT OR ATTEMPT TO COME TO THE SCHOOL during the lockdown situation. Phone lines must be kept open for emergency communications. Communication will be made to families as quickly as possible consistent with the District's emergency management/safety plan.

Emergency Closings

The Superintendent is authorized to delay the start of school, close District schools, or dismiss students early from school in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school's schedule shall be changed. Parents will be notified by the District's Messaging System phone system if school will be closed or delayed. Parents are required to provide up-to-date contact information. All school activities will be cancelled in the event of emergency closings.

IMPORTANT: Parent(s)/guardian(s) should have a family emergency plan in case schools are dismissed early, the start of school is delayed, or school is cancelled (location of house key, alternative shelter, telephone number to call, etc.). Students and childcare providers must be aware of the plan.

PLEASE DO NOT CALL THE SCHOOL, PRINCIPAL, OR THE SUPERINTENDENT. Phone lines must be kept open for emergency communications.

STUDENT RIGHTS AND RESPONSIBILITIES

Non-Discrimination Procedures/Complaint Process

2:260 Uniform Grievance Procedure

Students, parent(s)/guardian(s), employees or community members should notify any District Complaint Manager if they believe that the School Board, its employees or agents have violated their rights guaranteed by state or federal law, the state or federal constitution, or Board Policy.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably consistent with the procedures set forth in Board Policy 2:260.

Non-Discrimination Coordinator/Complaint Manager:

Dr. Dominick M. Lupo, Assistant Superintendent
District Office
6950 N. East Prairie Road
Lincolnwood, IL 60712
dlupo@sd74.org
847-675-8234

Complaint Manager:

Aliaa Ibrahim
Principal
Rutledge Hall
6850 N. East Prairie
Lincolnwood, IL 60712
aibrahim@sd74.org
847-675-8236

Bullying, Intimidation, and Harassment Prohibited

7:180 Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it

does not require a district or school to staff or monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*. *Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.

- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

Harassment of Students Prohibited

7:20 *Harassment of Students Prohibited*

No person, including a District employee or agent, or student, shall harass, intimidate, or bully (cyber-bully) a student on the basis of actual or perceived: race; color; national origin; military status, including unfavorable discharge from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, visual, digital, or electronic, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

2:265 *Title IX Sexual Harassment Grievance Procedure*

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- 2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, or Assistant Principal for appropriate action.

Teen Dating Violence Prohibited

7:185 *Teen Dating Violence Prohibited*

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen*

dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

DRESS CODE

District Expectations

7:160 Student Appearance

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Student dress and good hygiene are the responsibility of both the student and parent(s)/guardian(s). Students must wear appropriate clothes for every activity in which they participate at school or during school-related activities. Clothing should be clean, comfortable, loose enough, long enough, modest, in good taste, and suitable for school and school activities. Realizing that dress, appearance, and grooming styles change continually, the administration reserves the right to determine what is appropriate dress for school. The determination will be based on whether a student's dress, appearance, and grooming may create health or safety concerns, or if the student's dress causes a disruption thereby affecting the educational function of the school. Situations involving inappropriate clothing will be resolved on an individual basis by the Building Principal or his or her designee. When necessary, parents may be notified. In the event that a student's parents object to the student's compliance with this dress code policy on religious grounds, such compliance may be excused after the parents present a signed statement of objection detailing the grounds for the objection.

Some Examples of Clothing/Accessories That Are Not Permitted:

- Any apparel that could cause danger to students or damage to any school property such as clothing with rivets or shoes with heel/toe plates.
- Flip-flops and clogs are discouraged for safety reasons. Toes should be covered and shoes should at least have a back strap. Socks are recommended.
- Clothing, backpacks, or other objects containing words or art with "double meanings" or insinuations, or which promote alcohol, drugs, tobacco, sex, violence, weapons, gangs, racism, or prejudice.
- Any insignia, style, jewelry, or accessories, which identifies an organization dedicated to the mistreatment of any person or group of people, religious, or ethnic group.
- Clothing with offensive words, obscenities, or which advocates illegal practices.
- Clothing that is excessively loose, and/or drags on the floor in a manner that could impede the mobility of the student.

Positive Behavior Intervention and Support (PBIS)

District 74 has adopted a school-wide behavior management system called PBIS (Positive Behavior Interventions and Supports). PBIS is an approach to discipline that emphasizes prevention, reduces problem behaviors, and improves academic performance.

The District-wide expectations are:

- Be Respectful
- Be Responsible
- Be Safe

There are four components to PBIS:

- Setting expectations - Each building has developed a matrix that outlines school expectations. The expectations are posted in different locations around the school including each classroom. Each child should be familiar with the expectations listed on the matrix and should follow these during the school day.
- Teaching expectations – All students and staff will participate in teaching stations during the first week of school to learn the expectations in each environment (classroom, hallway, lunch room, recess, bathroom, bus). Students review the expectations after winter break.

- Reinforcing and celebrating success – Positive student behavior will be acknowledged daily by all staff members. Tickets can be turned in to participate in special activities and raffles. All school celebrations will be held regularly.
- Re-Teaching expectations – When a student does not follow an expectation, it will be re-taught to the student. Teachers will teach mini lessons to re-teach appropriate behaviors. Students who demonstrate major problem behaviors or three or more minor problem behaviors will receive an office referral. The Principal will manage all office referrals. All office referrals will be archived. This information will be used to show program effectiveness.

Parents can reinforce the school expectations and celebrate in children's successes. Additional information can be found on the District and individual school websites.

STUDENT CONDUCT AND DISCIPLINE

Student Discipline

7:190 Student Behavior

Students are expected to be on time to school and classes, be prepared for class each day, complete assignments on time, respect the rights and property of others and follow the directions of staff members and all rules and procedures outlined in this handbook.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student may be subject to disciplinary action for engaging in *prohibited student conduct* whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's Individualized Education Program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*), bullying using a school computer or a school computer network, or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

12. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

The term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a bully club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student behavior. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment. Students and their parent(s)/guardian(s) must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

Out-of-School Suspension Procedures

7:200 Suspension Procedures

The Superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:

- a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. In determining the length of the student's expulsion, the Board also shall consider:
 - a. The egregiousness of the student's conduct;
 - b. The history of the student's past conduct;
 - c. The likelihood that such conduct will affect the delivery of education for other students;
 - d. The severity of the punishment; and
 - e. The student's best interests.
5. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 - e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
6. Upon expulsion, the District may refer the student to appropriate and available support services.

SEARCH AND SEIZURE

7:140 Search and Seizure

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

School Property, Equipment, and Personal Effects of Students

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, electronic devices, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably

related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

LOCKERS

Lockers are assigned for student use on school premises. School lockers are the property of Lincolnwood School District 74, and students must abide by the following rules regarding locker use:

Acceptable Use

Students may use lockers to store school supplies and personal items needed at school. Lockers shall not be used to store drugs or drug paraphernalia, beverages containing alcohol, weapons, flammable substances, destructive or explosive devices, dangerous or noxious chemicals, stolen items, tobacco products including cigarettes and snuff, obscene materials, overdue or unreturned library books, gym or athletic equipment, or any other object or material that violates school policy or might reasonably disrupt the school environment. Students may be disciplined, up to and including suspension or expulsion, for a violation of this locker policy.

Students must use their assigned lockers only. Students using unassigned lockers may be disciplined according to school policy.

Students decorating lockers must obtain a pass from a teacher that is located near the locker for supervision purposes. The pass must be obtained the day prior to decorating. Only 2-3 students may decorate one locker. Students must have their own supplies.

Locker Searches

School lockers are owned and controlled by the District. To ensure the health, safety, and general welfare of students, lockers may be searched by school officials pursuant to the District's discipline and search/seizure policies (described earlier in this Handbook and Board Policy 7:140, *Search and Seizure*). School officials may request the assistance of law enforcement officials to search lockers.

If contraband is discovered in a locker, the possession of which is prohibited by State or federal law or local ordinance, law enforcement officials shall be notified. School officials shall assist law enforcement officials in the prosecution of any person found with contraband in school or on school property. Recovered contraband may also be used in student discipline proceedings (e.g., expulsion hearing or suspension review hearing) and/or returned to the proper owner or place.

Appropriate disciplinary measures, in accordance with the disciplinary policies of the School District, shall be taken against any student found in violation of a school or Board policy or rule.

Locker Maintenance

Students must keep their lockers clean, orderly, and locked at all times. Students whose lockers need repair must immediately report this to the main office. Maintenance staff may access lockers to make repairs requested by a student or the Principal, or as part of the regular locker maintenance schedule. In addition, custodial staff may access lockers to clean or disinfect at the direction of the Principal, or as part of the regular locker housekeeping schedule. Custodial staff may open a student's locker at their own initiative if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food or wet clothes, for the purpose of cleaning or disinfecting the locker.

Locks

Students must use the lock assigned to them by the District, and cannot use their own locks on school lockers. Unauthorized locks will be removed without notice and destroyed. The District will maintain a master list of combinations and master key in order to gain access to lockers as needed pursuant to this policy and the District's search/seizure policies.

TRANSPORTATION

4:110 Transportation

Only students whose parent(s) or guardian(s) have registered them for school transportation may ride the bus to and from school. Parent(s)/guardian(s) are responsible for the safety and well-being of their children before they board the bus in the morning, and after they leave the bus in the afternoon. **PLEASE NOTE: Students in grades Pre-K through Grade 2: Parents must be at their student's bus stop to pick them up. Bus drivers will not let these students off the bus without a parent/guardian waiting.**

School rules apply to all students at school bus stops and while going to and from school. If you have any concerns or questions, call the District's dedicated bus phone line at 847-675-8234.

Bus Routes

Students are expected to use their assigned school bus unless parents provide a written request for changes. All requested changes must be approved by the Principal or designee.

Students must follow school rules and behave in an appropriate manner on the school bus and at the bus stop. Students who violate school rules on the bus or at the bus stop may be disciplined, according to the District's general discipline policies (described in this Handbook). Students guilty of gross disobedience and misconduct (e.g., significant or repeated violation of school or bus rules) may be suspended from riding the school bus for a designated period of time and may be suspended or expelled from school. A parent or guardian will receive written notice of a school bus suspension, and has the right to a review hearing. However, while a bus suspension is in effect, the parent or guardian is responsible for transporting the child safely to and from school.

Use of Video Cameras on School Buses

7:220 Bus Conduct

Electronic visual and audio recordings may be used on school buses in order to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

Students are prohibited from tampering with the electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the District for any necessary repairs or replacement.

The content of the electronic recordings maintained for student disciplinary matters are treated as student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative interest may view the electronic recordings. In most instances, individuals with a legitimate educational or administrative interest will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of an electronic recording becomes the subject of a student disciplinary hearing it will be treated like other evidence in the proceeding.

Bus Rules and Regulations for Students

7:220 Bus Conduct

While on the school bus, students must follow rules or directives issued by the bus driver to ensure a safe trip. Bus behavior will be monitored by video surveillance. Any violation by a student may be reported by the bus

driver to the Principal. In addition to regular school rules, the following rules apply to students on the school bus and/or at bus stops:

1. Each student shall be seated immediately upon entering the bus, (and in some cases, in a seat assigned by the driver or school official) and must fasten his/her seat belt. Seat belts must remain fastened while on the bus.
2. Remain seated at all times while the bus is moving. Do not line-up in the aisle to exit buses before buses have stopped moving and before drivers have given students permission to stand and exit buses.
3. Loud or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner. Keep head, hands, and arms inside the bus at all times.
5. Keep aisle clear and free of objects.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. All students who are required to cross a street before boarding or while leaving a school bus shall move at least 10 feet in front of the bus before crossing the street.
8. Students should be waiting at their designated boarding stations when the school bus arrives. Generally, buses will run very close to the same time each day. Bus drivers need to be reasonable about waiting at a bus stop but need not wait an extended length of time.
9. Students are required to ride the bus to which they are assigned. Changing buses in an emergency will be allowed only by a temporary student bus pass issued from the Principal.
10. Obey the driver's directions promptly and cooperatively. Students causing discipline problems may face suspension from the bus and/or school.
11. No eating, drinking, or littering is allowed on the bus.
12. No medication, except authorized asthma medication and EpiPens, will be allowed to be transported to or from school by students riding on school buses.
13. No animals may be transported to or from school by bus.
14. Large items, projects, dangling key chains or items that could be harmful to others or damage property, are not allowed on the bus.
15. Any item that could be considered a distraction or cause a dangerous situation is not allowed on the bus.

Bus Suspension

7:220 Bus Conduct

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for violating the above-listed bus expectations or engaging in gross disobedience or misconduct as set forth in Board Policy 7:190, *Student Behavior*, and in Board Policy 7:220, *Bus Conduct*. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Bus Changes/Late Bus Rules

Students must ride their assigned bus. In case of an emergency requiring a student to ride a different bus or walk to a different destination after school, the parent or guardian must provide the Principal with a note in advance explaining the emergency. If the Principal agrees to the parent's or guardian's emergency transportation request, a temporary student bus pass will be issued to the student. The student must present this pass to the bus driver upon boarding the bus. The Principal's decision is final.

Lincoln Hall students riding “late buses” (i.e., buses making a second route after school is dismissed) must have a late bus pass in order to ride the late bus. Such students must meet immediately after school with a teacher. All school rules apply after school during this extension of the school day. Late bus riders should bring all necessary articles (e.g., books, coats, etc.) with them when meeting with the teacher and may not ride the bus of another school.

Bus Transportation for Field Trips

At times, students will be allowed to ride school buses for field trips when parents have provided written permission.

Parent Vehicle Safety

Parents should show extreme caution on or near school grounds, reduce speed, increase vigilance, and be alert for children crossing near vehicles. Parents should make sure their children are legally restrained by seatbelts or in car safety seats when arriving at school and when leaving school grounds. Parents may not use cell phones while driving in school zones. Parents are required to follow all drop-off and pick-up procedures.

No Cell Phones in a School Zone Law

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. There are exceptions for a person engaged in a highway construction or maintenance, emergencies, and when the phone is in voice-operated mode.

Transportation of Students by a School Employee

No school employee may transport students in school or private vehicles unless authorized by the Administration, and the students' parent(s)/guardian(s).

STUDENT RECORDS

7:15 *Student and Family Privacy Rights*

7:340 *Student Records*

6:140 *Education of Homeless Children*

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The District will maintain a record of all reviews and releases of a student's school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

Student records are divided into two categories:

- Category 1: The student **permanent record** consists of basic identifying information concerning the student, evidence required under Section (5)(b)(1) of the *Missing Children's Records Act*; academic transcript, attendance record, health record, record of release of permanent information. The permanent record shall be kept for 60 years after graduation, transfer, or permanent withdrawal.
- Category 2: The student **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified that is not required to be in the student permanent record, including a record of release of temporary record information, family background information, home language survey, state test scores from grades K-8, any biometric information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction, information provided under Section 8.6 of the *Abused and Neglected Child Reporting Act*, intelligence test scores, psychological evaluation reports, special education records, teacher anecdotal records, health-related information, accident reports, aptitude test scores, elementary and secondary achievement level test results, participation in extracurricular activities, honors and awards received, records associated with plans developed under section 504 of the Rehabilitation Act of 1973, disciplinary information, and any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student. The temporary record shall be kept for five years after graduation, transfer, or permanent withdrawal.

Release of Student Records & Challenge Procedures

School officials shall release student records to the official records custodian of another school in which the student has enrolled, or intends to enroll, upon written request of such official. Written parental/guardian consent for the release of student records is not required, but the parent/guardian may inspect, copy, and challenge information in the student records, prior to it being transferred to another school district. The right to challenge school student records does not apply to: (1) academic grades of the child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

Information contained in student records may be given to persons authorized or required by State or federal law to obtain such information. Parent(s)/guardian(s) must be provided prior written notice of the nature and substance of the information to be released and given an opportunity to inspect, copy, and/or challenge such information, as provided for by law. Except that the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The District charges \$0.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

Unless the District has actual notice of a court order, order of protection, or other legal document (e.g., parenting plan) prohibiting access to a student's school student records, divorced or separated parents/guardians are both permitted to inspect and copy their student's school student records.

Parent(s)/guardian(s), or any person designated as a representative by them, have the right to inspect and copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every four (4) years or upon a student's change in attendance center, whichever occurs first. Upon graduation, transfer, or permanent withdrawal of a student from a school, the principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for student records and their right to request a copy of such records at any time prior to their destruction.

Parent(s)/guardian(s) may challenge any information in their child's records, on the basis of accuracy, relevance, and/or propriety except for academic grades and references to expulsion or out-of-school suspensions upon student transfer to another district. Parent(s)/guardian(s) wishing to challenge information in their child's school records should write to the District requesting a hearing. An informal conference will be held within 15 school days. If the problem is not resolved, then a formal hearing will be scheduled within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials, by the District's Hearing Officer who is not employed by the District at the attendance center which the student is enrolled. The Hearing Officer will inform the parent(s)/guardian(s) of the date, time, and location of the hearing, and their rights and the procedures for the hearing. The decision of the Hearing Officer shall be given in writing to the parent(s)/guardian(s) and the District. Either the parent(s)/guardian(s) or the District may appeal the Hearing Officer's decision to the Regional Superintendent's Office and must be done within 20 school days of the decision.

Directory Information

The District may release directory information as permitted by law, but a parent/guardian shall have the right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:

- a. Student name, address, grade level, and birth date and place;
- b. Parent/guardian name(s), address(es), email address, and phone number;
- c. Academic awards, degrees, and honors;
- d. Information in relation to school-sponsored activities, organizations, and athletics;
- e. Major field of study;
- f. Period of attendance in school
- g. Student photos, video, or digital image

If a parent/guardian prefers that his/her child's directory information not be released, the parent/guardian must notify the Building Principal in writing by September 30th of each school year. No directory information will be released within this time period, unless the parent(s)/guardian(s) is specifically informed otherwise. Also, when registering in Infosnap, parents have the ability to choose information that can or cannot be released.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

STUDENT INFORMATION MEDIA RELEASE

7:340 Student Records

7:15 Student and Family Privacy Rights

Students may occasionally appear in photographs and video images taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures and video images in various publications, including the school yearbook, school newspaper, and school website. In addition, while the school limits access to school buildings by outside individuals, there may be occasions where news media, photographers or other outside entities take and/or publish photographs or video images of students while on school grounds or at school related activities. School staff members may provide the names of students to members of the media, photographers, etc., in these instances at the discretion of school staff members. No photograph highlighting individual faces of students will be used for commercial purposes, absent specific consent of the eligible student/parent/guardian. District 74 Communications may provide information including student names and/or photos and videos to news media outlets for the purpose of a news article being published unless parent/guardian has revoked consent for the release of directory information.

Restricting the release of student information may exclude the student from all news articles, school or District newsletters, videos (e.g., holiday program), yearbooks, student directories, memory books, and related publications. The District releases student information with student safety in mind. Accordingly, the District's website will identify students by first name or first name and last initial only. Personal information such as home address, phone number and names of family members will not be used on the website. In addition, information regarding the physical location of students (other than at a particular school or school activity) will not be released. Parents who do not wish to have their child's photo used for such purposes should indicate their preference on the Infosnap registration system.

Student teachers are often placed in classrooms throughout the District. Videotaping their classroom lessons, including the classroom students, is an education licensure requirement from the Illinois State Board of Education. Parents who do not want their child videotaped for a student teacher's education requirements must submit a letter, stating their request to not have their child participate to their child's school office by September 2.

Notification of Rights Under the Protection of Pupil Rights Amendment

6:10 Educational Philosophy and Objectives

7:15 Student and Family Privacy Rights

Pursuant to the federal *Protection of Pupil Rights Amendment* ("PPRA") and Board Policy 7:15, all surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10 or assist students' career choices. This applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys or Evaluations

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation upon their request and within a reasonable time of their request.

Before a school official or staff member administers or distributes any survey or evaluation (created by any person or entity, including the District) to a student containing one or more of the following items, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may inspect the survey or evaluation and may opt their child out of participating in the survey or evaluation:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Instructional Materials

A student's parent/guardian may inspect, upon request, any instructional material used as part of their child's educational curriculum. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Information for Marketing Purposes

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. To the extent a student's personal information is to be collected, disclosed, or used for marketing, sales, or other distribution, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may opt their child out of participating in the activity.

The above paragraph does not apply to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Physical Examination or Screening

A student's parent(s)/guardian(s) will be notified prior to the administration of any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students. Upon request, the student's parent/guardian may opt their child out of participating in the physical examination or screening. This does not apply to any physical examination or screening that is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification; administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.); or is otherwise authorized by Board policy.

Notification

The Superintendent or designee, at least annually at the beginning of the school year, shall notify parents/guardians of the specific or approximate dates during the school year when above-described activities are scheduled or expected to be scheduled, as well as how to request inspection and/or opt out of a particular activity.

DISTRICT NETWORK AND INTERNET ACCESS

6:235 *Access to Electronic Networks*

Internet Accessibility

The District offers students access to the District's electronic network, including the Internet, as part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of District email addresses must be consistent with this section, and is addressed further below.

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Each student and his or her parent(s)/guardian(s) annually must sign the Electronic Information, Services, and Networks Use Agreement before a student is granted use of the District's electronic network, including the Internet.

Prohibited Conduct When Using the District Electronic Network

When using or accessing the District's electronic network or computers, students may be subject to discipline, including, but not limited to, suspension, expulsion or loss of network privileges, for the following conduct:

1. Invading the privacy of individuals, including, but not limited to, the unauthorized release of any student's or school staff's personal identifying information (such as personal addresses or telephone numbers).
2. Using the Internet in any way that is not reasonably related to the School District's educational goals and objectives. This includes, but is not limited to:
 - a. Chain letters.
 - b. Unauthorized intentional downloads to a single computer, network drive or external storage media, of movies or video files (unless specifically assigned); MP3s; shareware; freeware; pirated software; or other .exe or application files.
 - c. Registration to receive email from listservs or other free subscription services for anyone other than the originating user.
 - d. Participation in non-district posted chat rooms or any social media site.
3. Viewing, sending or displaying offensive messages or pictures.
4. Viewing, sending or displaying sexually explicit messages or pictures.
5. Viewing, sending or displaying obscene language.
6. Harassing, insulting, or attacking others.
7. Damaging or attempting to damage computers, computer systems, computer networks, hardware, or software.
8. Violating copyright laws.
9. Using another's password.
10. Trespassing in another's folders, work, or files.
11. Employing the network for commercial purposes.
12. Posting anonymous messages.
13. Any behavior that causes a material disruption to the educational environment.

In addition to disciplinary consequences, legal action may be taken where appropriate.

Software Applications

As part of each child's education in Lincolnwood School District 74, software applications are utilized for instructional purposes. Some examples of these online resources a child may use during the school year include: Google Apps for Education, Schoology, IXL, Pearson's literacy program, McGraw-Hill's mathematics program, Actively Learn, RazKids and others. If parents prefer their child not to have access to any of these resources, please notify the Building Principal in writing by **September 22**, indicating which software application(s) that child should not use.

DISTRICT EMAIL FOR STUDENTS (Applicable to Students with iPads)

6:235 Access to Electronic Networks

It is the encouragement of the Board of Education of Lincolnwood School District 74 to utilize technology tools in the education process. This includes student use of the District's electronic communication network and District-issued email accounts, which facilitate communication and the exchange of ideas and information in pursuit of the District's curricular, instructional, technological, and research goals. Therefore, the District issues District email addresses to students with District iPads.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. In alignment with the District electronic network and Internet access policy (Board Policy 6:235, *Access to Electronic Networks*), the Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
2. The accuracy or suitability of any information that is retrieved through technology, including the District's electronic communication network and any District-issued email account;
3. Breaches of confidentiality; or
4. Defamatory material

Privileges and Responsibilities

The District's electronic network including, but not limited to, third party resources like Google Docs for Education and iTunes U, is part of the curriculum and is not a public forum for general use. The District is in partnership with Google as the electronic communication network (webmail) provider. Users may access the District's electronic communication network and their District-issued email account only for educational purposes. The actions of users accessing networks through the District reflect on the District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Users are responsible for their behavior and communications using the District's computers and networks.

Users of the District's Electronic Communication System will:

1. Use or access their District-issued email account only for school-related emails and educational purposes.
2. Comply with copyright laws and software licensing agreements.
3. Understand that all email and network files are property of the District and are not private. All email messages sent or received on a District-issued email account may be monitored and are subject to review by authorized personnel. Messages relating to illegal activities will result in referral to District and law enforcement authorities.
4. Be responsible at all times for the proper use of the District's electronic communication and District- issued email account, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
5. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
6. Abide by the policies and procedures of networks and systems linked by technology.
7. Respect the rights of others to use equipment.
8. Use appropriate language and avoid offensive, abusive, obscene or inflammatory speech.
9. Communicate only with known Lincolnwood School District 74 staff or students.
10. Immediately report any suspicious or inappropriate electronic messages to a teacher or supervising staff member.

Users of the District's Electronic Communication System will *not*:

1. Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, intimidating, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting or unrelated to the District's educational program.
2. Interfere with or disrupt Network use by other users; create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the District's Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the Systems Administrator.
3. Use another Users' account or password.
4. Distribute User passwords, copyrighted or plagiarized material or material protected as a trade secret.
5. Communicate with any parties outside of Lincolnwood School District 74 on a District-issued email account except for the purpose of education business within the District.
6. Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
7. Use the District's electronic communication network for non-school purposes, personal financial gain, or for any illegal purpose or activity.
8. Attempt and/or breach security measures or remove hardware/software, networks, information, or communication devices from the District or other network.

9. Use the District's electronic communication network while access privileges are suspended or revoked.
10. Attach or forward images or other files with content inappropriate for an educational setting.
11. Reveal personal contact information (address, phone number, etc.) or other private information about oneself or that of other students or District staff members without their express permission.
12. Mask, alter, or hide their identity, use another person's account, or otherwise misrepresent who they are.
13. Open emails from unknown or suspicious sources. Such emails and their attachments are the primary source of computer viruses and should be treated with utmost caution.
14. Use chat rooms, instant messaging, texting, Twitter, or other forms of direct electronic communication, unless said use is sponsored and/or granted by the District.
15. Read, delete, modify or copy the email of another user.
16. Send bulk and/or unsolicited email (SPAM).

Disciplinary Actions

Violations of this policy, or any administrative regulations and/or guidelines governing the use of the District's electronic communication network and District-issued email accounts, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion (in the case of students), or other appropriate legal or disciplinary action. Violations of local, State or federal law may subject students to prosecution by appropriate law enforcement authorities. Any expenses incurred by virtue of violation of this policy, including but not limited to telephone long distance, per-minute or line charges, are the sole responsibility of the user.

No Expectation of Privacy

The District retains control, custody and supervision of all computers, its electronic communication network, and all District-issued email accounts. The District reserves the right to monitor all computer and network activity by students. Users have no expectation of privacy for information transmitted or received via the District's electronic communication network or contained or stored on the District's computers, including, but not limited to, electronic mail messages and stored files. The District reserves the right to search, examine and copy at any time and without prior notice or cause or suspicion the contents of any information stored on the District's network, including all District-issued email accounts. Students are not allowed to change the District-issued password.

Code of Conduct at a Glance

On the next page please find the Lincolnwood School District 74 code of conduct. In the effort to continue the One District • Three Schools • One Vision philosophy, using the same language for discipline as students move through the grades is important. However, please note that each school will introduce and implement these guidelines with the most age appropriate understanding possible. Should you have any questions, please contact your child's teacher.

This Code of Conduct is intended to be consistent with the District's disciplinary policies and, in the event it is inconsistent, Board Policy controls. Any disciplinary action in response to a violation of the District's policies and rules will be determined on a case-by-case basis and may include, without limitation, any of the consequences listed in the Code of Conduct and Board Policy. Other interventions also may be utilized.

Disclaimer

This Handbook is intended to describe school policy, practices, rules, and regulations and is a summary of Board policies governing the District. Board policies are available to the public at the District's Administration office and on the District's website. This Handbook may be amended at any time during the year without notice.

Code of Conduct at a Glance

Lincolnwood School District 74 believes in creating and maintaining, a safe and effective learning environment. We work to ensure that all students have the social/emotional skills needed to be successful in school. It is our goal to provide a school wide climate that is positive and consistent, where behavioral expectations are modeled, taught and understood. Our Code of Conduct applies to all- staff, students, and parents. We believe that respect, responsibility and safety are the basis of our school wide system. These expectations will be applied fairly and consistently. Violations of local, state, or federal law may subject students to prosecution by appropriate law enforcement authorities. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

LEVEL 1 INFRACTIONS (Minor Referral) Include but not limited to:	LEVEL 2 INFRACTIONS (Major Referral) Subject to Administrator discretion, Three (3) Level 1 Infractions will result in a Level 2 Infraction. Include but not limited to:	LEVEL 3 INFRACTIONS (Office Discipline Referral) ODR Include but not limited to:
<ul style="list-style-type: none"> • Disruptive actions/language <ul style="list-style-type: none"> ◦ Gum ◦ Excessive Talking ◦ Dress ◦ Excessive Tardiness ◦ Lack of Preparation for class ◦ Off task • Technology <ul style="list-style-type: none"> ◦ Improper Use • Academic Dishonesty • Verbal Aggression • Invasion of Privacy • Laser Pointers • Gang Activity • Interference/disruption of the educational environment 	<ul style="list-style-type: none"> • Multiple Level I Offenses • Horseplay/Play Fighting • Inappropriate Location • Refusing to Follow Directions • Disrespectful actions/language – Indirect, Direct, Personal • Inappropriate Gesture/Actions • Harassment/Hazing • Skipping Class • Tobacco Possession • Invasion of Privacy • Gang Activity • Interference/disruption of the educational environment • Technology <ul style="list-style-type: none"> ◦ Improper use 	<ul style="list-style-type: none"> • Multiple Level II Offenses • Physical Aggression • Battery of Staff • Harassment/Bullying – Verbal, Physical • Vandalism • Theft/Burglary • Possession of Stolen Property • Weapons • Drugs/Alcohol • Threatening Safety • Invasion of Privacy • Gang Activity • Interference/disruption of the educational environment • Technology <ul style="list-style-type: none"> ◦ Improper use
<p><i>Teacher Directed Consequences for Level 1 Infractions <u>may</u> include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Verbal Warning/Redirection • Parent Communication – Email, Phone, Note • Temporary Removal from Classroom • Lunch/Recess/After-school Detention • Academic/extracurricular eligibility consideration 	<p><i>Office Directed Consequences for Level 2 Infractions <u>may</u> include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Parent communication – Email, Phone • Office Directed Detention – Lunch/Recess/After-school • Academic/extracurricular eligibility consideration 	<p><i>Office Directed Consequences for Level 3 Infractions <u>may</u> include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Parent Communication • Office Directed After-school Detention • In-School Suspension (ISS) • Out of School Suspension (OSS) • Removal from Activities • Expulsion (Board Approved)

Adopted: November 6, 2014

Lincoln Hall Middle School Eligibility Policy

All students that represent Lincoln Hall Middle School as a member of an interscholastic athletic team, or a member of the Lincoln Hall Middle School Musical or Play production will be held to the ***Extracurricular Eligibility Requirements***. There are two features to our eligibility policy that students, staff, and parents will be held accountable to know and comply with.

Academic Requirements

1. All student participants will be deemed eligible based on weekly grade reports. Students become ineligible if they earn either two D's and/or one F on the most current grade report. The ineligibility period will be from Tuesday through the following Monday. Student participants will not be allowed to participate in practices during the ineligibility period. Students will also not dress or participate in games/contests/performances during their period of ineligibility.

Beginning of the Trimester/EA Rotation Grace Period

1. All students shall be deemed eligible for two weeks beginning the second week of the trimester/EA rotation. This will allow student participants to be held responsible for their final trimester/EA rotation grades during the first week of the new trimester, and will also allow student participants to remain eligible when only a few opportunities for grades have been recorded.

Behavior Requirements

1. All student participants will be deemed eligible based on weekly write-up reports. Students become ineligible if they receive one Major write-up ***plus*** one Minor or Major write-up in a given week ***OR*** if they receive 3 Minor write-ups in a given week. The ineligibility period will begin immediately upon meeting the above criteria and last for a period of one week.
2. **Suspension** - All student participants will be deemed ineligible if they receive an In-School or an Out-of-School Suspension. The ineligibility period will be for the day(s) of the suspension period (practice, contest, and/or performance) ***plus*** one full week after the term of the suspension. (Students suspended on a Friday are ineligible that weekend)

Student: _____ Parent Signature: _____

Emergency Closing Information

In the event of inclement weather or other emergency situations,
school closings will be announced on the following:

**You will be contacted through our broadcasting
system via phone and email**

District 74's website: www.sd74.org

**Emergency School Closing Center's website:
www.emergencyclosingcenter.com**

**TV or TV Station's website:
Channels 2, 5, 7, 9, and FOX 32**

Radio: WGN 720 AM or WBBM 780 AM

**You may call the Emergency School Closing Center's
Hotline at 847-238-1234 and enter the District's main
phone number 847-675-8234, when prompted**

Please do not call the schools or District office.

Phone lines must be kept open for emergency, maintenance, bus drivers, and police calls.

Community Relations

8:20 Community Use of School Facilities

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations and government agencies are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.:

Boy Scouts of America Equal Access Act, [20 U.S.C. §7905](#).

[10 ILCS 5/19-2.2](#).

[105 ILCS 5/10-20.40](#), [5/10-22.10](#), and [5/29-3.5](#).

[Good News Club v. Milford Central School](#), 121 S.Ct. 2093 (2001).

[Lamb's Chapel v. Center Moriches Union Free School District](#), 113 S.Ct. 2141 (1993).

[Rosenberger v. Rector and Visitors of Univ. of Va.](#), 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: September 10, 2002

REVISED: September 5, 2019

REVIEWED: September 5, 2019

Lincolnwood School District 74

Operational Services

ANY REVISIONS NECESSARY

4:170 Safety

Safety and Security

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

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

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

The District may deny any request for public disclosure, inspection, or copying of the District's safety and security plan, where disclosure could reasonably be expected to jeopardize the effectiveness of the measures, the safety of the personnel who implement them, or the public.

School Safety Drill Plan

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

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

Emergency Action Plan for Managing Sudden Cardiac Arrest During School Athletics

The Superintendent or designee shall develop and implement a written emergency action plan for managing sudden cardiac arrest during school athletics. The Emergency Action Plan shall:

1. Be developed through discussions with local emergency medical services (EMS) personnel, school safety officials, on-site first responders, and school administrators.
2. Be specific to the sporting venue and include emergency communication, personnel, equipment

and transportation to appropriate emergency facilities.

3. Require the Emergency Action Plan and Equipment be reviewed and practiced annually.
4. Require that targeted first responders be trained and certified in cardinal pulmonary resuscitation (CPR) and defibrillation.
5. Require that any time any person on school property faints or otherwise loses consciousness, the appropriate school personnel will immediately contact EMS.
6. Require supplies for lockdown and evacuation procedures.

Carbon Monoxide Alarms

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

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

Soccer Goal Safety

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

Unsafe School Choice Option

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

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

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

Lead Testing in Water

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

Emergency Closing

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

AED Plan and Procedures

Pursuant to the Physical Fitness Facility Medical Emergency Procedures Act, [210 ILCS 74](#), a comprehensive AED Plan has been developed. Operational procedures are in place for training, responding, and maintenance of the AED devices. AED devices are located in each school building. Staff is notified of the location and procedures for use at the beginning of each school year.

Annual Review

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

Automated External Defibrillator (AED)

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

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

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

[105 ILCS 128/](#), School Safety Drill Act; [29 Ill.Admin.Code Part 1500](#).

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

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

ADOPTED: September 10, 2002

REVISED: January 6, 2022

REVIEWED: January 6, 2022

Community Relations

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or deface School District property.
5. Violate any Illinois law, or town or county ordinance.
6. Smoke or otherwise use tobacco products.
7. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
8. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/ or where the use occurred.
9. Use or possess medical cannabis, unless he⁷² or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.

10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the Board of Education, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board.⁷³ The Superintendent may refuse the person

admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

[20 U.S.C. §7181](#) *et seq.*, Pro-Children Act of 1994.

[105 ILCS 5/10-20.5b](#), [5/22-33](#), [5/24-25](#), and [5/27-23.7\(a\)](#).

[115 ILCS 5/3\(c\)](#), Ill. Educational Labor Relations Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[410 ILCS 705/](#), Cannabis Tax and Regulation Act.

[720 ILCS 5/11-9.3](#).

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: September 10, 2002

REVISED: June 3, 2020

REVIEWED: June 3, 2020

Lincolnwood School District 74

Document Status: Draft Update

Operational Services

4:140 Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay fines for loss of school books or other school-owned materials.

Fees for textbooks , other instructional materials, ~~and driver education~~, as well as fines for the loss or damage of school property [PRESSPlus1](#) are waived for students who meet the eligibility criteria for a ~~fee~~ waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines ~~and charges~~, the Superintendent will recommend to the Board for adoption what additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for ~~fee~~ waiver. ~~Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.~~

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, [PRESSPlus2](#) and that applications for ~~fee~~ waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule, and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income~~free lunch or breakfast eligibility~~ guidelines, with the same limits based on household size, that are used for the free meals program ~~established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.; or~~
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line;[PRESSPlus3](#) or ~~The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children);~~
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a);[PRESSPlus4](#)

The Superintendent or designee will give additional consideration when ~~re~~ one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements. ~~must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).~~ [PRESSPlus5](#)

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

LEGAL REF.:

42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.

[23 Ill.Admin.Code §1.245](#) [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children)

ADOPTED: September 10, 2002

REVISED: September 5, 2013

REVIEWED: December 2, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, requiring districts to waive fees and fines, including fines for the loss of school property, for all eligible students. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine). **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/10-20.13(b), as amended by P.A. 102-805, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to 105 ILCS ⁷⁶5/10-20.13, amended by P.A. 102-1032. 105 ILCS

5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-20.13(b), amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for fee and fine waivers.

See also non-regulatory guidance at www.isbe.net/Documents/guidance_reg.pdf, which states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. **Issue 110, October 2022**

PRESSPlus 5. For districts that establish an application process that is completely independent of a student's application for, eligibility for, or participation in the federal free meals program, see sample exhibit 4:140-E1, *Application for Fee Waiver*. For districts that tie the application process to the federal free meals program application and only ask for *verification* in accordance with the meals program, see sample exhibit 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

_____ **CONSENT**

_____ **1st READING**

_____ **STAY IN COMMITTEE**

2. Policy Committee to Determine:

_____ **Adopt as Presented**

_____ **Adopt with Additional District Edits**

_____ **Not Adopt (change "reviewed" date)**

Document Status: Draft Update

Instruction

6:255 Assemblies and Ceremonies

Assemblies must be approved by the Building Principal and Administrative Team, and be consistent with the District's educational objectives.

While ~~the District respects an individual's brief, quiet, personal religious observance(s)~~, [PRESSPlus1](#) it shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.:

[Lee v. Weisman](#), 505 U.S. 577 (1992).

[Santa Fe Independent Sch. Dist. v. Doe](#), 530 U.S. 290 (2000).

[Kennedy v. Bremerton Sch. Dist.](#), 142 S.Ct. 2407 (2022).

[Jones v. Clear Creek Independent Sch. Dist.](#), 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

ADOPTED: September 10, 2002

REVISED: August 5, 2021

REVIEWED: August 5, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to [Kennedy v. Bremerton Sch. Dist.](#), 142 S.Ct. 2407 (2022), where the Supreme Court held that a football coach had a right to pray on the 50-yard line after games, even though still on duty, because he was engaged in a "brief, quiet, personal religious observance doubly protected by the Free Exercise and Free Speech Clauses of the First Amendment." Consult the board attorney if considering a policy or practice of prohibiting employees from engaging in private prayer in the presence of students. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 1/20/23

1. Action to be taken:

_____ CONSENT

_____ 1st READING

_____ STAY IN COMMITTEE

2. Policy Committee to Determine:

_____ Adopt as Presented

_____ Adopt with Additional District Edits

_____ Not Adopt (change "reviewed" date)

Document Status: Draft Update - Rewritten

General Personnel

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

Title has been updated. Original Title: Employee Ethics; Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. [PRESSPlus1](#)

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any. [PRESSPlus2](#)

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. [PRESSPlus3](#)

The Superintendent or designee shall identify employee conduct standards [PRESSPlus4](#) that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy. [PRESSPlus5](#)
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*. [PRESSPlus6](#)
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' age, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

- a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.[PRESSPlus7](#)
 5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:[PRESSPlus8](#)
 - a. Violates expectations and guidelines for employee-student boundaries.[PRESSPlus9](#)
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).[PRESSPlus10](#)
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.[PRESSPlus11](#)
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct*[PRESSPlus12](#) is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

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

Ethics and Gift Ban

in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee’s immediate family;
2. An employee’s partner; [PRESSPlus13](#) or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

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

Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

82

720 ILCS 5/11-25, Criminal Code of 2012.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited)

PRESSPlus Comments

PRESSPlus 1. This policy is renamed in response to Faith's Law, 105 ILCS 5/22-85.5, added by P.A. 102-676, so its title explicitly references an employee code of professional conduct. It is rewritten to set forth expectations more clearly for employee behavior, including maintaining appropriate boundaries with students.

This policy largely cites 105 ILCS 5/22-85.5, a small portion of the *Faith's Law* package. *Faith's Law* is the entirety of Public Act 102-676, which closed significant legal loopholes related to combating grooming by: (1) broadening the definition of grooming prohibited by the Criminal Code of 2012 (720 ILCS 5/11-25); (2) authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act (325 ILCS 5/3); and (3) requiring the Ill. State Board of Education (ISBE) to, by 7-1-23, develop and maintain a resource guide for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community (105 ILCS 5/2-3.188). A *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/22-85.5(e), added by P.A. 102-676. See sample exhibits 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 7:190-E2, *Student Handbook Checklist*. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

PRESSPlus 3. See 105 ILCS 5/22-85.5(b), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 4. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 5. 105 ILCS 5/22-85.5(d)(1), added by P.A. 102-676; 23 Ill.Admin.Code Part 22. 105 ILCS 5/22-85.5(d)(1) requires boards to incorporate ISBE's *Code of Ethics for Illinois Educators* in their policies. Prior to this law requiring boards to incorporate the *Code* by reference, this policy incorporated it to demonstrate a board's commitment to the *Code*'s principles, potentially allowing a board to enforce the *Code* independently from any action taken by the State Superintendent. **Issue 110, October 2022**

PRESSPlus 6. 105 ILCS 5/22-85.5(d)(5), added by P.A. 102-676, requires districts to reference required employee training related to child abuse and educator ethics in its employee professional conduct policy. **Issue 110, October 2022**

PRESSPlus 7. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. See also 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 110, October 2022**

PRESSPlus 8. Required by 105 ILCS 5/22-85.5(f), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 9. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 10. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 11. 720 ILCS 5/11-25(a), amended by P.A. 102-676, defines *grooming* as follows: "A person commits grooming when he or she knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, 'child' means a person under 17 years of age." **Issue 110, October 2022**

PRESSPlus 12. Required by 105 ILCS 5/22-85.5(d)(2), added by P.A. 102-676. This definition of *sexual misconduct* is adapted from 105 ILCS 5/22-85.5(c), added by P.A. 102-676. It results from collaboration to implement some recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information. **Issue 110, October 2022**

PRESSPlus 13. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 1/20/23

1. Action to be taken:

☐ **CONSENT**

☐ **1st READING**

☐ **STAY IN COMMITTEE**

2. Policy Committee to Determine:

☐ **Adopt as Presented**

☐ **Adopt with Additional District Edits**

☐ **Not Adopt (change "reviewed" date)**



STAFF
Pre-Approval for Conference/Meeting
(Overnight)

Employee: Michelle Lange Position: 8th grade Spanish

Conference/Mtg.: AATSP annual conference Location: Salamanca, Spain

Conference/Mtg. Dates (from): June 26, 2023 (to): June 29, 2023

Dates absent from work (from): NA (to): _____

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

(estimated)

- Plane, bus, or train fare
- Special fares for bus and taxi

Auto Mileage: Miles x rate: = 0.00
(calculate from District address starting point)

Parking: Day(s) x rate: = 0.00

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

AATSP \$250

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Budget Code: 10.0. 2210-312.00.0000.03 Total Estimate of Expenses: 250

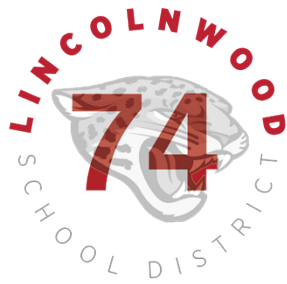
Principal/Administrator Approved: Date: 2/21/23

Superintendent or Designee Approved: Date: 2.21.23

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.



Executive Summary Board of Education Meeting

DATE: March 2, 2023

TOPIC: Post-Issuance Tax Compliance Reports

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Annually, the Compliance Officer of Lincolnwood School District 74 must provide the Board of Education with certain obligations under the Federal Tax and Securities laws related to the bonds. The Compliance Officer has reviewed the bond documents. The documents include Post-Issuance Compliance Checklists and the attached Post-Issuance Tax Compliance Reports. The District currently has four outstanding bond issues that require annual review. The bonds were issued in 2015, 2016, 2018 and 2021.

Fiscal Impact:

There is no financial impact associated with providing these documents to the Board of Education.

Recommendation:

The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept the findings contained in the Post-Issuance Tax Compliance Reports. Based upon the support of the Finance Committee, the Post-Issuance Tax Compliance Report will be placed on the Board of Education agenda for approval at the March 2, 2023 meeting.

POST-ISSUANCE TAX COMPLIANCE REPORT

SCHOOL DISTRICT NUMBER 74, COOK COUNTY, ILLINOIS (THE "DISTRICT")
\$8,505,000 GENERAL OBLIGATION LIMITED TAX SCHOOL BONDS,
SERIES 2015 (THE "BONDS")

POST ISSUANCE COMPLIANCE MATTERS

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Education of School District Number 74, Cook County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by the Board of Education (the "*Board*") of School District Number 74, Cook County, Illinois (the "*District*"), on the 9th day of December, 2015, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 2nd day of March, 2023.

By Courtney Whited
Compliance Officer

POST-ISSUANCE TAX COMPLIANCE REPORT

SCHOOL DISTRICT 74, COOK COUNTY, ILLINOIS (THE "DISTRICT")
\$4,235,000 GENERAL OBLIGATION LIMITED TAX SCHOOL BONDS,
SERIES 2016 (THE "BONDS")

POST ISSUANCE COMPLIANCE MATTERS

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Education of School District Number 74, Cook County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by the Board of Education (the "*Board*") of School District Number 74, Cook County, Illinois (the "*District*"), on the 9th day of December, 2015, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 2nd day of March, 2023.

By Courtney Whited
Compliance Officer

POST-ISSUANCE TAX COMPLIANCE REPORT

SCHOOL DISTRICT NUMBER 74, COOK COUNTY, ILLINOIS (THE "DISTRICT")
\$5,910,000 GENERAL OBLIGATION LIMITED TAX SCHOOL BONDS,
SERIES 2018 (THE "BONDS")

POST ISSUANCE COMPLIANCE MATTERS

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Education of School District Number 74, Cook County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by the Board of Education (the "*Board*") of School District Number 74, Cook County, Illinois (the "*District*"), on the 9th day of December, 2015, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 2nd day of March 2023.

By Courtney Whited
Compliance Officer

POST-ISSUANCE TAX COMPLIANCE REPORT

SCHOOL DISTRICT NUMBER 74, COOK COUNTY, ILLINOIS (THE "DISTRICT")
\$6,365,000 GENERAL OBLIGATION LIMITED TAX SCHOOL BONDS,
SERIES 2021 (THE "BONDS")

POST ISSUANCE COMPLIANCE MATTERS

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Education of School District Number 74, Cook County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by the Board of Education (the "*Board*") of School District Number 74, Cook County, Illinois (the "*District*"), on the 9th day of December, 2015, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 2nd day of March 2023.

By Courtney Whited
Compliance Officer



Executive Summary Board of Education Meeting

DATE: March 2, 2023

TOPIC: Donation of Music Dry Erase Boards

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

In accordance with District Policy 8:80, a donation approval is presented to Lincolnwood School District 74 for 55 music notation dry erase boards with markers and booklets by Marcy Rubin.

Fiscal Impact:

Approximately \$1,460

Recommendation:

The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept the donation of 55 music notation dry erase boards with markers and booklets from Marcy Rubin.



Donation Approval

Donation Procedures:

1. Donations may be in the form of cash, checks, securities, materials, or property.
2. This form should be completed on the day a donation is received.
3. The person receiving the donation must email or fax this form to the Business Manager for approval on the day the donation is received.
4. The Board of Education will consider ratifying the Business Manager's approval at the next Board Meeting.

Current Date: 12/16/22
Building: All

Donor: Marcy Rubin

Donation Amount: _____

Date of Donation: 12/16/22

Person Receiving Donation: Chris Harmon

Description:

Marcy donated 55 dry erase boards with musical notation preprinted on them.

Business Manager Approval: C. White

Board of Education Approval: _____

CREATE: May 7,
REVISE: 11/21/2022
REVIEW:

8:80AP

Toccata Method, LLC

6727 N Trumbull Ave.
Lincolnwood, IL 60712 US
marcy@toccatamethod.com



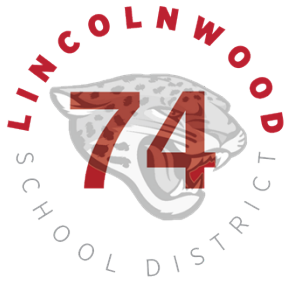
INVOICE

BILL TO	SHIP TO	INVOICE	1860
Todd Hall School	Todd Hall School	DATE	12/11/2022
		TERMS	Net 30
		DUE DATE	01/10/2023

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Dry Erase Board and 7 markers	Dry Erase Board and 7 markers	55	19.95	1,097.25
Toccata Beginner Deck Grand Staff	Beginner Deck	1	12.95	12.95
Toccata Cards Treble Deck Grand Staff	Grand Staff Treble	1	12.95	12.95
Single Staff Bass Clef	Single Staff Bass	1	12.95	12.95
Make My Own Music Book Wide Staff	Wide Staff Make my Own Music Book	10	12.95	129.50
Make My Own Music Book XLarge Staff	Make my Own Music Book XLarge Staff	15	12.95	194.25

SUBTOTAL	1,459.85
TAX	0.00
TOTAL	1,459.85
PAYMENT	1,459.85
BALANCE DUE	\$0.00
	PAID

No Charge



Executive Summary Board of Education Meeting

DATE: March 2, 2023

TOPIC: Donation of an Athletic Judge's Stand with Protective Padding

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

In accordance with District Policy 8:80, a donation approval is presented to Lincolnwood School District 74 for one athletic judge's stand with protective padding from Niles Township District for Special Education #807.

Fiscal Impact:

Approximately \$900



Recommendation:

The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept the donation of one athletic judge's stand with protective padding from Niles Township District for Special Education #807.



Donation Approval

Donation Procedures:

1. Donations may be in the form of cash, checks, securities, materials, or property.
2. This form should be completed on the day a donation is received.
3. The person receiving the donation must email or fax this form to the Business Manager for approval on the day the donation is received.
4. The Board of Education will consider ratifying the Business Manager's approval at the next Board Meeting.

Current Date: _____

Donor: _____

Building: _____

Donation Amount: _____

Date of Donation: _____

Person Receiving Donation: _____

Description:

Business Manager Approval:

Courtney Whited

Board of Education Approval:

CREATE: May 7,
REVISE: 11/21/2022
REVIEW:

8:80AP



Executive Summary Board of Education Meeting

DATE: March 2, 2023

TOPIC: District Staff and Student 1:1 Technology Refresh For 2023-2024 School Year

PREPARED BY: Jordan Stephen

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose:

The Board of Education approves all contracts and expenditures greater than \$10,000.

Background:

The Administrative team has been putting together the annual proposals for replacement equipment for the students and staff in the District. The committee is also provided with an updated version of the distribution chart that was provided last year.

Over the past few weeks, the team has used current records of equipment, the district's internal inventory system, along with enrollment data and internal discussions about historical processes to create the following recommendations.

Todd Hall:

The Administrative team is recommending the following technology refresh at Todd Hall.

- ☐ 70 Gen 8 iPads, which are currently part of the 5th grade 1:1 project will be moved to Todd Hall.
- ☐ 68 Gen 7 iPads, will be removed from Todd Hall and be recycled.

Fiscal Impact:

The per unit cost is: \$0.00

Todd Hall Recommendation:

Not Needed. No additional purchased student equipment will be needed at Todd Hall.

Rutledge Hall:

The Administrative team is recommending the following technology refresh at Rutledge Hall.





- The District will purchase 120 Gen 9 iPads (based on current incoming enrollment), and integrated keyboard cases to provide the incoming 3rd grade class with 1:1 technology.
- The District will purchase AppleCare+ for Schools (With No Service Fees) insurance for each of the 120 iPads.
- The District will purchase 120 Amazon Basic Computer/Tablet bags for each of the students.
- All Gen 8 iPads, which are currently part of the 5th grade stock will be removed from Rutledge Hall and used for the following purposes:
 - replacements for older units at Todd Hall
 - replacements for loaner equipment at Rutledge Hall
 - replacements for loaner equipment at Lincoln Hall

Fiscal Impact:

The per unit cost is:

Item	SD74 Bundle Price
10.2-inch iPad Wi-Fi 64GB	\$284.00
3-Year AppleCare+ for Schools	\$49.00
Logitech Rugged Combo Touch Case	\$109.95
iPad Total Unit Cost	\$442.95
Amazon Basics 11.6-Inch Laptop and Tablet Est*	\$9.23
Total Unit Cost	\$452.18

*This estimate could change slightly due to the consistent fluctuation in price and availability of the laptop bags that are required. Prices shown based upon current published price.

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price
	10.2-inch iPad Wi-Fi 64GB-Space Gray (Packaged in a 10-pack), Logitech Rugged Combo 3 Touch Case, w/ 3YR AppleCare+ for Schools (no service fees) ↗ BSX42LL/A Remove Item x Estimated Shipping: 3-5 business days	<div>Quantity 12</div>	12	4,429.50 USD	53,154.00 USD
	10.2-inch iPad Wi-Fi 64GB - Space Gray (Packaged in a 10-pack) ↗ MK2Y3LL/A		120		
	3-Year AppleCare+ for Schools - iPad (no service fees) ↗ S7831LL/A		120		
	Logitech Rugged Combo 3 Touch Case with Integrated Smart Connector Keyboard and Trackpad for 10.2-inch iPad (7th, 8th & 9th generation) - Blue ↗		120		

Rutledge Hall Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to continue the 1:1 iPad program for Grade 3 in an amount not to exceed **\$55,000**. Last school year the District spent \$65,000 on the Rutledge Hall refresh.

Lincoln Hall:

Administrative team is recommending the following technology refresh Lincoln Hall.





- The District will purchase 150 Gen 9 iPads, (based on current incoming enrollment) and integrated keyboard cases to provide the incoming 6th grade class with 1:1 technology.
- The District will purchase AppleCare+ for Schools (With No Service Fees) insurance for each of the 150 iPads.
- The District will purchase up to 150 Amazon Basic Computer/Tablet bags, based on current inventory for each of the students.
- 150 Gen 7 iPads, which are currently part of the 8th grade will either be either sold back to the 8th grade students that have paid all iPad fees, or will be repurposed as loaners for students in grades 6-8.

Fiscal Impact:

The per unit cost is:

Item	SD74 Bundle Price
10.2-inch iPad Wi-Fi 64GB	\$284.00
3-Year AppleCare+ for Schools	\$49.00
Logitech Rugged Combo Touch Case	\$109.95
iPad Total Unit Cost	\$442.95
Amazon Basics 11.6-Inch Laptop and Tablet Est*	\$9.23
Total Unit Cost	\$452.18

*This estimate could change slightly due to the consistent fluctuation in price and availability of the laptop bags that are required. Prices shown based upon current published price.

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price
	10.2-inch iPad Wi-Fi 64GB-Space Gray (Packaged in a 10-pack), Logitech Rugged Combo 3 Touch Case, w/ 3YR AppleCare+ for Schools (no service fees) ↗ BSX42LL/A Remove Item x Estimated Shipping: 3-5 business days	<div>Quantity 15</div>	15	4,429.50 USD	66,442.50 USD
	10.2-inch iPad Wi-Fi 64GB - Space Gray (Packaged in a 10-pack) ↗ MK2Y3LL/A		150		
	3-Year AppleCare+ for Schools - iPad (no service fees) ↗ S7831LL/A		150		
	Logitech Rugged Combo 3 Touch Case with Integrated Smart Connector Keyboard and Trackpad for 10.2-inch iPad (7th, 8th & 9th generation) - Blue ↗		150		

Lincoln Hall Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to continue the 1:1 iPad program for Grade 6 in an amount not to exceed **\$68,000**. Last school year the district spent \$65,000 on the Lincoln Hall refresh.

Staff Upgrades:




The Administrative team is seeking approval from the Finance Committee for the purchase of replacement technology equipment for staff.



- The District has identified and will purchase 45 MacBook Air computers to replace District MacBook Pro equipment that has reached its end of life.
- The District has identified and will purchase 1 iMac computer to replace out of life equipment for Todd Hall.
- The District will purchase AppleCare+ for Schools (With No Service Fees) insurance for each of the 45 computers and desktop computer.
- The District has identified which staff members are in need of iPad replacements and will use current stock to replace those items.

Fiscal Impact:

The per unit cost is:

Item	SD74 Bundle Price
13-inch MacBook Air: Apple M2 chip	\$1079.00
3-Year AppleCare+ for Schools	\$159.00
13-inch iMac: Apple M1 chip	\$1329.00
3-Year AppleCare+ for Schools	\$119.00

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price
	13-inch MacBook Air: Apple M2 chip with 8-core CPU and 8-core GPU, 256GB - Space Gray with 3-Year AppleCare+ for Schools (Packaged in a 5-pack) (No Service Fee) ↗ BTT52LL/A Remove Item x Estimated Shipping: 1-2 weeks	<div>Quantity 9</div>	9	6,190.00 USD	55,710.00 USD
	13-inch MacBook Air: Apple M2 chip with 8-core CPU and 8-core GPU, 256GB - Space Gray (Packaged in a 5-pack) ↗ MLY73LL/A Specifications >		45		
	3-Year AppleCare+ for Schools - MacBook Air M2 (no service fees) ↗ SEY02LL/A		45		

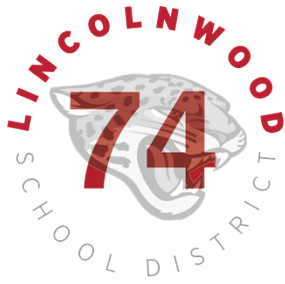
	24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 7-core GPU - Silver ↗ Z13K Configure > Remove Item x Specifications > Estimated Shipping: 1–2 weeks	<div>Quantity</div> <div>1</div>	1 1,329.00 USD 1,329.00 USD
	3-Year AppleCare+ for Schools - iMac ↗ S7729LL/A Remove Item x Applicable terms and conditions can be viewed by clicking the AppleCare product link	<div>Quantity</div> <div>1</div>	1 119.00 USD 119.00 USD

Staff Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to continue with the replacement of selected Laptops and iPads in the amount of **\$57,158**. Last school year the district spent \$43,539 on the Staff refresh.
Last school year the District spent \$234,009 on the technology refresh for students and staff devices.

Recommendation:

The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to continue with the replacement of District equipment in the amount not to exceed **\$180,158**.



Executive Summary Finance Committee Meeting

HARDWARE RECYCLE CHARTS:

22-23 CURRENT STUDENT INVENTORY:

ITEM	ITEM NAME	YEAR/GEN	LOCATION	QTY IN STOCK	NOTES
LAPTOP	Mac Book Air	2016	Todd Hall	0	
LAPTOP	Mac Book Air	2017	Todd Hall	63	Computer On Wheels
LAPTOP	Mac Book Air	2018	Todd Hall	0	
LAPTOP	Mac Book Air	2019	Todd Hall	15	Computer On Wheels
LAPTOP	Mac Book Air	2020	Todd Hall	17	Computer On Wheels
LAPTOP	Mac Book Air	2021	Todd Hall	20	Computer On Wheels
IPAD	iPad Air Gen 5	2017	Todd Hall	25	Grade PreK-2 Loaner
IPAD	iPad Air Gen 6	2018	Todd Hall	70	Grade PreK-2
IPAD	iPad Air Gen 7	2020	Todd Hall	50	Grade PreK-2
IPAD	iPad Air Gen 8	2021	Todd Hall	125	Grade PreK-2
IPAD	iPad Air Gen 9	2022	Todd Hall	157	Grade PreK-2
LAPTOP	Mac Book Air	2016	Rutledge Hall	0	
LAPTOP	Mac Book Air	2017	Rutledge Hall	0	
LAPTOP	Mac Book Air	2018	Rutledge Hall	0	
LAPTOP	Mac Book Air	2019	Rutledge Hall	31	Computer On Wheels
LAPTOP	Mac Book Air	2020	Rutledge Hall	89	Computer On Wheels
LAPTOP	Mac Book Air	2021	Rutledge Hall	0	
IPAD	iPad Air Gen 5	2017	Rutledge Hall	0	
IPAD	iPad Air Gen 6	2018	Rutledge Hall	6	Grade 3-5 Loaner
IPAD	iPad Air Gen 7	2020	Rutledge Hall	1	Grade 3-5 Loaner
IPAD	iPad Air Gen 8	2021	Rutledge Hall	276	Grade 3-5
IPAD	iPad Air Gen 9	2021	Rutledge Hall	122	Grade 3
LAPTOP	Mac Book Air	2016	Lincoln Hall	0	
LAPTOP	Mac Book Air	2017	Lincoln Hall	50	Computer On Wheels
LAPTOP	Mac Book Air	2018	Lincoln Hall	0	
LAPTOP	Mac Book Air	2019	Lincoln Hall	0	
LAPTOP	Mac Book Air	2020	Lincoln Hall	40	Computer On Wheels
LAPTOP	Mac Book Air	2021	Lincoln Hall	30	Computer On Wheels
IPAD	iPad Air Older	2016	Lincoln Hall	0	
IPAD	iPad Air Gen 5	2017	Lincoln Hall	0	
IPAD	iPad Air Gen 6	2018	Lincoln Hall	15	Loaner
IPAD	iPad Air Gen 7	2019	Lincoln Hall	149	Grade 8
IPAD	iPad Air Gen 8	2020	Lincoln Hall	143	Grade 7
IPAD	iPad Air Gen 9	2021	Lincoln Hall	120	Grade 6
DESKTOP	DELL	2020	Lincoln Hall	25	STEM Grade 6
DESKTOP	iMac	2016	Lincoln Hall	48	STEM Grade 7-8
TABLET	Galaxy Tab A	2016	Lincoln Hall	20	STEM
IPAD	iPad Air Gen 9	2022	Admin Ctr	30	Spare
LAPTOP TOTAL		IPAD TOTAL	STUDENT TOTAL		
District	355	1289	1234		

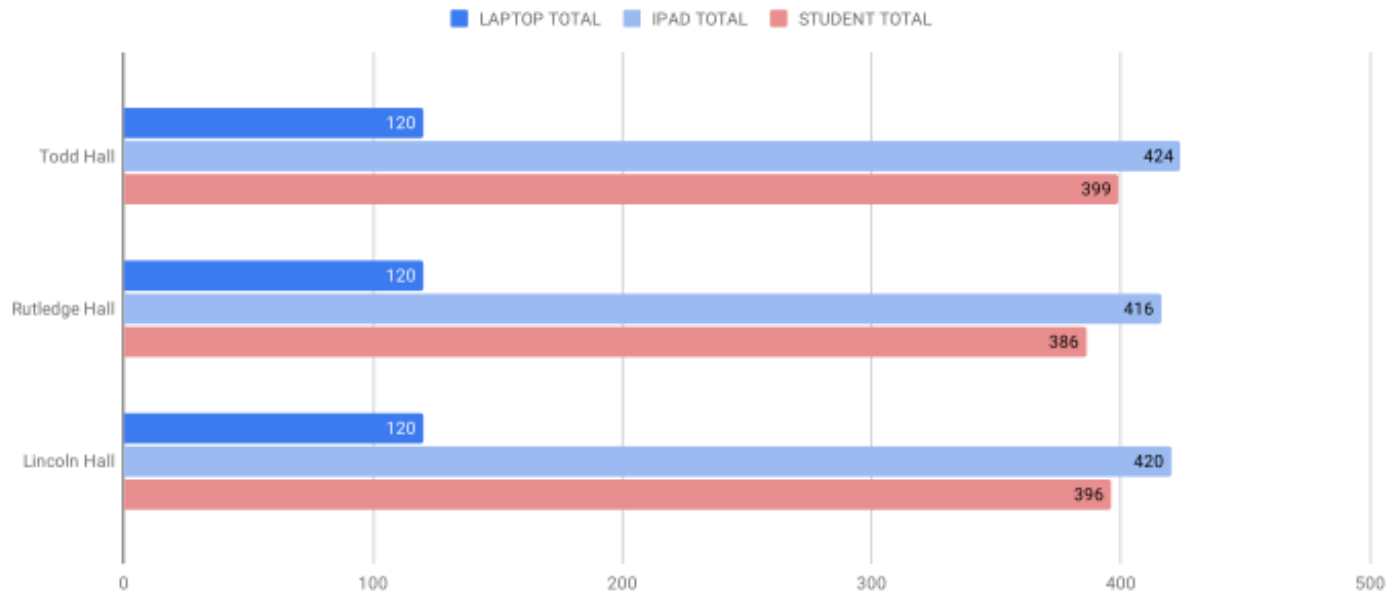
23-24 FUTURE STUDENT INVENTORY:

ITEM	ITEM NAME	YEAR/GEN	LOCATION	QTY IN STOCK	NOTES
LAPTOP	Mac Book Air	2016	Todd Hall	0	
LAPTOP	Mac Book Air	2017	Todd Hall	63	Computer On Wheels
LAPTOP	Mac Book Air	2018	Todd Hall	0	
LAPTOP	Mac Book Air	2019	Todd Hall	15	Computer On Wheels
LAPTOP	Mac Book Air	2020	Todd Hall	17	Computer On Wheels
LAPTOP	Mac Book Air	2021	Todd Hall	25	Computer On Wheels
LAPTOP	Mac Book Air	2022	Todd Hall	0	
IPAD	iPad Air Gen 5	2017	Todd Hall	0	Recycled
IPAD	iPad Air Gen 6	2018	Todd Hall	0	Recycled
IPAD	iPad Air Gen 7	2020	Todd Hall	0	Recycled
IPAD	iPad Air Gen 8	2021	Todd Hall	267	
IPAD	iPad Air Gen 9	2022	Todd Hall	157	
LAPTOP	Mac Book Air	2016	Rutledge Hall	0	
LAPTOP	Mac Book Air	2017	Rutledge Hall	0	
LAPTOP	Mac Book Air	2018	Rutledge Hall	0	
LAPTOP	Mac Book Air	2019	Rutledge Hall	31	Computer On Wheels
LAPTOP	Mac Book Air	2020	Rutledge Hall	89	Computer On Wheels
LAPTOP	Mac Book Air	2021	Rutledge Hall	0	
LAPTOP	Mac Book Air	2022	Rutledge Hall	0	
IPAD	iPad Air Gen 6	2017	Rutledge Hall	0	Recycled
IPAD	iPad Air Gen 7	2018	Rutledge Hall	0	Recycled
IPAD	iPad Air Gen 8	2021	Rutledge Hall	25	Grade 3-5 Loaner
IPAD	iPad Air Gen 8	2021	Rutledge Hall	121	Grade 5
IPAD	iPad Air Gen 9	2021	Rutledge Hall	140	Grade 4
IPAD	iPad Air Gen 9	2021	Rutledge Hall	130	Grade 3
LAPTOP	Mac Book Air	2016	Lincoln Hall	0	Recycled
LAPTOP	Mac Book Air	2017	Lincoln Hall	50	Computer On Wheels
LAPTOP	Mac Book Air	2018	Lincoln Hall	0	
LAPTOP	Mac Book Air	2019	Lincoln Hall	0	
LAPTOP	Mac Book Air	2020	Lincoln Hall	40	Computer On Wheels
LAPTOP	Mac Book Air	2021	Lincoln Hall	30	Computer On Wheels
LAPTOP	Mac Book Air	2022	Lincoln Hall	0	
IPAD	iPad Air Gen 6	2017	Lincoln Hall	0	Recycled
IPAD	iPad Air Gen 7	2018	Lincoln Hall	0	Recycled
IPAD	iPad Air Gen 8	2020	Lincoln Hall	25	Loaner
IPAD	iPad Air Gen 8	2020	Lincoln Hall	143	Grade 8
IPAD	iPad Air Gen 9	2021	Lincoln Hall	130	Grade 7
IPAD	iPad Air Gen 9	2022	Lincoln Hall	122	Grade 6
DESKTOP	DELL	2020	Lincoln Hall	25	STEM Grade 6
DESKTOP	iMac	2016	Lincoln Hall	48	STEM Grade 7-8
TABLET	Galaxy Tab A	2016	Lincoln Hall	20	STEM
IPAD	iPad Air Gen 9	2022	Admin Ctr	30	Spare
LAPTOP TOTAL		IPAD TOTAL	STUDENT TOTAL		
District	360	1290	1234	108	

23-24 FUTURE STUDENT INVENTORY FACTS AND FIGURES:

	LAPTOP TOTAL	IPAD TOTAL	STUDENT TOTAL	EQUIP
Todd Hall	120	424	399	544
Rutledge Hall	120	416	386	536
Lincoln Hall	120	420	396	540

LAPTOP TOTAL, IPAD TOTAL and STUDENT TOTAL





Executive Summary Board of Education Meeting

DATE: March 2, 2023

TOPIC: Language Access Resource Center (LARC) Interpretation Services

PREPARED BY: David Russo

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

The District has been searching for an on-demand, reliable interpretation service for Special Education and other parent meetings. Currently, there are five Township districts that use LARC for translators (Districts 68, 69, 70, 73.5, and NTDSE). LARC offers both on-demand and in-person translators with no minimum usage fee per month. In order for SD74 to use their services, we need to sign a Service Agreement.

Legal Counsel had no concerns with the LARC contract documents. The only potential issue was that the Agreement does not specify a court venue for dispute resolution. Counsel noted the organization is based in DuPage County; therefore, disputes would likely either be referred to Cook or DuPage Counties. Given the size and ad hoc nature of the contract services, Counsel did not see any reason to push for Cook County exclusively as we often do with vendors.

Fiscal Impact:

We have used the previous service twice in the last year totaling \$155. LARC rates are \$65.00/hour for in-person and \$1.65/minute for telephonic on-demand services.

Recommendation:

The Finance Committee members in attendance stated their support of the Administrative recommendation for the Board of Education to accept this Service Agreement from Language Access Resource Center (LARC) for on-demand interpretation services.



AGREEMENT FOR LANGUAGE INTERPRETATION SERVICES

Language Access Resource Center, a program of the DuPage Federation on Human Services Reform; 1910 S. Highland Ave., Suite 135; Lombard, IL 60148 ("LARC") and **Lincolnwood SD 74**; 6950 East Prairie Rd., Lincolnwood, IL 60712 (Client), hereby agree as follows:

1. Description of Service. Agency will provide on-site, video remote and/or telephonic language interpretation services to Client as requested.

2. Term/Termination. This Agreement is valid for one (1) year. Services will be available from February 2, 2023. If neither party provides notice to the other party of its intent to terminate this Agreement at the end of the term, this Agreement shall automatically renew for consecutive one-month periods. Either party can terminate the Agreement, with or without cause, upon thirty (30) days advance written notice to the other party.

3. Fee for Services/Transportation Cost Reimbursement/Parking. Client agrees to pay pursuant to the current agency price list ("Exhibit AB") with a minimum one (1) hour per on site or video remote assignment. Mileage (over ten miles per assignment) is reimbursed to interpreters and charged to the client at the current federal rate and will be calculated round trip from the interpreter's residence to the location of the assignment. Parking fees and tolls at the I-PASS rate will be charged to the Client at actual cost.

If the Client needs a language not currently listed, Agency will attempt to fill the request at market rate.

Agency will bill Client monthly for services provided to Client during the prior month. Invoices are issued by the 15th of each month for services provided during the preceding month. Payment is due thirty (30) days after Client's receipt of invoice. Detailed reports will accompany invoice when applicable. ACH is the preferred method of payment. If paying by check, make checks payable to DuPage Federation on Human Services Reform.

4. Cancellation or withdrawal by Client. No fee will be charged for pre-scheduled appointments that are cancelled with advance notice specific to the appointment type.

4a. Spoken Language Cancellations. Cancellations made with less than twenty-four (24) hours' notice will be charged the fee for the requested time scheduled.

4b. American Sign Language (ASL) and Certified Deaf Interpreter (CDI) Cancellations. Cancellations made with less than two (2) business days' notice will be charged the fee for a two (2) hour minimum appointment or the requested appointment time length, whichever is greater.

5. Confidentiality. Agency acknowledges and agrees that the interpretation of Client and customer communication is confidential and protected under applicable federal and state laws, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). Agency and its assigned personnel acknowledge they are not authorized to use or further disclose individually identifiable information received from Client or any of Client's customers in a manner that would violate HIPAA, other applicable laws or this Agreement.

6. Interpreter Requirements.

TB Records. Client understands that Agency interpreters must obtain yearly tuberculosis tests and provide agency with copies of results for their files. If result is positive, interpreter complies with any necessary TB follow-up treatment.

Interpreter Training Certificate. Client understands that Agency holds documentation indicating the successful completion of an approved Interpreter Training program.

Criminal Background Checks. Client understands that Agency requires that all Agency interpreters pass a State of Illinois criminal background check prior to being assigned to any interpretation.

Drug Testing. Client understands that Agency requires that all Agency interpreters prove negative on an Eight/Ten-Panel Drug Screening.

7. Indemnification. Neither party to this Agreement shall be liable for any negligent or wrongful act chargeable to the other unless such liability is imposed by a court of competent jurisdiction. This Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against third parties. In the event of a claim for any wrongful or negligent act, each party shall bear the cost of its own defense.

8. Governing Laws. This Agreement shall be governed by the laws of the State of Illinois.

9. Complete Agreement. This is the complete Agreement of the parties as to the subject matter hereof. Any changes in this Agreement must be in writing signed by both parties.

10. Non-Solicitation. Client agrees not to hire interpreters that are under contract with Agency or were formerly under contract with Agency unless the interpreter has been terminated from services with Agency for a period of at least one year. If Client hires a current interpreter, Client will pay a finder's fee to Agency in the amount of \$2,000.

This Agreement becomes a binding contract upon signature by both parties and the delivery of fully signed copies to each party.

Signature:

Name:	Kevin Daly	David Roth
Title:	Board of Education, President	Executive Director
Agency:	Lincolnwood SD 74	DuPage Federation on Human Services Reform /Language Access Resource Center
Date:		February 2, 2023
Contact Information:	Lincolnwood SD 74	Language Access Resource Center DuPage Federation on Human Services Reform

Attn: Jennifer Ruttkay, Director of Special Education
6950 East Prairie Rd.,
Lincolnwood, IL 60712
Phone: (847) 675-8234
Fax:
Email: jruttkey@sd74.org

Attn: Eva Rafas, Senior Program Director
1910 S. Highland Ave., Suite 135
Lombard, IL 60148
Office: (630) 782-7544
Fax: (630) 748-4794
Email: LARC@dupagefederation.org

Exhibit A/B – Pricing Structure

Exhibit A – Language Services

Interpretation Services

- On-Site (Face to Face in Person) and Off-Site (Video Remote) by appointment

Spoken languages	\$65.00 per hour	(1 hour minimum)
Simultaneous, recorded or broadcasted	Additional \$10.00 per hour	
Sign Language (ASL, CDI)*	\$115.00* per hour	(2 hour minimum)

** Please note LARC's policies regarding new requests and cancellation of scheduled sign language services:*

- Depending on the time sensitivity of the request, such as new sign language interpreter requests placed with fewer than two full business days between submitting the order to LARC and the day of requested service, sign language requests may incur an Emergency Fee of \$70.00.

-Billable Cancel: Requests will be cancelled with charge if there are fewer than two full business days between notifying LARC of the cancelation and the day of scheduled ASL service.

-Requests and cancellations for sign language services submitted outside of LARC's business hours will be considered "received" on the following business day.

- Telephonic on demand

All languages	\$1.65 per minute	(No minimum)
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Translation Services

Spanish and Most Other Languages	\$0.35 per word	Minimum charge \$55.00
Rush Rate	Additional \$0.10 per word	
Languages of Low Diffusion*	\$0.60* per word	Minimum charge \$55.00

**Subject to market price and availability of qualified translators*

Note: *We are committed to developing language access services that are of high quality, sustainable and affordable to our partner organizations. These prices are at the lower end of the market for such services. There are several strategies that can be used to help contain costs, and we would be happy to consult with you on the most cost-effective mix of services.*

Exhibit B – Travel Reimbursement

LARC will charge customer the mileage at the current federal rate after the first 10 miles. This will be calculated roundtrip from the interpreter's residence to the location of the assignment. The interpreter is responsible for mileage up to 10 miles to and from each assignment.

Example 1: On Monday, Mary travels 14 miles from her home to Encounter A for an interpreting assignment. She then travels 12 miles further to Encounter B for another assignment. Then she returns home, a distance of 26 miles. Mary had traveled a total of 52 miles; she deducts the first 10 miles and receives mileage for 42 miles.

Example 2: On Tuesday, Mary travels 14 miles from her home to Encounter A for an interpreting assignment. She then travels to Encounter C for another assignment, but Encounter C is close to her home. Then she returns home, a distance of 2 miles. Mary has traveled a total of 28 miles. She deducts the first 10 miles and receives mileage for 18 miles.

Example 3: On Wednesday, Mary travels 2 miles from her home to Encounter C for an interpreting assignment. Then she returns home, driving another 2 miles. Mary had traveled a total of 4 miles; the total distance is less than 10 miles, no mileage is received.



Interpreter Request and Log

Today's Date:

REQUESTER'S INFORMATION

Customer / Institution:	
Address:	
Contact Person:	
Telephone:	
Email Address:	

INTERPRETER REQUEST DETAILS

Date of Appointment:	
Time of Appointment:	
Duration / Total Time of Appt:	
Language / Dialect Needed:	
Purpose:	
Location/Room No.:	
Patient / Client / Student Name:	
Provider:	
Provider's Phone Number:	
Preferred Gender of Interpreter:	<input type="checkbox"/> No preference <input type="checkbox"/> Female <input type="checkbox"/> Male

Notes:

ASSIGNED INTERPRETER DETAILS

Interpreter Name:	Date Confirmed:
Start time:	End Time
	Total Time:
Provider Name (Print):	Provider Signature:

Language Access Resource Center

Email form to: LARC@dupagefederation.org

Or fax form to: 630-748-4794

Phone: 630-782-7544 (Mon-Fri 8:30 am-5:00 pm)
630-290-7893 (After Hours)

**ASSISTANT SUPERINTENDENT
EMPLOYMENT CONTRACT
(2023 - 2026)**

THIS AGREEMENT is made on March 2, 2023, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Dr. Dominick Lupo** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2023, through and including June 30, 2026. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:

- For July 1, 2023, through June 30, 2024, the salary shall be \$176,800;
- For July 1, 2024, through June 30, 2025, the salary shall be \$183,872; and
- For July 1, 2025, through June 30, 2026, the salary shall be \$191,226.

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

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

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

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

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

B. CONDITIONS OF EMPLOYMENT

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

C. BENEFITS

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

Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

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

D. POWERS AND DUTIES

1. **Duties.** The duties of the Administrator shall be those incidental to the office of an Assistant Superintendent for Curriculum and Instruction as contained in the job description or as may be directed by the Board of Education or Superintendent. The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, which have been, or may hereafter be adopted, for the planning, operation, and evaluation of the educational program of the District. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

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

E. PERFORMANCE GOALS AND EVALUATIONS

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

The Administrator, with the assistance of his administrative team, shall assist the Superintendent to (a) evaluate student performance, which shall include but not be limited to student performance on standardized tests, completion of the curriculum, attendance, and withdrawal rates; (b) review the curriculum and instructional services of the District; and (c) report to the Board his findings as to (i) student performance and (ii) recommendations, if any, for curriculum or instructional changes as a result of his evaluation of student performance. The presentation of the report shall constitute the achievement of the goals and indicators of student performance and academic improvement as required by this Agreement and Section 23.8a of the School Code.

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

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

F. RENEWAL OR AMENDMENT OF CONTRACT

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

G. TERMINATION

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

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

H. MISCELLANEOUS

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

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

ADMINISTRATOR

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

Dr. Dominick Lupo

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A

**JOB DESCRIPTION – ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND INSTRUCTION**

	GOAL	Date:	Benchmark/ Measure/ Vehicle/Progress
1) Curriculum:			
<i>Core Student Education</i>			
A	Aggressively seek academic growth and improvement in all groups	Ongoing	Provide annual data
B	Reinforcement of core curriculum foundation		Provide a report of annual core curriculum improvements and or changes
i.	Pre-K-HS articulation and alignment	Ongoing	Engage District faculty and high school administration on issues of vertical articulation
ii.	Evaluate need to develop priority standards in core curriculum	Ongoing	Provide a report of core curriculum priority standards
iii.	Oversee implementation of curricular adoptions	Ongoing	Facilitate opportunities for training and support in roll-out of new curricular programs: ReadyGen Literacy, MyMath, iScience, and Mystery Science
iv.	Continue expansion of Instructional Tech Coach footprint	Ongoing	Identify ways that Instructional Tech Coaches can improve teaching, learning and student achievement beyond technology integration
C	Utilize data to evaluate progress/success of various initiatives	Ongoing	MAP data, Instructional Tech Coaches
D	Identify and provide an enrichment program for low/high students	Fall 2023	Provide annual numbers of participants in low/high programs with appropriate sub categories
i.	For low achieving students, explore in class room assistance	Ongoing	List what programs/opportunities were created: Ongoing work with the RtI Leadership Team to update and implement the RtI manual; continue to refine programming for EL students and expand opportunities for math intervention
ii.	Seek scheduling protocols allowing students maximum access to enrichment programs	Ongoing	Collaborate with building administration to design schedule minimizing disruptions to core instruction and provide "in addition to" minutes for enrichment experiences
ii.	For high achieving students, explore accelerated offsite learning and/or advance curriculum program	Ongoing	List what programs/opportunities were created: Project GATE implementation Reading/Math; oversee implementation of 8th Grade Honors Geometry offering
E	Implementation of a phased in STEM program for the District	Fall 2023	Provide opportunities for vertical articulation in STEM curriculum to expand opportunities for topic exploration and skill development
F	Analyze, report, and adjust the assessment program throughout the District as needed.	Ongoing	MAP/PARCC
G	Develop a professional growth calendar that meets the District needs and is within the parameters provided by the Board of Education	Annually	Institute Days, School Improvement Days, Targeted pull out PD, Instructional Tech Coaches
H	Develop a series of Instructional Leadership Team meeting sessions	Ongoing	Collaborate with building administration to develop agenda on matters of teaching, learning and student achievement on a monthly basis
2) Strategic Plan			
A	Assist with the implementation of the 5 year Strategic Plan, following the agreed upon timelines and benchmarks within the document		
i.	Actively seek new opportunities for extracurricular activities	Ongoing	Oversee Stipend Committee to approve new opportunities and identify resources to support growth of extracurricular programming
ii.	Create an environment that fosters development of learning experiences that promote creativity and advance rigor	Ongoing	Support teacher professional growth through targeted workshops and adult learning
3) Professional Growth Requirements			
A	Did the Asst. Supt. maintain required certifications?		yes/no
B	Did the Asst. Supt participate in regional and state training programs and learning opportunities on behalf of the District?		yes/no and/or specific events or courses listed:
Reviewed by Superintendent	Date: February 2023		

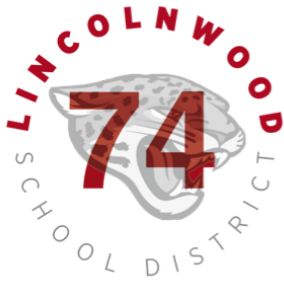


EXHIBIT A

Assistant Superintendent for Curriculum and Instruction

Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

Qualifications

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

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment. General Administrative endorsement; Doctorate preferred.
- Minimum of 10 years teaching and/or administrative experience.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills, oral and written.

Job Goal

To provide leadership in the development and maintenance of curriculum areas, the instructional program and staff development with a focus on student achievement and continual improvement.

Performance Responsibilities

- Assists Superintendent in the daily operations of the School District.
- Plans, organizes and directs implementation of Board adopted curriculum.
- Provides leadership in the planning and development of a continuing program of curriculum and program revision, including curriculum materials related to new adoptions.
- Oversees an ongoing assessment system to continuously review and improve on teaching and learning for students.
- Oversees and maintains the development, implementation and evaluation of staff development programs and activities for district staff.
- Plans and implements Teacher Institute Days, including completion of the State required approvals.
- Coordinates the summer curriculum writing process including approval of all projects.
- Assists principals in their role as instructional leaders in their buildings.
- Supports and coaches school principals for the purpose of developing instructional leadership and helping them meet ambitious school performance goals.
- Oversees the Summer School program.
- Responsible for the administration of district curriculum and staff development budgets.
- Prepares and implements Federal and State Grants.
- Assists in the preparation of Board of Education reports and packets. Attends all regular Board of Education meetings.
- Serves as the district representative to the Niles Township Curriculum Coordinating Council (NTCCC).
- Assists Superintendent in building partnerships with community organizations.

- Serves as the district's English Language Learner Director.
- Serves as the district's Homeless Liaison.
- *Other essential duties and responsibilities may be assigned.*

Physical, Sensory and Environmental Demands

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

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

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

Evaluation:

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

Terms of Employment

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

**PRINCIPAL
EMPLOYMENT CONTRACT
(2023 - 2026)**

THIS AGREEMENT is made on March 2, 2023, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Mark Atkinson** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2023, through and including June 30, 2026. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
 - For July 1, 2023, through June 30, 2024, the salary shall be \$128,800;
 - For July 1, 2024, through June 30, 2025, the salary shall be \$135,240; and
 - For July 1, 2025, through June 30, 2026, the salary shall be \$142,000.

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

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

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

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

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

B. CONDITIONS OF EMPLOYMENT

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

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

C. BENEFITS

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

separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

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

D. POWERS AND DUTIES

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Principal. As such, he shall supervise the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as his primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and the Board and in accordance

with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in his assigned attendance center. The Administrator shall submit recommendations to the Superintendent, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to his attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for a Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

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

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

E. PERFORMANCE GOALS AND EVALUATIONS

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

Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the

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

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

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

F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:

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

H. MISCELLANEOUS

- 1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
- 2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
- 3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.

4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

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

ADMINISTRATOR

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

Mark Atkinson

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A
JOB DESCRIPTION – PRINCIPAL



EXHIBIT A

Middle School Principal

Job Category: Certified

Status: Exempt

Location: Lincoln Hall Middle School

Reports to: Superintendent of Schools

Qualifications

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

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

Job Goal

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

Performance Responsibilities

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

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

Physical, Sensory and Environmental Demands

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

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

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

Evaluation:

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

Terms of Employment

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

**ASSISTANT PRINCIPAL
EMPLOYMENT CONTRACT
(2023 - 2025)**

THIS AGREEMENT is made on March 2, 2023, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Joseph Segreti** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2023, through and including June 30, 2025. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:

- For July 1, 2023, through June 30, 2024, the salary shall be \$103,700; and
- For July 1, 2024, through June 30, 2025, the salary shall be \$107,537.

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

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

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

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

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

B. CONDITIONS OF EMPLOYMENT

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

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

C. BENEFITS

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

separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

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

D. POWERS AND DUTIES

1. **Duties.** The duties of the Administrator shall be those incidental to the office of an Assistant Principal. As such, he shall assist the Building Principal in supervising the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as his primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Building

Principal, Superintendent, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in his assigned attendance center. The Administrator shall submit recommendations to the Superintendent or Building Principal, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to his attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for an Assistant Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

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

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

E. PERFORMANCE GOALS AND EVALUATIONS

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

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

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

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

F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

G. TERMINATION

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

H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.

3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

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

ADMINISTRATOR

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

Joseph Segreti

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A

JOB DESCRIPTION – ASSISTANT PRINCIPAL



EXHIBIT A

Assistant Principal

Job Category: Certified

Status: Exempt

Location: Lincoln Hall Middle School

Reports to: Building Principal

Qualifications

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

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

Job Goal

To promote, establish and maintain an effective learning climate.

Performance Responsibilities

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

Physical, Sensory and Environmental Demands

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

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

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

Evaluation:

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

Terms of Employment

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

**PRINCIPAL
EMPLOYMENT CONTRACT
(2023 - 2025)**

THIS AGREEMENT is made on March 2, 2023, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Aliaa Kamara-Ibrahim** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2023, through and including June 30, 2025. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:

- For July 1, 2023, through June 30, 2024, the salary shall be \$123,600; and
- For July 1, 2024, through June 30, 2025, the salary shall be \$129,780.

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

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

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

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

separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
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D. POWERS AND DUTIES

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Principal. As such, she shall supervise the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as her primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and the Board and in accordance

with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in her assigned attendance center. The Administrator shall submit recommendations to the Superintendent, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to her attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for a Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

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

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

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

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F. RENEWAL OR AMENDMENT OF CONTRACT

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2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:

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

H. MISCELLANEOUS

- 1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
- 2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
- 3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.

4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

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

ADMINISTRATOR

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

Aliaa Kamara-Ibrahim

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A
JOB DESCRIPTION – PRINCIPAL



EXHIBIT A

Principal

Job Category: Certified

Status: Exempt

Location: Todd Hall/Rutledge Hall

Reports to: Superintendent of Schools

Qualifications

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

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

Job Goal

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

Performance Responsibilities

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

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

Physical, Sensory and Environmental Demands

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

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

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

Evaluation:

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

Terms of Employment

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

**PRINCIPAL
EMPLOYMENT CONTRACT
(2023 - 2026)**

THIS AGREEMENT is made on March 2, 2023, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Christopher Harmon** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2023, through and including June 30, 2026. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
 - For July 1, 2023, through June 30, 2024, the salary shall be \$125,800;
 - For July 1, 2024, through June 30, 2025, the salary shall be \$130,832; and
 - For July 1, 2025, through June 30, 2026, the salary shall be \$136,065.

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

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

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

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

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

B. CONDITIONS OF EMPLOYMENT

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

C. BENEFITS

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

Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

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

D. POWERS AND DUTIES

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Principal. As such, he shall supervise the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as his primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the

Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in his assigned attendance center. The Administrator shall submit recommendations to the Superintendent, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to his attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for a Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

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

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

E. PERFORMANCE GOALS AND EVALUATIONS

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

Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board

for its approval. In the event that the Administrator, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.

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

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

F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the *Illinois School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the *Illinois School Code*. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

G. TERMINATION

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

H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.

3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
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6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

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

ADMINISTRATOR

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

Christopher Harmon

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A
JOB DESCRIPTION – PRINCIPAL



EXHIBIT A

Principal

Job Category: Certified

Status: Exempt

Location: Todd Hall/Rutledge Hall

Reports to: Superintendent of Schools

Qualifications

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

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

Job Goal

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

Performance Responsibilities

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

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

Physical, Sensory and Environmental Demands

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

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

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

Evaluation:

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

Terms of Employment

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

Document Status: Draft Update

Instruction

6:260 Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board of Education policy 7:15, *Student and Family Privacy Rights*.

~~Persons~~ Parents/guardians, employees, and community members [PRESSPlus1](#) who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy ~~should~~ may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

~~Persons~~ Parents/guardians, employees, and community members with ~~all~~ other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision. [PRESSPlus2](#)

LEGAL REF.:

[20 U.S.C. §1232h](#), Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 18, 2012

REVISED: September 2, 2021

REVIEWED: September 2, 2021

PRESSPlus Comments

PRESSPlus 1. Updated to limit the scope of complainants in this policy to parents/guardians, employees, and community members in alignment with sample **PRESS** policy 2:260, *Uniform Grievance Procedure*. **Issue 110, October 2022**

PRESSPlus 2. Optional sentence; updated in response to **PRESS** Advisory Board (PAB) member feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections. It strengthens the policy's connection to IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance. For criteria that can be used in reviewing curriculum objections, see sample administrative procedure, 6:260-AP, *Responding to Complaints About Curriculum, Instructional Materials, and Programs*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 1/20/23

1. Action to be taken:

____ CONSENT

____ 1st READING

____ STAY IN COMMITTEE

2. Policy Committee to Determine:

____ Adopt as Presented

____ Adopt with Additional District Edits

____ Not Adopt (change "reviewed" date)

Review of Closed Session Minutes

Date Reviewed by Board Secretary: February 8, 2023

Date Reviewed by Board of Education: March 2, 2023

Date of Board Approval: March 2, 2023

Date of Minutes	Recommendation of Board Secretary
September 1, 2016	CLOSE
May 5, 2022	OPEN
June 1, 2022	OPEN
August 4, 2022	OPEN
September 1, 2022	OPEN
October 6, 2022	OPEN
November 3, 2022	OPEN
December 1, 2022	OPEN

Review of Closed Session Minutes

Date Reviewed by Board Secretary: February 8, 2023

Date Reviewed by Board of Education: March 2, 2023

Date of Board Approval: March 2, 2023

[illegible]

Review of Closed Session Audio Recordings

Date Reviewed by Board Secretary: February 8, 2023

Date Reviewed by Board of Education: March 2, 2023

Date of Board Approval: March 2, 2023

Destroy Audio Recordings of the following Board of Education Closed Meetings (held prior to June 30, 2021)
January 7, 2021
February 4, 2021
March 4, 2021
April 8, 2021
June 3, 2021

Lincolnwood School District 74

Fund Balances

Fiscal Year: 2022-2023

Month: December

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	\$6,671,246.83	(\$8,886,410.12)	\$0.00	\$10,807,629.08
20	OPERATIONS & MAINTENANCE	\$3,494,768.89	\$689,719.86	(\$1,028,527.28)	\$0.00	\$3,155,961.47
30	DEBT SERVICE	\$829,925.65	\$425,810.60	(\$1,494,725.00)	\$0.00	(\$238,988.75)
40	TRANSPORTATION	\$1,442,825.96	\$652,466.33	(\$472,825.38)	\$0.00	\$1,622,466.91
50	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	IMRF	\$448,606.14	\$245,007.08	(\$105,059.35)	\$0.00	\$588,553.87
52	SOCIAL SECURITY AND MEDICARE	\$139,099.31	\$220,696.09	(\$146,488.67)	\$0.00	\$213,306.73
60	CAPITAL PROJECTS	\$5,825,261.89	\$639,377.15	(\$1,585,941.85)	\$0.00	\$4,878,697.19
70	WORKING CASH	\$573,446.40	\$4,475.36	\$0.00	\$0.00	\$577,921.76
80	TORT IMMUNITY	\$249,408.82	\$151,085.26	(\$24,612.00)	\$0.00	\$375,882.08
90	FIRE PREVENTION & SAFETY	\$2,617,556.88	\$127,531.91	(\$90,524.00)	\$0.00	\$2,654,564.79
99	LINCOLNWOOD SCHOOLS ACTIVITY FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$28,643,692.31	\$9,827,416.47	(\$13,835,113.65)	\$0.00	\$24,635,995.13

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds As of 12/31/2022

Fiscal Year: 2022-2023

ASSETS

CASH & INVESTMENTS

Cash in Bank (+) \$24,318,174.74

Imprest Fund (+) \$15,122.50

Petty Cash (+) \$100.00

Sub-total : CASH & INVESTMENTS \$24,333,397.24

DUE FROM OTHER GOVERNMENTS

Inter-Governmental Loans (+) (\$467.03)

Sub-total : DUE FROM OTHER GOVERNMENTS (\$467.03)

Total : ASSETS \$24,332,930.21

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable (+) \$66,108.88

Sub-total : ACCOUNTS PAYABLE \$66,108.88

OTHER CURRENT LIABILITIES

Other Liabilities (+) \$34,782.22

Payroll Liabilities (+) (\$403,956.02)

Sub-total : OTHER CURRENT LIABILITIES (\$369,173.80)

Total : LIABILITIES (\$303,064.92)

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) (+) (\$4,007,697.18)

Sub-total : NET INCREASE (DECREASE) (\$4,007,697.18)

Total : FUND BALANCE \$24,635,995.13

Total LIABILITIES + FUND BALANCE \$24,332,930.21

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2022 through 12/31/2022

Fiscal Year: 2022-2023

	<u>12/01/2022 - 12/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE					
LOCAL SOURCES					
Property Tax Receipts (+)	\$5,873,750.47	\$5,966,403.30	\$25,868,050.00	\$19,901,646.70	23.1%
Payments in Lieu of Taxes (+)	\$133,567.20	\$878,835.82	\$900,000.00	\$21,164.18	97.6%
Tuition Payments Received (+)	\$36,727.16	\$106,407.16	\$221,600.00	\$115,192.84	48.0%
Interest Revenue Received (+)	\$25,821.02	\$191,808.43	\$369,000.00	\$177,191.57	52.0%
Sales to Pupils & Adults (+)	\$17,387.00	\$100,114.15	\$200,000.00	\$99,885.85	50.1%
Activity Fees Received (+)	\$1,618.00	\$57,161.00	\$100,150.00	\$42,989.00	57.1%
Other Local Revenue (+)	\$17,371.75	\$123,151.95	\$330,430.00	\$207,278.05	37.3%
Rental Revenue (+)	\$1,184.00	\$56,557.00	\$89,600.00	\$33,043.00	63.1%
Sub-total : LOCAL SOURCES	\$6,107,426.60	\$7,480,438.81	\$28,078,830.00	\$20,598,391.19	26.6%
STATE SOURCES					
State Grants & Aid Received (+)	\$105,958.00	\$723,103.70	\$1,539,000.00	\$815,896.30	47.0%
Sub-total : STATE SOURCES	\$105,958.00	\$723,103.70	\$1,539,000.00	\$815,896.30	47.0%
FEDERAL SOURCES					
Federal Grants & Aid Received (+)	\$643,337.41	\$1,623,873.96	\$2,106,691.00	\$482,817.04	77.1%
Sub-total : FEDERAL SOURCES	\$643,337.41	\$1,623,873.96	\$2,106,691.00	\$482,817.04	77.1%
Total : REVENUE	\$6,856,722.01	\$9,827,416.47	\$31,724,521.00	\$21,897,104.53	31.0%
EXPENDITURES					
REGULAR K-12 PROGRAMS					
Salaries (-)	\$600,359.79	\$2,681,003.92	\$7,735,177.00	\$5,054,173.08	34.7%
Employee Benefits (-)	\$101,411.36	\$413,679.54	\$1,430,774.00	\$1,017,094.46	28.9%
Termination Benefits (-)	\$5,564.20	\$139,078.94	\$397,000.00	\$257,921.06	35.0%
Purchased Services (-)	\$7,011.10	\$102,687.70	\$216,005.00	\$113,317.30	47.5%
Supplies & Materials (-)	\$11,301.61	\$185,586.63	\$549,480.00	\$363,893.37	33.8%
Capital Expenditures (-)	\$2,447.00	\$73,765.79	\$204,000.00	\$130,234.21	36.2%
Other Objects (-)	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.0%
Non-Capitalized Equipment (-)	\$0.00	\$4,461.24	\$117,500.00	\$113,038.76	3.8%
Sub-total : REGULAR K-12 PROGRAMS	(\$728,095.06)	(\$3,600,263.76)	(\$10,651,736.00)	(\$7,051,472.24)	33.8%
PRE-K PROGRAMS					
Salaries (-)	\$18,266.64	\$82,199.88	\$225,356.00	\$143,156.12	36.5%
Employee Benefits (-)	\$5,674.32	\$25,401.93	\$69,413.00	\$44,011.07	36.6%
Supplies & Materials (-)	\$141.76	\$1,061.22	\$4,300.00	\$3,238.78	24.7%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Sub-total : PRE-K PROGRAMS	(\$24,082.72)	(\$108,663.03)	(\$299,819.00)	(\$191,155.97)	36.2%
SPECIAL ED PROGRAMS K-12					
Salaries (-)	\$92,515.96	\$431,164.26	\$1,198,065.00	\$766,900.74	36.0%
Employee Benefits (-)	\$22,602.26	\$106,066.72	\$354,957.00	\$248,890.28	29.9%
Purchased Services (-)	\$0.00	\$155.75	\$600.00	\$444.25	26.0%
Supplies & Materials (-)	\$76.95	\$869.59	\$5,500.00	\$4,630.41	15.8%
Capital Expenditures (-)	\$0.00	\$2,338.09	\$6,000.00	\$3,661.91	39.0%
Other Objects (-)	\$0.00	\$180.00	\$200.00	\$20.00	90.0%
Non-Capital Equipment (-)	\$0.00	\$1,632.40	\$5,000.00	\$3,367.60	32.6%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2022 through 12/31/2022

Fiscal Year: 2022-2023

	<u>12/01/2022 - 12/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : SPECIAL ED PROGRAMS K-12	(\$115,195.17)	(\$542,406.81)	(\$1,570,322.00)	(\$1,027,915.19)	34.5%
REMEDIAL & SUPPLEMENTAL K-12					
Salaries (-)	\$45,018.96	\$202,585.32	\$585,251.00	\$382,665.68	34.6%
Employee Benefits (-)	\$8,491.79	\$35,243.01	\$110,875.00	\$75,631.99	31.8%
Purchased Services (-)	\$0.00	\$41,999.55	\$56,795.00	\$14,795.45	73.9%
Supplies & Materials (-)	\$0.00	\$5,465.18	\$12,250.00	\$6,784.82	44.6%
Sub-total : REMEDIAL & SUPPLEMENTAL K-12	(\$53,510.75)	(\$285,293.06)	(\$765,171.00)	(\$479,877.94)	37.3%
INTERSCHOLASTIC PROGRAMS					
Salaries (-)	\$29,519.49	\$33,703.39	\$90,000.00	\$56,296.61	37.4%
Employee Benefits (-)	\$1,332.78	\$1,443.47	\$7,405.00	\$5,961.53	19.5%
Supplies & Materials (-)	\$5,705.79	\$6,575.46	\$5,500.00	(\$1,075.46)	119.6%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$3,500.00	\$3,600.00	\$100.00	97.2%
Sub-total : INTERSCHOLASTIC PROGRAMS	(\$36,558.06)	(\$45,222.32)	(\$108,005.00)	(\$62,782.68)	41.9%
SUMMER SCHOOL PROGRAMS					
Salaries (-)	\$256.50	\$30,296.44	\$42,491.00	\$12,194.56	71.3%
Employee Benefits (-)	\$33.68	\$3,963.53	\$10,100.00	\$6,136.47	39.2%
Supplies & Materials (-)	\$0.00	\$1,560.63	\$3,117.00	\$1,556.37	50.1%
Sub-total : SUMMER SCHOOL PROGRAMS	(\$290.18)	(\$35,820.60)	(\$55,708.00)	(\$19,887.40)	64.3%
GIFTED PROGRAMS					
Salaries (-)	\$34,645.06	\$155,902.77	\$450,386.00	\$294,483.23	34.6%
Employee Benefits (-)	\$5,730.53	\$23,437.00	\$70,821.00	\$47,384.00	33.1%
Supplies & Materials (-)	\$1,672.67	\$2,829.09	\$4,250.00	\$1,420.91	66.6%
Sub-total : GIFTED PROGRAMS	(\$42,048.26)	(\$182,168.86)	(\$525,457.00)	(\$343,288.14)	34.7%
BILINGUAL PROGRAMS					
Salaries (-)	\$51,271.86	\$230,723.37	\$693,562.00	\$462,838.63	33.3%
Employee Benefits (-)	\$7,951.20	\$32,572.51	\$101,304.00	\$68,731.49	32.2%
Purchased Services (-)	\$0.00	\$3,240.00	\$1,800.00	(\$1,440.00)	180.0%
Supplies & Materials (-)	\$362.36	\$1,082.13	\$1,750.00	\$667.87	61.8%
Sub-total : BILINGUAL PROGRAMS	(\$59,585.42)	(\$267,618.01)	(\$798,416.00)	(\$530,797.99)	33.5%
ATTENDANCE & SOCIAL WORK					
Salaries (-)	\$31,086.38	\$139,888.71	\$404,123.00	\$264,234.29	34.6%
Employee Benefits (-)	\$3,681.03	\$15,190.38	\$41,196.00	\$26,005.62	36.9%
Supplies & Materials (-)	\$226.87	\$568.94	\$1,000.00	\$431.06	56.9%
Sub-total : ATTENDANCE & SOCIAL WORK	(\$34,994.28)	(\$155,648.03)	(\$446,319.00)	(\$290,670.97)	34.9%
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 12/01/2022 through 12/31/2022

Fiscal Year: 2022-2023

	<u>12/01/2022 - 12/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Salaries (-)	\$14,939.09	\$71,842.77	\$159,352.00	\$87,509.23	45.1%
Employee Benefits (-)	\$5,983.52	\$27,676.44	\$65,795.00	\$38,118.56	42.1%
Purchased Services (-)	\$4,637.67	\$19,771.59	\$31,000.00	\$11,228.41	63.8%
Supplies & Materials (-)	\$2,430.46	\$3,048.44	\$5,300.00	\$2,251.56	57.5%
Capital Expenditures (-)	\$0.00	\$223.28	\$2,250.00	\$2,026.72	9.9%
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	(\$27,990.74)	(\$122,562.52)	(\$266,047.00)	(\$143,484.48)	46.1%
PSYCHOLOGICAL SERVICES					
Salaries (-)	\$13,814.16	\$62,163.72	\$179,584.00	\$117,420.28	34.6%
Employee Benefits (-)	\$3,063.66	\$12,462.29	\$37,804.00	\$25,341.71	33.0%
Purchased Services (-)	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0.0%
Supplies & Materials (-)	\$82.50	\$1,272.59	\$1,850.00	\$577.41	68.8%
Sub-total : PSYCHOLOGICAL SERVICES	(\$16,960.32)	(\$75,898.60)	(\$220,338.00)	(\$144,439.40)	34.4%
SPEECH PATHOLOGY & AUDIOLOGY					
Salaries (-)	\$21,122.38	\$95,059.26	\$274,591.00	\$179,531.74	34.6%
Employee Benefits (-)	\$3,312.16	\$13,562.31	\$41,079.00	\$27,516.69	33.0%
Purchased Services (-)	\$0.00	\$443.16	\$360.00	(\$83.16)	123.1%
Supplies & Materials (-)	\$0.00	\$219.55	\$1,800.00	\$1,580.45	12.2%
Sub-total : SPEECH PATHOLOGY & AUDIOLOGY	(\$24,434.54)	(\$109,284.28)	(\$317,830.00)	(\$208,545.72)	34.4%
OTHER SUPPORT SERVICES - PUPILS					
Salaries (-)	\$5,617.25	\$25,207.93	\$101,000.00	\$75,792.07	25.0%
Employee Benefits (-)	\$360.13	\$1,611.60	\$9,732.00	\$8,120.40	16.6%
Sub-total : OTHER SUPPORT SERVICES - PUPILS	(\$5,977.38)	(\$26,819.53)	(\$110,732.00)	(\$83,912.47)	24.2%
IMPROVEMENT OF INSTRUCTION					
Salaries (-)	\$25,698.06	\$182,508.75	\$364,189.00	\$181,680.25	50.1%
Employee Benefits (-)	\$4,293.41	\$29,868.87	\$56,095.00	\$26,226.13	53.2%
Purchased Services (-)	\$533.01	\$11,418.17	\$73,126.00	\$61,707.83	15.6%
Supplies & Materials (-)	\$82.00	\$618.97	\$1,500.00	\$881.03	41.3%
Other Objects (-)	\$707.00	\$707.00	\$1,800.00	\$1,093.00	39.3%
Sub-total : IMPROVEMENT OF INSTRUCTION	(\$31,313.48)	(\$225,121.76)	(\$496,710.00)	(\$271,588.24)	45.3%
EDUCATIONAL MEDIA					
Salaries (-)	\$21,001.70	\$94,507.65	\$273,022.00	\$178,514.35	34.6%
Employee Benefits (-)	\$2,550.48	\$10,517.39	\$31,775.00	\$21,257.61	33.1%
Supplies & Materials (-)	\$3,091.43	\$5,135.63	\$16,000.00	\$10,864.37	32.1%
Sub-total : EDUCATIONAL MEDIA	(\$26,643.61)	(\$110,160.67)	(\$320,797.00)	(\$210,636.33)	34.3%
ADMIN SERVICES - BOARD OF ED					
Employee Benefits (-)	(\$28.19)	\$62,173.25	\$62,000.00	(\$173.25)	100.3%
Purchased Services (-)	\$2,919.63	\$108,020.08	\$212,700.00	\$104,679.92	50.8%
Supplies & Materials (-)	\$0.00	\$365.88	\$2,500.00	\$2,134.12	14.6%
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 12/01/2022 through 12/31/2022

Fiscal Year: 2022-2023

	<u>12/01/2022 - 12/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$0.00	\$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	(\$2,891.44)	(\$177,099.21)	(\$287,240.00)	(\$110,140.79)	61.7%
SUPERINTENDENT					
Salaries (-)	\$19,019.44	\$163,315.06	\$268,850.00	\$105,534.94	60.7%
Employee Benefits (-)	\$3,500.05	\$33,008.89	\$53,601.00	\$20,592.11	61.6%
Purchased Services (-)	\$6,250.00	\$7,959.69	\$3,900.00	(\$4,059.69)	204.1%
Supplies & Materials (-)	\$0.00	\$15.23	\$2,000.00	\$1,984.77	0.8%
Capital Expenditures (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Other Objects (-)	\$0.00	\$1,229.00	\$3,000.00	\$1,771.00	41.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : SUPERINTENDENT	(\$28,769.49)	(\$205,527.87)	(\$332,351.00)	(\$126,823.13)	61.8%
WORKERS COMPENSATION INSURANCE					
Purchased Services (-)	\$0.00	\$1,103.00	\$69,000.00	\$67,897.00	1.6%
Sub-total : WORKERS COMPENSATION INSURANCE	\$0.00	(\$1,103.00)	(\$69,000.00)	(\$67,897.00)	1.6%
LOSS PREVENTION REDUCTION					
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%
PROPERTY INSURANCE					
Purchased Services (-)	\$0.00	\$23,509.00	\$150,000.00	\$126,491.00	15.7%
Sub-total : PROPERTY INSURANCE	\$0.00	(\$23,509.00)	(\$150,000.00)	(\$126,491.00)	15.7%
PRINCIPAL					
Salaries (-)	\$52,916.44	\$347,701.94	\$688,889.00	\$341,187.06	50.5%
Employee Benefits (-)	\$17,913.07	\$107,067.85	\$215,627.00	\$108,559.15	49.7%
Purchased Services (-)	\$1,200.82	\$2,062.65	\$5,050.00	\$2,987.35	40.8%
Supplies & Materials (-)	\$16.47	\$666.71	\$4,000.00	\$3,333.29	16.7%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$558.00	\$1,202.00	\$2,400.00	\$1,198.00	50.1%
Non-Capitalized Equipment (-)	\$0.00	\$3,079.70	\$3,200.00	\$120.30	96.2%
Sub-total : PRINCIPAL	(\$72,604.80)	(\$461,780.85)	(\$920,666.00)	(\$458,885.15)	50.2%
OPERATION OF BUSINESS SERVICES					
Salaries (-)	\$14,623.84	\$95,054.96	\$190,110.00	\$95,055.04	50.0%
Employee Benefits (-)	\$2,610.35	\$15,941.77	\$31,941.00	\$15,999.23	49.9%
Other Objects (-)	\$0.00	\$1,134.00	\$1,400.00	\$266.00	81.0%
Sub-total : OPERATION OF BUSINESS SERVICES	(\$17,234.19)	(\$112,130.73)	(\$223,451.00)	(\$111,320.27)	50.2%
FISCAL SERVICES					
Salaries (-)	\$18,014.26	\$113,467.35	\$231,039.00	\$117,571.65	49.1%
Employee Benefits (-)	\$8,292.71	\$46,581.44	\$93,417.00	\$46,835.56	49.9%
Purchased Services (-)	\$472.75	\$1,772.71	\$123,500.00	\$121,727.29	1.4%
Supplies & Materials (-)	\$0.00	\$2,829.51	\$5,500.00	\$2,670.49	51.4%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2022 through 12/31/2022

Fiscal Year: 2022-2023

	<u>12/01/2022 - 12/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Capital Expenditures (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Other Objects (-)	\$1,569.33	\$12,414.99	\$20,000.00	\$7,585.01	62.1%
Non-Capitalized Equipment (-)	\$0.00	\$548.67	\$1,500.00	\$951.33	36.6%
Sub-total : FISCAL SERVICES	(\$28,349.05)	(\$177,614.67)	(\$475,706.00)	(\$298,091.33)	37.3%
FACILITY ACQUISITION & CONSTRUCTION					
Purchased Services (-)	\$48,137.50	\$483,289.10	\$596,118.00	\$112,828.90	81.1%
Capital Expenditures (-)	\$72,033.00	\$1,143,176.75	\$3,077,144.00	\$1,933,967.25	37.2%
Sub-total : FACILITY ACQUISITION & CONSTRUCTION	(\$120,170.50)	(\$1,626,465.85)	(\$3,673,262.00)	(\$2,046,796.15)	44.3%
OPERATION & MAINTENANCE OF PLANT					
Salaries (-)	\$39,081.88	\$253,895.30	\$526,163.00	\$272,267.70	48.3%
Employee Benefits (-)	\$13,901.70	\$86,839.65	\$171,678.00	\$84,838.35	50.6%
Purchased Services (-)	\$92,949.83	\$524,134.01	\$960,700.00	\$436,565.99	54.6%
Supplies & Materials (-)	\$34,598.16	\$174,232.35	\$453,014.00	\$278,781.65	38.5%
Capital Expenditures (-)	\$1,935.00	\$81,229.86	\$439,500.00	\$358,270.14	18.5%
Other Objects (-)	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.0%
Non-Capitalized Equipment (-)	\$0.00	\$1,912.19	\$30,000.00	\$28,087.81	6.4%
Sub-total : OPERATION & MAINTENANCE OF PLANT	(\$182,466.57)	(\$1,122,243.36)	(\$2,582,805.00)	(\$1,460,561.64)	43.5%
PUPIL TRANSPORTATION					
Purchased Services (-)	\$82,281.61	\$472,825.38	\$1,440,000.00	\$967,174.62	32.8%
Sub-total : PUPIL TRANSPORTATION	(\$82,281.61)	(\$472,825.38)	(\$1,440,000.00)	(\$967,174.62)	32.8%
FOOD SERVICES					
Salaries (-)	\$22,042.99	\$110,445.38	\$250,708.00	\$140,262.62	44.1%
Employee Benefits (-)	\$9,444.86	\$45,266.64	\$103,366.00	\$58,099.36	43.8%
Purchased Services (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Supplies & Materials (-)	\$23,252.86	\$109,904.50	\$262,000.00	\$152,095.50	41.9%
Capital Expenditures (-)	\$0.00	\$118.28	\$8,000.00	\$7,881.72	1.5%
Other Objects (-)	\$0.00	\$752.50	\$1,000.00	\$247.50	75.3%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Sub-total : FOOD SERVICES	(\$54,740.71)	(\$266,487.30)	(\$629,574.00)	(\$363,086.70)	42.3%
INTERNAL SERVICES					
Purchased Services (-)	\$63.61	\$12,062.23	\$27,100.00	\$15,037.77	44.5%
Supplies & Materials (-)	\$0.00	\$172.00	\$1,500.00	\$1,328.00	11.5%
Sub-total : INTERNAL SERVICES	(\$63.61)	(\$12,234.23)	(\$28,600.00)	(\$16,365.77)	42.8%
INFORMATION SERVICES					
Salaries (-)	\$6,041.08	\$39,267.02	\$78,534.00	\$39,266.98	50.0%
Employee Benefits (-)	\$2,576.70	\$15,997.55	\$30,706.00	\$14,708.45	52.1%
Purchased Services (-)	\$2,069.40	\$19,170.82	\$34,250.00	\$15,079.18	56.0%
Supplies & Materials (-)	\$5.99	\$2,431.44	\$6,000.00	\$3,568.56	40.5%
Other Objects (-)	\$250.00	\$250.00	\$1,000.00	\$750.00	25.0%
Sub-total : INFORMATION SERVICES	(\$10,943.17)	(\$77,116.83)	(\$150,490.00)	(\$73,373.17)	51.2%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2022 through 12/31/2022

Fiscal Year: 2022-2023

	<u>12/01/2022 - 12/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
OTHER SUPPORT SERVICES - ADMIN					
Salaries (-)	\$39,646.86	\$251,147.20	\$534,698.00	\$283,550.80	47.0%
Employee Benefits (-)	\$13,507.48	\$80,100.80	\$183,891.00	\$103,790.20	43.6%
Purchased Services (-)	\$0.00	\$544.62	\$500.00	(\$44.62)	108.9%
Other Objects (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : OTHER SUPPORT SERVICES - ADMIN	(\$53,154.34)	(\$331,792.62)	(\$719,589.00)	(\$387,796.38)	46.1%
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	\$63,715.00	\$164,000.00	\$100,285.00	38.9%
Other Objects (-)	\$23,880.57	\$1,219,762.28	\$2,439,019.00	\$1,219,256.72	50.0%
Sub-total : PAYMENTS TO OTHER LEAs	(\$23,880.57)	(\$1,283,477.28)	(\$2,603,019.00)	(\$1,319,541.72)	49.3%
DEBT SERVICE - INTEREST					
Interest on Bonds Outstanding (-)	\$329,725.00	\$329,725.00	\$640,100.00	\$310,375.00	51.5%
Sub-total : DEBT SERVICE - INTEREST	(\$329,725.00)	(\$329,725.00)	(\$640,100.00)	(\$310,375.00)	51.5%
DEBT SERVICE - PRINCIPAL					
Principal Payments on Bonds Outstanding (-)	\$1,165,000.00	\$1,165,000.00	\$1,165,000.00	\$0.00	100.0%
Sub-total : DEBT SERVICE - PRINCIPAL	(\$1,165,000.00)	(\$1,165,000.00)	(\$1,165,000.00)	\$0.00	100.0%
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%
ADMIN SERVICES - SPECIAL ED					
Salaries (-)	\$11,336.58	\$73,687.77	\$147,376.00	\$73,688.23	50.0%
Employee Benefits (-)	\$3,603.39	\$21,940.86	\$43,347.00	\$21,406.14	50.6%
Other Objects (-)	\$0.00	\$400.00	\$1,000.00	\$600.00	40.0%
Sub-total : ADMIN SERVICES - SPECIAL ED	(\$14,939.97)	(\$96,028.63)	(\$191,723.00)	(\$95,694.37)	50.1%
Total : EXPENDITURES	(\$3,414,894.99)	(\$13,835,113.65)	(\$33,250,483.00)	(\$19,415,369.35)	41.6%
NET INCREASE (DECREASE)	\$3,441,827.02	(\$4,007,697.18)	(\$1,525,962.00)	\$2,481,735.18	262.6%

End of Report

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$600,359.79	\$2,681,003.92	\$4,890,358.90	\$163,814.18
200 - EMPLOYEE BENEFITS	\$1,302,684.00	\$92,001.54	\$371,272.38	\$718,679.37	\$212,732.25
300 - PURCHASED SERVICES	\$216,005.00	\$7,011.10	\$102,687.70	\$169.00	\$113,148.30
400 - SUPPLIES & MATERIALS	\$549,480.00	\$11,301.61	\$185,586.63	\$11,984.08	\$351,909.29
500 - CAPITAL OUTLAY	\$204,000.00	\$2,447.00	\$73,765.79	\$8,080.89	\$122,153.32
600 - OTHER OBJECTS	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
700 - NON-CAPITAL EQUIPMENT	\$117,500.00	\$0.00	\$4,461.24	\$0.00	\$113,038.76
800 - TERMINATION/VACATION PAYMENTS	\$397,000.00	\$5,564.20	\$139,078.94	\$47,295.78	\$210,625.28

1125 - PRE-K PROGRAMS

100 - SALARIES	\$225,356.00	\$18,266.64	\$82,199.88	\$142,954.47	\$201.65
200 - EMPLOYEE BENEFITS	\$58,224.00	\$4,767.18	\$21,317.54	\$30,717.28	\$6,189.18
400 - SUPPLIES & MATERIALS	\$4,300.00	\$141.76	\$1,061.22	\$109.69	\$3,129.09
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	\$92,515.96	\$431,164.26	\$720,032.08	\$46,868.66
200 - EMPLOYEE BENEFITS	\$286,424.00	\$17,364.08	\$80,171.05	\$119,083.63	\$87,169.32
300 - PURCHASED SERVICES	\$600.00	\$0.00	\$155.75	\$0.00	\$444.25
400 - SUPPLIES & MATERIALS	\$5,500.00	\$76.95	\$869.59	\$0.00	\$4,630.41
500 - CAPITAL OUTLAY	\$6,000.00	\$0.00	\$2,338.09	\$0.00	\$3,661.91
600 - OTHER OBJECTS	\$200.00	\$0.00	\$180.00	\$0.00	\$20.00
700 - NON-CAPITAL EQUIPMENT	\$5,000.00	\$0.00	\$1,632.40	\$0.00	\$3,367.60

1250 - REMEDIAL & SUPPLEMENTAL K-12

100 - SALARIES	\$585,251.00	\$45,018.96	\$202,585.32	\$382,661.68	\$4.00
200 - EMPLOYEE BENEFITS	\$102,383.00	\$7,874.42	\$32,447.53	\$63,945.24	\$5,990.23
300 - PURCHASED SERVICES	\$56,795.00	\$0.00	\$41,999.55	\$0.00	\$14,795.45
400 - SUPPLIES & MATERIALS	\$12,250.00	\$0.00	\$5,465.18	\$0.00	\$6,784.82

1500 - INTERSCHOLASTIC PROGRAMS

100 - SALARIES	\$90,000.00	\$29,519.49	\$33,703.39	\$7,275.09	\$49,021.52
200 - EMPLOYEE BENEFITS	\$1,200.00	\$277.46	\$329.89	\$90.74	\$779.37
400 - SUPPLIES & MATERIALS	\$5,500.00	\$5,705.79	\$6,575.46	\$0.00	(\$1,075.46)
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:12/1/2022 To Date:12/31/2022

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	\$3,500.00	\$0.00	\$100.00
1600 - SUMMER SCHOOL PROGRAMS					
100 - SALARIES	\$42,491.00	\$256.50	\$30,296.44	\$188.10	\$12,006.46
200 - EMPLOYEE BENEFITS	\$4,315.00	\$30.12	\$2,925.57	\$22.09	\$1,367.34
400 - SUPPLIES & MATERIALS	\$3,117.00	\$0.00	\$1,560.63	\$0.00	\$1,556.37
1650 - GIFTED PROGRAMS					
100 - SALARIES	\$450,386.00	\$34,645.06	\$155,902.77	\$294,483.23	\$0.00
200 - EMPLOYEE BENEFITS	\$64,287.00	\$5,255.80	\$21,291.28	\$42,314.49	\$681.23
400 - SUPPLIES & MATERIALS	\$4,250.00	\$1,672.67	\$2,829.09	\$115.00	\$1,305.91
1800 - BILINGUAL PROGRAMS					
100 - SALARIES	\$693,562.00	\$51,271.86	\$230,723.37	\$438,271.45	\$24,567.18
200 - EMPLOYEE BENEFITS	\$91,365.00	\$7,251.42	\$29,401.17	\$58,695.76	\$3,268.07
300 - PURCHASED SERVICES	\$1,800.00	\$0.00	\$3,240.00	\$0.00	(\$1,440.00)
400 - SUPPLIES & MATERIALS	\$1,750.00	\$362.36	\$1,082.13	\$57.86	\$610.01
2110 - ATTENDANCE & SOCIAL WORK					
100 - SALARIES	\$404,123.00	\$31,086.38	\$139,888.71	\$264,234.29	\$0.00
200 - EMPLOYEE BENEFITS	\$35,333.00	\$3,247.89	\$13,232.27	\$26,223.83	(\$4,123.10)
400 - SUPPLIES & MATERIALS	\$1,000.00	\$226.87	\$568.94	\$0.00	\$431.06
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	\$14,939.09	\$71,842.77	\$84,633.10	\$2,876.13
200 - EMPLOYEE BENEFITS	\$36,803.00	\$3,460.74	\$15,573.33	\$20,795.04	\$434.63
300 - PURCHASED SERVICES	\$31,000.00	\$4,637.67	\$19,771.59	\$0.00	\$11,228.41
400 - SUPPLIES & MATERIALS	\$5,300.00	\$2,430.46	\$3,048.44	\$265.08	\$1,986.48
500 - CAPITAL OUTLAY	\$2,250.00	\$0.00	\$223.28	\$0.00	\$2,026.72
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	\$13,814.16	\$62,163.72	\$117,420.28	\$0.00
200 - EMPLOYEE BENEFITS	\$35,198.00	\$2,878.94	\$11,622.28	\$23,138.04	\$437.68
300 - PURCHASED SERVICES	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
400 - SUPPLIES & MATERIALS	\$1,850.00	\$82.50	\$1,272.59	\$63.58	\$513.83
2150 - SPEECH PATHOLOGY & AUDIOLOGY					
100 - SALARIES	\$274,591.00 ¹⁸⁶	\$21,122.38	\$95,059.26	\$179,548.84	(\$17.10)

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$3,028.26	\$12,273.16	\$24,386.20	\$435.64
300 - PURCHASED SERVICES	\$360.00	\$0.00	\$443.16	\$0.00	(\$83.16)
400 - SUPPLIES & MATERIALS	\$1,800.00	\$0.00	\$219.55	\$585.20	\$995.25
2190 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$101,000.00	\$5,617.25	\$25,207.93	\$10,481.24	\$65,310.83
200 - EMPLOYEE BENEFITS	\$900.00	\$17.30	\$78.92	\$103.80	\$717.28
2210 - IMPROVEMENT OF INSTRUCTION					
100 - SALARIES	\$364,189.00	\$25,698.06	\$182,508.75	\$163,746.28	\$17,933.97
200 - EMPLOYEE BENEFITS	\$41,959.00	\$3,159.97	\$22,277.04	\$17,550.11	\$2,131.85
300 - PURCHASED SERVICES	\$73,126.00	\$533.01	\$11,418.17	\$0.00	\$61,707.83
400 - SUPPLIES & MATERIALS	\$1,500.00	\$82.00	\$618.97	\$0.00	\$881.03
600 - OTHER OBJECTS	\$1,800.00	\$707.00	\$707.00	\$0.00	\$1,093.00
2220 - EDUCATIONAL MEDIA					
100 - SALARIES	\$273,022.00	\$21,001.70	\$94,507.65	\$178,514.35	\$0.00
200 - EMPLOYEE BENEFITS	\$27,814.00	\$2,256.84	\$9,190.12	\$18,217.48	\$406.40
400 - SUPPLIES & MATERIALS	\$16,000.00	\$3,091.43	\$5,135.63	\$1,295.43	\$9,568.94
2310 - BOARD OF EDUCATION					
200 - EMPLOYEE BENEFITS	\$62,000.00	(\$28.19)	\$62,173.25	\$0.00	(\$173.25)
300 - PURCHASED SERVICES	\$212,700.00	\$2,919.63	\$108,020.08	\$0.00	\$104,679.92
400 - SUPPLIES & MATERIALS	\$2,500.00	\$0.00	\$365.88	\$0.00	\$2,134.12
500 - CAPITAL OUTLAY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
600 - OTHER OBJECTS	\$6,540.00	\$0.00	\$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	\$19,019.44	\$163,315.06	\$123,626.37	(\$18,091.43)
200 - EMPLOYEE BENEFITS	\$49,650.00	\$3,225.95	\$30,650.92	\$17,955.09	\$1,043.99
300 - PURCHASED SERVICES	\$3,900.00	\$6,250.00	\$7,959.69	\$0.00	(\$4,059.69)
400 - SUPPLIES & MATERIALS	\$2,000.00	\$0.00	\$15.23	\$0.00	\$1,984.77
500 - CAPITAL OUTLAY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
600 - OTHER OBJECTS	\$3,000.00	\$0.00	\$1,229.00	\$0.00	\$1,771.00
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	\$73,687.77	\$73,687.82	\$0.41
200 - EMPLOYEE BENEFITS	\$38,258.00	\$3,210.34	\$19,380.06	\$17,792.66	\$1,085.28
600 - OTHER OBJECTS	\$1,000.00 ¹⁸⁷	\$0.00	\$400.00	\$0.00	\$600.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$52,916.44	\$347,701.94	\$343,452.88	(\$2,265.82)
200 - EMPLOYEE BENEFITS	\$179,022.00	\$15,159.94	\$88,991.92	\$89,773.06	\$257.02
300 - PURCHASED SERVICES	\$5,050.00	\$1,200.82	\$2,062.65	\$0.00	\$2,987.35
400 - SUPPLIES & MATERIALS	\$4,000.00	\$16.47	\$666.71	\$0.00	\$3,333.29
500 - CAPITAL OUTLAY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
600 - OTHER OBJECTS	\$2,400.00	\$558.00	\$1,202.00	\$0.00	\$1,198.00
700 - NON-CAPITAL EQUIPMENT	\$3,200.00	\$0.00	\$3,079.70	\$0.00	\$120.30
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
100 - SALARIES	\$190,110.00	\$14,623.84	\$95,054.96	\$95,054.91	\$0.13
200 - EMPLOYEE BENEFITS	\$29,183.00	\$2,401.37	\$14,581.87	\$14,585.38	\$15.75
600 - OTHER OBJECTS	\$1,400.00	\$0.00	\$1,134.00	\$0.00	\$266.00
2520 - FISCAL SERVICES					
100 - SALARIES	\$231,039.00	\$18,014.26	\$113,467.35	\$117,092.51	\$479.14
200 - EMPLOYEE BENEFITS	\$54,870.00	\$5,309.49	\$27,652.64	\$31,883.95	(\$4,666.59)
300 - PURCHASED SERVICES	\$123,500.00	\$472.75	\$1,772.71	\$0.00	\$121,727.29
400 - SUPPLIES & MATERIALS	\$5,500.00	\$0.00	\$2,829.51	\$0.00	\$2,670.49
500 - CAPITAL OUTLAY	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
600 - OTHER OBJECTS	\$20,000.00	\$1,569.33	\$12,414.99	\$0.00	\$7,585.01
700 - NON-CAPITAL EQUIPMENT	\$1,500.00	\$0.00	\$548.67	\$0.00	\$951.33
2560 - FOOD SERVICES					
100 - SALARIES	\$250,708.00	\$22,042.99	\$110,445.38	\$113,418.72	\$26,843.90
200 - EMPLOYEE BENEFITS	\$61,893.00	\$5,737.24	\$26,624.54	\$34,419.17	\$849.29
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
400 - SUPPLIES & MATERIALS	\$262,000.00	\$23,252.86	\$109,904.50	\$0.00	\$152,095.50
500 - CAPITAL OUTLAY	\$8,000.00	\$0.00	\$118.28	\$0.00	\$7,881.72
600 - OTHER OBJECTS	\$1,000.00	\$0.00	\$752.50	\$0.00	\$247.50
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	\$63.61	\$12,062.23	\$600.00	\$14,437.77
400 - SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$172.00	\$0.00	\$1,328.00
2630 - INFORMATION SERVICES					
100 - SALARIES	\$78,534.00	\$6,041.08	\$39,267.02	\$39,266.98	\$0.00
200 - EMPLOYEE BENEFITS	\$17,646.00	\$1,513.18	\$9,084.21	\$9,087.73	(\$525.94)
300 - PURCHASED SERVICES	\$34,250.00 ¹⁸⁸	\$2,069.40	\$19,170.82	\$0.00	\$15,079.18

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$5.99	\$2,431.44	\$0.00	\$3,568.56
600 - OTHER OBJECTS	\$1,000.00	\$250.00	\$250.00	\$0.00	\$750.00
2660 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$534,698.00	\$39,646.86	\$251,147.20	\$271,109.91	\$12,440.89
200 - EMPLOYEE BENEFITS	\$119,278.00	\$8,788.93	\$50,401.16	\$51,291.95	\$17,584.89
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$544.62	\$0.00	(\$44.62)
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	\$63,715.00	\$0.00	\$100,285.00
600 - OTHER OBJECTS	\$2,439,019.00	\$23,880.57	\$1,219,762.28	\$0.00	\$1,219,256.72
10 - EDUCATIONAL Total:	\$23,003,579.00	\$1,495,548.79	\$8,886,410.12	\$10,552,887.16	\$3,564,281.72

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$39,081.88	\$253,895.30	\$237,249.99	\$35,017.71
200 - EMPLOYEE BENEFITS	\$83,217.00	\$7,184.95	\$43,123.57	\$43,162.67	(\$3,069.24)
300 - PURCHASED SERVICES	\$960,700.00	\$92,949.83	\$524,134.01	\$8,057.70	\$428,508.29
400 - SUPPLIES & MATERIALS	\$453,014.00	\$34,598.16	\$174,232.35	\$6,648.29	\$272,133.36
500 - CAPITAL OUTLAY	\$186,500.00	\$1,935.00	\$31,229.86	\$4,908.42	\$150,361.72
600 - OTHER OBJECTS	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
700 - NON-CAPITAL EQUIPMENT	\$30,000.00	\$0.00	\$1,912.19	\$0.00	\$28,087.81
20 - OPERATIONS & MAINTENANCE Total:	\$2,241,344.00	\$175,749.82	\$1,028,527.28	\$300,027.07	\$912,789.65

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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

\$329,725.00

\$329,725.00

\$0.00

\$310,375.00

5200 - INTEREST ON BONDS OUTSTANDING

600 - OTHER OBJECTS

\$1,165,000.00

\$1,165,000.00

\$1,165,000.00

\$0.00

\$0.00

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

\$1,494,725.00

\$1,494,725.00

\$0.00

\$312,875.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$82,281.61	\$472,825.38	\$0.00	\$967,174.62
40 - TRANSPORTATION Total:	\$1,440,000.00	\$82,281.61	\$472,825.38	\$0.00	\$967,174.62

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$214.31	\$1,219.19	\$228.66	\$2,427.15
1125 - PRE-K PROGRAMS					
200 - EMPLOYEE BENEFITS	\$4,700.00	\$491.00	\$2,209.50	\$2,236.80	\$253.70
1200 - SPECIAL ED PROGRAMS K-12					
200 - EMPLOYEE BENEFITS	\$30,100.00	\$2,571.59	\$12,978.63	\$12,072.96	\$5,048.41
1500 - INTERSCHOLASTIC PROGRAMS					
200 - EMPLOYEE BENEFITS	\$2,400.00	\$189.12	\$189.12	\$2.60	\$2,208.28
1600 - SUMMER SCHOOL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$1,000.00	\$0.00	\$199.04	\$0.00	\$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	\$1,489.44	\$7,137.97	\$6,406.72	\$3,255.31
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	\$3,082.62	\$2,335.32	\$182.06
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
200 - EMPLOYEE BENEFITS	\$1,750.00	\$148.42	\$964.73	\$732.55	\$52.72
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$15,720.00	\$1,339.18	\$8,728.53	\$6,571.07	\$420.40
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$21,000.00	\$1,796.04	\$11,312.75	\$8,863.91	\$823.34
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$48,200.00	\$3,892.62	\$25,288.43	\$17,940.87	\$4,970.70
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$22,300.00	\$2,197.68	\$11,011.35	\$8,585.71	\$2,702.94
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$7,050.00	\$602.30	\$3,914.95	\$2,972.45	\$162.60
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$34,000.00	\$2,688.66	\$16,822.54	\$14,284.01	\$2,893.45
51 - IMRF Total:	\$215,895.00	\$18,093.56	\$105,059.35	\$83,233.63	\$27,602.02

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$9,195.51	\$41,187.97	\$68,300.41	\$14,726.62
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1125 - PRE-K PROGRAMS

200 - EMPLOYEE BENEFITS	\$6,489.00	\$416.14	\$1,874.89	\$2,970.57	\$1,643.54
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1200 - SPECIAL ED PROGRAMS K-12

200 - EMPLOYEE BENEFITS	\$38,433.00	\$2,666.59	\$12,917.04	\$18,542.39	\$6,973.57
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1250 - REMEDIAL & SUPPLEMENTAL K-12

200 - EMPLOYEE BENEFITS	\$8,492.00	\$617.37	\$2,795.48	\$5,263.41	\$433.11
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1500 - INTERSCHOLASTIC PROGRAMS

200 - EMPLOYEE BENEFITS	\$3,805.00	\$866.20	\$924.46	\$102.98	\$2,777.56
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1600 - SUMMER SCHOOL PROGRAMS

200 - EMPLOYEE BENEFITS	\$4,785.00	\$3.56	\$838.92	\$2.62	\$3,943.46
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1650 - GIFTED PROGRAMS

200 - EMPLOYEE BENEFITS	\$6,534.00	\$474.73	\$2,145.72	\$4,039.07	\$349.21
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1800 - BILINGUAL PROGRAMS

200 - EMPLOYEE BENEFITS	\$9,639.00	\$699.78	\$3,171.34	\$6,000.71	\$466.95
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2110 - ATTENDANCE & SOCIAL WORK

200 - EMPLOYEE BENEFITS	\$5,863.00	\$433.14	\$1,958.11	\$3,691.30	\$213.59
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2130 - HEALTH SERVICES

200 - EMPLOYEE BENEFITS	\$12,192.00	\$1,033.34	\$4,965.14	\$5,764.94	\$1,461.92
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2140 - PSYCHOLOGICAL SERVICES

200 - EMPLOYEE BENEFITS	\$2,606.00	\$184.72	\$840.01	\$1,576.36	\$189.63
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2150 - SPEECH PATHOLOGY & AUDIOLOGY

200 - EMPLOYEE BENEFITS	\$3,984.00	\$283.90	\$1,289.15	\$2,421.57	\$273.28
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2190 - OTHER SUPPORT SERVICES - PUPILS

200 - EMPLOYEE BENEFITS	\$7,732.00	\$342.83	\$1,532.68	\$280.51	\$5,918.81
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2210 - IMPROVEMENT OF INSTRUCTION

200 - EMPLOYEE BENEFITS	\$8,536.00	\$660.24	\$4,509.21	\$4,246.24	(\$219.45)
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2220 - EDUCATIONAL MEDIA

200 - EMPLOYEE BENEFITS	\$3,961.00	\$293.64	\$1,327.27	\$2,499.23	\$134.50
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2320 - SUPERINTENDENT

200 - EMPLOYEE BENEFITS	\$3,951.00	\$274.10	\$2,357.97	\$1,786.09	(\$193.06)
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2330 - ADMINISTRATIVE SERVICES SPECIAL ED

194

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$244.63	\$1,596.07	\$1,599.90	\$143.03
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$20,885.00	\$1,413.95	\$9,347.40	\$9,195.83	\$2,341.77
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
200 - EMPLOYEE BENEFITS	\$2,758.00	\$208.98	\$1,359.90	\$1,368.54	\$29.56
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$17,547.00	\$1,187.18	\$7,616.05	\$7,768.43	\$2,162.52
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$40,261.00	\$2,824.13	\$18,427.65	\$17,154.16	\$4,679.19
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$19,173.00	\$1,509.94	\$7,630.75	\$7,618.34	\$3,923.91
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$6,010.00	\$461.22	\$2,998.39	\$2,998.39	\$13.22
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$30,613.00	\$2,029.89	\$12,877.10	\$14,338.96	\$3,396.94
52 - SOCIAL SECURITY AND MEDICARE Total:	\$391,803.00	\$28,325.71	\$146,488.67	\$189,530.95	\$55,783.38

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$7,613.50	\$442,765.10	\$0.00	\$128,352.90
500 - CAPITAL OUTLAY	\$3,077,144.00	\$72,033.00	\$1,143,176.75	\$348,967.04	\$1,585,000.21
60 - CAPITAL PROJECTS Total:	\$3,648,262.00	\$79,646.50	\$1,585,941.85	\$348,967.04	\$1,713,353.11

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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

\$1,103.00

\$0.00

\$67,897.00

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

\$0.00

\$23,509.00

\$0.00

\$126,491.00

80 - TORT IMMUNITY Total:

\$224,000.00

\$0.00

\$24,612.00

\$0.00

\$199,388.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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

\$40,524.00

\$40,524.00

\$0.00

(\$15,524.00)

2540 - OPERATIONS & MAINTENANCE OF PLANTS

500 - CAPITAL OUTLAY

\$253,000.00

\$0.00

\$50,000.00

\$0.00

\$203,000.00

90 - FIRE PREVENTION & SAFETY Total:

\$278,000.00

\$40,524.00

\$90,524.00

\$0.00

\$187,476.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:12/1/2022 To Date:12/31/2022

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	\$3,414,894.99	\$13,835,113.65	\$11,474,645.85	\$7,940,723.50

End of Report

Education Fund	525,697.25
Building Fund	85,857.74
Debt Service	-
Transportation Fund	122,008.19
I.M.R.F./Soc. Sec.	-
Capital Projects	96,303.45
Tort Fund	-
Life Safety Fund	47,532.40
Grand Total	877,399.03

President, Kevin Daly

Members:

Peter D. Theodore

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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						
7400027380	02/16/2023	1213	ACCESS MASTER	20.0.2540.302.00.0000.00	ACCESS CONTROL	\$3,135.00
7400027380	02/16/2023	1213	ACCESS MASTER	20.0.2540.302.00.0000.00	CAMERA SYSTEM	\$2,178.95
Check Total:						\$5,313.95
7400027381	02/16/2023	1213	ACE HARDWARE	20.0.2540.400.00.0000.03	BIT	\$35.76
Check Total:						\$35.76
NCB	02/10/2023	1195	ALDI	10.0.1100.439.00.0000.03	ALL PURPOSE	\$29.79
						FLOUR/BUTTER QUARTERS
NCB	02/10/2023	1195	ALDI	10.0.1100.439.00.0000.03	ALUMIUM FOIL	\$9.87
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.450.13.0000.02	BLANK BOOKMARKS	\$15.84
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.450.14.0000.02	BLANK BOOKMARKS	\$15.84
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.450.15.0000.02	BLANK BOOKMARKS	\$15.84
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.400.15.0000.02	DRY ERASE MARKERS	\$11.78
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.411.00.0000.03	KLEENEX	\$155.90
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.411.00.0000.03	DAILY DESCK CALENDAR	\$7.99
						REFILL
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.21.0000.03	PEROXIDE FOOD GRADE	\$198.80
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.21.0000.03	HYDROGEN PEROXIDE FOOD	\$39.76
						GRADE
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.411.00.0000.03	SECURE PEN WITH ADHESIVE	\$12.99
						PEN CHAIN
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	LIQUID INK HIGHLIGHTER	\$17.59
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.450.12.0000.01	RAILROAD BOARD	\$53.03
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	AT A GLANCE 2022-2023	\$30.99
						PLANNER
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.01	FIRST AID KIT STICKER	\$4.95
						DECAL
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.400.15.0000.02	PENCILS	\$22.48

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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	02/10/2023	1195	AMAZON.COM	10.0.1100.400.15.0000.02	\$-0.22 PROMOS & DISCOUNTS- PENCILS	(\$0.22)
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.449.00.0000.01	GIFT BAGS	\$137.80
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.22.0000.03	BOOKS	\$89.51
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.01	FIRST AID METAL CASE	\$19.95
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	COLOR PAPER	\$16.52
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.411.00.0000.01	KLEENEX	\$78.20
NCB	02/10/2023	1195	AMAZON.COM	10.0.1650.400.00.0000.03	STICKERS	\$32.85
NCB	02/10/2023	1195	AMAZON.COM	20.0.2540.400.00.0000.03	LED BULB	\$17.99
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.450.11.0000.01	PENCIL SHARPENER	\$31.31
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	FACIAL TISSUE	\$36.98
NCB	02/10/2023	1195	AMAZON.COM	20.0.2540.416.00.0000.03	REPLACEMENT PART FOR VACUUM CLEANER	\$70.68
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.01	FACE MASK	\$35.94
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.450.12.0000.01	STORAGE BAGS	\$14.99
NCB	02/10/2023	1195	AMAZON.COM	10.0.2410.400.00.0000.03	SQUIGGLES AND COLORFUL DOTS DIE-CUT ROLLED	\$8.99
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.23.0000.03	BLANK PAPER SET/FUN WITH HIEROGLYPHS	\$128.46
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.01	BANDAGES/STORAGE SLIDER BAGS	\$62.86
NCB	02/10/2023	1195	AMAZON.COM	10.0.2410.400.00.0000.03	GOLD GLITTER PAPER	\$12.99
NCB	02/10/2023	1195	AMAZON.COM	10.0.2410.400.00.0000.03	BANNER NEW YEAR	\$8.97
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.22.0000.03	BOOK	\$10.98
NCB	02/10/2023	1195	AMAZON.COM	10.0.2150.400.00.0000.03	PHASE 10 CARD GAME/PLAYING CARDS	\$16.44
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.24.0000.03	ELEGANT DISPOSABLES	\$34.48
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	CALCULATOR/FOAM TAPE SPONGE SOFT MOUNTING	\$58.49

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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	02/10/2023	1195	AMAZON.COM	20.0.2540.400.00.0000.03	DISPENSER FIREBLOCK/CERAMIC FIBER	\$45.92
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.411.00.0000.02	TAPE REFILLS/KLEENEX	\$61.59
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.411.00.0000.01	POSTER FRAME	\$26.75
NCB	02/10/2023	1195	AMAZON.COM	10.0.2410.400.00.0000.03	POSTER FRAME	\$26.75
NCB	02/10/2023	1195	AMAZON.COM	10.0.1650.400.00.0000.03	GLOBE SHAKESPEARE THEATER DRAMA POSTER	\$12.66
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.450.57.0000.03	POT HOLDERS AND KITCHEN TOWEL	\$10.99
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	SHARPIE HIGHLIGHTERS	\$13.00
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.22.0000.03	DRY,SHUSTERMAN,NEAL	\$50.79
NCB	02/10/2023	1195	AMAZON.COM	10.0.2410.400.00.0000.03	BULLETIN BOARD BORDERS	\$11.98
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.400.12.0000.01	BLOOM DAILY PLANNERS	\$19.95
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.01	GLOVES	\$90.52
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	RETURN ADDRESS LABELS	\$16.09
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.400.16.0000.03	NINJA STICKERS/CARTOON STICKERS/WATER BOTTLE	\$42.90
NCB	02/10/2023	1195	AMAZON.COM	10.0.1650.400.00.0000.03	SHAKESPEARE INFOGRAPHIC POSTER	\$45.98
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	ROLLER BALL PEN	\$11.04
NCB	02/10/2023	1195	AMAZON.COM	10.0.2130.400.00.0000.00	REPLACEMENT PAD	\$9.25
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.23.0000.03	PLASTIC COIN MEGA PARTY FAVORS	\$16.00
NCB	02/10/2023	1195	AMAZON.COM	10.0.1650.400.00.0000.03	SHAKESPEARE INSULTS GIFT POSTER	\$24.95
NCB	02/10/2023	1195	AMAZON.COM	10.0.2150.400.00.0000.03	BLOKUS DUO/SIX-O LOGIC GAME	\$57.55
NCB	02/10/2023	1195	AMAZON.COM	10.0.1100.410.05.0000.00	TONER CARTRIDGES	\$349.89
NCB	02/03/2023	1205	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$980.73

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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	02/17/2023	1218	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$980.73
Check Total:						\$4,474.61
7400027338	02/02/2023	1194	AMY SENIOR	10.0.2310.300.00.0000.00	TECH SERVICE-BOE-2/2/23 IN PERSON	\$80.00
Check Total:						\$80.00
7400027382	02/16/2023	1213	ANDERSON LOCK	20.0.2540.320.00.0000.03	REPAIRS FOR THE COURT YARD DOOR	\$297.00
Check Total:						\$297.00
7400027339	02/02/2023	1194	ANDREW ZIMNY	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN JR/1/24/23	\$61.00
Check Total:						\$61.00
7400027340	02/02/2023	1194	APPLE INC	10.0.1100.550.05.0000.00	13-inch MacBook: M2 chip 4-Year AppleCare+ for	\$6,590.00
7400027340	02/02/2023	1194	APPLE INC	10.0.1100.310.05.0000.00	D566449360	\$99.00
Check Total:						\$6,689.00
7400027383	02/16/2023	1213	APPLE INC	10.0.1100.310.05.0000.00	3-Year AppleCare+ for Schools - 16-inch MacBook	\$289.00
Check Total:						\$289.00
7400027341	02/02/2023	1194	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$1,667.92
7400027341	02/02/2023	1194	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$1,667.92
Check Total:						\$3,335.84
NCB	02/03/2023	1205	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	02/03/2023	1205	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,248.64
NCB	02/03/2023	1205	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	02/17/2023	1218	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,310.00
NCB	02/17/2023	1218	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	02/17/2023	1218	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,248.64

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/03/2023	1205	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,310.00
Check Total:						\$25,817.28
7400027384	02/16/2023	1213	BANNER PLUMBING SUPPLY CO. INC	20.0.2540.400.00.0000.03	SLOAN VALVE BODY/BATT OPERATED CLOSET	\$744.60
Check Total:						\$744.60
7400027342	02/02/2023	1194	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.02	Plast'r Craft II	\$286.00
Check Total:						\$286.00
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blick Lockable Pump Lid – 1/2 Gallon	\$29.30
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Bright Red, Half Gallon	\$16.77
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Violet, Half Gallon	\$16.77
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Ultramarine Blue, Half	\$16.77
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Venetian Red, Half Gallon	\$16.77
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blick Premium Grade Tempera – Turquoise, Half	\$19.98
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Chromacryl Students' Acrylics – Raw Sienna, 64 oz	\$23.45
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Phthalo Green, Half Gallon	\$16.77
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Green Oxide, Half Gallon	\$16.77
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Magenta, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Red, Half Gallon	\$17.74

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

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☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Pink, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent True Red, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Yellow, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Green, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Violet, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Blue, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Orange, Half	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.03	Blickrylic Student Acrylics – Fluorescent Yellow Orange,	\$17.74
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.02	Amaco No. 25 White Art Clay	\$354.50
7400027385	02/16/2023	1213	BLICK ART MATERIALS-1	10.0.1100.410.24.0000.02	Blick Essentials Gloss Glazes and Sets	\$447.00
Check Total:						\$1,152.25
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$69.18
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$55.34
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

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☐ Print Employee Vendor Names

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☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$13.84
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$69.18
7400027343	02/02/2023	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	GAL HOMO	\$14.85
Check Total:						\$812.15
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$137.85
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$96.50
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$68.93
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$68.93
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$27.57
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$26.20
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$96.50
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$124.07
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$96.50
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$68.93
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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☐ Exclude Manual Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$96.50
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$27.57
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.10
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$41.36
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$41.36
7400027386	02/16/2023	1213	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SIM CHOCOLATE	\$27.57
Check Total:						\$1,260.05
7400027387	02/16/2023	1213	BORNQUIST, INC.	20.0.2540.400.00.0000.03	B&G GASKET	\$109.51
Check Total:						\$109.51
NCB	02/10/2023	1195	BP	20.0.2540.464.00.0000.00	GAS FOR DIST TRUCK	\$112.54
NCB	02/10/2023	1195	BP	20.0.2540.464.00.0000.00	GAS FOR DIST TRUCK	\$84.35
Check Total:						\$196.89
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Towel Cntrpull Wht 8"/600'	\$624.83
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Bath Tissue 2Ply,500Shts, 96/cs	\$641.32
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Liners 24x32 .7mil Black	\$628.75
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Liners 33x40 ,85mil Black	\$382.28
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Liners 38x58 1,9mil Black	\$680.56
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Toilet Tissue Micro Core 36/cs	\$1,234.36
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	ECO 23	\$580.68
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Pads-Maroon 14x28 10/cs	\$115.40
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Pads Red 14x28 5/cs	\$83.80
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Green Certified Foaming Handwash	\$766.80

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Towel, HRT White 7,25"/750'	\$1,663.25
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Liners 38x58 1,9mil Black	\$451.00
7400027388	02/16/2023	1213	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.02	Towel, HRT White 7,25"/750'	\$665.30
Check Total:						\$8,518.33
NCB	02/10/2023	1195	BUREAU OF EDUCATION & RESEARCH, INC.	10.0.2210.312.00.0000.01	WORKSHOP/WK	\$279.00
NCB	02/10/2023	1195	BUREAU OF EDUCATION & RESEARCH, INC.	10.0.2210.312.00.0000.01	REGISTRATION/KT	\$279.00
Check Total:						\$558.00
7400027389	02/16/2023	1213	BUSINESS EXPRESS	10.0.1100.449.00.0000.01	BOOKS OF 50 TODD	\$475.00
Check Total:						\$475.00
7400027390	02/16/2023	1213	BUSINESSOLVER.COM	10.0.2520.300.00.0000.00	ANCILLARY PLAN SERVICES PEPM-NON EBC SPONSORED	\$26.25
Check Total:						\$26.25
7400027391	02/16/2023	1213	CASSANDRA STRINGS, INC.	10.0.1100.323.31.0000.00	SERVICE/REHAIR WOOD OR CARBON FIBER CELLO/BASS	\$69.90
Check Total:						\$69.90
NCB	02/10/2023	1195	CHICAGO BOTANIC GARDEN	10.0.1100.314.04.0000.02	FIELD TRIP ON-SITE WORKSHOP:SPRING	\$840.00
Check Total:						\$840.00
7400027344	02/02/2023	1194	CHRISTOPHER MALPICA	10.0.1100.338.42.0000.03	SOCCER OFFICIAL/4/26/22	\$55.00
Check Total:						\$55.00
NCB	02/10/2023	1195	CLASSKICK PRO	10.0.1100.410.20.0000.03	NIAGARA/JAN 9,2023-JAN 9,2024	\$156.00
Check Total:						\$156.00
7400027345	02/02/2023	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.03	QUARTERLY BILLING FB/A RADIO	\$240.00
7400027345	02/02/2023	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.04	QUARTERLY BILLING FB/A RADIO	\$240.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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
7400027345	02/02/2023	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.02	QUARTERLY BILLING FB/A RADIO	\$240.00
7400027345	02/02/2023	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.01	QUARTERLY BILLING FB/A RADIO	\$240.00
Check Total:						\$960.00
NCB	02/03/2023	1203	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$22,869.39
NCB	02/03/2023	1203	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$788.13
NCB	02/17/2023	1216	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$23,228.71
NCB	02/17/2023	1216	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$853.81
NCB	02/03/2023	1208	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$48,187.13
NCB	02/03/2023	1209	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$8,310.56
NCB	02/03/2023	1209	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$2,357.46
NCB	02/03/2023	1209	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$8,253.49
NCB	02/03/2023	1209	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$2,501.15
NCB	02/03/2023	1210	COLE TAYLOR BANK	10.0.1100.801.00.0000.00	THIS	\$18,272.05
NCB	02/03/2023	1209	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$0.03
NCB	02/03/2023	1209	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$839.75
NCB	02/03/2023	1209	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$349.66
NCB	02/03/2023	1208	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$886.31
NCB	02/03/2023	1209	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$839.75
NCB	02/03/2023	1209	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$443.59
NCB	02/03/2023	1207	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$7,033.60
NCB	02/03/2023	1207	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$863.71
NCB	02/03/2023	1207	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS ADJ	(\$0.15)
NCB	02/03/2023	1208	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION ADJ	(\$0.07)
NCB	02/17/2023	1215	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$50,260.61
NCB	02/17/2023	1215	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,929.10
NCB	02/03/2023	1202	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$9,216.40
NCB	02/03/2023	1202	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,321.00
NCB	02/17/2023	1215	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$16,155.64

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/17/2023	1215	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$583.12
NCB	02/17/2023	1215	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$9,588.66
NCB	02/17/2023	1215	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,493.26
NCB	02/03/2023	1202	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$15,907.80
NCB	02/03/2023	1202	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$542.80
NCB	02/03/2023	1202	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$49,605.65
NCB	02/03/2023	1202	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,674.76
Check Total:						\$307,156.86
7400027392	02/16/2023	1213	COMPASS HEALTH CENTER LLC HC	10.0.1100.123.00.0000.00	HOMEBOUND TUTORING	\$530.10
7400027392	02/16/2023	1213	COMPASS HEALTH CENTER LLC HC	10.0.1100.123.00.0000.00	HOMEBOUND TUTORING/20 HOURS	\$684.00
Check Total:						\$1,214.10
7400027346	02/02/2023	1194	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	1/13 AM-ICE CONTROL	\$615.00
7400027346	02/02/2023	1194	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	1/20 AM-ICE CONTROL/1/22AM-ICE	\$1,845.00
Check Total:						\$2,460.00
7400027393	02/16/2023	1213	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	1/25/2023AMEARLY/1/25/23AMLATE/1/26/2023AM	\$1,845.00
7400027393	02/16/2023	1213	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	1/27AM/1/28AM/1/29AM/1/30AM/ICE CONTROL	\$2,460.00
7400027393	02/16/2023	1213	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	ICE CONTROL/2/6AM	\$615.00
Check Total:						\$4,920.00
NCB	02/10/2023	1195	CRUMBL COOKIES	10.0.2310.340.00.0000.00	BOE MEETING	\$46.18
Check Total:						\$46.18
7400027394	02/16/2023	1213	DAVID RUSSO	10.0.2320.312.00.0000.00	EXPENSE REIMBURSEMENT/ISAL V11	\$273.79
Check Total:						\$273.79
7400027347	02/02/2023	1194	DE LAGE LANDEN FINANCIAL SERVICES, INC.	10.0.1100.325.00.0000.00	LEASE	\$2,506.60

Lincolnwood School District 74

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Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$2,506.60
7400027375	02/17/2023	1214	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$10.20
7400027375	02/17/2023	1214	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	(\$1.40)
7400027375	02/17/2023	1214	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$157.25
7400027375	02/17/2023	1214	DISTRICT 74	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$4.25
7400027375	02/17/2023	1214	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$10.20
Check Total:						\$180.50
NCB	02/10/2023	1195	DOLLAR TREE STORES, INC.	10.0.1100.423.36.0000.03	MEASURING CUP & SPOON/SINK MAT	\$20.00
NCB	02/10/2023	1195	ETSY	10.0.2410.400.00.0000.03	COLORFUL POSITIVE MINDSET POSTERS GROWTH	\$3.00
NCB	02/10/2023	1195	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$377.00
Check Total:						\$400.00
7400027395	02/16/2023	1213	F.H. PASCHEN	60.0.2530.500.00.0000.00	2022 GENERAL WORK	\$69,064.41
Check Total:						\$69,064.41
7400027396	02/16/2023	1213	FAIR PUBLISHING HOUSE	10.0.1100.411.18.0000.03	Stub Ticket #12; Red; Sample ticket emailed to	\$242.32
7400027396	02/16/2023	1213	FAIR PUBLISHING HOUSE	10.0.1100.411.18.0000.03	Set-Up Charge	\$56.33
7400027396	02/16/2023	1213	FAIR PUBLISHING HOUSE	10.0.1100.411.18.0000.03	Bright Color Paper (Red; \$1.60/100)	\$20.40
Check Total:						\$319.05
NCB	02/10/2023	1195	FEDEX	10.0.2630.400.00.0000.00	REFUND	(\$185.10)
NCB	02/10/2023	1195	FEDEX	10.0.2630.400.00.0000.00	HOLIDAY CARDS	\$185.10
NCB	02/10/2023	1195	FEDEX	10.0.2630.400.00.0000.00	HOLIDAY CARDS	\$176.49
Check Total:						\$176.49
7400027397	02/16/2023	1213	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO NILES WEST/1/24/23	\$52.87
7400027397	02/16/2023	1213	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO NILES WEST/1/24/23	\$387.35
7400027397	02/16/2023	1213	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO OLD ORCHARD JR	\$138.25

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027397	02/16/2023	1213	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO OLD ORCHARD JR	\$207.05
7400027397	02/16/2023	1213	FIRST STUDENT, INC.	40.0.2550.331.00.0000.00	TRANSPORTATION/JANUARY 2023	\$80,847.23
Check Total:						\$81,632.75
7400027348	02/02/2023	1194	FOX VALLEY FIRE & SAFETY	20.0.2540.320.00.0000.01	ANSUL SINGLE TANK SYSTEM/PROCESSING FEE	\$175.24
7400027348	02/02/2023	1194	FOX VALLEY FIRE & SAFETY	20.0.2540.320.00.0000.03	RANGE GUARD SINGLE TANK SYSTEM/PROCESSING FEE	\$175.24
Check Total:						\$350.48
NCB	02/10/2023	1195	GEMPLERS	20.0.2540.490.00.0000.00	WINTER COATS/TRAFFIC	\$297.98
NCB	02/10/2023	1195	GEMPLERS	20.0.2540.490.00.0000.01	WINTER COATS/TRAFFIC	\$229.98
NCB	02/10/2023	1195	GEMPLERS	20.0.2540.490.00.0000.02	WINTER COATS/TRAFFIC	\$173.99
NCB	02/10/2023	1195	GEMPLERS	20.0.2540.490.00.0000.03	WINTER COATS/TRAFFIC	\$173.99
Check Total:						\$875.94
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI FLORETS/CABBAGE/CARROT	\$662.61
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	FLORETS BROCCOLI/CABBAGE/CARR	\$356.68
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$78.00
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	PEPPERS/TERIYAKI/CARROT S/CELERY	\$333.91
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI FLORETS/CARROTS STICKS	\$342.83
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$78.92
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	GABBAGE/CARROTS/PEPPER	\$192.51
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$59.19
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CUCUMBERS/RADISH/JICAM	\$58.15
7400027349	02/02/2023	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$473.30
Check Total:						\$2,636.10

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	PEPPERS/HONEY OIL/CARROTS/CELERY	\$573.50
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$59.19
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$397.80
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI FLORETS/CELERY STICKS	\$384.16
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CLEANER/PLASTIC CUTLERY KIT	\$51.73
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$376.95
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	FOIL/PLASTIC CUTLERY KIT	\$97.54
7400027398	02/16/2023	1213	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	FLORETS	\$290.28
Check Total:						\$2,231.15
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	SALAD BEAN MEDLEY	(\$19.98)
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CHEESE/CREAM	\$999.51
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	BAG FRIES/CUTLERY KIT	\$210.71
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	EGG/VELVTA	\$1,324.17
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SAND BAG/CUTLERY KIT	\$283.64
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BUTTER CUP/CHEESE/GREEN BEANS	\$1,801.96
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM CHEESE/COLBY CHEESE/APPLESAUCE	\$1,304.86
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SOUFFLE CUP/SOUP CUP	\$112.22
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	RITZ CRACKER	\$6.79
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BAGEL/RITZ CRACKER	\$66.89
7400027350	02/02/2023	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM CHEESE CUP	\$30.83
Check Total:						\$6,121.60
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.1100.450.13.0000.02	COOKIES/CHOCOLATE CHIP/SUGAR	\$78.49
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.1100.450.14.0000.02	COOKIES/CHOCOLATE CHIP/SUGAR	\$78.49

Lincolnwood School District 74

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.1100.450.15.0000.02	COOKIES/CHOCOLATE CHIP/SUGAR	\$78.50
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	EGG/CHEESE/BAGEL/APPLE SAUCE	\$1,577.90
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/CONTNR/BLEACH	\$101.37
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM	\$580.92
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	GLOVES/LINER PAN/CUTLERY KIT	\$311.82
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	AMER	\$947.22
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY PPR FD/LINER PAN/CUTLERY KIT	\$181.32
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	LID ;RTN SOUFF	\$9.98
7400027399	02/16/2023	1213	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	SUGAR/LETTUCE	\$18.67
Check Total:						\$3,964.68
7400027400	02/16/2023	1213	GRACE HAN	10.0.1100.450.57.0000.03	MULTI PEPPERS/BROWN FLAX SEED/CHILLI POWER	\$41.48
Check Total:						\$41.48
NCB	02/10/2023	1195	GREATWORKS THEATRE	10.0.1100.314.04.0000.01	FRACTURED FAIRY TALES TOURING PLAY/1	\$795.00
NCB	02/10/2023	1195	HALF-PINT KIDS	10.0.1100.450.11.0000.01	BOOKS	\$475.20
NCB	02/10/2023	1195	HEGGERTY.ORG	10.0.1100.410.22.0000.01		\$768.96
Check Total:						\$2,039.16
7400027401	02/16/2023	1213	HERMITAGE ART	10.0.1100.411.18.0000.03	Graduation – Class of 2023, red cap program cover.	\$105.97
7400027401	02/16/2023	1213	HERMITAGE ART	10.0.1100.411.18.0000.03	\$-31.47 TRADE DISCOUNT– Graduation – Class of 2023,	(\$31.47)
Check Total:						\$74.50
7400027402	02/16/2023	1213	HILLARY SCHROER	10.0.2210.312.00.0000.02	EXPENSE REIMBURSEMENT/IMEC	\$654.63
Check Total:						\$654.63

Lincolnwood School District 74

Disbursement Detail Listing

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Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/10/2023	1195	ILLINOIS DIGITAL EDUCATORS ALLIANCE	10.0.2210.312.00.0000.02	IDEACON LITE(TUESDAY)	\$199.00
NCB	02/10/2023	1195	ILLINOIS DIGITAL EDUCATORS ALLIANCE	10.0.2210.312.00.0000.02	WORKSHOP/AE	\$199.00
NCB	02/10/2023	1195	ILLINOIS MUSIC EDUCATION ASSOCIATION	10.0.2210.312.00.0000.02	IMEC 2023 REGISTRATION	\$260.00
Check Total:						\$658.00
7400027403	02/16/2023	1213	ILLINOIS STATE POLICE	10.0.2310.300.00.0000.00	FINGER PRINTING	\$95.50
Check Total:						\$95.50
NCB	02/10/2023	1195	ILLINOIS STATE UNIVERSITY CONFERENCE SER	10.0.2210.312.00.0000.01	CONFERENCE/DR	\$248.00
NCB	02/10/2023	1195	ISHA	10.0.2210.312.00.0000.01	63 ANNUAL HYBRID CONVENTION(2023)/RK	\$250.00
NCB	02/10/2023	1195	ISHA	10.0.2210.312.00.0000.01	63RD ANNUAL HYBRID CONVENTION (2023)/SZ	\$250.00
Check Total:						\$748.00
7400027404	02/16/2023	1213	JAMES THOMPSON-WILDA	10.0.1100.338.42.0000.03	REFEREE-2 GAMES	\$122.00
7400027404	02/16/2023	1213	JAMES THOMPSON-WILDA	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARKVIEW/1 /31 /23	\$61.00
Check Total:						\$183.00
NCB	02/10/2023	1195	JEWEL-OSCO	10.0.1100.450.57.0000.03	COOKING CLUB/LUCERNE LR	\$40.46
NCB	02/10/2023	1195	JOTFORM INC	10.0.1100.470.05.0000.00	RENEWAL/SILVER YEARLY/JAN 3, 2023-JAN 3,	\$348.00
Check Total:						\$388.46
7400027351	02/02/2023	1194	JRC CONTRACTING, LLC	20.0.2540.320.00.0000.04	SERVICE CALL	\$250.00
7400027351	02/02/2023	1194	JRC CONTRACTING, LLC	20.0.2540.320.00.0000.04	BATTERY	\$239.54
Check Total:						\$489.54
NCB	02/17/2023	1218	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,723.33
NCB	02/17/2023	1218	LINCOLN INVESTMENT PLANNING	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$700.00
NCB	02/03/2023	1205	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,723.33
NCB	02/03/2023	1205	LINCOLN INVESTMENT PLANNING	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$700.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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	02/03/2023	1205	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,091.12
NCB	02/03/2023	1205	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$250.00
NCB	02/17/2023	1218	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,091.12
NCB	02/17/2023	1218	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$250.00
NCB	02/10/2023	1195	LOU MALNATI'S PIZZERIA	10.0.2410.315.00.0000.03	LARGE DEEP DISH CHEESE	\$51.98
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.03	LH SOLDERING SUPPLIES	\$147.86
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	BLASTER/RAT GLUE TRAP/3PC CUTTING SET	\$155.20
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.02	SPRAY PAINT	\$9.98
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	TODD FLOUECENT LIGHTS	\$54.82
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES	\$215.65
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.416.00.0000.02	DAWN/GEL SPRAY/VINEGAR	\$200.08
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.03	MAINTENANCE	\$65.46
NCB	02/10/2023	1195	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.03	FIXED SNAP RING/BIT HOLDER	\$105.89
Check Total:						\$12,535.82
7400027352	02/02/2023	1194	MARGARITA COSTAS	10.0.1100.230.00.0000.00	TUITION REIMBURSEMENT	\$675.43
Check Total:						\$675.43
7400027353	02/02/2023	1194	MARK LOACH	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARK VIEW/2/1/23	\$61.00
Check Total:						\$61.00
7400027354	02/02/2023	1194	MAXIM HEALTHCARE STAFFING SERVICES, INC.	10.0.2130.300.00.0000.01	ES-RN SCHOOL 1:1	\$1,912.50
Check Total:						\$1,912.50
7400027405	02/16/2023	1213	MAXIM HEALTHCARE STAFFING SERVICES, INC.	10.0.2130.300.00.0000.01	ES-RN SCHOOL 1:1	\$1,575.00
Check Total:						\$1,575.00
NCB	02/17/2023	1219	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,216.62
NCB	02/17/2023	1219	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$104.75
NCB	02/03/2023	1206	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$104.75

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Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/17/2023	1219	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,225.57
NCB	02/17/2023	1219	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
NCB	02/03/2023	1206	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,225.57
NCB	02/03/2023	1206	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
NCB	02/03/2023	1206	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,216.62
Check Total:						\$9,143.88
7400027406	02/16/2023	1213	MCGRAW- HILL SCHOOL EDUCATION LLC	10.0.1100.420.00.0000.00	Number Worlds Teacher Level C – Print	\$716.93
Check Total:						\$716.93
NCB	02/10/2023	1195	MENARDS	10.0.1800.400.00.0000.01	BINS FOR ACCESS	\$35.08
NCB	02/10/2023	1195	MENARDS	10.0.1800.400.00.0000.02	BINS FOR ACCESS	\$35.08
NCB	02/10/2023	1195	MENARDS	10.0.1800.400.00.0000.03	BINS FOR ACCESS	\$35.08
NCB	02/10/2023	1195	MENARDS	10.0.1800.400.00.0000.01	REFUND BINS	(\$116.03)
NCB	02/10/2023	1195	MENARDS	10.0.1800.400.00.0000.01	BINS FOR ACCESS	\$53.14
NCB	02/10/2023	1195	MENARDS	10.0.1800.400.00.0000.01	BINS FOR ACCESS	\$62.91
Check Total:						\$105.26
7400027355	02/02/2023	1194	MIKE GLISORIC	10.0.1100.338.42.0000.03	SOCCER OFFICIAL/9/27/22	\$63.00
Check Total:						\$63.00
NCB	02/10/2023	1195	MUSIC THEATRE INTERNATIONAL	10.0.1100.300.78.0000.00	LOGO PACK DIGITAL	\$75.00
Check Total:						\$75.00
7400027407	02/16/2023	1213	MUTUAL OF OMAHA	10.3.0499.603.00.0000.00	LTD	\$5,051.23
Check Total:						\$5,051.23
NCB	02/10/2023	1195	NATIONAL ASSOC OF SCHOOL PSYCHOLOGY	10.0.2210.312.00.0000.01	REGISTRATION/KK	\$359.00
Check Total:						\$359.00
7400027408	02/16/2023	1213	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$369.79
7400027408	02/16/2023	1213	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$2,149.88
7400027408	02/16/2023	1213	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$420.75
Check Total:						\$2,940.42
7400027409	02/16/2023	1213	NILES TOWNSHIP DIST FOR SPECIAL EDUC 807	10.0.4120.674.35.0000.00	EXTENDED SCHOOL YEAR JUNE 21-JULY 21, 2022	\$52,747.56
Check Total:						\$52,747.56

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027410	02/16/2023	1213	NORMAN F. GUNN, JR.	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FAIRVIEW	\$61.00
Check Total:						\$61.00
NCB	02/10/2023	1195	NORTH COOK INTERMEDIATE SERVICE CENTER	10.0.2210.312.00.0000.00	REGISTRATION/DL	\$225.00
Check Total:						\$225.00
7400027356	02/02/2023	1194	NORTH SHORE TRANSIT	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST/DECEMBER 2022	\$40,375.44
Check Total:						\$40,375.44
7400027336	02/03/2023	1201	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6,398.49
7400027336	02/03/2023	1201	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,169.67
7400027336	02/03/2023	1201	NORTH SUBURBAN TEACHERS' UNION	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$251.25
Check Total:						\$7,819.41
7400027376	02/17/2023	1214	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6,398.49
7400027376	02/17/2023	1214	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,169.67
7400027376	02/17/2023	1214	NORTH SUBURBAN TEACHERS' UNION	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$251.25
Check Total:						\$7,819.41
NCB	02/10/2023	1195	NOVEL EFFECT, INC.	10.0.1100.316.05.0000.00	1 YR PRMIUM EDUCATOR SUBSCRIPTION	\$39.99
Check Total:						\$39.99
7400027411	02/16/2023	1213	NSSEO	10.0.4120.670.35.0000.00	1ST BILLING FY22-23 D/HH DIAGNOSTIC SERVICES	\$2,750.00
Check Total:						\$2,750.00
7400027412	02/16/2023	1213	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	TUITION-REGULAR	\$6,755.70
7400027412	02/16/2023	1213	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	RESIDENTIAL	\$14,463.36
Check Total:						\$21,219.06
NCB	02/10/2023	1195	OFFICE DEPOT	10.0.2630.400.00.0000.00	HOLIDAY CARD ENVELOPES	\$25.56
Check Total:						\$25.56

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027413	02/16/2023	1213	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	Winter Animals	\$27.98
7400027413	02/16/2023	1213	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	Mini-porcupines	\$9.98
7400027413	02/16/2023	1213	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	Sticky assortment	\$16.99
7400027413	02/16/2023	1213	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	Crayon pack	\$49.99
Check Total:						\$104.94
7400027414	02/16/2023	1213	PARENTS ACTIVE IN LINCONWOOD SCHOOLS	10.1.0000.000.00.1920.00	BERGER FAMILY DONATION	\$1,000.00
Check Total:						\$1,000.00
7400027357	02/02/2023	1194	PIONEER PRESS	10.0.2320.640.00.0000.00	PRINT AND DIGITAL	\$39.50
Check Total:						\$39.50
NCB	02/17/2023	1218	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$75.00
NCB	02/17/2023	1218	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$100.00
NCB	02/17/2023	1218	PLANMEMBER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	02/03/2023	1205	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$75.00
NCB	02/03/2023	1205	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$100.00
Check Total:						\$950.00
7400027415	02/16/2023	1213	PLERUS	10.0.2570.360.00.0000.00	300-2023 2024 Triplicate Fee Receipt Form	\$367.30
7400027415	02/16/2023	1213	PLERUS	10.0.2630.400.00.0000.00	JAGUAR NEWSLETTER	\$2,734.13
Check Total:						\$3,101.43
NCB	02/10/2023	1195	PRENTKE ROMICH COMPANY	10.0.1200.700.00.0000.00	42 LOC KG FOR IPADAIR CW	\$110.00
Check Total:						\$110.00
7400027416	02/16/2023	1213	PROJECT LEAD THE WAY	10.0.1100.400.19.0000.02	STEM - SUPPLIES & MATERIALS	\$298.50
Check Total:						\$298.50
7400027417	02/16/2023	1213	PURCHASE POWER	10.0.2570.340.00.0000.00	POSTAGE	\$1,005.00
Check Total:						\$1,005.00
NCB	02/10/2023	1195	QUAVERED, INC.	10.0.1100.420.00.0000.00	1 YEAR LICENSE	\$2,520.00
Check Total:						\$2,520.00
7400027358	02/02/2023	1194	QUENCH USA INC.	10.0.2410.300.00.0000.02	QUENCH 750-U/FILTERED WATER	\$95.98
Check Total:						\$95.98

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/10/2023	1195	RAPTOR TECHNOLOGIES INC.	10.0.1100.470.05.0000.00	VISITOR BADGES	\$110.00
NCB	02/10/2023	1195	RESTAURANT DEPOT	10.0.1100.423.36.0000.03	SUGAR/BAKING	\$270.14
					SODA/THYME LEAVE	
NCB	02/10/2023	1195	RESTAURANT DEPOT	10.0.2560.410.00.0000.00	TORT CHIP	\$10.48
Check Total:						\$390.62
7400027359	02/02/2023	1194	ROBERT DELEONARDIS	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH	\$61.00
					VS PARK VIEW/2/1/23	
Check Total:						\$61.00
7400027360	02/02/2023	1194	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH	\$61.00
					VS LINCOLN JR/1/24/23	
7400027360	02/02/2023	1194	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH	\$61.00
					VS GOLF	
Check Total:						\$122.00
7400027418	02/16/2023	1213	RODICA NIKODIN	10.1.0000.000.00.1792.00	ACTIVITY-RUTLEDGE HALL	\$32.00
7400027418	02/16/2023	1213	RODICA NIKODIN	10.1.0000.000.00.1811.00	BOOKS	\$56.00
7400027418	02/16/2023	1213	RODICA NIKODIN	10.1.0000.000.00.1812.00	MATERIALS	\$48.00
7400027418	02/16/2023	1213	RODICA NIKODIN	10.1.0000.000.83.1720.02	TECHNOLOGY-RUTLEDGE	\$24.00
Check Total:						\$160.00
7400027361	02/02/2023	1194	ROLANDO RODRIGUEZ	20.0.2540.320.00.0000.03	REMOVE THE EXISTING	\$2,300.00
					HAND RAILS AND INSTALL	
Check Total:						\$2,300.00
7400027419	02/16/2023	1213	SAVVAS	10.0.1100.420.00.0000.00	Social Studies WorkText	\$118.64
					Grade 2	
Check Total:						\$118.64
7400027420	02/16/2023	1213	SCHOOL DISTRICT #74	10.2.0111.000.00.0000.00	REIMB/US POSTAL SERVICE	\$290.00
Check Total:						\$290.00
7400027362	02/02/2023	1194	SCHOOL NURSE SUPPLY, INC.	10.0.2130.400.00.0000.02	HEALTH OFFICE SUPPLIES &	\$72.50
					MATERIALS - RUTLEDGE	
Check Total:						\$72.50
7400027421	02/16/2023	1213	SCHOOL NURSE SUPPLY, INC.	10.0.2130.400.00.0000.02	HEALTH OFFICE SUPPLIES &	\$149.50
					MATERIALS - RUTLEDGE	
Check Total:						\$149.50

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027363	02/02/2023	1194	SCHOOL SPECIALTY	10.0.1125.450.09.0000.01	Highland 2600 Masking Tape, 0.75 Inches x 60	\$125.56
7400027363	02/02/2023	1194	SCHOOL SPECIALTY	10.0.1125.450.09.0000.01	Highland 2600 Masking Tape, 0.75 Inches x 60	(\$62.78)
Check Total:						\$62.78
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, New Leaf, 1 Gallon	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Wisteria Purple, 1 Gallon	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	AMACO Kiln Dry Form Shelf Wash, 4 lb	\$58.78
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Sassy Yellow, 1 Gallon	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Bright Orange, 1 Gallon	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Foliage Green, 1 Gallon	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Gallon, Pretty N' Pink	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Tahiti Blue, 1 Gallon	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Red, 1 Gallon	\$74.51
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Semi-Moist Watercolor Paints, Plastic	\$59.80
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Non-Toxic Washable Semi-Moist Watercolor Paint	\$67.40
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax Watercolor Paper, 9 x 12 Inches, 90 lb, Natural	\$52.42

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Inovart Presto Foam Printing Plates, 6 x 9 Inches, 30	\$37.02
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	School Smart Washable Tempera Paint Set, Assorted	\$52.09
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1125.700.09.0000.01	Cube Chair Tray	\$194.02
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1125.450.09.0000.01	Elmer's Washable School Glue Stick, 0.77 Ounces,	\$46.91
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Jack Richeson Armature Wire, 1/16 Inch x 50 Feet,	\$20.68
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Heavy Body Acrylic Paint, Half Gallon,	\$17.45
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Heavy Body Acrylic Paint, Half Gallon,	\$17.45
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Heavy Body Acrylic Paint, Half Gallon,	\$17.45
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Heavy Body Acrylic Paint, Half Gallon,	\$17.45
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Chromacryl Premium Students Acrylic Paint, Half	\$27.59
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Handy Art Paint Pump For Gallon or Half Gallon	\$18.50
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Scotch Shipping Packaging Tape, 1.88 Inches x 54.6	\$25.73
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Gloss Glaze, Shiny Black, 1 Gallon	\$149.02
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Scotch 810 Magic Tape Refill Pack, 0.75 x 1000	\$28.08
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Duck Brand Color Duck Tape, 1-7/8 Inches x 10	\$33.10

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027422	02/16/2023	1213	SCHOOL SPECIALTY	10.0.1100.410.21.0000.03	Classroom Select 3-Shelves Utility Cart, 17 W X 31 D X	\$782.88
					Check Total:	\$2,319.90
7400027364	02/02/2023	1194	SECURITY UNLIMITED, INC.	20.0.2540.320.00.0000.02	SERVICES/THE MAIN ENT. ENTRY INTERCOM IS NOT	\$420.00
7400027364	02/02/2023	1194	SECURITY UNLIMITED, INC.	20.0.2540.320.00.0000.01	SERVICES/THE CLOCK SYSTEM WAS NOT	\$420.00
7400027364	02/02/2023	1194	SECURITY UNLIMITED, INC.	20.0.2540.320.00.0000.02	SERVICES/RH-THE FACP IS GOING IN TROUBLE FOR THE	\$616.00
					Check Total:	\$1,456.00
7400027365	02/02/2023	1194	SMITHEREEN COMPANY	20.0.2540.320.00.0000.04	TARGET PESTS/ADMIN BUILDING	\$45.00
7400027365	02/02/2023	1194	SMITHEREEN COMPANY	20.0.2540.320.00.0000.02	REGULARLY SCHEDULED PC SERVICE	\$71.00
7400027365	02/02/2023	1194	SMITHEREEN COMPANY	20.0.2540.320.00.0000.03	REGULARLY SCHEDULED PC SERVICE/LINCOLN HALL	\$78.00
7400027365	02/02/2023	1194	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	TARGET PESTS/TODD HALL	\$61.00
					Check Total:	\$255.00
7400027423	02/16/2023	1213	SMITHEREEN COMPANY	20.0.2540.320.00.0000.04	TARGET PESTS/ADMIN BUILDING	\$45.00
7400027423	02/16/2023	1213	SMITHEREEN COMPANY	20.0.2540.320.00.0000.02	REGULARLY SCHEDULED PC SERVICE/RH	\$71.00
7400027423	02/16/2023	1213	SMITHEREEN COMPANY	20.0.2540.320.00.0000.03	REGULARLY SCHEDULED PC SERVICE/LH	\$78.00
7400027423	02/16/2023	1213	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	TARGET PESTS/TH	\$61.00
					Check Total:	\$255.00
NCB	02/10/2023	1195	SOUTH SIDE CONTROL SUPPLY CO.	20.0.2540.320.00.0000.02	BELL & GOSSETT MOTOR	\$1,718.31
					Check Total:	\$1,718.31
7400027424	02/16/2023	1213	SRC ELECTRIC, LLC	20.0.2540.320.00.0000.02	ELECTRICAL LABOR FOR SERVICE CALL TO FURNISH	\$590.00
					Check Total:	\$590.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027337	02/03/2023	1201	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,079.00
Check Total:						\$1,079.00
7400027377	02/17/2023	1214	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,079.00
Check Total:						\$1,079.00
7400027379	02/16/2023	1199	STUDIO GC	60.0.2530.319.00.0000.00	2023 TH,RH,LH GENERAL WORK	\$7,613.50
7400027379	02/16/2023	1199	STUDIO GC	90.0.2530.319.00.0000.00	2023 TH,RH,LH GENERAL WORK	\$40,524.00
Check Total:						\$48,137.50
7400027425	02/16/2023	1213	STUDIO GC	90.0.2530.319.00.0000.00	2023 ADMIN,RH,TH ROOFING RENOVATIONS	\$7,008.40
7400027425	02/16/2023	1213	STUDIO GC	60.0.2530.319.00.0000.00	2023 LH,TH TUCKPOINTING	\$399.20
Check Total:						\$7,407.60
7400027366	02/02/2023	1194	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	AMER	\$876.16
7400027366	02/02/2023	1194	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	MOZZARELLA/BAGEL/GREEN BEAN	\$780.10
Check Total:						\$1,656.26
7400027426	02/16/2023	1213	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	MOZZARELLA CHEESE/PASTA/TORTILLA	\$754.98
7400027426	02/16/2023	1213	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	AMER CHEESE/POPCORN CHICKEN	\$1,081.93
Check Total:						\$1,836.91
7400027367	02/02/2023	1194	TAMALA REED	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS GOLF	\$61.00
Check Total:						\$61.00
7400027427	02/16/2023	1213	TAMALA REED	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FV/2/13/24	\$122.00
Check Total:						\$122.00
NCB	02/10/2023	1195	TARGET	10.0.1125.450.09.0000.01	OREOS	\$30.12
NCB	02/10/2023	1195	TARGET	10.0.1100.449.00.0000.02	BALLOON	\$25.99
NCB	02/10/2023	1195	TARGET	10.0.2410.400.00.0000.02	PEPPERIDGE/NESTLE/HERSH	\$57.37

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/06/2023	1212	TEACHERS RETIREMENT SYSTEM	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$500.00
Check Total:						\$613.48
7400027428	02/16/2023	1213	TEAM REIL INC.	60.0.2530.500.00.4998.00	Miracle_718S185_Playgroun d Structure	\$9,763.34
7400027428	02/16/2023	1213	TEAM REIL INC.	60.0.2530.500.00.4998.00	Miracle_#714753105_10-fo ot overhead glider	\$2,475.00
7400027428	02/16/2023	1213	TEAM REIL INC.	60.0.2530.500.00.4998.00	Miracle_#4508_Concerto 5-Congos	\$3,870.00
7400027428	02/16/2023	1213	TEAM REIL INC.	60.0.2530.500.00.4998.00	Freight charges for Team Reil Equipment	\$1,618.00
7400027428	02/16/2023	1213	TEAM REIL INC.	60.0.2530.500.00.4998.00	Miracle_Side-by-Side Slide	\$1,500.00
Check Total:						\$19,226.34
7400027368	02/02/2023	1194	TEE JAY SERVICE COMPANY	20.0.2540.320.00.0000.03	ELECTRIC STRIKE, FAIL SECURE FOR RIM DEVICE	\$992.50
Check Total:						\$992.50
7400027429	02/16/2023	1213	TENNANT SALES AND SERVICE COMPANY	20.0.2540.320.00.0000.03	MAINTENANCE	\$741.82
Check Total:						\$741.82
7400027430	02/16/2023	1213	THE COVE SCHOOL	10.0.4120.670.35.0000.00	TUITION	\$5,107.36
Check Total:						\$5,107.36
NCB	02/10/2023	1195	THE FAUCET SHOPPE	20.0.2540.400.00.0000.01	VAC BREAK REPAIR/URINAL SPUD/GLOVES	\$71.32
Check Total:						\$71.32
7400027431	02/16/2023	1213	THE OFFICE OF THE STATE FIRE MARSHAL	20.0.2540.320.00.0000.01	BELL & GOSSETT-HEAT EXCHANGER/CERTIFICATE	\$70.00
Check Total:						\$70.00
7400027369	02/02/2023	1194	THE VILLAGE OF LINCOLNWOOD	20.0.2540.320.00.0000.01	HUMAN ERROR/MALFUNCTION/CHA	\$50.00
7400027369	02/02/2023	1194	THE VILLAGE OF LINCOLNWOOD	20.0.2540.320.00.0000.03	FALSE ALARM	\$50.00
Check Total:						\$100.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2023 - 02/28/2023

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027432	02/16/2023	1213	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$328.39
7400027432	02/16/2023	1213	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$12.49
7400027432	02/16/2023	1213	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$96.73
7400027432	02/16/2023	1213	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$844.36
7400027432	02/16/2023	1213	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$433.69
Check Total:						\$1,715.66
NCB	02/10/2023	1195	THERMOSYSTEMS, LLC	20.0.2540.400.00.0000.03	LH COIL EVAP	\$1,212.22
Check Total:						\$1,212.22
7400027433	02/16/2023	1213	THOMAS J. JAWORSKI	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FAIRVIEW/2/3/23	\$61.00
Check Total:						\$61.00
7400027434	02/16/2023	1213	TK ELEVATOR CORPORTATION	20.0.2540.320.00.0000.02	MAX PRO	\$105.00
7400027434	02/16/2023	1213	TK ELEVATOR CORPORTATION	20.0.2540.320.00.0000.02	FULL MAINTENANCE/GOLD	\$570.00
7400027434	02/16/2023	1213	TK ELEVATOR CORPORTATION	20.0.2540.320.00.0000.03	FULL MAINTENANCE/GOLD	\$570.00
Check Total:						\$1,245.00
7400027370	02/02/2023	1194	TOM RUEVE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS WILMETTE JR	\$61.00
7400027370	02/02/2023	1194	TOM RUEVE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS CULVER/12/2/22	\$61.00
7400027370	02/02/2023	1194	TOM RUEVE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARK VIEW/12/9/22	\$61.00
Check Total:						\$183.00
NCB	02/10/2023	1195	TRACERS	10.0.2310.300.00.0000.00	RESIDENCY/MONTHLY FEE	\$39.00
Check Total:						\$39.00
7400027371	02/02/2023	1194	ULINE	20.0.2540.416.00.0000.01	Microfiber Rags Blue	\$363.35
7400027371	02/02/2023	1194	ULINE	20.0.2540.416.00.0000.01	Microfiber Rags Green	\$363.35
7400027371	02/02/2023	1194	ULINE	20.0.2540.416.00.0000.01	Gloves M Powder free	\$882.41
7400027371	02/02/2023	1194	ULINE	20.0.2540.416.00.0000.01	Clorox Bleach 121oz.	\$51.39
Check Total:						\$1,660.50

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/17/2023	1218	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$937.50
NCB	02/17/2023	1218	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/17/2023	1218	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/03/2023	1205	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/03/2023	1205	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/03/2023	1205	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$937.50
NCB	02/03/2023	1205	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$987.50
NCB	02/17/2023	1218	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$987.50
Check Total:						\$4,050.00
7400027435	02/16/2023	1213	VANGUARD ENERGY SERVICES	20.0.2540.465.00.0000.00	NATURAL GAS	\$18,319.15
Check Total:						\$18,319.15
7400027372	02/02/2023	1194	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.03	40 CARTONS OF WHITE COPY PAPER, 8 1/2 X 11	\$1,904.00
Check Total:						\$1,904.00
7400027436	02/16/2023	1213	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	PAPER SUPPLIES – RUTLEDGE	\$1,904.00
7400027436	02/16/2023	1213	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	FUEL OR ENERGY SURCHARGE FOR PURCHASE	\$16.50
7400027436	02/16/2023	1213	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.03	FUEL OR ENERGY SURCHARGE FOR PURCHASE	\$16.50
Check Total:						\$1,937.00
7400027373	02/02/2023	1194	VERONICA SCHMIDT	10.0.1100.230.00.0000.00	TUITION REIMBURSEMENT	\$851.25
7400027373	02/02/2023	1194	VERONICA SCHMIDT	10.0.1100.230.00.0000.00	TUITION REIMBURSEMENT	\$851.25
Check Total:						\$1,702.50
7400027378	02/17/2023	1214	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT– VISION	\$229.40
7400027378	02/17/2023	1214	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT– VISION	\$22.94
7400027378	02/17/2023	1214	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT– VISION	\$229.40
7400027378	02/17/2023	1214	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT– VISION	\$22.94
7400027378	02/17/2023	1214	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT– VISION	\$45.88
Check Total:						\$550.56
NCB	02/10/2023	1195	WALGREENS	10.0.2410.400.00.0000.03	INTERNET PHOTO	\$119.94

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/10/2023	1195	WALMART	10.0.1100.423.36.0000.03	MUSHROOMS/VEGETABLES/ CORNSTARCH	\$47.38
NCB	02/10/2023	1195	WALMART	10.0.2410.315.00.0000.01	CHOCOLATE/MARSHMELLO	\$47.01
Check Total:						\$214.33
7400027437	02/16/2023	1213	WALTER F. TENER	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FV/2/13/23	\$122.00
7400027437	02/16/2023	1213	WALTER F. TENER	10.0.1100.338.42.0000.03	REFEREE	\$122.00
Check Total:						\$244.00
7400027438	02/16/2023	1213	WHITT LAW LLC	10.0.2310.318.00.0000.00	LEGAL SERVICES RENDERED	\$11,160.00
7400027438	02/16/2023	1213	WHITT LAW LLC	10.0.2310.318.00.0000.00	TAX RATE OBJECTIONS	\$247.50
Check Total:						\$11,407.50
7400027374	02/02/2023	1194	ZABIHA HALAL MEAT PROCESSORS	10.0.2560.410.00.0000.00	BEEF PATTIES/BOLOGNA/SALAMI	\$291.70
Check Total:						\$291.70
Bank Total:						\$877,399.03

<u>Fund</u>	<u>Amount</u>
10	\$525,697.25
20	\$85,857.74
40	\$122,008.19
60	\$96,303.45
90	\$47,532.40
Fund Totals:	\$877,399.03

End of Report

Disbursements Grand Total: \$877,399.03