



BOARD OF EDUCATION AGENDA AND BOARD PACKET

**REGULAR BOARD MEETING
MONDAY, OCTOBER 21, 2019 @ 6:00 P.M.
PEOTONE HIGH SCHOOL - MEDIA CENTER**



AGENDA

BOARD OF EDUCATION - REGULAR BOARD MEETING

MONDAY, OCTOBER 21, 2019 - @ 6:00 P.M. - PEOTONE HIGH SCHOOL - MEDIA CENTER

- I. **CALL TO ORDER:**
- II. **PLEDGE TO THE FLAG:**
- III. **ROLL CALL:**
- IV. **CONSENT AGENDA:**
 - A. Minutes of Regular Board Meeting - No Closed Executive Session Meeting (September 16, 2019)..... 1
 - B. Treasurers' Reports (September 2019)..... 12
 - C. Imprest Fund (September 2019)..... 23
 - D. General Fund Bills (October 2019)..... 31
 - E. Activity Fund (September 2019)..... 52**ROLL CALL:**
- V. **OPPORTUNITY FOR VISITORS TO SPEAK:**

Mr. John Michalesko, CPA of Gassensmith & Michalesko, Ltd. - District Audit Presentation.
- VI. **GOOD NEWS:**

PHS - RECOGNITION OF AWARDS and ACHEIVEMENTS..... 56

Ms. Abby Jacobs, Ag Teacher - Recipient of the Illinois Agricultural Education Teacher Grant Award through the IAA Foundation.

Mr. Eric Englert, English/Language Arts Teacher - Recipient of PBC Excellence in Teaching Award.

Mr. James Nealon, Industrial Arts Teacher and his Advanced Construction Class and his Woodworking Class of: **Aaron Bartels, Sam Biedron, Dan Greenfield, Cameron Hartsfield, Frank Lara, Dakota Long, Keaten Luchene, Mason McGrath, Nicholas Scropo, Cristian Setmeyer, Daphne Sheehan, Bradley Tennison** for the Construction of the Ticket Booths for the Football Games.

PHS - OCTOBER 2019 ACADEMIC STUDENT OF THE MONTH..... 56
Benjamin Balmer, a Junior at Peotone High School

PJHS - SEPTEMBER 2019 STUDENTS OF THE MONTH..... 57
6th Grade - Olivia Smaga
7th Grade - Julia Verble
8th Grade - Mark Jones
- VII. **FOR ACTION:**

Report No. 28: Approval of the Second Reading and Adoption of PRESS June 2019 Board Policies..... 57

Report No. 29: Approval of the Amended PRESS February/March 2019 Board Policies..... 57

Report No. 30: Approval of the Purchase of (2) Two Ford Transit Connect Vans for the Transportation Department..... 100

Report No. 31: Approval of a Release of a PHS Diploma..... 100

Report No. 32:	Approval of the Asbestos Abatement Project of the Main Office Flooring at Peotone Intermediate Center.....	100
Report No. 33:	Approval of a Change Order with Tenco Excavating, Inc. for the Drainage Project at Peotone Junior High School.....	100
Report No. 34:	Approval of Personnel, Certified Staff - School Counselor, Leave of Absence, Coaches, Club Sponsors, Classified Staff - Paraprofessionals, Custodian, Director of Technology, Bus Driver, Bus Aide.....	111

VIII. ADMINISTRATION REPORTS:

IX. EXECUTIVE SESSION:

For the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; presentation of evidence or testimony as authorized by law; purchase, lease, or sale of real or publicly owned property; investment contracts; security procedures which may include personnel; student disciplinary cases; litigation; issues under the Tort Immunity Act; professional ethics or performance; board self-evaluation; selection to fill a public office; and/or the discussion of previously closed minutes. **THERE MAY BE/MAY NOT BE ACTION FOLLOWING THE EXECUTIVE SESSION.**

X. OTHER:

XI. ADJOURNMENT:

**NEXTSCHEDULED BOARD OF EDUCATION REGULAR BOARD MEETING
MONDAY, NOVEMBER 18, 2019 AT 6:00 P.M.
PEOTONE HIGH SCHOOL – MEDIA CENTER**

**PEOTONE BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES OF
MONDAY, SEPTEMBER 16, 2019
PEOTONE HIGH SCHOOL - MEDIA CENTER**

ROLL CALL:

At 6:00 p.m. President Robinson called the regular board meeting to order and requested all who are present to please stand and recite the Pledge of Allegiance. A roll call was taken and the following members answered aye (6): Mrs. Robinson, Mr. Uthe, Mr. Douglas, Mr. Bettenhausen, Mrs. Becker, Mrs. Thatcher and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

VISITOR'S LOG:

No one signed the Visitor's Log.

SPEAKER'S LOG:

No one signed the Speaker's Log.

CONSENT AGENDA:

President Robinson asked for a motion to approve the Consent Agenda for the Regular Board Meeting of Monday, September 16, 2019. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call was taken and the following members answered aye (6): Mrs. Robinson, Mr. Uthe, Mr. Douglas, Mr. Bettenhausen, Mrs. Becker, Mrs. Thatcher and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

OPPORTUNITY FOR VISITORS TO SPEAK:

Mr. Matthew Lexow, a junior at Peotone High School spoke to the Board and Administration about the completion of his Eagle Scout Project for the Band Room at Peotone high School. Matt stated that he decided to do the cabinetry for the band room, because he noticed that the band instruments were always piled up in a corner and unorganized. So he decided to design and construct a multi-level cabinetry which would solve the problem for the band room and the instruments. The project took about four months to complete. Matt stated that becoming an Eagle Scout is the highest rank you can achieve in Boy Scouts. Matt will go before the Scouts' Board of Review on September 25th with his Eagle Scout project.



GOOD NEWS:

PEOTONE HIGH SCHOOL SEPTEMBER 2019 ACADEMIC STUDENT OF THE MONTH

Mr. Stein presented a certificate of commendation to **Courtney Burks**, daughter of Nancy Burks, of Peotone. Courtney is a senior at Peotone High School with a grade point average of 3.9 on a 4.0 grading scale.



PEOTONE JUNIOR HIGH SCHOOL - SKILLS USA TEAM SEPTEMBER RESOLUTION

Mr. Stein presented certificates of commendation to the **SkillsUSA Team** members that were present at the September's Board Meeting for the teams' competition in the National SkillsUSA held in Louisville, Kentucky. **Connor McCleverty** and **Reganne Price** placed fifth in the nation for Robotics Urban Search and Rescue; **Colin McCleverty** place fifth in the nation for Job Skills Demonstration, and **McKayla Beierman**, **Natalia Miller**, and **Molly Peters** placed eleventh in the nation in the Team Engineering Challenge. The team members not present will receive their certificates from their coaches, Mr. Price and Mrs. McCleverty.



FY20 BUDGET PRESENTATION:

Mr. Trevor Moore, Chief School Business Official, presented the FY20 Budget to the Board and Administration and the Public.

OPENING OF THE FY20 BUDGET HEARING:

At 6:40 p.m. President Robinson asked for a motion to open the FY20 Budget Hearing, Mr. Uthe made a motion to open the FY20 Budget Hearing and Mrs. Thatcher seconded the motion, and on a voice call vote, the following members voted aye (6) Mrs. Robinson, Mr. Uthe, Mr. Bettenhausen, Mrs. Thatcher, Mrs. Becker, Mr. Douglas and no nays. President Robinson asked for comments from the Business Manager, the Board and the Public. No comments from the Mr. Moore, the Board and the Public. Mrs. Moe was absent for the September 16th regular board meeting.

CLOSING OF THE FY20 BUDGET HEARING:

At: 6:55 p.m. President Robinson asked for a motion to close the FY20 Budget Hearing, Mr. Uthe made a motion to close the FY20 Budget hearing, and Mrs. Thatcher seconded the motion, and on a voice call vote, the following members voted aye (6) Mrs. Robinson, Mr. Uthe, Mr. Bettenhausen, Mrs. Thatcher, Mrs. Becker, Mr. Douglas and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

FOR ACTION:

REPORT NO. 16:

FOR ACTION: APPROVAL OF THE FY20 BUDGET.

Mr. Uthe made a motion to approve the FY20 Budget for the District. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

REPORT NO. 17:

FOR ACTION: APPROVAL OF THE FY20 ADMINISTRATION SALARY COMPENSATION REPORT.

Mr. Uthe made a motion to approve the FY20 Administration Salary Compensation Report. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

REPORT NO. 18:

**FOR ACTION: APPROVAL OF THE FY20 TEACHER SALARY
COMPENSATION REPORT.**

Mr. Uthe made a motion to approve the FY20 Teacher Salary Compensation Report. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

REPORT NO. 19:

FOR ACTION: APPROVAL OF THE 2014 TAX RATE SETTLEMENT.

Mr. Uthe made a motion to approve the 2014 Tax Rate Settlement. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

REPORT NO. 20:

**FOR ACTION: APPROVAL OF A CHANGE ORDER WITH TENCO
EXCAVATING, INC.**

Mr. Uthe made a motion to approve a Change Order with Tenco Excavating. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

REPORT NO. 21:

**FOR ACTION: APPROVAL OF AN ARCHITECTURAL AGREEMENT
WITH HEALY, BENDER AND ASSOCIATES, INC.**

Mr. Uthe made a motion to approve the Architectural Agreement with Healy Bender and Associates, Inc. and Peotone Community Unit School District 207U. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board.

REPORT NO. 22:

**FOR ACTION: APPROVAL OF A SPANISH CLUB AT PHS AND
STIPEND FOR SPONSOR.**

Mr. Uthe made a motion to approve the Spanish Club at Peotone High School and a stipend of \$963.54 for the Spanish Club Sponsor. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board.

REPORT NO. 23:

**FOR ACTION: APPROVAL OF A BELL CHOIR CLUB AT PES AND
STIPEND FOR SPONSOR.**

Mr. Uthe made a motion to approve the Bell Choir Club at PES and a stipend of \$1,118.07 for the Bell Choir Sponsor. Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board.

REPORT NO. 24:

**FOR ACTION: APPROVAL OF INCREASED HOURS FOR THE
CROSSING GUARD POSITION AT PES.**

Mr. Uthe made a motion to approve the Increased Hours for the Crossing Guard Position at PES from 1 hour to 1.5 hours per day Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board.

REPORT NO. 25:

FOR ACTION: APPROVAL OF A RELEASE OF A PHS DIPLOMA

Mr. Uthe made a motion to approve the Release of a Peotone High School Diploma for Logan Baum (DOB 09-25-2000) who has completed the Peotone High School graduation requirements as of August 2019. Mrs. Thatcher seconded the motion, and a voice call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

REPORT NO. 26:

FOR ACTION: APPROVAL OF THE HAZARDOUS STOP RESOLUTION.

Mr. Uthe made a motion to approve the **Hazardous Stop Resolution**.

Mrs. Thatcher seconded the motion, and a voice call vote was taken and the following members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker and no nays.

Mrs. Moe was absent for the September 16, 2019 regular board meeting.

REPORT NO. 27: **ADDENDUM TO PERSONNEL**

(Addition in Bold and Underline)

FOR ACTION: PERSONNEL: (*Contingent upon receipt and evaluation of Employment documentation required by the District and the Illinois State Board of Education*)

Mr. Uthe made a motion to approve the Certified and Classified Staff.

Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (5): Mr. Bettenhausen, Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker. Mr. Douglas abstained from voting and there was no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

CERTIFIED STAFF

EMPLOYMENT:

- Keith Coppens - PHS - Head Coach - Baseball (effective date of 08/30/2019).
- Amy Deutsche - PES - Yearbook Sponsor - (effective date of 10/09/2019).
- Krysta Harmon - PIC - Drama Club Sponsor - (effective of 09/02/2019).
- Nancy Murray - PES - Yearbook Sponsor - (effective date of 10/09/2019).
- Christopher Napolitano - PHS - Assistant Boys Basketball (effective date of 09/11/2019).
- Nicole Phelps - PHS - Science Club Sponsor - (effective date of 08/19/2019).
- Greg Schreiber - PES - Physical Education (effective date of 08/21/2019).
- Samantha Sexton - PES - 1st Grade Airplanes/Drones (effective date of 10/04/2019).
- Michelle Weirich - PES - 2nd Grade Airplanes/Drones (effective date of 10/04/2019).

RESIGNATION:

- Brad White - PES - Physical Education Teacher - (effective date of 08/12/2019).

CLASSIFIED STAFF

EMPLOYMENT:

- Lori D'Anna - Transportation - Bus Driver in Training (effective date of 08/13/2019).
- Leah Falaschetti - District Office - On Call Substitute Nurse (effective date of 09/10/2019).
- Jennifer Heneghan - PJHS - Cheerleading Coach (effective date of 10/01/2019).
- Brianne Wilson Ruhbeck - PJHS - Cheerleading Coach (effective date of 10/01/2019).
- Debra Moreno - Transportation - Bus Driver (effective date of 08/20/2019).
- George Macias - PHS - Assistant Coach - Boys Basketball (effective date of 09/03/2019).
- Diana Massat - Transportation - Bus Driver (effective date of 09/09/2019).
- Michelle Matthias - PHS -1:1 Health Aide Substitute (effective date of 08/21/2019).
- Lucas Rumisek - District Office - Floater/Substitute Custodian (effective date of 08/28/2019).
- Sarah Macari - CSC - Preschool Paraprofessional (effective date of 09/23/2019).

CHANGE IN STATUS:

- Shawn Picker - Transportation –Secretary (effective date of 09/13/2019).

RESIGNATION:

- Julie Busich - PJHS - Custodian - (effective date of 08/15/2019).
- Kathy Stewart - Asst. Bookkeeper/District Registrar (effective date of 09/20/2019).
- Dave Weissbohn - Director of Technology (effective date of 09/13/2019).
- **Barbara Vincent - PES - Paraprofessional (effective date of 9/23/2019).**

TERMINATION:

- Jordan Micetich - District Office -Floater/ Substitute Custodian (effective date of 09/03/2019).

ADMINISTRATION REPORTS:

Mr. Scott Wenzel, Principal of Peotone Junior High School, reported to the Board that we have gotten all drills in Fire, Disaster, Active Shooter, Bus Evacuation completed at the Junior High. MAP Systems Day occurred September 12th. Our Fundraiser will end on Wednesday, September 18th. First Quarter Mid-term will be on Wednesday, September 18th. Our student Pictures will take place on Friday, September 27th. Our second PMIS Day will be held on Friday, October 11th. It will be a Field Day! The Anderson Book Fair will be October 14 through October 18th. The Kan-Will Music Festival will be Thursday, October 17th at Bradley Central. Our Fall Music Concert is Tuesday, October 22, 2019 at the Peotone High School PHS Auditorium, starting at 7:00 p.m.

Dr. Charles Vitton, Assistant Superintendent, reported to the Board that we are:

- Preparing to start a K-8 Science Curriculum Committee in the coming weeks. I have garnered interest from the teaching staff at PES, PIC and PJHS. Will possibly look to bring a new Science curriculum and resource adoption to the BOE in the Spring of 2020;
- Embarking on working with our new Math Interventionists and using our benchmarking data at PES and PIC to determine students in need of additional supports in Math. We will be progress monitoring all students in Math intervention to determine ongoing progress of these students and make adjustments for future programming and services;
- Appreciate the approval of the hire of an additional paraprofessional at the CSC for Preschool. This will truly help with providing our preschool students and their teachers with appropriate supports; and
- CSC - O&M: New doors (west and north), leveling and re-pavement outside Door 6, window shading on basement level (in Art room).

Mrs. Joanne Obszanski, Principal of Peotone Intermediate Center, reported to the Board that our Flag Football Season begins today and will end on October 18th. There are 45 students participating in flag football and we have five teams in all! Drama Club is presenting "Peter Pan" this year at PIC, we have 59 students participating in Drama! Yearbook Club sign-ups ended September 10th and we have broken them into Photography Session & Design & Layout Session. Battle of the Books - our school wide initiative to promote reading is off and running. Thank you to PTO for purchasing our Battle of the Books. On September 20th, we have a 11:00 a.m. release - 4th grade homeroom pairing up with 5th grade homeroom for four 30 minute periods and participating in an activity related to Reading/Writing. We are meeting with students two times per month for our Character Ed program. This month's character trait is Motivation. Our WIN intervention begins on Monday, September 23rd. Dr. Vitton and the PIC staff met on September 11th to plan for WIN intervention until our December universal screening. PTO Mums Flower Sale pick-up is Tuesday, September 24th. The PIC Book Fair is October 9th and on October 16th is Picture Retake Day.

Mrs. Carole Zurales, Principal of Peotone Elementary, reported to the Board highlights of things that have been going on at Peotone Elementary. Last week as we recognized September 11th, we talked about heroes at PES. The whole school made cards for our local heroes- Peotone Police and Fire Department. Representatives came from both departments to receive cards in the afternoon. Students participated in a Behavior Boot-Camp during the first full week of school to learn about the behavior expectations around the building. Students earn POP tickets for being safe, respectful, and responsible. We just started our POP star call downs less than 2 weeks ago and already have about 30 students that have already reached the 20 ticket goal. We had our Data Days today and tomorrow to review AIMSWEB data and plan groups for our WIN (What I Need)

time. We are excited to have Amy Deutsche in the new math interventionist role this year to service students in math during throughout the day. Our monthly focus this month is "Be a Friend to Everyone." Students have been doing a great job saying hello, including everyone to play, sharing, and giving compliments as we focus on this. Thank you to the board for approving the Yearbook Club and Airplanes and Drones club last month. The yearbook sponsors sent out the form to sign up last week and the Airplane and Drones sponsors will be attending their training on October 4th. Here are some upcoming events at PES:

- During Homecoming week, we are trying to coordinate with PHS to have football players and cheerleaders come read to the students.
- Grandparents Day will be Friday, October 11th. There will be a morning and an afternoon session. Grandparents and students will get to visit classrooms, attend the book fair, make a craft, take pictures, and eat a snack while doing an interview together.
- Last week our PTO approved to order playground stencils for us to create fun and engaging blacktop games for students during recess. As soon as they arrive in the next few weeks, we hope to create these games for students to enjoy!

Mr. Jason Spang, Principal of Peotone High School, reported to the Board that PRADA (Peotone Residents against Drugs and Alcohol) will be hosting a Town Hall Meeting on Thursday 9/19/19 from 6:00 pm - 8:00 pm in the commons of PHS. The PRADA town hall meeting is open to all students, parents, and staff of Peotone School District. The evening will include Illinois Youth Survey information comparing Peotone High School student questionnaire responses regarding drugs and alcohol in comparison to the average state responses of other high school students. The evening will also include several testimonials of how drugs and alcohol has impacted several families of close communities. There will also be a "Hidden in Plain Sight" presentation that educates parents on what to look for that may be a red flag to teenager use of drugs and alcohol. The evening will be full of educational information for parents and students and all Peotone families are encouraged to attend.

We have begun school emergency drills this week with Tornado and Fire Drills. We want to thank Peotone Fire Department as they begin to help us through these. We will also be working with Peotone Police Department as we get closer to starting Crisis Drills and eventually Active Shooter Drills.

For those that did not attend our reception on Friday, we want to again congratulate Abby Jacobs who was selected as the Agricultural Education Teacher Grant Program award recipient through the IAA Foundation worth \$10,000. With this program, individuals who are entering the workforce as new Ag teachers are eligible for grant support to help alleviate financial concerns, encourage them to continue on this chosen career path, and reinforce their decision to enter the noble teaching profession.

We have conducted our first Illinois Central Eight Conference Meeting on Wednesday September 4th. Principals and Athletic Directors met to exchange contact information and also disburse the annual calendar for hosting numerous events throughout this school year.

The September PBC Excellence in Teaching Honor was awarded to Mr. Eric Englert. Mr. Englert will now be responsible for selecting next month's recipient.

Mrs. Wendy Bean, Assistant Principal of Peotone High School, reported to the Board that we had a very successful freshman orientation on August 15th. Our attendance was 93% which was even better than last year. We will definitely continue with this program, making a few tweaks for next year. Homecoming is quickly approaching. It is Sept. 30th through October 5th. The Powder Puff game and evening pep assembly are on Wednesday, October 2nd at 7:00pm. The parade will be Friday, October 4th at 4:00 pm and the football games begin at 5:00 pm against Streator. The theme of the dance is "*At the Movies*" and that is 7:00 pm to 10:00pm on Saturday night. The annual Chili Cook-off at Brian's in Monee is October 5th. This is a big fundraiser for Friends of Music. It opens at 10:00 am and is only \$5.00 for all-you-can-eat chili!

President Robinson reported to the Board and Administration that Dave Weissbohn has resigned and has taken another job. It is a big loss to the District. Dave has done so much for the district in bringing the district up to speed with our technology. We wish him all the best, and he will be truly missed!

Mr. Trevor Moore, Chief School Business Official, reported to the Board, that each Board member has a copy of the completed Audit to review. Mr. John Michalesko, of Gassensmith and Michalesko, Ltd. will present the District's Audit at the October regular board meeting. Also, Mr. Moore stated that Steve, Chuck and I will be interviewing for Kathy Stewart's position this week.

Mrs. Amy Loy, Director of Special Services, reported to the Board that we welcomed district liaisons from the Disability Resource Center from Joliet to the PHS Open House on 8/28/2019 for our Specialized Instruction Program Junior High and Senior High parents. We are partnering with DRC to implement Fast Track curriculum that focusing on independent living and self-advocacy. They also shared great information about their Assistive Tech program and other resources available to transition aged families.

I'm working with Mrs. Karas and Mrs. Crabbe to enhance our Community Based Vocational Training. Mrs. Karas recently visited a host of local businesses to start the process of securing workplace sites for our students and our goal is for students to be placed in pre-voc settings by the end of September.

Many new staff in our Special Services Department and we have hit the ground running. Community Based Outings are in full swing, training on our IEP system and mentoring partnerships with existing staff. I'm very excited to see the growth of our programming this year.

We are working on a parent letter and plan to attend the BBCHS Fall Games on October 10th at BBCHS. We hope to bring over 50 students and Best Buddies to the annual event. This is the first time Peotone has been invited to participate.

Home Language Results of students that are new to our district indicate we will need to complete the WIDA screener on 21 new students to the district. We currently have an existing EL population of existing students at 34 in the district.

Mr. Dave Osborne, Director of Buildings and Grounds, reported to the Board that the Peotone Junior High School "U" project has been completed. The final items have all been taken care of.

The North East fence around the football field is getting moved over about 10' and a sidewalk is being installed between there and the pond for pedestrians for the football games which has been started today. We are also getting an plan from John Werner for landscaping near the front doors at PES and the West doors of PHS by the Media Center.

Ofc. Dan Stankus, School Resource Officer for the District, reported to the Board that he is back and getting back into the swing of things, and it is going well.

OTHER:

Mr. Steve Stein, Superintendent, reported to the Board that he received two FOIA requests from Mr. John Maxedon, costs incurred from the Peotone Junior High School's "U" project and one regarding the Budget. And another FOIA request from SmartProcure, a Data Acquisition Company, in which we usually receive a FOIA request from them twice a year.

ADJOURNMENT:

At 7:43 p.m. President Robinson asked for a motion to adjourn the regular board meeting. President Robinson stated that there will be no Closed Executive Session meeting tonight. Mr. Uthe made a motion to adjourn the regular board meeting and Mrs. Thatcher seconded the motion and a voice call vote was taken and the following members answered aye (6) Mrs. Robinson, Mrs. Thatcher, Mr. Uthe, Mrs. Becker, Mr. Douglas, Mr. Bettenhausen and no nays. Mrs. Moe was absent for the September 16, 2019 regular board meeting.

Tara Robinson, President

Cathy Cuculich, Reporter



District Office
212 West Wilson Street
Peotone, IL 60468
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www.peotoneschools.org

ADMINISTRATION

Mr. Steve Stein
Superintendent

Dr. Charles Vitton
Assistant Superintendent

Mr. Trevor Moore
Chief School Business Official

Mrs. Amy Loy
Special Education



BOARD OF EDUCATION

Tara Robinson
President

Richard Uthe
Vice President

Jennifer Moe
Secretary

Jodi Becker
Trustee

Roger Bettenhausen
Trustee

Paul Douglas
Trustee

Jody Thatcher
Trustee

To: Board of Education

From: Trevor J. Moore, Chief School Business Official

RE: TREASURER'S MONTHLY REPORT (SEPTEMBER 2019)

Date: October 11, 2019

The attached Treasurer's monthly report is a summary of the district's starting fund balance, monthly receipts, monthly expenses, and ending fund balance for the month of September 2019. This applies to the fiscal year ending June 30, 2020.

This report is presented to you for your approval and action at the October 21, 2019 Board of Education Meeting.

/s/

Trevor J. Moore
Chief School Business Official
Peotone CUSD 207U

Scot A. Carder
Treasurer
Peotone CUSD 207U

Tara Robinson
Board President
Peotone CUSD 207U

Jennifer Moe
Board Secretary
Peotone CUSD 207U

Peotone CUSD 207U
Financial Summary
September 30, 2019

Fund	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total
	Educational	Operations & Maintenance	Debt Services	Transportation	Municipal Retirement/Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
Fund Balances - July 30, 2019	\$ 3,698,479.37	\$ 107,453.55	\$ 2,972,370.43	\$ 411,932.98	\$ 212,064.88	\$ 3,897.45	\$ 5,681,619.57	\$ 250,114.23	\$ 4,195.11	\$ 13,342,127.57
Receipts	\$ 3,920,870.90	\$ 463,238.54	\$ 2,088,424.93	\$ 275,159.71	\$ 166,144.55	\$ 6.87	\$ 2,392.12	\$ 65,440.27	\$ 7.51	\$ 6,981,685.40
Disbursements	\$ (1,092,522.08)	\$ (316,658.01)	\$ (2,663,368.75)	\$ (103,143.49)	\$ (44,674.54)	\$ -	\$ -	\$ -	\$ -	\$ (4,220,366.87)
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Revenues Over (Under)										
Expenditures Month	\$ 2,828,348.82	\$ 146,580.53	\$ (574,943.82)	\$ 172,016.22	\$ 121,470.01	\$ 6.87	\$ 2,392.12	\$ 65,440.27	\$ 7.51	\$ 2,761,318.53
Fund Balances - August 31, 2019	\$ 6,526,828.19	\$ 254,034.08	\$ 2,397,426.61	\$ 583,949.20	\$ 333,534.89	\$ 3,904.32	\$ 5,684,011.69	\$ 315,554.50	\$ 4,202.62	\$ 16,103,446.10

Fund Balances - June 30, 2019	\$ 4,876,410.41	\$ 565,988.67	\$ 2,820,668.21	\$ 705,559.45	\$ 241,099.23	\$ 3,885.16	\$ 5,677,299.44	\$ 345,809.45	\$ 4,181.71	\$ 15,240,901.73
Excess Revenues Over (Under)										
Expenses Year to Date	\$ 1,650,417.78	\$ (311,954.59)	\$ (423,241.60)	\$ (121,610.25)	\$ 92,435.66	\$ 19.16	\$ 6,712.25	\$ (30,254.95)	\$ 20.91	\$ 862,544.37
Fund Balances - August 31, 2019	\$ 6,526,828.19	\$ 254,034.08	\$ 2,397,426.61	\$ 583,949.20	\$ 333,534.89	\$ 3,904.32	\$ 5,684,011.69	\$ 315,554.50	\$ 4,202.62	\$ 16,103,446.10

Peotone CUSD 207U
Summary of Investments
September 30, 2019

Description	Total Principal	Total Interest	Total
Bank Accounts			
First Community Bank and Trust (*190) Interest at 1.8500% APR Purpose: General Fund Reserves	\$ 2,046,954.54	\$ 2,999.55	\$ 2,049,954.09
First Midwest Bank (*4776) Interest at 1.9800% APR Purpose: Fire and Safety Fund	\$ 4,195.11	\$ 7.51	\$ 4,202.62
First Midwest Bank (*1606) Interest at 1.9800% APR Purpose: Employee Flex Spending	\$ 797.53	\$ 3.23	\$ 800.76
First Midwest Bank (*0125) Interest at 1.9800% APR Purpose: General Fund Operations	\$ 9,032,033.00	\$ 12,819.95	\$ 9,044,852.95
First Midwest Bank (*0133) Interest at 1.9800% APR Purpose: Imprest Fund	\$ 21,583.16	\$ 22.95	\$ 21,606.11
Investments			
First Midwest Bank (*7448) Interest at 2.6200% APR Certificate of Deposit 1/28/2019-1/28/2020	\$ 2,538,208.33	\$ 5,458.33	\$ 2,543,666.67 ***
First Midwest Bank (*7404) Interest at 2.6200% APR Certificate of Deposit 1/28/2019-1/28/2020	\$ 2,543,666.67	\$ 5,458.33	\$ 2,549,125.00 ***
Total	\$ 16,187,438.34	\$ 26,769.86	\$ 16,214,208.20
Composition of Portfolio			
Interest Bearing Bank Accounts (1.8500-1.9800% APR)			68.5906%
Certificate of Deposit (2.6200% APR)			31.4094%

***Interest and balance approximate. Interest on a CD is paid at the maturity of the deposit.

Peotone CUSD 207U
2018 Tax Levy Collections - Will County
September 30, 2019

Receipts This Month	Fund	Total Amount Extended	Total Received to Date	Balance to Collect	Percentage to Collect YTD
\$ 6,607,463.36		\$ 16,084,662.24			
	(10) Educational				
\$ 3,536,249.71	Regular	\$ 9,013,226.41	\$ 8,608,353.77	\$ 404,872.64	4.49%
\$ 436.11	Lease	\$ 1,111.55	\$ 1,061.62	\$ 49.93	4.49%
\$ 32,708.06	Special Education	\$ 83,366.60	\$ 79,621.79	\$ 3,744.81	4.49%
\$ 3,569,393.87		\$ 9,097,704.56	\$ 8,689,037.18	\$ 408,667.38	4.49%
\$ 452,679.50	(20) Operations & Maintenance	\$ 1,153,793.76	\$ 1,101,965.54	\$ 51,828.22	4.49%
\$ 2,082,558.30	(30) Debt Services	\$ 5,308,044.13	\$ 5,069,607.67	\$ 238,436.46	4.49%
\$ 271,694.92	(40) Transportation	\$ 692,498.56	\$ 661,391.64	\$ 31,106.92	4.49%
\$ 165,720.81	(50) Municipal Retirement/Social Security	\$ 422,390.76	\$ 403,417.04	\$ 18,973.72	4.49%
\$ -	(60) Capital Projects	\$ -	\$ -	\$ -	0.00%
\$ 435.95	(70) Working Cash	\$ 1,111.15	\$ 1,061.24	\$ 49.91	4.49%
\$ 64,980.00	(80) Tort	\$ 165,621.64	\$ 158,181.94	\$ 7,439.70	4.49%
\$ -	(90) Fire Prevention & Safety	\$ -	\$ -	\$ -	0.00%
\$ 6,607,463.36		\$ 16,841,164.56	\$ 16,084,662.24	\$ 756,502.32	4.49%

Peotone CUSD 207U
2018 Tax Levy Collections - Kankakee County
September 30, 2019

Receipts This Month	Fund	Total Amount Extended	Total Received to Date	Balance to Collect	Percentage to Collect YTD
\$ 2,000.54		\$ 4,769.73			
	(10) Educational				
\$ 1,073.77	Regular	\$ 2,679.60	\$ 2,560.12	\$ 119.48	4.46%
\$ 0.13	Lease	\$ 0.33	\$ 0.32	\$ 0.01	4.46%
\$ 9.98	Special Education	\$ 24.90	\$ 23.79	\$ 1.11	4.46%
\$ 1,083.88		\$ 2,704.83	\$ 2,584.22	\$ 120.61	4.46%
\$ 137.52	(20) Operations & Maintenance	\$ 343.19	\$ 327.89	\$ 15.30	4.46%
\$ 626.20	(30) Debt Services	\$ 1,562.68	\$ 1,493.00	\$ 69.68	4.46%
\$ 82.56	(40) Transportation	\$ 206.02	\$ 196.83	\$ 9.19	4.46%
\$ 50.33	(50) Municipal Retirement/Social Security	\$ 125.60	\$ 120.00	\$ 5.60	4.46%
\$ 0.13	(60) Capital Projects	\$ 0.33	\$ 0.32	\$ 0.01	0.00%
\$ 0.13	(70) Working Cash	\$ 0.33	\$ 0.32	\$ 0.01	4.46%
\$ 19.78	(80) Tort	\$ 49.36	\$ 47.16	\$ 2.20	4.46%
\$ -	(90) Fire Prevention & Safety	\$ -	\$ -	\$ -	0.00%
\$ 2,000.54		\$ 4,992.34	\$ 4,769.73	\$ 222.61	4.46%

Peotone CUSD 207U
State Funding Update
Vouchers Awaiting Processing by Comptroller
September 30, 2019

Program Name	Amount	Voucher Date	Number of Days Outstanding
3100 - Special Ed. - Private Facility Tutition	\$ 59,772.74	9/25/2019	5
3120 - Special Ed. - Orphanage - Individual	\$ 54,926.39	8/23/2019	38
3235 - Agriculture Education	\$ 1,762.00	9/19/2019	11
3370 - Drivers Education	\$ 2,438.95	9/25/2019	5
3500 - Transportation - Regular and Vocational	\$ 136,538.18	9/25/2019	5
3510 - Transportation - Special Education	\$ 113,967.66	9/25/2019	5
Grant Total	\$ 369,405.92		

Days Outstanding

0-30	\$ 314,479.53
31-60	\$ 54,926.39
61-90	\$ -
91-120	\$ -
121-150	\$ -
151-180	\$ -
181-210	\$ -
211-240	\$ -
Greater than 240 days	\$ -
	\$ 369,405.92

Outstanding Fee Report Split by Type of Fee

School Year	Type of Fee	Amount Outstanding
2016-2017 and Earlier	Registration	\$ 21,312.50
2017-2018	Registration	\$ 31,836.02
2017-2018	Course Fee	\$ 3,330.00
2018-2019	Registration	\$ 46,023.50
2018-2019	Athletic	\$ 3,487.50
2018-2019	Course Fee	\$ 5,707.50
2019-2020	Registration	\$ 195,795.45
2019-2020	Athletic	\$ 2,520.00
2019-2020	Club	\$ 960.00
2019-2020	Course Fee	\$ 23,870.95
		\$ 334,843.42
Total	Registration	\$ 294,967.47
Total	Athletic	\$ 6,007.50
Total	Club	\$ 960.00
Total	Course Fee	\$ 32,908.45
		\$ 334,843.42
Total	Percent Outstanding	35.50%

Outstanding Fee Report Split by Year

School Year	Type of Fee	Amount Outstanding
2016-2017 and Earlier	Registration	\$ 21,312.50
2017-2018	Registration	\$ 31,836.02
2017-2018	Course Fee	\$ 3,330.00
2018-2019	Registration	\$ 46,023.50
2018-2019	Athletic	\$ 3,487.50
2018-2019	Course Fee	\$ 5,707.50
2019-2020	Registration	\$ 195,795.45
2019-2020	Athletic	\$ 2,520.00
2019-2020	Club	\$ 960.00
2019-2020	Course Fee	\$ 23,870.95
		\$ 334,843.42
2016-2017	Total	\$ 21,312.50
2017-2018	Total	\$ 35,166.02
2018-2019	Total	\$ 55,218.50
2019-2020	Total	\$ 223,146.40
		\$ 334,843.42
Total	Percent Outstanding	35.50%

Outstanding Fee Report Split by Location

School Year	Location	Amount Outstanding
2016-2017 and Earlier	PES	\$ 2,464.00
2016-2017 and Earlier	PIC	\$ 1,765.00
2016-2017 and Earlier	PJHS	\$ 7,166.50
2016-2017 and Earlier	PHS	\$ 9,302.00
2016-2017 and Earlier	Out of District	\$ 615.00
2017-2018	PES	\$ 6,067.50
2017-2018	PIC	\$ 3,845.00
2017-2018	PJHS	\$ 10,290.52
2017-2018	PHS	\$ 13,443.00
2017-2018	Out of District	\$ 1,520.00
2018-2019	Pre-K	\$ 485.00
2018-2019	PES	\$ 10,495.00
2018-2019	PIC	\$ 6,065.00
2018-2019	PJHS	\$ 15,478.50
2018-2019	PHS	\$ 21,450.00
2018-2019	Out of District	\$ 955.00
2019-2020	Pre-K	\$ 5,782.00
2019-2020	PES	\$ 37,370.00
2019-2020	PIC	\$ 24,587.05
2019-2020	PJHS	\$ 55,938.15
2019-2020	PHS	\$ 97,444.20
2019-2020	Out of District	\$ 2,315.00
		\$ 334,843.42
Total	Pre-K	\$ 6,267.00
Total	PES	\$ 56,396.50
Total	PIC	\$ 36,262.05
Total	PJHS	\$ 88,873.67
Total	PHS	\$ 141,639.20
Total	Out of District	\$ 5,405.00
		\$ 334,843.42
Total	Percent Outstanding	35.50%

Exp. Report for Board Packet

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Report as of: 9/30/2019

Educational Fund 10		100	Salaries				
Object	State Account Number	Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
100		Salaries	1,845,310.27	8,388,280.00	6,552,969.73	21.97	
200		Employee Benefits	440,034.44	2,165,476.00	1,725,441.56	20.32	
300		Purchased Services	152,987.05	1,328,219.00	1,175,231.95	11.52	
400		Supplies And Materials	380,101.57	827,676.00	447,574.43	45.92	
500		Capital Outlay	17,918.02	54,500.00	36,581.98	32.88	
600		Other Objects	173,638.15	661,882.00	488,243.85	26.23	
700		Transfers	0.00	19,055.00	19,055.00	0.00	
10		Educational Fund	3,009,989.50	13,455,088.00	10,445,098.50	22.37	Fund
100		Salaries	147,451.57	579,816.00	432,364.43	25.43	
200		Employee Benefits	19,212.33	89,996.00	70,783.67	21.35	
300		Purchased Services	380,925.28	814,235.00	433,309.72	46.78	
400		Supplies And Materials	125,436.94	476,829.00	351,392.06	26.31	
500		Capital Outlay	178,355.82	465,545.00	287,189.18	38.31	
600		Other Objects	272.64	1,150.00	877.36	23.71	
700		Transfers	0.00	5,121.00	5,121.00	0.00	
20		Operations & Maintenance Fund	851,654.58	2,432,692.00	1,581,037.42	35.01	Fund
600		Other Objects	2,684,368.75	5,425,105.00	2,760,736.25	49.11	
30		Debt Services Fund	2,664,368.75	5,425,105.00	2,760,736.25	49.11	Fund
100		Salaries	157,127.99	901,253.00	744,125.01	17.43	
200		Employee Benefits	8,099.90	36,465.00	28,365.10	22.21	
300		Purchased Services	446,411.13	524,672.00	78,260.87	85.08	
400		Supplies And Materials	35,562.31	266,626.00	231,063.69	13.34	
500		Capital Outlay	0.00	60,000.00	60,000.00	0.00	
600		Other Objects	505.84	7,071.00	6,565.16	7.15	
40		Transportation Fund	647,707.17	1,796,087.00	1,148,379.83	36.06	Fund

Exp. Report for Board Packet

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Page 2 of 2
Report as of: 9/30/2019

IMRF/Social Security Fund 50					
Object	200	Employee Benefits			
State Account	Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
Number					
200	Employee Benefits				
50	IMRF/Social Security Fund	117,119.11	604,310.00	487,190.89	19.38
600	Other Objects	117,119.11	604,310.00	487,190.89	19.38
60	Capital Projects Fund	0.00	0.00	0.00	0.00
700	Transfers	0.00	0.00	0.00	0.00
70	Working Cash Fund	0.00	3,250,000.00	3,250,000.00	0.00
300	Purchased Services	0.00	3,250,000.00	3,250,000.00	0.00
80	Tort Fund	0.00	0.00	0.00	0.00
200	Employee Benefits	0.00	0.00	0.00	0.00
500	Capital Outlay	0.00	0.00	0.00	0.00
90	Fire Prevention & Safety Fund	0.00	0.00	0.00	0.00
Report Total:		7,290,839.11	26,963,282.00	19,672,442.89	27.04

PEOTONE COMMUNITY DISTRICT 207-U
IMPREST FUND
September 30, 2019

Balance Brought Forward	\$ 15,000.00
Receipts	
Disbursements	\$ 10,322.37
10 Ed Fund	\$ 9,639.80
20 Building	\$ 571.76
30 Debt Service Fund or Fund Group	
40 Transportation	\$ 110.81
50 I.M.R.F/ Soc. Sec. Fund	
80 Tort Immunity and Judgment Fund	
TOTAL DISBURSEMENTS	\$ 10,322.37
BALANCE ON HAND JULY 31, 2019	\$ 15,000.00

Paid Accounts Payable (Fund Summary)

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PEOTONE CUSD #207

Expense on Date: 9/1/19 to 9/30/19

Fund Code	Description	Batch #	Amount
10	Educational Fund	912	9,639.80
20	Operations & Maintenance Fund	901	571.76
40	Transportation Fund	901	110.81
Report Total			<u>\$10,322.37</u>

Bills Payable List

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 PEOTONE CUSD #207
 Expense on Date: 9/1/19 to 9/30/19

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
ALMON, DOUG		PJHS INTRSCHLSTC CONT SRVS - A GAME		902	60.00	10-1500-319-21
					<u>\$60.00</u>	
BAKER, RONALD		PJHS INTRSCHLSTC CONT SRVS		908	60.00	10-1500-319-21
					<u>\$60.00</u>	
BAMBULE, SUZZIE		PHS INTRSCHLSTC CONT SRVS		911	100.00	10-1500-319-31
					<u>\$100.00</u>	
BETOURNE, BILL		PJHS INTRSCHLSTC CONT SRVS - B GAME		902	60.00	10-1500-319-21
					<u>\$60.00</u>	
BISHOP MCNAMARA HIGH SCHOOL		PHS INTRSCHLSTC CONT SRVS		912	110.00	10-1500-319-31
					<u>\$110.00</u>	
BLAIR, TIM		PHS INTRSCHLSTC CONT SRVS		904	100.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		909	100.00	10-1500-319-31
					<u>\$200.00</u>	
BLOHM, JEREMY		PJHS INTRSCHLSTC CONT SRVS		910	60.00	10-1500-319-21
					<u>\$60.00</u>	
BRADLEY-BOURBONNAIS COMMUN		PHS INTRSCHLSTC CONT SRVS		912	250.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		912	170.00	10-1500-319-31
					<u>\$420.00</u>	
BRUNSON, CHUCK		PHS INTRSCHLSTC CONT SRVS		904	55.00	10-1500-319-31
					<u>\$55.00</u>	
CAILLES, JOSEPH		PHS INTRSCHLSTC CONT SRVS		909	100.00	10-1500-319-31
					<u>\$100.00</u>	
CATHELYN, KEVIN		PHS INTRSCHLSTC CONT SRVS		911	100.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		912	65.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		909	100.00	10-1500-319-31
					<u>\$265.00</u>	
CETERA, STEPHEN		PHS INTRSCHLSTC CONT SRVS		909	100.00	10-1500-319-31
					<u>\$100.00</u>	
CHANNAHON SCHOOL DISTRICT 17		PJHS INTRSCHLSTC CONT SRVS		911	125.00	10-1500-319-21
					<u>\$125.00</u>	
CLARK, BENJAMIN		PHS INTRSCHLSTC CONT SRVS		911	55.00	10-1500-319-31

Bills Payable List

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 PEOTONE CUSD #207
 Expense on Date: 9/1/19 to 9/30/19

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$55.00</u>	
CLARK, SAM		PHS INTRSCHLSTC CONT SRVS		911	55.00	10-1500-319-31
					<u>\$55.00</u>	
CLIFTON CENTRAL HIGH SCHOOL		PHS INTRSCHLSTC CONT SRVS		912	140.00	10-1500-319-31
					<u>\$140.00</u>	
COAL CITY HIGH SCHOOL		PHS INTRSCHLSTC CONT SRVS		912	150.00	10-1500-319-31
					<u>\$150.00</u>	
DRIVER, ALLEN		PHS INTRSCHLSTC CONT SRVS		911	115.00	10-1500-319-31
					<u>\$115.00</u>	
DWIGHT HIGH SCHOOL		PHS INTRSCHLSTC CONT SRVS		912	250.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		912	200.00	10-1500-319-31
					<u>\$450.00</u>	
FRUENDT, SUE		PHS INTRSCHLSTC CONT SRVS		900	80.00	10-1500-319-31
					<u>\$80.00</u>	
GEISS, GARY		PJHS INTRSCHLSTC CONT SRVS - A GAME		902	60.00	10-1500-319-21
					<u>\$60.00</u>	
GRANT PARK HIGH SCHOOL		PHS INTRSCHLSTC CONT SRVS		912	200.00	10-1500-319-31
					<u>\$200.00</u>	
HAD, STEPHEN		PHS INTRSCHLSTC CONT SRVS		911	100.00	10-1500-319-31
					<u>\$100.00</u>	
HANKEY, BRUCE		PJHS INTRSCHLSTC CONT SRVS		908	60.00	10-1500-319-21
					<u>\$60.00</u>	
HANNAGAN, SCOTT		PHS INTRSCHLSTC CONT SRVS		912	100.00	10-1500-319-31
		PJHS INTRSCHLSTC CONT SRVS - B GAME		900	60.00	10-1500-319-21
					<u>\$160.00</u>	
HERSCHER HIGH SCHOOL		PHS INTRSCHLSTC CONT SRVS		912	125.00	10-1500-319-31
					<u>\$125.00</u>	
HITS INC		PHS INTRSCHLSTC CONT SRVS		912	33.00	10-1500-319-31
					<u>\$33.00</u>	
IAHPERD		PHS IMP OF INST DUES & ASSOCIATION FEE		906	50.00	10-1130-312-31
		PHS CURR DIR PROF DEVELOPMENT		906	115.00	10-1130-312-31

Bills Payable List

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 PEOTONE CUSD #207
 Expense on Date: 9/1/19 to 9/30/19

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$165.00</u>	
IHSCDEA REGION #3						
		PHS CURR DIR PROF DEVELOPMENT		906	75.00	10-1130-312-31
					<u>\$75.00</u>	
JABER, MOHAMMED						
		PHS INTRSCHLSTC CONT SRVS		904	115.00	10-1500-319-31
					<u>\$115.00</u>	
JOLIET CENTRAL HIGH SCHOOL						
		PHS INTRSCHLSTC CONT SRVS		912	350.00	10-1500-319-31
					<u>\$350.00</u>	
JONES, JASON						
		PHS INTRSCHLSTC CONT SRVS		911	115.00	10-1500-319-31
					<u>\$115.00</u>	
KOSTRO, STEVE						
		PJHS INTRSCHLSTC CONT SRVS - B GAME		902	60.00	10-1500-319-21
					<u>\$60.00</u>	
LDA						
		PHS IMP OF INST DUES & ASSOCIATION FEE		907	55.00	10-2210-640-31
					<u>\$55.00</u>	
LEESON, ED						
		PJHS INTRSCHLSTC CONT SRVS		904	60.00	10-1500-319-21
		PJHS INTRSCHLSTC CONT SRVS - B GAME		900	60.00	10-1500-319-21
					<u>\$120.00</u>	
LEISURE, MATT						
		PHS INTRSCHLSTC CONT SRVS		905	115.00	10-1500-319-31
					<u>\$115.00</u>	
LEVY, KENNETH						
		PHS INTRSCHLSTC CONT SRVS		911	100.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		911	100.00	10-1500-319-31
					<u>\$200.00</u>	
LIHOSIT, ANDY						
		PJHS INTRSCHLSTC CONT SRVS		911	60.00	10-1500-319-21
		PJHS INTRSCHLSTC CONT SRVS - B GAME		900	60.00	10-1500-319-21
					<u>\$120.00</u>	
LISLE HS						
		PHS INTRSCHLSTC CONT SRVS		912	190.00	10-1500-319-31
					<u>\$190.00</u>	
LOPSHIRE, DAVE						
		PHS INTRSCHLSTC CONT SRVS		904	115.00	10-1500-319-31
					<u>\$115.00</u>	
LOWES						
		PJHS O & M SUPPLIES		901	291.62	20-2540-410-21
		PHS INDUST ARTS SUPPLIES		901	328.80	10-1446-410-31-10
					<u>\$620.42</u>	
MAHOMET-SEYMOUR HIGH SCHOO						

Bills Payable List

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 PEOTONE CUSD #207
 Expense on Date: 9/1/19 to 9/30/19

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		PHS INTRSCHLSTC CONT SRVS		912	200.00	10-1500-319-31
					<u>\$200.00</u>	
MALLARD, CHUCK		PHS INTRSCHLSTC CONT SRVS		904	55.00	10-1500-319-31
					<u>\$55.00</u>	
MANTENO MIDDLE SCHOOL		PJHS INTRSCHLSTC CONT SRVS		908	55.00	10-1500-319-21
					<u>\$55.00</u>	
MARK, JACKIE		PHS INTRSCHLSTC CONT SRVS		904	100.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		909	100.00	10-1500-319-31
					<u>\$200.00</u>	
MARTURANO, ANTHONY		PHS INTRSCHLSTC CONT SRVS		911	100.00	10-1500-319-31
					<u>\$100.00</u>	
MATTHEWS, AL		PHS INTRSCHLSTC CONT SRVS		911	115.00	10-1500-319-31
					<u>\$115.00</u>	
MCGRAIL, KEVIN		PJHS INTRSCHLSTC CONT SRVS		908	60.00	10-1500-319-21
					<u>\$60.00</u>	
MEREDITH, WILLIAM E		PHS INTRSCHLSTC CONT SRVS		900	80.00	10-1500-319-31
					<u>\$80.00</u>	
NELSON, KEVIN		PHS INTRSCHLSTC CONT SRVS		909	100.00	10-1500-319-31
					<u>\$100.00</u>	
OLIVER, MARK		PHS INTRSCHLSTC CONT SRVS		911	115.00	10-1500-319-31
					<u>\$115.00</u>	
OZEE, CHAD		PHS INTRSCHLSTC CONT SRVS		911	55.00	10-1500-319-31
					<u>\$55.00</u>	
PAXTON-BUCKLEY-LODA HIGH SCH		PHS INTRSCHLSTC CONT SRVS		912	120.00	10-1500-319-31
					<u>\$120.00</u>	
PEOTONE POSTMASTER		POSTAGE		903	110.00	10-2520-340
					<u>\$110.00</u>	
PIERCE, TOM		PJHS INTRSCHLSTC CONT SRVS		910	60.00	10-1500-319-21
					<u>\$60.00</u>	
RAFALSKI, EDMUND		PHS INTRSCHLSTC CONT SRVS		904	55.00	10-1500-319-31
					<u>\$55.00</u>	

Bills Payable List

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 PEOTONE CUSD #207
 Expense on Date: 9/1/19 to 9/30/19

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
ROBINSON, RODNEY						
		PHS INTRSCHLSTC CONT SRVS		911	115.00	10-1500-319-31
					<u>\$115.00</u>	
SANDWICH HIGH SCHOOL						
		PHS INTRSCHLSTC CONT SRVS		912	225.00	10-1500-319-31
		PHS INTRSCHLSTC CONT SRVS		912	225.00	10-1500-319-31
					<u>\$450.00</u>	
SCHMIDT, MARTIN						
		PJHS INTRSCHLSTC CONT SRVS - B GAME		900	60.00	10-1500-319-21
					<u>\$60.00</u>	
SCHWIESOW, JOSH						
		PJHS INTRSCHLSTC CONT SRVS		908	60.00	10-1500-319-21
					<u>\$60.00</u>	
SENECA HIGH SCHOOL						
		PHS INTRSCHLSTC CONT SRVS		912	150.00	10-1500-319-31
					<u>\$150.00</u>	
SHEWAMI COUNTRY CLUB						
		PHS INTRSCHLSTC CONT SRVS		912	180.00	10-1500-319-31
					<u>\$180.00</u>	
SIEGEL, LAURENCE E						
		PHS INTRSCHLSTC CONT SRVS		904	60.00	10-1500-319-31
					<u>\$60.00</u>	
SKURKA, JOHN						
		PHS INTRSCHLSTC CONT SRVS		904	115.00	10-1500-319-31
					<u>\$115.00</u>	
SMOTHERS, JACK						
		PHS INTRSCHLSTC CONT SRVS		904	55.00	10-1500-319-31
					<u>\$55.00</u>	
SOUTHLAND COLLEGE PREP CHAR						
		PHS INTRSCHLSTC CONT SRVS		912	200.00	10-1500-319-31
					<u>\$200.00</u>	
STEC, KATHY						
		PHS INTRSCHLSTC CONT SVCS		913	100.00	10-1500-319-31
					<u>\$100.00</u>	
STETINS, GARY						
		PJHS INTRSCHLSTC CONT SRVS		904	60.00	10-1500-319-21
					<u>\$60.00</u>	
STORER, TED						
		PHS INTRSCHLSTC CONT SRVS		911	55.00	10-1500-319-31
					<u>\$55.00</u>	
SUMMIT HILL JUNIOR HIGH						
		PJHS INTRSCHLSTC CONT SRVS		904	55.00	10-1500-319-21
					<u>\$55.00</u>	
TAPAK, KATIE ELIZABETH						
		PHS TITLE II PROF DEVELOPMENT		907	35.00	10-2210-312-31-98

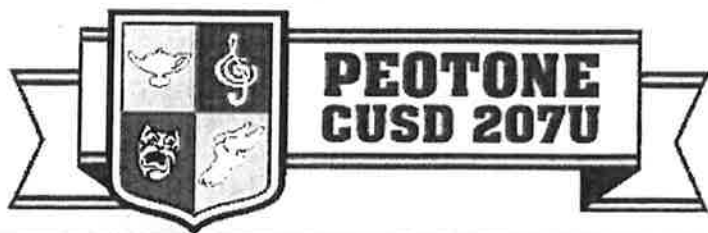
Bills Payable List

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PEOTONE CUSD #207

Expense on Date: 9/1/19 to 9/30/19

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$35.00</u>	
URBANEK, JAMES E						
		PJHS INTRSCHLSTC CONT SRVS		904	60.00	10-1500-319-21
		PJHS INTRSCHLSTC CONT SRVS		908	60.00	10-1500-319-21
					<u>\$120.00</u>	
VERIZON						
		PIC O & M TELEPHONE		911	24.57	20-2540-340-61
		CSC O & M TELEPHONE		911	25.66	20-2540-340-51
		PHS O & M TELEPHONE		911	25.66	20-2540-340-31
		PJHS O & M TELEPHONE		911	25.66	20-2540-340-21
		PES O & M TELEPHONE		911	25.66	20-2540-340-11
		BUS BARN O & M TELEPHONE		911	25.66	20-2540-340
		O & M TELEPHONE		911	63.65	20-2540-340
		O & M TELEPHONE		911	63.62	20-2540-340
					<u>\$280.14</u>	
WATSEKA HIGH SCHOOL						
		PHS INTRSCHLSTC CONT SRVS		912	200.00	10-1500-319-31
					<u>\$200.00</u>	
WEX BANK						
		TRANS FUEL		901	58.08	40-2550-464
		TRANS FUEL		901	52.73	40-2550-464
					<u>\$110.81</u>	
WILLIS, JEREMY						
		PHS INTRSCHLSTC CONT SRVS		904	115.00	10-1500-319-31
					<u>\$115.00</u>	
WILLIS, TIMOTHY						
		PJHS INTRSCHLSTC CONT SRVS		911	60.00	10-1500-319-21
		PJHS INTRSCHLSTC CONT SRVS		908	60.00	10-1500-319-21
					<u>\$120.00</u>	
WOLF CREEK GOLF COURSE						
		PHS INTRSCHLSTC CONT SRVS		912	168.00	10-1500-319-31
					<u>\$168.00</u>	
YOUNKER, GENE						
		PHS INTRSCHLSTC CONT SRVS		912	65.00	10-1500-319-31
					<u>\$65.00</u>	
Report Total					<u><u>\$10,322.37</u></u>	



District Office
212 West Wilson Street
Peotone, IL 60468
Tel: 708-258-0991
Fax: 708-258-0994
www.peotoneschools.org

ADMINISTRATION

Mr. Steve Stein
Superintendent

Dr. Charles Vitton
Assistant Superintendent

Mr. Trevor Moore
Chief School Business Official

Mrs. Amy Loy
Special Education



BOARD OF EDUCATION

Tara Robinson
President

Richard Uthe
Vice President

Jennifer Moe
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Trustee

Roger Bettenhausen
Trustee

Paul Douglas
Trustee

Jody Thatcher
Trustee

To: Board of Education

From: Trevor J. Moore, Chief School Business Official

RE: SCHEDULE OF BILLS (OCTOBER 2019)

Date: October 17, 2019

The attached Treasurer's monthly report is a summary of the district's schedule of bills to be paid.

This report is presented to you for your approval and action at the October 21, 2019 Board of Education Meeting.

(10) Educational	\$	351,726.97
(20) Operations & Maintenance	\$	191,794.23
(30) Debt Services	\$	2,449,103.58
(40) Transportation	\$	18,296.42
Total Bills Payable		\$ 3,010,921.20

/s/

Trevor J. Moore
Chief School Business Official
Peotone CUSD 207U

Tara Robinson
Board President
Peotone CUSD 207U

Jennifer Moe
Board Secretary
Peotone CUSD 207U

Bills Payable List

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 PEOTONE CUSD #207
 Expense on Date: 10/01/2019 to 10/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
A&R TREE SERVICE						
		PIC O & M PURCHASED SERVICES		10	3,000.00	20-2540-390-61
					<u>\$3,000.00</u>	
ACEVEDO, SARAH						
		PES BOE SUPPLY PURCHASE FOR STAFF		10	123.24	10-2316-410-11
					<u>\$123.24</u>	
ADAMS, TRACI						
		PJHS REIMBURSEMENT OF DEDUCTIBLE		10	250.00	10-2310-222-21
					<u>\$250.00</u>	
AHEARN, DIANE L						
		PJHS REIMBURSEMENT OF DEDUCTIBLE		10	250.00	10-2310-222-21
		PJHS GENERAL SUPPLIES		10	63.78	10-1120-410-21
					<u>\$313.78</u>	
ALPHA HARDWARE & HOSE						
		O & M SUPPLIES		10	215.52	20-2540-410
					<u>\$215.52</u>	
AMALGAMATED BANK OF CHICAGO						
		BOND INTEREST - SERIES 2015B		10	44,500.00	30-5200-620
		BOND INTEREST - SERIES 2018A		10	81,031.25	30-5200-620
		BOND INTEREST - SERIES 2018B		10	14,589.00	30-5200-620
		BOND PRINCIPAL - SERIES 2018B		10	670,000.00	30-5200-610
					<u>\$810,120.25</u>	
ANDERSON, MIKE						
		PJHS INTRSCHLSTC CONT SRVS -ASST BAS		10	2,394.71	10-1500-319-21
					<u>\$2,394.71</u>	
ANSELMO, SHANNON						
		SPEC ED TRAVEL		10	76.50	10-1200-332
					<u>\$76.50</u>	
AQUA ILLINOIS, INC.						
		PJHS O & M WATER & SEWER		10	139.26	20-2540-370-21
		PHS O & M WATER & SEWER		10	18.25	20-2540-370-31
		PES O & M WATER & SEWER		10	18.25	20-2540-370-11
		BUS BARN O & M WATER & SEWER		10	27.15	20-2540-370
		DISTRICT OFFICES O & M WATER & SEWER		10	31.51	20-2540-370
		CSC O & M WATER & SEWER		10	31.51	20-2540-370-51
					<u>\$265.93</u>	
AREA SALT & CHEMICAL INC						
		TRANS SUPPLIES		10	7.02	40-2550-410
		TRANS SUPPLIES		10	30.95	40-2550-410
					<u>\$37.97</u>	
AT&T						
		PIC TECHNOLOGY PURCHASED SERVICES		10	280.95	10-2630-340-61
		CSC TECHNOLOGY PURCHASED SERVICES		10	140.55	10-2630-340-51
		PHS TECHNOLOGY PURCHASED SERVICES		10	280.94	10-2630-340-31
		PJHS TECHNOLOGY PURCHASED SERVICES		10	280.94	10-2630-340-21
		PES TECHNOLOGY PURCHASED SERVICES		10	280.94	10-2630-340-11

Bills Payable List

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PEOTONE CUSD #207

Expense on Date: 10/01/2019 to 10/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		TECHNOLOGY PURCHASED SERVICES		10	140.55	10-2630-340
		TECHNOLOGY PURCHASED SERVICES		10	280.44	10-2630-340
					<u>\$1,685.31</u>	
ATI PHYSICAL THERAPY						
		PHS INTRSCHLSTC CONT SRVS		10	10,083.34	10-1500-319-31
					<u>\$10,083.34</u>	
BARBER, DAWN M						
		HEALTH SERVICES TRAVEL		10	200.39	10-2130-332
					<u>\$200.39</u>	
BARNES & NOBLE						
		LIBRARY SUPPLIES		10	58.77	10-2220-410
					<u>\$58.77</u>	
BECKEFELD, HEATHER						
		TRANS OTHER - 9/16, 9/17, 9/18		10	45.24	40-2550-690
		TRANS OTHER - 9/23-9/27		10	67.86	40-2550-690
		TRANS OTHER - 9/30-10/4/19		10	45.24	40-2550-690
		TRANS OTHER - 9/5 & 9/6		10	30.16	40-2550-690
		TRANS OTHER - 9/9-9/13		10	75.40	40-2550-690
					<u>\$263.90</u>	
BENNER, WILLIAM J						
		TRANS FUEL		10	74.65	40-2550-464
					<u>\$74.65</u>	
BERKOTS SUPER FOODS						
		PHS HOME ECONOMICS SUPPLIES		10	28.96	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	5.27	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	47.77	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	19.63	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	2.19	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	39.75	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	20.84	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	68.28	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	18.87	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	12.52	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	59.85	10-1420-410-31
		PHS HOME ECONOMICS SUPPLIES		10	26.77	10-1420-410-31
					<u>\$350.70</u>	
BLAIR, KIMBERLY M						
		SPEC ED TRAVEL		10	147.32	10-1200-332
					<u>\$147.32</u>	
BMO MASTERCARD						
		DISTRICT SUPPLIES		10	145.60	10-1100-410
		PES GENERAL SUPPLIES		10	215.82	10-1110-410-11
		PES GENERAL SUPPLIES		10	9.94	10-1110-410-11
		PES GENERAL SUPPLIES		10	9.98	10-1110-410-11
		PES GENERAL SUPPLIES		10	26.98	10-1110-410-11
		PES GENERAL SUPPLIES		10	69.58	10-1110-410-11
		PES GENERAL SUPPLIES		10	20.28	10-1110-410-11

Bills Payable List

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PEOTONE CUSD #207

Expense on Date: 10/01/2019 to 10/31/2019

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	PES GENERAL SUPPLIES		10	22.47	10-1110-410-11
	PES GENERAL SUPPLIES		10	9.00	10-1110-410-11
	PIC GENERAL SUPPLIES		10	65.64	10-1160-410-61
	PIC GENERAL SUPPLIES		10	151.20	10-1160-410-61
	PIC GENERAL SUPPLIES		10	100.46	10-1160-410-61
	PIC GENERAL SUPPLIES		10	23.98	10-1160-410-61
	PIC GENERAL SUPPLIES		10	60.95	10-1160-410-61
	PIC GENERAL SUPPLIES		10	37.93	10-1160-410-61
	PIC GENERAL SUPPLIES		10	44.19	10-1160-410-61
	PIC TEXTBOOKS		10	726.00	10-1160-420-61
	PIC TEXTBOOKS		10	199.75	10-1160-420-61
	PIC TEXTBOOKS		10	24.99	10-1160-420-61
	PIC TEXTBOOKS		10	9.99	10-1160-420-61
	PIC TEXTBOOKS		10	101.55	10-1160-420-61
	SPEC ED PURCHASED SERVICES		10	920.00	10-1200-390
	PJHS SPEC ED PURCHASED SERVICES		10	186.42	10-1200-390-21
	SPEC ED SUPPLIES		10	46.72	10-1200-410
	PES SPEC ED SUPPLIES		10	35.00	10-1200-410-11
	PES SPEC ED SUPPLIES		10	75.00	10-1200-410-11
	PJHS SPEC ED SUPPLIES		10	100.00	10-1200-410-21
	PJHS SPEC ED SUPPLIES		10	83.00	10-1200-410-21
	PJHS SPEC ED SUPPLIES		10	40.00	10-1200-410-21
	PJHS SPEC ED SUPPLIES		10	66.75	10-1200-410-21
	PHS SPEC ED SUPPLIES		10	151.05	10-1200-410-31
	PHS SPEC ED SUPPLIES		10	47.00	10-1200-410-31
	PHS SPEC ED SUPPLIES		10	65.00	10-1200-410-31
	PIC SPEC ED SUPPLIES		10	77.99	10-1200-410-61
	PIC SPEC ED SUPPLIES		10	37.00	10-1200-410-61
	PIC SPEC ED SUPPLIES		10	79.25	10-1200-410-61
	PJHS INTRSCHLSTC CONT SRVS		10	147.00	10-1500-319-21
	PHS INTRSCHLSTC CONT SRVS		10	400.00	10-1500-319-31
	PHS INTRSCHLSTC ATHLETIC TRAVEL		10	11.30	10-1500-332-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	540.00	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	5.99	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	5.30	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	15.80	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	16.98	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	21.74	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	27.75	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	27.95	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	41.97	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	14.99	10-1500-410-31
	PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	505.49	10-1500-410-31
	PES TITLE II PROF DEVELOPMENT		10	259.00	10-2210-312-11-98
	PES TITLE II PROF DEVELOPMENT		10	259.00	10-2210-312-11-98
	PES TITLE II PROF DEVELOPMENT		10	259.00	10-2210-312-11-98
	PES TITLE II PROF DEVELOPMENT		10	259.00	10-2210-312-11-98
	PJHS TITLE II PROF DEVELOPMENT		10	279.00	10-2210-312-21-98

Bills Payable List

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PEOTONE CUSD #207

Expense on Date: 10/01/2019 to 10/31/2019

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	PHS TITLE II PROF DEVELOPMENT		10	165.00	10-2210-312-31-98
	PHS TITLE II PROF DEVELOPMENT		10	165.00	10-2210-312-31-98
	PIC TITLE II PROF DEVELOPMENT		10	538.00	10-2210-312-61-98
	TITLE II PROF DEVELOPMENT		10	300.00	10-2210-312-98
	TITLE IV PROF DEVELOPMENT		10	97.00	10-2210-312-99
	PIC IMP OF INST PROFESSIONAL DEV		10	199.00	10-2210-314-61
	IMP OF INST PROFESSIONAL DEV		10	13.99	10-2210-314
	IMP OF INST SUPPLIES		10	13.00	10-2210-410
	IMP OF INST SUPPLIES		10	13.00	10-2210-410
	IMP OF INST SUPPLIES		10	2.04	10-2210-410
	IMP OF INST SUPPLIES		10	26.99	10-2210-410
	IMP OF INST SUPPLIES		10	11.89	10-2210-410
	O & M SUPPLIES		10	214.95	20-2540-410
	O & M SUPPLIES		10	85.00	20-2540-410
	PES O & M SUPPLIES		10	75.00	20-2540-410-11
	PES O & M SUPPLIES		10	445.75	20-2540-410-11
	PES O & M SUPPLIES		10	111.84	20-2540-410-11
	PJHS O & M SUPPLIES		10	148.48	20-2540-410-21
	PHS O & M SUPPLIES		10	83.79	20-2540-410-31
	PHS O & M SUPPLIES		10	491.90	20-2540-410-31
	PHS O & M SUPPLIES		10	(491.90)	20-2540-410-31
	PHS O & M SUPPLIES		10	640.76	20-2540-410-31
	PHS O & M SUPPLIES		10	30.21	20-2540-410-31
	PHS O & M SUPPLIES		10	65.93	20-2540-410-31
	PHS O & M SUPPLIES		10	152.66	20-2540-410-31
	PIC O & M SUPPLIES		10	80.69	20-2540-410-61
	TRANS OTHER		10	60.00	40-2550-690
	PES GENERAL SUPPLIES		10	99.83	10-1110-410-11
	PES GENERAL SUPPLIES		10	17.98	10-1110-410-11
	PES GENERAL SUPPLIES		10	61.48	10-1110-410-11
	PES GENERAL SUPPLIES		10	17.94	10-1110-410-11
	PJHS GENERAL SUPPLIES		10	75.25	10-1120-410-21
	PJHS GENERAL SUPPLIES		10	162.79	10-1120-410-21
	PJHS GENERAL SUPPLIES		10	69.99	10-1120-410-21
	CSC SUPPLIES		10	179.33	10-1125-410-51
	CSC SUPPLIES		10	20.99	10-1125-410-51
	PHS GENERAL SUPPLIES		10	55.93	10-1130-410-31
	PHS TEXTBOOKS		10	22.00	10-1130-420-31
	PHS TEXTBOOKS		10	23.97	10-1130-420-31
	PHS TEXTBOOKS		10	37.90	10-1130-420-31
	PHS TEXTBOOKS		10	77.96	10-1130-420-31
	PHS TEXTBOOKS		10	24.19	10-1130-420-31
	PHS TEXTBOOKS		10	24.69	10-1130-420-31
	PHS TEXTBOOKS		10	3,163.20	10-1130-420-31
	PHS TEXTBOOKS		10	(24.69)	10-1130-420-31
	PHS TEXTBOOKS		10	24.17	10-1130-420-31
	PHS TEXTBOOKS		10	24.18	10-1130-420-31
	PHS TEXTBOOKS		10	29.21	10-1130-420-31

Bills Payable List

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PEOTONE CUSD #207

Expense on Date: 10/01/2019 to 10/31/2019

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	PHS TEXTBOOKS		10	24.65	10-1130-420-31
	PHS TEXTBOOKS		10	24.67	10-1130-420-31
	PHS TEXTBOOKS		10	758.00	10-1130-420-31
	PHS DUES & FEES		10	50.00	10-1130-640-31
	IMP OF INST SUPPLIES		10	22.92	10-2210-410
	PES IMP OF INST SUPPLIES		10	29.98	10-2210-410-11
	CSC IMP OF INST SUPPLIES		10	71.92	10-2210-410-51
	TITLE IV SUPPLIES		10	99.98	10-2210-410-99
	TITLE IV SUPPLIES		10	47.95	10-2210-410-99
	TITLE IV SUPPLIES		10	23.00	10-2210-410-99
	TITLE IV SUPPLIES		10	34.00	10-2210-410-99
	BOARD OF ED OTHER		10	67.00	10-2310-690
	PES BOE SUPPLY PURCHASE FOR STAFF		10	93.18	10-2316-410-11
	PES BOE SUPPLY PURCHASE FOR STAFF		10	18.37	10-2316-410-11
	PIC BOE SUPPLY PURCHASE FOR STAFF		10	36.78	10-2316-410-61
	PIC BOE SUPPLY PURCHASE FOR STAFF		10	89.24	10-2316-410-61
	PES BOE SUPPLY PURCHASE FOR STAFF		10	9.99	10-2316-410-11
	EXEC ADMIN SUPPLIES		10	19.97	10-2321-410
	PJHS TECHNOLOGY DEPARTMENT SUPPLIE		10	14.99	10-2630-410-21
	PJHS PRINCIPAL DUES & FEES		10	391.00	10-2410-640-21
	PJHS HOT LUNCH PROG SUPPLIES		10	8.97	10-2560-410-21
	TECHNOLOGY DEPARTMENT SUPPLIES		10	39.94	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	310.23	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	149.94	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	166.99	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	39.99	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	173.91	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	12.99	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	115.65	10-2630-410
	TECHNOLOGY DEPARTMENT SUPPLIES		10	16.99	10-2630-410
	PES TECHNOLOGY DEPARTMENT SUPPLIES		10	62.34	10-2630-410-11
	PES TECHNOLOGY DEPARTMENT SUPPLIES		10	264.00	10-2630-410-11
	PJHS TECHNOLOGY DEPARTMENT SUPPLIE		10	(103.00)	10-2630-410-21
	PJHS TECHNOLOGY DEPARTMENT SUPPLIE		10	17.96	10-2630-410-21
	COMPUTER SOFTWARE		10	52.76	10-2630-470
	COMPUTER SOFTWARE		10	99.99	10-2630-470
	PES COMPUTER SOFTWARE		10	120.00	10-2630-470-11
	PES COMPUTER SOFTWARE		10	270.00	10-2630-470-11
	PIC COMPUTER SOFTWARE		10	599.00	10-2630-470-61
	PIC COMPUTER SOFTWARE		10	89.95	10-2630-470-61
	PIC COMPUTER SOFTWARE		10	99.95	10-2630-470-61
	TECHNOLOGY NON CAPITALIZED EQUIP		10	449.98	10-2630-660
	TECHNOLOGY NON CAPITALIZED EQUIP		10	105.78	10-2630-660
	PHS TECHNOLOGY NON CAPITALIZED EQUIP		10	299.00	10-2630-660-31
	PHS TITLE I COMMUNITY SERVICE SUPPLY		10	50.00	10-3900-410-31-97
	PHS TITLE I COMMUNITY SERVICE SUPPLY		10	11.21	10-3900-410-31-97
	PHS TITLE I COMMUNITY SERVICE SUPPLY		10	100.00	10-3900-410-31-97
	PHS TITLE I COMMUNITY SERVICE SUPPLY		10	59.00	10-3900-410-31-97

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		PHS SUPPLIES PRINCIPAL		10	11.30	10-2410-410-31
		PHS SUPPLIES PRINCIPAL		10	12.00	10-2410-410-31
		PHS SUPPLIES PRINCIPAL		10	16.85	10-2410-410-31
		O & M PURCHASED SERVICES		10	2,539.40	20-2540-390
		SPEC ED PURCHASED SERVICES		10	219.00	10-1200-312
		SPEC ED PROF DEVELOPMENT		10	85.00	10-1200-312
		SPEC ED PROF DEVELOPMENT		10	85.00	10-1200-312
		SPEC ED PROF DEVELOPMENT		10	479.00	10-1200-312
		SPEC ED PROF DEVELOPMENT		10	355.00	10-1200-312
		SPEC ED PROF DEVELOPMENT		10	219.99	10-1200-312
		PJHS O & M CAPITAL OUTLAY		10	630.00	20-2540-590-21
					<u>\$25,375.63</u>	
BROZOWSKI CONCRETE						
		PHS O & M PURCHASED SERVICES		10	5,760.00	20-2540-390-31
					<u>\$5,760.00</u>	
BSN SPORTS						
		PJHS INTRSCHLSTC ATHLETIC SUPPLIES		10	159.00	10-1500-410-21
		PJHS INTRSCHLSTC ATHLETIC SUPPLIES		10	315.97	10-1500-410-21
		PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	475.94	10-1500-410-31
		PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	34.79	10-1500-410-31
					<u>\$985.70</u>	
BUREAU OF ED & RESEARCH						
		PES TITLE II PROF DEVELOPMENT		10	279.00	10-2210-312-11-98
					<u>\$279.00</u>	
BURKE, MOIRA						
		PHS BOE SUPPLY PURCHASE FOR STAFF		10	115.71	10-2316-410-31
					<u>\$115.71</u>	
CAMBRIDGE EDUCATIONAL SERVICE						
		PHS ASSESTMENT AND TESTING		10	3,395.00	10-2230-316-31
					<u>\$3,395.00</u>	
CANADY LABORATORIES						
		O & M SUPPLIES		10	146.80	20-2540-410
		O & M SUPPLIES		10	916.20	20-2540-410
		O & M SUPPLIES		10	75.00	20-2540-410
		O & M SUPPLIES		10	881.60	20-2540-410
					<u>\$2,019.60</u>	
CANON FINANCIAL SERVICES INC						
		PIC COPIERS		10	1,194.20	10-2570-325-61
		CSC COPIERS		10	127.95	10-2570-325-51
		PHS COPIERS		10	2,900.20	10-2570-325-31
		PJHS COPIERS		10	2,132.50	10-2570-325-21
		PES COPIERS		10	1,961.90	10-2570-325-11
		DISTRICT COPIERS		10	85.30	10-2570-325
		DISTRICT COPIERS		10	127.95	10-2570-325
					<u>\$8,530.00</u>	
CARLSON, MICHELLE						
		O & M TRAVEL 9/12 - 10/2/19		10	101.50	20-2540-332

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		O & M TRAVEL - 10/3 - 10/16/19		10	52.20	20-2540-332
					<u>\$153.70</u>	
CHENOWETH, KENNETH G.						
		PES BOE SUPPLY PURCHASE FOR STAFF		10	121.39	10-2316-410-11
					<u>\$121.39</u>	
CHG ALTERNATIVE EDUCATION INC						
		PHS SPEC ED PRIVATE TUITION		10	8,567.70	10-1912-670-31
		PHS SPEC ED PRIVATE TUITION		10	3,386.00	10-1912-670-31
		PHS SPEC ED PRIVATE TUITION		10	17,135.40	10-1912-670-31
		PJHS SPEC ED PRIVATE TUITION		10	6,772.00	10-1912-670-21
					<u>\$35,861.10</u>	
CHICAGO HOLLOW METAL INC						
		PES O & M PURCHASED SERVICES		10	8,825.00	20-2540-390-11
					<u>\$8,825.00</u>	
CLAYTON, MICHELE						
		PES TITLE I READING SUPP TRAVEL		10	112.23	10-1250-332-11-97
		PIC TITLE I READING SUPP TRAVEL		10	112.23	10-1250-332-61-97
		PIC TITLE II PROF DEVELOPMENT		10	210.54	10-2210-312-61-98
					<u>\$435.00</u>	
CLOVERLEAF FARMS						
		PHS HOT LUNCH PROG FOOD SUPP		10	515.80	10-2560-411-31
		PJHS HOT LUNCH PROG FOOD SUPP		10	339.80	10-2560-411-21
		PES HOT LUNCH PROG FOOD SUPP		10	705.60	10-2560-411-11
		PIC HOT LUNCH PROG FOOD SUPP		10	326.40	10-2560-411-61
					<u>\$1,887.60</u>	
CONSERV FS INC						
		PHS O & M SUPPLIES		10	330.00	20-2540-410-31
		PHS O & M SUPPLIES		10	537.00	20-2540-410-31
					<u>\$867.00</u>	
CONSTELLATION NEW ENERGY GA						
		CSC NATURAL GAS		10	108.03	20-2540-465-51
		PIC NATURAL GAS		10	214.17	20-2540-465-61
		NATURAL GAS		10	123.59	20-2540-465
		PES NATURAL GAS		10	172.10	20-2540-465-11
		PHS NATURAL GAS		10	470.36	20-2540-465-31
		PJHS NATURAL GAS		10	337.53	20-2540-465-21
		DISTRICT NATURAL GAS		10	108.03	20-2540-465
					<u>\$1,533.81</u>	
CONSTELLATION NEW ENERGY						
		DISTRICT OFFICES ELECTRICITY		10	332.36	20-2540-466
		DISTRICT OFFICES ELECTRICITY		10	359.90	20-2540-466
		CSC ELECTRICITY		10	359.90	20-2540-466-51
		PES ELECTRICITY		10	1,453.66	20-2540-466-11
		ELECTRICITY		10	168.08	20-2540-466
		PHS ELECTRICITY		10	17,348.55	20-2540-466-31
		PJHS ELECTRICITY		10	3,201.95	20-2540-466-21
		PIC ELECTRICITY		10	998.69	20-2540-466-61

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	CSC ELECTRICITY		10	332.36	20-2540-466-51
				<u>\$24,555.45</u>	
COWGER, MONICA					
	HEALTH SERVICES TRAVEL		10	32.11	10-2130-332
				<u>\$32.11</u>	
CUCULICH, CATHY					
	PHS GENERAL SUPPLIES		10	34.55	10-1130-410-31
				<u>\$34.55</u>	
DAN KNECHT BUILDING AND CUSTI					
	O & M PURCHASED SERVICES		10	170.00	20-2540-390
				<u>\$170.00</u>	
DAUM APPLIANCE					
	PJHS O & M PURCHASED SERVICES		10	370.00	20-2540-390-21
				<u>\$370.00</u>	
DE JONG EQUIPMENT CO INC					
	PHS O & M PURCHASED SERVICES		10	450.00	20-2540-390-31
				<u>\$450.00</u>	
DEGRAAF, TENA M					
	PJHS LIBRARY SUPPLIES		10	53.00	10-2220-410-21
				<u>\$53.00</u>	
DEPKE					
	PHS AGRICULTURE SUPPLIES		10	21.60	10-1446-410-31-01
				<u>\$21.60</u>	
DRALLE CHEVROLET AND BUICK IN					
	PHS DRIVERS ED VEHICLE - BRAKE		10	568.87	10-1130-323-31-21
	PHS DRIVERS ED VEHICLE		10	500.00	10-1130-323-31-21
				<u>\$1,068.87</u>	
E.T. PADDOCK ENTERPRISES, INC.					
	PHS O & M PURCHASED SERVICES		10	6,870.00	20-2540-390-31
	PHS O & M PURCHASED SERVICES		10	7,205.00	20-2540-390-31
	O & M SUPPLIES		10	6,216.00	20-2540-410
				<u>\$20,291.00</u>	
ELLMANS MUSIC CENTER INC					
	PIC MUSIC SUPPLIES		10	194.61	10-1160-410-61-12
				<u>\$194.61</u>	
EXPERT CHEMICAL & SUPPLY INC.					
	O & M SUPPLIES		10	737.97	20-2540-410
	O & M SUPPLIES		10	582.50	20-2540-410
				<u>\$1,320.47</u>	
F. WEBER PRINTING COMPANY					
	FISCAL SERVICES SUPPLIES		10	280.00	10-2520-410
				<u>\$280.00</u>	
FIRST MIDWEST BANK					
	FISCAL SERVICES SUPPLIES - SAFE DEPOSI		10	74.00	10-2520-410
				<u>\$74.00</u>	

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GASIK, MAUREEN						
		PJHS GENERAL SUPPLIES		10	10.48	10-1120-410-21
					<u>\$10.48</u>	
GOODHEART-WILCOX PUBLISHER						
		PHS TEXTBOOKS		10	10,889.47	10-1130-420-31
					<u>\$10,889.47</u>	
GORDON ELECTRIC SUPPLY INC						
		O & M SUPPLIES		10	142.32	20-2540-410
					<u>\$142.32</u>	
GORDON FOOD SERVICE INC						
		PES HOT LUNCH PROG FOOD SUPP		10	561.12	10-2560-411-11
		PES HOT LUNCH PROG SUPPLIES		10	40.14	10-2560-410-11
		PES HOT LUNCH PROG FOOD SUPP		10	429.75	10-2560-411-11
		PES HOT LUNCH PROG SUPPLIES		10	16.07	10-2560-410-11
		PES HOT LUNCH NON-PROG FOOD SUPP		10	10.46	10-2560-412-11
		PES HOT LUNCH PROG FOOD SUPP		10	388.12	10-2560-411-11
		PES HOT LUNCH PROG SUPPLIES		10	62.40	10-2560-410-11
		PES HOT LUNCH PROG FOOD SUPP		10	350.53	10-2560-411-11
		PES HOT LUNCH PROG SUPPLIES		10	84.95	10-2560-410-11
		PES HOT LUNCH NON-PROG FOOD SUPP		10	183.54	10-2560-412-11
		PJHS HOT LUNCH PROG FOOD SUPP		10	331.91	10-2560-411-21
		PJHS HOT LUNCH PROG SUPPLIES		10	151.45	10-2560-410-21
		PJHS HOT LUNCH PROG FOOD SUPP		10	231.95	10-2560-411-21
		PJHS HOT LUNCH NON-PROG FOOD SUPP		10	666.97	10-2560-412-21
		PJHS HOT LUNCH NON-PROG FOOD SUPP		10	299.65	10-2560-412-21
		PJHS HOT LUNCH PROG FOOD SUPP		10	329.10	10-2560-411-21
		PJHS HOT LUNCH NON-PROG FOOD SUPP		10	497.14	10-2560-412-21
		PJHS HOT LUNCH PROG FOOD SUPP		10	514.83	10-2560-411-21
		PJHS HOT LUNCH PROG SUPPLIES		10	19.83	10-2560-410-21
		PIC HOT LUNCH PROG FOOD SUPP		10	23.98	10-2560-411-61
		PHS HOT LUNCH PROG FOOD SUPP		10	221.20	10-2560-411-31
		PHS HOT LUNCH PROG SUPPLIES		10	65.56	10-2560-410-31
		HOT LUNCH NON-PROG FOOD SUPP		10	49.95	10-2560-412
		PHS HOT LUNCH NON-PROG FOOD SUPP		10	198.44	10-2560-412-31
		HOT LUNCH NON-PROG FOOD SUPP		10	76.59	10-2560-412
		PHS HOT LUNCH PROG FOOD SUPP		10	330.70	10-2560-411-31
		PIC HOT LUNCH PROG FOOD SUPP		10	41.49	10-2560-411-61
		PHS HOT LUNCH NON-PROG FOOD SUPP		10	246.68	10-2560-412-31
		PHS HOT LUNCH PROG SUPPLIES		10	91.28	10-2560-410-31
		PIC HOT LUNCH PROG FOOD SUPP		10	35.77	10-2560-411-61
		PHS HOT LUNCH PROG FOOD SUPP		10	379.05	10-2560-411-31
		PHS HOT LUNCH NON-PROG FOOD SUPP		10	181.42	10-2560-412-31
		PHS HOT LUNCH PROG SUPPLIES		10	192.01	10-2560-410-31
		PIC HOT LUNCH PROG FOOD SUPP		10	102.88	10-2560-411-61
		PHS HOT LUNCH PROG FOOD SUPP		10	384.87	10-2560-411-31
		PHS HOT LUNCH NON-PROG FOOD SUPP		10	133.60	10-2560-412-31
		PJHS HOT LUNCH NON-PROG FOOD SUPP		10	244.48	10-2560-412-21

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					<u>\$8,169.86</u>	
GRANKO, ROSCHELLE						
		TEXTBOOK/REGISTRATION FEES		10	17.50	10-1811
					<u>\$17.50</u>	
GRANT PARK MIDDLE SCHOOL						
		PJHS INTRSCHLSTC CONT SRVS		10	600.00	10-1500-640-21
					<u>\$600.00</u>	
GREEN, MELANIE						
		PIC BOE SUPPLY PURCHASE FOR STAFF		10	114.53	10-2316-410-61
		SPEC ED TRAVEL		10	10.67	10-1200-332
					<u>\$125.20</u>	
HALWEG, CHRISTINE						
		PHS HOME ECONOMICS SUPPLIES		10	444.22	10-1420-410-31
					<u>\$444.22</u>	
HARMON, KRYSTA						
		PIC BOE SUPPLY PURCHASE FOR STAFF		10	125.00	10-2316-410-61
					<u>\$125.00</u>	
HEALTH RESOURCE SERVICE MGM						
		SPEC ED PURCHASED SERVICES		10	815.41	10-1200-390
		SPEC ED PURCHASED SERVICES		10	1,137.20	10-1200-390
					<u>\$1,952.61</u>	
HEARTLAND BANK						
		BOND PRINCIPAL - GO SERIES 2012		10	685,000.00	30-5200-610
		BOND INTEREST - GO SERIES 2012		10	24,200.00	30-5200-620
		BOND SERVICE FEES - GO SERIES 2012		10	500.00	30-5900-690
					<u>\$709,700.00</u>	
HERITAGE FS INC						
		O&M FUEL/UNLEADED		10	946.18	20-2540-464
		O&M FUEL/DIESEL		10	23.79	20-2540-464
		TRANS FUEL		10	15,974.09	40-2550-464
					<u>\$16,944.06</u>	
HOPEWELL CAREER ACADEMY INC						
		COMPUTER SOFTWARE		10	5,734.00	10-1912-670-31
					<u>\$5,734.00</u>	
HOUGHTON MIFFLIN COMPANY						
		PJHS TEXTBOOKS		10	1,044.80	10-1120-420-21
					<u>\$1,044.80</u>	
HYGIENEERING INC						
		PIC O & M PURCHASED SERVICES		10	2,800.00	20-2540-390-61
					<u>\$2,800.00</u>	
IACAC						
		PHS COUNSELOR DUES & FEES		10	35.00	10-2120-640-31
					<u>\$35.00</u>	
IASC						
		PHS ATHLETIC DUES & FEES		10	75.00	10-1500-640-31

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					<u>\$75.00</u>	
IMAGE 360						
		PIC O & M PURCHASED SERVICES		10	854.62	20-2540-390-61
					<u>\$854.62</u>	
INLAND ARTS & GRAPHICS INC						
		PHS SUPPLIES PRINCIPAL		10	184.12	10-2410-410-31
		PHS GENERAL SUPPLIES		10	168.91	10-1130-410-31
		PHS GENERAL SUPPLIES		10	234.98	10-1130-410-31
					<u>\$588.01</u>	
INTERSTATE BATTERY OF CHICAGO						
		PES O & M SUPPLIES		10	19.95	20-2540-410-11
					<u>\$19.95</u>	
ITR SYSTEMS						
		PJHS O & M PURCHASED SERVICES		10	610.00	20-2540-390-21
		PJHS O & M PURCHASED SERVICES		10	1,690.00	20-2540-390-21
					<u>\$2,300.00</u>	
KANKAKEE AREA CAREER CENTER						
		PHS CAREER CENTER AGREEMENT		10	17,236.00	10-4140-314-31
					<u>\$17,236.00</u>	
KARAS, JUDITH G						
		PHS REIMBURSEMENT OF DEDUCTIBLE		10	250.00	10-2310-222-31
					<u>\$250.00</u>	
KORELLIS SYSTEMS CONTROL						
		PJHS O & M PURCHASED SERVICES		10	2,791.00	20-2540-390-21
					<u>\$2,791.00</u>	
LANTER DISTRIBUTING LLC						
		HOT LUNCH PROG FOOD SUPP		10	244.73	10-2560-411
					<u>\$244.73</u>	
LINCOLN-WAY AREA SPECIAL ED						
		PIC SPEC ED PURCHASED SERVICES		10	158.70	10-4120-314-61
					<u>\$158.70</u>	
LOWES						
		PHS INDUST ARTS SUPPLIES		10	84.15	10-1446-410-31-10
		PHS INDUST ARTS SUPPLIES		10	72.98	10-1446-410-31-10
		PHS INDUST ARTS SUPPLIES		10	100.80	10-1446-410-31-10
		PHS INDUST ARTS SUPPLIES		10	32.34	10-1446-410-31-10
		PHS INDUST ARTS SUPPLIES		10	(100.88)	10-1446-410-31-10
		PJHS O & M SUPPLIES		10	177.02	20-2540-410-21
		PJHS O & M SUPPLIES		10	5.69	20-2540-410-21
					<u>\$372.10</u>	
LOY, AMY						
		SPEC ED TRAVEL		10	277.24	10-1200-332
					<u>\$277.24</u>	
MACDOUGALL, MEGAN						
		SPEC ED SUPPLIES		10	15.42	10-1200-410
		PJHS TUITION REIMBURSMNT		10	1,500.00	10-1120-230-21

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		PJHS SPEC ED SUPPLIES		10	11.64	10-1200-410-21
					<u>\$1,527.06</u>	
MCCONKEY, SHELBY J		PJHS REIMBURSEMENT OF DEDUCTIBLE		10	250.00	10-2310-222-21
					<u>\$250.00</u>	
MEDCO SUPPLY COMPANY		PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	2,088.18	10-1500-410-31
		PHS INTRSCHLSTC ATHLETIC SUPPLIES		10	28.63	10-1500-410-31
					<u>\$2,116.81</u>	
MELCO TIRE		O & M PURCHASED SERVICES		10	25.00	20-2540-390
					<u>\$25.00</u>	
MENARDS - BRADLEY		TRANS SUPPLIES		10	53.28	40-2550-410
		O & M SUPPLIES		10	111.29	20-2540-410
		O & M SUPPLIES		10	79.02	20-2540-410
		PHS O & M SUPPLIES		10	107.92	20-2540-410-31
		PHS O & M SUPPLIES		10	56.28	20-2540-410-31
		CSC O & M SUPPLIES		10	14.58	20-2540-410-51
		O & M SUPPLIES		10	27.96	20-2540-410
		O & M SUPPLIES		10	6.99	20-2540-410
		O & M SUPPLIES		10	14.99	20-2540-410
		O & M SUPPLIES		10	14.99	20-2540-410
		O & M SUPPLIES		10	115.13	20-2540-410
		O & M SUPPLIES		10	51.78	20-2540-410
					<u>\$654.21</u>	
MIDLAND PAPER		DISTRICT COPY SUPPLIES		10	2,408.47	10-2570-410
					<u>\$2,408.47</u>	
MIDWEST INTEG		CSC O & M PURCHASED SERVICES		10	17.50	20-2540-390-51
		CSC O & M PURCHASED SERVICES		10	17.50	20-2540-390-51
		PHS O & M PURCHASED SERVICES		10	35.00	20-2540-390-31
		PJHS O & M PURCHASED SERVICES		10	35.00	20-2540-390-21
		PES O & M PURCHASED SERVICES		10	35.00	20-2540-390-11
		D.O. O & M PURCHASED SERVICES		10	17.50	20-2540-390
		D.O. O & M PURCHASED SERVICES		10	17.50	20-2540-390
		O & M PURCHASED SERVICES		10	312.50	20-2540-390
					<u>\$487.50</u>	
MIDWEST TRANSIT EQUIP INC		TRANS SUPPLIES		10	131.10	40-2550-410
					<u>\$131.10</u>	
MILLER HYDRAULIC SERVICE INC		O & M SUPPLIES		10	90.00	20-2540-410
					<u>\$90.00</u>	
MOORE, TREVOR						

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Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	BUSINESS MANAGER TRAVEL		10	47.50	10-2510-332
	BUSINESS MANAGER PROF DEVELOPMENT		10	15.00	10-2510-312
				<u>\$62.50</u>	
MORTELL, CONNIE					
	PIC BOE SUPPLY PURCHASE FOR STAFF		10	119.40	10-2316-410-61
				<u>\$119.40</u>	
MURRAY, MARLENE A					
	PHS TESTING GUIDANCE SERV		10	22.99	10-2120-314-31
				<u>\$22.99</u>	
N2Y					
	PIC TEXTBOOKS		10	459.94	10-1160-420-61
				<u>\$459.94</u>	
NAPA AUTO PARTS					
	TRANS SUPPLIES		10	31.95	40-2550-410
	O & M SUPPLIES		10	40.78	20-2540-410
	O & M SUPPLIES		10	49.90	20-2540-410
	O & M SUPPLIES		10	5.99	20-2540-410
	O & M SUPPLIES		10	75.09	20-2540-410
				<u>\$203.71</u>	
NAPERVILLE PSYCHIATRIC VENTUF					
	PJHS REG ED PRIVATE TUITION		10	312.00	10-1911-670-21
				<u>\$312.00</u>	
NAPOLITANO, CHRIS					
	PHS BOE SUPPLY PURCHASE FOR STAFF		10	97.36	10-2316-410-31
				<u>\$97.36</u>	
NASCO					
	PJHS ART SUPPLIES		10	166.36	10-1120-410-21-02
	PJHS ART SUPPLIES		10	289.98	10-1120-410-21-02
	PHS ART SUPPLIES		10	27.85	10-1130-410-31-02
	PJHS ART SUPPLIES		10	251.16	10-1120-410-21-02
				<u>\$735.35</u>	
NAWMAL TECHNOLOGIES, INC.					
	PHS COMPUTER SOFTWARE		10	225.00	10-2630-470-31
				<u>\$225.00</u>	
NELSON INSULATION CO.					
	PJHS O & M PURCHASED SERVICES		10	21,152.00	20-2540-390-21
				<u>\$21,152.00</u>	
NOBELUS LLC					
	PES GENERAL SUPPLIES		10	146.04	10-1110-410-11
				<u>\$146.04</u>	
NOLAN BOILER & TANK SERVICE IN					
	PJHS O & M PURCHASED SERVICES		10	9,528.00	20-2540-390-21
				<u>\$9,528.00</u>	
NWEA					
	COMPUTER SOFTWARE		10	5,750.00	10-2630-470

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$5,750.00</u>	
OSBORNE, DAVE						
		O & M TRAVEL		10	135.72	20-2540-332
					<u>\$135.72</u>	
OSTBY, JILL						
		PIC REIMBURSEMENT OF DEDUCTIBLE		10	250.00	10-2310-222-61
					<u>\$250.00</u>	
OSTERHOFF FENCE INC						
		DISTRICT TRS PAYMENT		10	8,140.00	10-1100-211
					<u>\$8,140.00</u>	
OTIS ELEVATOR COMPANY						
		PHS O & M PURCHASED SERVICES		10	128.00	20-2540-390-31
		PHS O & M PURCHASED SERVICES		10	384.00	20-2540-390-31
		PJHS O & M PURCHASED SERVICES		10	128.00	20-2540-390-21
					<u>\$640.00</u>	
PALOS SPORTS INC						
		PJHS PHYSICAL ED SUPPLIES		10	207.87	10-1120-410-21-50
		PIC GENERAL SUPPLIES		10	111.98	10-1160-410-61
		PIC GENERAL SUPPLIES		10	51.99	10-1160-410-61
		PIC PHYSICAL ED SUPPLIES		10	49.97	10-1160-410-61-50
					<u>\$421.81</u>	
PARKLAND PREPARATORY ACADEM						
		PJHS SPEC ED PRIVATE TUITION		10	4,226.80	10-1912-670-21
					<u>\$4,226.80</u>	
PEARSON EDUCATION INC						
		PES TEXTBOOKS		10	22,315.13	10-1110-420-11
		PES TEXTBOOKS		10	6,393.62	10-1110-420-11
					<u>\$28,708.75</u>	
PEARSON						
		COMPUTER SOFTWARE		10	2,600.00	10-2630-470
					<u>\$2,600.00</u>	
PERFECTION LEARNING						
		PHS TEXTBOOKS		10	758.00	10-1130-420-31
					<u>\$758.00</u>	
PERFORMANCE CHEMICAL & SUPP						
		O & M SUPPLIES		10	184.46	20-2540-410
		O & M SUPPLIES		10	993.19	20-2540-410
		PJHS O & M SUPPLIES		10	1,230.38	20-2540-410-21
		PJHS O & M SUPPLIES		10	60.93	20-2540-410-21
					<u>\$2,468.96</u>	
PIONEER MANUFACTURING COMPA						
		PHS O & M SUPPLIES		10	270.00	20-2540-410-31
					<u>\$270.00</u>	
PITNEY BOWES RESERVE ACCOUNT						
		POSTAGE		10	500.00	10-2520-340
					<u>\$500.00</u>	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
PITNEY BOWES						
		POSTAGE		10	113.04	10-2520-340
					<u>\$113.04</u>	
PONTON, FONDRA						
		TRANS OTHER 9/25,9/27,9/30 & 10/1-10/4		10	290.00	40-2550-690
					<u>\$290.00</u>	
POWERSCHOOL GROUP LLC						
		COMPUTER SOFTWARE		10	11,435.00	10-2630-470
					<u>\$11,435.00</u>	
PRECISION CONTROL SYSTEMS INC						
		PHS O & M SUPPLIES		10	205.00	20-2540-410-31
		PJHS O & M PURCHASED SERVICES		10	3,285.40	20-2540-390-21
		PHS O & M PURCHASED SERVICES		10	36,200.00	20-2540-390-31
		PHS O & M PURCHASED SERVICES		10	4,166.38	20-2540-390-31
		PHS O & M PURCHASED SERVICES		10	182.00	20-2540-390-31
		PHS O & M PURCHASED SERVICES		10	3,279.46	20-2540-390-31
					<u>\$47,318.24</u>	
PRECISION PIPING INC						
		PJHS O & M PURCHASED SERVICES		10	3,387.67	20-2540-390-21
		PJHS O & M PURCHASED SERVICES		10	3,952.50	20-2540-390-21
		PIC O & M PURCHASED SERVICES		10	389.70	20-2540-390-61
		CSC O & M PURCHASED SERVICES		10	4,975.00	20-2540-390-51
					<u>\$12,714.87</u>	
PROVEN IT						
		PHS GENERAL SUPPLIES		10	236.00	10-1130-410-31
		PES COPIERS		10	130.00	10-2570-325-11
		CSC COPIERS		10	67.27	10-2570-325-51
		DISTRICT COPIERS		10	376.85	10-2570-325
		PES COPIERS		10	536.33	10-2570-325-11
		PIC COPIERS		10	720.30	10-2570-325-61
		PJHS COPIERS		10	150.51	10-2570-325-21
		PHS COPIERS		10	257.29	10-2570-325-31
					<u>\$2,474.55</u>	
PURE WAY						
		HEALTH SERVICES SUPPLIES		10	249.99	10-2130-410
					<u>\$249.99</u>	
PUSHCOIN INC						
		BOARD OF ED OTHER PURCHASED SERV		10	840.92	10-2310-390
					<u>\$840.92</u>	
READYREFRESH BY NESTLE						
		PJHS O & M SUPPLIES		10	15.91	20-2540-410-21
		PJHS O & M SUPPLIES		10	61.80	20-2540-410-21
					<u>\$77.71</u>	
RENDELS						
		O & M SUPPLIES		10	133.50	20-2540-410
					<u>\$133.50</u>	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
RIVAL5 TECHNOLOGIES CORP						
		PIC O & M TELEPHONE		10	324.49	20-2540-340-61
		CSC O & M TELEPHONE		10	202.80	20-2540-340-51
		PHS O & M TELEPHONE		10	1,541.29	20-2540-340-31
		PJHS O & M TELEPHONE		10	892.32	20-2540-340-21
		PES O & M TELEPHONE		10	770.64	20-2540-340-11
		O & M TELEPHONE		10	121.68	20-2540-340
		O & M TELEPHONE		10	202.80	20-2540-340
		PIC O & M TELEPHONE		10	62.39	20-2540-340-61
		CSC O & M TELEPHONE		10	39.00	20-2540-340-51
		PHS O & M TELEPHONE		10	296.37	20-2540-340-31
		PJHS O & M TELEPHONE		10	171.58	20-2540-340-21
		PES O & M TELEPHONE		10	148.18	20-2540-340-11
		O & M TELEPHONE		10	23.40	20-2540-340
		O & M TELEPHONE		10	39.00	20-2540-340
					<u>\$4,835.94</u>	
RIVERSIDE MEDICAL CENTER						
		PJHS REG ED PRIVATE TUITION		10	138.00	10-1911-670-21
					<u>\$138.00</u>	
RIVERSIDE WORKFORCE HEALTH						
		TRANS PHYSICAL EXAMS		10	120.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	143.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	95.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	169.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	118.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	50.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	95.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	173.00	40-2550-390
					<u>\$963.00</u>	
ROBINSON, TARA						
		BOARD OF ED OTHER		10	39.30	10-2310-690
					<u>\$39.30</u>	
ROSETTA STONE						
		COMPUTER SOFTWARE		10	1,072.50	10-2630-470
					<u>\$1,072.50</u>	
SADLER, AMY K						
		TITLE I PURCHASED SERVICES		10	21.00	10-2210-410-97
					<u>\$21.00</u>	
SCARIANO HIMES & PETRARCA						
		BOARD OF ED LEGAL SERVICES		10	270.00	10-2310-318
		BOARD OF ED LEGAL SERVICES		10	180.00	10-2310-318
		BOARD OF ED LEGAL SERVICES		10	75.00	10-2310-318
		BOARD OF ED LEGAL SERVICES		10	90.00	10-2310-318
		FISCAL SERVICES LEGAL SERVICES		10	120.00	10-2520-318
		SPECIAL EDUCATION LEGAL SERVICES		10	330.00	10-1200-318
		BOARD OF ED LEGAL SERVICES		10	125.00	10-2310-318
		FISCAL SERVICES LEGAL SERVICES		10	412.50	10-2520-318

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Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	BOARD OF ED LEGAL SERVICES		10	120.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	75.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	150.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	125.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	467.50	10-2310-318
	FISCAL SERVICES LEGAL SERVICES		10	75.00	10-2520-318
	BOARD OF ED LEGAL SERVICES		10	90.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	60.00	10-2310-318
	FISCAL SERVICES LEGAL SERVICES		10	50.00	10-2520-318
	BOARD OF ED LEGAL SERVICES		10	250.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	60.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	100.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	192.50	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	60.00	10-2310-318
	FISCAL SERVICES LEGAL SERVICES		10	180.00	10-2520-318
	FISCAL SERVICES LEGAL SERVICES		10	577.50	10-2520-318
	FISCAL SERVICES LEGAL SERVICES		10	75.00	10-2520-318
	FISCAL SERVICES LEGAL SERVICES		10	60.00	10-2520-318
	BOARD OF ED LEGAL SERVICES		10	270.00	10-2310-318
	FISCAL SERVICES LEGAL SERVICES		10	55.00	10-2520-318
	BOARD OF ED LEGAL SERVICES		10	150.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	90.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	90.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	60.00	10-2310-318
	BOARD OF ED LEGAL SERVICES		10	60.00	10-2310-318
				<u>\$5,145.00</u>	
SCHOLASTIC INC					
	PJHS TEXTBOOKS		10	1,535.66	10-1120-420-21
	PIC TEXTBOOKS		10	1,647.80	10-1160-420-61
				<u>\$3,183.46</u>	
SCHOOL NURSE SUPPLY INC					
	HEALTH SERVICES SUPPLIES		10	799.90	10-2130-410
				<u>\$799.90</u>	
SCHOOL SPECIALTY					
	PES ART SUPPLIES		10	157.88	10-1110-410-11-02
				<u>\$157.88</u>	
SCHOOLMATE					
	PES TEXTBOOKS		10	363.00	10-1110-420-11
				<u>\$363.00</u>	
SCHREINER, CORKY					
	PHS INTRSCHLSTC CONT SRVS		10	238.80	10-1500-319-31
				<u>\$238.80</u>	
SCHUBBE, SHERI C					
	LIBRARY SUPPLIES		10	20.00	10-2220-410
	LIBRARY SUPPLIES		10	17.95	10-2220-410
	LIBRARY SUPPLIES		10	98.90	10-2220-410
	LIBRARY SUPPLIES		10	60.81	10-2220-410

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		TITLE II TRAVEL		10	31.90	10-2210-332-98
					<u>\$229.56</u>	
SENTINEL TECHNOLOGIES INC						
		TECHNOLOGY DEPARTMENT PURCH SERV		10	375.00	10-2630-390
					<u>\$375.00</u>	
SERVICE SANITATION INC.						
		PHS INTRSCHLSTC CONT SRVS		10	1,276.64	10-1500-319-31
					<u>\$1,276.64</u>	
SEXTON, SAMANTHA						
		PES BOE SUPPLY PURCHASE FOR STAFF		10	125.00	10-2316-410-11
					<u>\$125.00</u>	
SOWIC						
		CSC SPECIAL ED AGREEMENT		10	4,000.00	10-4120-314-51
		PES SPECIAL ED AGREEMENT		10	10,000.00	10-4120-314-11
		PIC SPECIAL ED AGREEMENT		10	10,000.00	10-4120-314-61
		PJHS SPECIAL ED AGREEMENT		10	10,000.00	10-4120-314-21
		PHS SPECIAL ED AGREEMENT		10	15,050.12	10-4120-314-31
		CSC SPECIAL ED AGREEMENT		10	8,976.12	10-4120-314-51
		PES SPECIAL ED AGREEMENT		10	10,000.00	10-4120-314-11
		PIC SPECIAL ED AGREEMENT		10	10,000.00	10-4120-314-61
		PHS SPECIAL ED AGREEMENT		10	10,000.00	10-4120-314-31
		PJHS SPECIAL ED AGREEMENT		10	10,000.00	10-4120-314-21
					<u>\$98,026.24</u>	
STALEY, DEANNA						
		PJHS BOE SUPPLY PURCHASE FOR STAFF		10	115.14	10-2316-410-21
					<u>\$115.14</u>	
STAR DISPOSAL SERVICE						
		O & M GARBAGE & REFUSE		10	2.95	20-2540-321
		PIC O & M GARBAGE & REFUSE		10	196.23	20-2540-321-61
		PJHS O & M GARBAGE & REFUSE		10	512.88	20-2540-321-21
		PHS O & M GARBAGE & REFUSE		10	272.19	20-2540-321-31
		BUS BARN O & M GARBAGE & REFUSE		10	55.70	20-2540-321
		PHS O & M GARBAGE & REFUSE		10	677.31	20-2540-321-31
		CSC O & M GARBAGE & REFUSE		10	47.48	20-2540-321-51
		O & M GARBAGE & REFUSE		10	47.47	20-2540-321
					<u>\$1,812.21</u>	
STRONG, BRIAN OR DEBRA						
		TRANS OTHER - 8/22, 8/30/19		10	39.44	40-2550-690
					<u>\$39.44</u>	
SUBURBAN DOOR CHECK & LOCK :						
		PHS O & M PURCHASED SERVICES		10	440.00	20-2540-390-31
		PIC O & M PURCHASED SERVICES		10	803.25	20-2540-390-61
		PIC O & M PURCHASED SERVICES		10	225.00	20-2540-390-61
		PJHS O & M PURCHASED SERVICES		10	525.00	20-2540-390-21
		PHS O & M PURCHASED SERVICES		10	624.80	20-2540-390-31
					<u>\$2,618.05</u>	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
TAYLOR, REBECCA						
		PHS INTRSCHLSTC CONT SRVS		10	472.20	10-1500-319-31
					<u>\$472.20</u>	
THE CHICAGO AUTISM ACADEMY IN						
		PHS SPEC ED PRIVATE TUITION		10	2,227.20	10-1912-670-31
		PHS SPEC ED PRIVATE TUITION		10	8,908.80	10-1912-670-31
					<u>\$11,136.00</u>	
THE NELSON HILLS COMPANY						
		PHS PHYS ED SUPPLIES		10	3,237.50	10-1130-410-31-50
					<u>\$3,237.50</u>	
TRUST SERVICES						
		BOND SERVICE FEES		10	83.33	30-5900-690
					<u>\$83.33</u>	
UNITED PIPE & SUPPLY						
		O & M SUPPLIES		10	112.40	20-2540-410
		O & M SUPPLIES		10	160.41	20-2540-410
		O & M SUPPLIES		10	229.92	20-2540-410
		O & M SUPPLIES		10	58.29	20-2540-410
		O & M SUPPLIES		10	95.74	20-2540-410
					<u>\$656.76</u>	
UNIVERSAL LIGHTING OF AMERICA						
		PHS O & M SUPPLIES		10	218.40	20-2540-410-31
		O & M SUPPLIES		10	299.88	20-2540-410
					<u>\$518.28</u>	
VERIZON						
		PIC O & M TELEPHONE		10	24.58	20-2540-340-61
		CSC O & M TELEPHONE		10	25.70	20-2540-340-51
		PHS O & M TELEPHONE		10	25.70	20-2540-340-31
		PJHS O & M TELEPHONE		10	25.70	20-2540-340-21
		PES O & M TELEPHONE		10	25.70	20-2540-340-11
		BUS BARN O & M TELEPHONE		10	25.70	20-2540-340
		O & M TELEPHONE		10	63.71	20-2540-340
		O & M TELEPHONE		10	63.73	20-2540-340
					<u>\$280.52</u>	
VILLAGE OF PEOTONE						
		PHS POLICE DUTY - 9/6/19 & 9/13/19		10	576.00	10-2546-319-31
					<u>\$576.00</u>	
WARDS SCIENCE						
		PHS SCIENCE SUPPLIES		10	30.53	10-1130-410-31-13
					<u>\$30.53</u>	
WEISSBOHN, DAVID						
		TECHNOLOGY DEPARTMENT PURCH SERV		10	1,650.00	10-2630-390
					<u>\$1,650.00</u>	
WELLS FARGO CORPORATE TRUST						
		BOND PRINCIPAL - SERIES 2014 8/14 F		10	920,000.00	30-5200-610
		BOND INTEREST - SERIES 2014 8/14 F		10	9,200.00	30-5200-620

Bills Payable List

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PEOTONE CUSD #207

Expense on Date: 10/01/2019 to 10/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$929,200.00</u>	
WEST INTERACTIVE SERVICES COF						
		COMPUTER SOFTWARE		10	3,542.70	10-2630-470
					<u>\$3,542.70</u>	
WEX BANK						
		TRANS FUEL		10	49.29	40-2550-464
		TRANS FUEL		10	49.46	40-2550-464
		TRANS FUEL		10	18.72	40-2550-464
		TRANS FUEL		10	53.28	40-2550-464
		TRANS FUEL		10	75.02	40-2550-464
		TRANS FUEL		10	48.67	40-2550-464
					<u>\$294.44</u>	
WHITE, MELINDA						
		SPEC ED SUPPLIES		10	49.00	10-1200-410
					<u>\$49.00</u>	
WHITMORE ACE HARDWARE SUPPI						
		TRANS SUPPLIES		10	13.56	40-2550-410
		PJHS O & M SUPPLIES		10	17.30	20-2540-410-21
		O & M SUPPLIES		10	20.94	20-2540-410
		PHS GENERAL SUPPLIES		10	29.97	10-1130-410-31
		TRANS SUPPLIES		10	44.88	40-2550-410
		TRANS SUPPLIES		10	22.58	40-2550-410
		TRANS SUPPLIES		10	1.58	40-2550-410
		CSC O & M SUPPLIES		10	19.53	20-2540-410-51
					<u>\$170.34</u>	
WILCO AREA CAREER CENTER						
		PHS CAREER CENTER AGREEMENT		10	5,500.00	10-4140-314-31
					<u>\$5,500.00</u>	
WILL COUNTY HEALTH DEPARTMN1						
		PIC O & M PURCHASED SERVICES		10	38.00	20-2540-390-61
					<u>\$38.00</u>	
WILL COUNTY ROE						
		BOARD OF ED OTHER		10	536.75	10-2310-690
					<u>\$536.75</u>	
YAEGER, VICKI						
		PIC BOE SUPPLY PURCHASE FOR STAFF		10	116.65	10-2316-410-61
		PES REIMBURSEMENT OF DEDUCTIBLE		10	250.00	10-2310-222-11
					<u>\$366.65</u>	
ZALINSKI, TAYLOR						
		PHS INTRSCHLSTC CONT SRVS		10	1,051.84	10-1500-319-31
					<u>\$1,051.84</u>	
ZURALES, CAROLE						
		PES GENERAL SUPPLIES		10	57.95	10-1110-410-11
					<u>\$57.95</u>	
Report Total					<u>\$3,010,921.20</u>	

Activity Fund Balance Report (Active Only)

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PHS CLASS OF 2007 114									
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance	
114	PHS CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	278.20	278.20	
115	PHS CLASS OF 2005	0.00	0.00	0.00	0.00	0.00	80.02	80.02	
116	PHS CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	5,802.31	5,802.31	
117	PHS CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	0.01	0.01	
118	PHS CLASS OF 2011	0.00	0.00	0.00	0.00	0.00	424.83	424.83	
119	PHS CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	447.50	447.50	
120	PHS CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	3,336.33	3,336.33	
121	PHS CLASS OF 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
122	PHS PROM	0.00	0.00	0.00	0.00	0.00	194.54	194.54	
123	PHS INTERNATIONAL CULTURE CLUB	0.00	0.00	0.00	0.00	0.00	2.14	2.14	
124	PHS FFA	0.00	0.00	1,897.48	1,071.00	(826.48)	11,628.46	10,801.98	
125	PHS CLASS OF 2019	0.00	0.00	0.00	0.00	0.00	1,170.38	1,170.38	
126	PJHS BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
127	PHS GOLF	0.00	0.00	150.00	206.00	56.00	1,075.17	1,131.17	
128	PIC INTRAMURAL	0.00	0.00	0.00	0.00	0.00	3,879.25	3,879.25	
129	PHS SPECIAL OLYMPICS UNIFIED SPORTS	0.00	0.00	0.00	0.00	0.00	89.66	89.66	
130	PHS SKILLS USA	0.00	0.00	0.00	0.00	0.00	2,562.60	2,562.60	
131	PHS BEST BUDDIES	0.00	0.00	0.00	452.00	452.00	414.91	866.91	
132	PHS BOWLING	0.00	0.00	0.00	0.00	0.00	86.60	86.60	
133	PHS BOYS BASEBALL	0.00	0.00	0.00	0.00	0.00	403.03	403.03	
134	PHS BOYS BASKETBALL TEAM	0.00	0.00	0.00	0.00	0.00	3,370.23	3,370.23	
135	PHS BOYS BASKETBALL SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
136	PHS GENERAL ATHLETIC	0.00	0.00	0.00	1,060.00	1,060.00	966.93	2,026.93	
137	INDUSTRIAL TECH RESALE	0.00	0.00	0.00	0.00	0.00	814.78	814.78	
138	PJHS BEHAVIOR INCENTIVE PROGRAM	0.00	0.00	33.92	5.43	(28.49)	1,113.84	1,085.35	
139	PHS TRACK	0.00	0.00	691.39	0.00	(691.39)	4,378.46	3,687.07	
140	PHS CHEERLEADERS	0.00	0.00	914.07	420.00	(494.07)	3,568.07	3,074.00	
141	PHS GIRLS BB TEAM	0.00	0.00	0.00	50.00	50.00	145.42	195.42	

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PHS AUDITORIUM 142		Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance
142	PHS AUDITORIUM			0.00	0.00	0.00	0.00	0.00	23,776.16	23,776.16
144	PHS GIRLS VOLLEYBALL TEAM			0.00	0.00	3,041.00	5,835.00	2,794.00	4,167.38	6,961.38
145	PHS GIRLS SOFTBALL			0.00	0.00	0.00	0.00	0.00	1,270.75	1,270.75
146	PHS SPANISH CLUB			0.00	0.00	0.00	0.00	0.00	0.75	0.75
147	PHS STUDENT COUNCIL			0.00	0.00	1,731.60	0.00	(1,731.60)	5,920.47	4,188.87
148	PJHS BASEBALL			0.00	0.00	0.00	360.00	360.00	0.00	360.00
149	PJHS GIRLS BASKETBALL			0.00	0.00	0.00	315.00	315.00	0.00	315.00
150	PHS DANCE TEAM			0.00	0.00	616.25	683.00	66.75	1,035.89	1,102.64
151	LETTERMEN			0.00	0.00	0.00	0.00	0.00	2,404.27	2,404.27
152	PHS YEARBOOK			0.00	0.00	359.34	60.00	(299.34)	6,779.09	6,479.75
153	PHS BAND			0.00	0.00	887.75	1,396.00	508.25	1,084.19	1,592.44
154	PHS CHOIR			0.00	0.00	0.00	0.00	0.00	393.08	393.08
155	PHS SHOW CHOIR			0.00	0.00	0.00	0.00	0.00	950.34	950.34
156	NATIONAL HONOR SOCIETY			0.00	0.00	0.00	0.00	0.00	3,602.12	3,602.12
157	CSC PRESCHOOL			0.00	0.00	0.00	0.00	0.00	216.81	216.81
158	PHS FOOTBALL			0.00	0.00	6,334.04	1,644.00	(4,690.04)	16,833.04	12,143.00
159	PHS POP FUND			0.00	0.00	0.00	0.00	0.00	3,010.01	3,010.01
160	PERFORMING ARTS			0.00	0.00	184.99	500.00	315.01	12,436.13	12,751.14
161	PIC DRAMA			0.00	0.00	144.95	590.00	445.05	1,162.98	1,608.03
162	PJHS CROSS COUNTRY			0.00	0.00	342.98	300.00	(42.98)	381.33	338.35
163	PHS THESPIANS			0.00	0.00	1,334.20	2,275.00	940.80	1,139.84	2,080.64
164	PIC FRIENDS MAKING FRIENDS			0.00	0.00	0.00	0.00	0.00	89.01	89.01
165	PHS WRESTLERS			0.00	0.00	0.00	0.00	0.00	873.38	873.38
166	PHS SCHOLASTIC BOWL			0.00	0.00	0.00	0.00	0.00	91.89	91.89
168	JAKE BAUMGARTNER MEMORIAL (WEIGHT ROOM)			0.00	0.00	0.00	175.00	175.00	0.00	175.00
169	PJHS ATHLETIC CONCESSIONS			0.00	0.00	693.80	0.00	(693.80)	2,895.75	2,201.95
170	PJHS ACTIVITIES ACCOUNT			0.00	0.00	0.00	17.50	17.50	3,373.64	3,391.14
171	PJHS CHEERLEADERS			0.00	0.00	0.00	0.00	0.00	0.00	0.00

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PHS CLASS OF 2018 172											
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance			
172	PHS CLASS OF 2018	0.00	0.00	0.00	0.00	0.00	1,438.61	1,438.61			
173	PJHS BAND	0.00	0.00	0.00	0.00	0.00	1,763.64	1,763.64			
174	PJHS CHORUS	0.00	0.00	0.00	0.00	0.00	135.26	135.26			
176	PJHS SCIENCE	0.00	0.00	0.00	0.00	0.00	964.07	964.07			
177	PJHS STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	1,586.25	1,586.25			
178	PJHS YEARBOOK	0.00	0.00	0.00	0.00	0.00	1,779.59	1,779.59			
179	PHS FB TUNNEL	0.00	0.00	0.00	0.00	0.00	478.02	478.02			
180	PIC BAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
182	PES	0.00	0.00	0.00	0.00	0.00	6,613.66	6,613.66			
183	PHS CLASS OF 2016	0.00	0.00	0.00	0.00	0.00	185.00	185.00			
184	PHS CLASS OF 2017	0.00	0.00	0.00	0.00	0.00	185.00	185.00			
185	PES SUNSHINE	0.00	0.00	60.98	0.00	(60.98)	369.09	308.11			
188	PIC	0.00	0.00	800.00	0.00	(800.00)	2,359.54	1,559.54			
189	PIC FACULTY FUND	0.00	0.00	0.00	0.00	0.00	3.45	3.45			
190	PHS SIGN FUND	0.00	0.00	0.00	0.00	0.00	2,289.45	2,289.45			
191	PHS CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	(255.61)	(255.61)			
192	PHS CLASS OF 2022	0.00	0.00	0.00	0.00	0.00	271.00	271.00			
193	(DO NOT USE) GENERAL FUND	0.00	0.00	(10.00)	24.02	34.02	8,555.62	8,589.64			
194	INTEREST	0.00	0.00	0.00	521.41	521.41	4,405.16	4,926.57			
195	PHS GYM SUITS	0.00	0.00	0.00	0.00	0.00	862.63	862.63			
197	EDUCATION FOUNDATION	0.00	0.00	1,093.56	0.00	(1,093.56)	1,093.56	0.00			
199	PHS STAFF	0.00	0.00	0.00	0.00	0.00	1,877.05	1,877.05			
203	PHS TAD	0.00	0.00	0.00	0.00	0.00	15.59	15.59			
205	PHS MATH CLUB	0.00	0.00	0.00	0.00	0.00	276.95	276.95			
207	PHS FB CHEER	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
208	PIC LIBRARY	0.00	0.00	0.00	0.00	0.00	218.44	218.44			
209	PJHS SKILLSUSA	0.00	0.00	0.00	50.00	50.00	187.07	237.07			
210	PHS AP & PROCTOR	0.00	0.00	0.00	0.00	0.00	210.65	210.65			

Activity Fund Balance Report (Active Only)

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PJHS PE GYM SUITS 211											
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance			
211	PJHS PE GYM SUITS	0.00	0.00	0.00	0.00	0.00	599.93	599.93			
212	SOCCER SUMMER CAMP	0.00	0.00	339.24	570.00	230.76	2,196.50	2,427.26			
213	PJHS PALS	0.00	0.00	22.26	785.00	762.74	476.75	1,239.49			
215	PHS LIBRARY	0.00	0.00	303.84	232.93	(70.91)	4,567.69	4,496.78			
217	PHS BOYS SOCCER	0.00	0.00	0.00	0.00	0.00	7,797.63	7,797.63			
219	PES LIBRARY	0.00	0.00	490.00	0.00	(490.00)	704.06	214.06			
300	PHS GIRLS BKB SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	48.30	48.30			
400	PHS SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
500	PJHS ATHLETICS	0.00	0.00	0.00	0.00	0.00	341.56	341.56			
600	PJHS LIBRARY	0.00	0.00	237.79	0.00	(237.79)	5,812.67	5,574.88			
700	PHS FFA/SKILLS CONCESSIONS	0.00	0.00	1,517.00	6,232.60	4,715.60	0.00	4,715.60			
800	PHS FOOTBALL SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	569.55	569.55			
900	PIC YEARBOOK CLUB	0.00	0.00	0.00	68.62	68.62	1,758.02	1,826.64			
901	PHS SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	984.19	984.19			
902	PJHS PLAY ACTIVITY	0.00	0.00	150.00	0.00	(150.00)	2,943.94	2,793.94			
903	PJHS TRACK	0.00	0.00	0.00	0.00	0.00	157.93	157.93			
904	PHS CLASS OF 2006	0.00	0.00	0.00	0.00	0.00	79.81	79.81			
907	PHS GIRLS SOCCER	0.00	0.00	0.00	0.00	0.00	1,795.35	1,795.35			
908	PHS CLASS OF 2014	0.00	0.00	0.00	0.00	0.00	1,684.03	1,684.03			
909	PHS DEVIL DASH	0.00	0.00	0.00	330.00	330.00	883.98	1,213.98			
910	PHS CLASS OF 2015	0.00	0.00	0.00	0.00	0.00	1,127.41	1,127.41			
911	PJHS ART	0.00	0.00	0.00	0.00	0.00	623.85	623.85			
Report Total:		0.00	0.00	24,362.43	26,229.51	1,867.08	213,143.86	215,010.94			

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GOOD NEWS:

PEOTONE HIGH SCHOOL RECOGNITION OF AWARDS AND ACHIEVEMENTS

It is an honor to bring before the Board the following teachers and students to be recognized for their awards and achievements.

Ms. Abby Jacobs, Ag Teacher at Peotone High School, the Recipient of the Illinois Agricultural Education Teacher Grant Award through the IAA Foundation;

Mr. Eric Englert, English/Language Arts Teacher at Peotone High School, the Recipient of PBC Excellence in Teaching Award;
and

Mr. James Nealon, Industrial Arts Teacher at Peotone High School, and his Advanced Construction Class and his Woodworking Class consisting of **Aaron Bartels, Sam Biedron, Dan Greenfield, Cameron Hartsfield, Frank Lara, Dakota Long, Keaten Luchene, Mason McGrath, Nicholas Scroppo, Cristian Setmeyer, Daphne Sheehan and Bradley Tennison** for their construction of the Ticket Booths for the Blue Devil Football Games.

PEOTONE HIGH SCHOOL OCTOBER 2019 ACADEMIC STUDENT OF THE MONTH

It is an honor to bring before the Board, the October Board of Education Academic Student of the Month, **Benjamin Balmer**. **Benjamin** is the son of Erin Balmer of Peotone.

Benjamin is a junior at Peotone High School with a grade point average of 4.14 on a 4.0 grading scale. At Peotone High School, he is involved in Student Council and National Honor Society. Ben is a member of both PHS varsity basketball and football teams as well as the Special Olympics basketball team. Ben also plays travel baseball. He works at Lee's Rentals in Manteno and umpires and referees youth baseball and basketball games. In his spare time, Ben likes to watch and listen to sports, exercise, read, and hang out with friends and his girlfriend. After graduation, Ben will attend college.

**PEOTONE JUNIOR HIGH SCHOOL
SEPTEMBER 2019 STUDENTS OF THE MONTH**

It is an honor to bring before the Board, Peotone Junior High School September 2019 Students of the Month. These students have demonstrated outstanding behavior, good work ethic, and have “gone above and beyond the call of duty” at Peotone Junior High. There is one Student of the Month for each grade level. Peotone Junior High School recognizes the following September Students of the Month:

**6th Grade - Olivia Smaga
7th Grade - Julia Verble
8th Grade - Mark Jones**

FOR ACTION:

REPORT NO. 28:

**FOR ACTION: APPROVAL OF THE SECOND READING AND ADOPTION OF
PRESS JUNE 2019 BOARD POLICIES.**

The Board will need a motion to approve the **Second Reading and Adoption of PRESS June 2019 Board Policies.**

MOTION REQUIRED: VOICE CALL VOTE.

REPORT NO. 29:

**FOR ACTION: APPROVAL OF THE AMENDED BOARD POLICIES OF
PRESS FEBRUARY/MARCH 2019**

The Board will need a motion to approve the **Amended Board Policies of PRESS February/March 2019 Edition.**

MOTION REQUIRED: VOICE CALL VOTE.

PRESS
JUNE 2019
BOARD POLICIES

School Board

Qualifications, Term, and Duties of Board Officers ¹

The School Board officers are: President, Vice President, Secretary, and Treasurer.² These officers are elected or appointed by the Board at its organizational meeting.

President ³

The Board elects a President from its members for a ~~two~~-year term. The duties of the President are to:

1. ~~Focus the Board meeting agendas on appropriate content and p~~Preside at all meetings;
2. ~~Focus the Board meeting agendas on appropriate content;~~
- ~~2.3.~~ Make all Board committee appointments, unless specifically stated otherwise; ⁴
- ~~3.4.~~ Attend and observe any Board committee meeting at his or her discretion; ⁵
- ~~4.5.~~ Represent the Board on other boards or agencies;
- ~~5.6.~~ Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
- ~~6.7.~~ Call special meetings of the Board;
- ~~7.8.~~ Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act; ⁶
- ~~8.9.~~ Ensure that a quorum of the Board is physically present at all Board meetings; ⁷
- ~~9-10.~~ Administer the oath of office to new Board members; and ⁸

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

¹ State law controls this policy's content. Selection of officers must be in open session, (5 ILCS 120/2). Board officer vacancies are discussed in *Answers to FAQs: Vacancies on the Board of Education*, Ill. Council of School Attorneys, www.iasb.com/law/vacancies.cfm.

² Districts governed by a board of directors have ~~3-three~~ officers: a president, clerk, and treasurer. The president and clerk must be board members (105 ILCS 5/10-5).

³ 105 ILCS 5/10-13. The board by resolution may decrease to one year the term of office for the president.

Of the listed duties, only the following are imposed by law: #1, preside at meetings (Id.); #~~56~~, sign minutes (105 ILCS 5/10-7) and sign certificate of tax levy (105 ILCS 5/17-11); #~~67~~, call special meetings (105 ILCS 5/10-16); and #~~78~~, serve as head of the public body for the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA) purposes (5 ILCS 140/2(e), 140/7(f), and 140/9.5).

⁴ Alternatively, strike the "unless" clause and substitute: "subject to Board approval." Be sure this treatment is consistent with policy 2:150, *Committees*.

⁵ Optional. A board that wants the president to participate in committee meetings may use the following alternative: "Be a member of all Board committees." Using this alternative, the president would be counted to determine the number of members that constitutes a quorum for each board committee meeting. If a board would like the superintendent to attend any or all meetings of a board committee, it should consider asking the superintendent to be a committee resource person (or other such title) rather than an ex-officio member of the board committee itself. That way, the superintendent will not count to determine the number of committee members that constitutes a quorum.

⁶ The head of the public body or its attorney may request an advisory opinion from the Ill. Attorney General Public Access Counselor (PAC) concerning compliance with the Open Meetings Act (OMA) or the Freedom of Information Act (FOIA), (5 ILCS 120/3.5(h) and 5 ILCS 140/9.5(h)). The Freedom of Information Act (FOIA) defines head of the public body to mean president or "such person's duly authorized designee," (5 ILCS 140/2(e)). Preliminary drafts, recommendations, and other records in which opinions are expressed, or policies are formulated, lose this exemption from disclosure if a relevant portion of a requested record is publicly cited and identified by the head of the public body. (5 ILCS 140/7(f)).

⁷ Optional. Requiring the president to monitor the presence of a quorum assists compliance with the Open Meetings Act's mandate that a quorum be physically present at all board meetings. (5 ILCS 120/7).

⁸ Optional. Omit this duty if policy 2:80, *Board Member Oath and Conduct* provides that the board member oath is given by other means.

~~10.11.~~ Serve as the Board's official spokesperson to the media.

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

The Vice President fills a vacancy in the Presidency. ⁹

Vice President 10

The Board elects a Vice President from its members for a ~~2~~^{two}-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

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

Secretary 11

The Board elects a Secretary for a ~~2~~^{two}-year term. The ~~S~~ecretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the ~~S~~ecretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. ¹² The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election ~~official authority~~ for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

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

⁹ 105 ILCS 5/10-13.1 states that the "vice-president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or inability to act" However, an earlier enacted statute calls for the appointment of a *president pro tempore* if the president is absent from any meeting or refuses to perform his or her duties, and specifies that the "vice-president, if the board elects such officer, shall be appointed the president pro tempore." (105 ILCS 5/10-13). This policy resolves any confusion by implementing the latter enacted statute and stating that the vice president fills a vacancy in the presidency.

¹⁰ 105 ILCS 5/10-13.1. The board by resolution may decrease to one year the term of office for the vice president.

¹¹ 105 ILCS 5/10-14. The board by resolution may decrease to one year the term of office for the secretary. In districts governed by a board of directors, a clerk who is a board member performs these duties. (105 ILCS 5/10-5). The policy's provisions regarding compensation are required by 105 ILCS 5/10-14 (governs secretaries who are board members and non-board members) and by 50 ILCS 145/2 (governs secretaries who are board members).

Of the listed duties, only the following are imposed by law: #1, board meeting minutes (105 ILCS 5/10-7; see policy 2:220, *School Board Meeting Procedure*, for the requirements for minutes); #3, records board's official acts and submits them to the treasurer (105 ILCS 5/10-7); #4, treasurer's report (105 ILCS 5/10-8); #5, local election ~~official authority~~ (see ~~fn~~^{ns} 2 and 7 of policy 2:30, *School District Elections*); #6, public inspection of the budget (105 ILCS 5/17-1).

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" in item #4 with "appropriate Intermediate Service Center." ~~P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.~~

¹² 105 ILCS 5/10-14 and 50 ILCS 145/2.

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

Recording Secretary 13

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

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

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means. [14](#)

Treasurer 15

The Treasurer of the Board shall be either a member of the Board who serves a ~~one~~-year term or a non-Board member who serves at the Board's pleasure. ~~16~~ A Treasurer who is a Board member may not be compensated. ~~17~~ A Treasurer who is not a Board member may be compensated provided it is established before the appointment. ~~18~~ The Treasurer must: ¹⁹

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

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

¹³ This section is optional.

¹⁴ [To allow attendance by video or audio means, a board must adopt policy language conforming to the restrictions in OMA 5 ILCS 120/2.01 and 120/7. See subhead Quorum and Participation by Audio or Video Means in policy 2:220, School Board Meeting Procedure.](#)

¹⁵ This section is for: (1) districts in a Class I, or (2) a Class II county (Cook Co.) district that has withdrawn from the authority of the township treasurer or is located in a township in which the office of township treasurer was abolished. 105 ILCS 5/5-1 defines Class I county school units as districts in counties with less than 2,000,000 inhabitants. Those districts in Cook County (Class II county) under the authority of the trustees of schools of the township and the township treasurers should use this alternative: "Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in the School Code." See 105 ILCS 5/8-1(a) for how the township treasurer is appointed and the term of office; duties are found in 105 ILCS 5/8-2, 5/8-6, 5/8-16, and 5/8-17.

¹⁶ 105 ILCS 5/8-1(b). The treasurer's term of office is ~~2~~-two years if the district is located in a Class II county (Cook Co.) that was under the jurisdiction and authority of the township treasurer and township trustees of schools at the time those offices were abolished. ~~105~~ ILCS 5/8-1(c). Those boards should use the following alternative:

The Treasurer of the Board shall serve a ~~2~~-two-year term beginning and ending on the first day of July.

¹⁷ 105 ILCS 5/8-1(b) and (c).

¹⁸ 105 ILCS 5/8-3.

¹⁹ Qualification #1 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. ~~105~~ ILCS 5/8-1(b). This sample policy makes it applicable to Class II county (Cook Co.) districts that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished.

Qualification #2 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. ~~105~~ ILCS 5/8-1(b). Districts in ~~a~~ Class II county (Cook Co.) that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished should replace this qualification as follows: "2. Not be the District Superintendent." ~~See~~ 105 ILCS 5/8-1(c).

Qualification #3 is required for treasurers in a Class I county. ~~105~~ ILCS 5/8-1(d). This qualification should be replaced by the following for districts in a Class II county (Cook Co.): "Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a Class II county school before July 1, 1989 is deemed equivalent." ~~See~~ 105 ILCS 5/8-1(e).

The Treasurer shall: 20

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210
(Organizational School Board Meeting), 2:220 (School Board Meeting
Procedure)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.
20 105 ILCS 5/8-2, 5/8-6, and 5/8-16.

2:110

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School Board

Communications To and From the Board 1

The School Board welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) ~~that is posted on the District's website.~~² ~~In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board quorum.~~³

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

¹ State law controls portions of this policy but does not require a policy on any topic covered.

An alternative to the opening sentence follows: "The School Board welcomes communications from the school community."

² School districts that maintain an Internet website, other than a social media or social networking website, must post a "mechanism, such as a uniform single email address, for members of the public to electronically communicate with elected officials," (50 ILCS 205/20, added by P.A. 98-930, eff. 1-1-2015). ~~This must be done within 90 days of 1-1-2015.~~ The sample policy's default language may be used even when the district provides each board member with an individual e-mail address. The language permits every board member to read all emails sent to the electronic linkboard or its members. This aligns with IASB's *Foundational Principles of Effective* promotes good Governance because all members receiveare provided the same information and communications as illustrated below:

- When the district provides individual email addresses to board members, it can post a hyperlink on the district home page to an email address that will forward the communication to all seven⁷ board members' email addresses simultaneously.
- When the district does **not** provide individual email addresses to board members, it can post a hyperlink on the district's home page to one email address that every board member may access.

Other ways to comply should ensure that be avoided unless they allow all board members to have equal access to communications. For example, posting a hyperlink on the district home page to a list of individual board member email addresses wouldn't ensure that all board members have equal access to emailsquestions or communications for the board's consideration.

Whenever a district provides email addresses to individual board members, all emails sent to individual email addresses are subject to disclosure under the Freedom of Information Act (FOIA). City of Champaign v. Madigan, 992 N.E.2d 629 (Ill.App.4th: 2013). Public bodies must also conduct a reasonable search for public records responsive to a FOIA request, which includes searching public employees' communications on personal devices or accounts for records pertaining to the transaction of public business. See PAO 16-6. Consult the board attorney when searching board members' personal email addresses and/or devices may be necessary to respond to a FOIA request.

If the district does not maintain an Internet website, delete all text in the first paragraph after the word *Superintendent* and delete the entire second and third paragraphs, i.e.:

~~or may use the electronic link to the Board's email address(es) posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board quorum.~~

The Superintendent or designee shall:

1. ~~Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and~~
2. ~~Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.~~

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board quorum.

The Superintendent or designee shall: 4

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response.~~Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them.~~

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications 5

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking.—⁶ Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: 7

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

⁴ Directive #1 to the superintendent restates the statutory requirement to post a hyperlink to the email address on the district's home page. 50 ILCS 205/20. Directive #2 is optional; ~~and it~~ adds a step to increase efficient responses to communications concerning the operation or management of the district or a school. Adding this text allows a board to (1) monitor its compliance with 50 ILCS 205/20, (2) ensure that all board members stay informed of all questions and communications to the board, (3) align with IASB's Foundational Principles of Effective Governance, and (4) mirror a School Code requirement (105 ILCS 5/10-16) for the superintendent to report any FOIA requests during the board's regular meetings along with the status of the district's response.

Before adoption of this text, each board may want to have a conversation with the superintendent about the difference between "staff work questions or communications" that do not need to be submitted to the board and "questions or communications submitted for the school board's consideration" that do need to be submitted to the board.

For districts that maintain an Internet website but do not wish to adopt Directive #2, delete Directive #2 and amend the policy as follows:

The Superintendent or designee shall:

~~1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and~~

A public body is not required to reply to communications. Likewise, the ~~FOIA Freedom of Information Act~~ does not require questions to be answered. Chicago Tribune Co. v. Dept. of Financial & Professional Reg., 8 N.E.3d 11 (Ill.App. 4th, 2014). For more information about districts governed by a board of school directors, see ¶n 6 of policy 2:220, School Board Meeting Procedure.

⁵ With some exceptions, ~~the Open Meetings Act~~ requires that a board conduct its deliberations and business during meetings that the public may attend. A meeting means "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business." 5 ILCS 120/1.02. Thus, any *electronic communication* discussing district business that circulates among a majority of a quorum of the board may qualify as a meeting for purposes of the ~~Open Meetings Act~~ and may be illegal. A violation of ~~the Open Meetings Act~~ is a Class C misdemeanor. (5 ILCS 120/4).

The Local Records Act, (50 ILCS 205/), governs retention of district records; its definition of *public record* is more narrow than the definition in ~~the FOIA Freedom of Information Act~~. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. While this is a slippery slope without definitive parameters, electronic communication among board members that are permissible under this policy may generally be deleted; consult the board attorney for a more thorough analysis and a legal opinion.

⁶ The examples of *electronic communications* are optional and may be amended.

⁷ Complying with these restrictions will help avoid an ~~Open Meetings Act~~ violation.

(1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum. 8

LEGAL REF.: 5 ILCS 120/, [Open Meetings Act](#).
50 ILCS 205/20, [Local Records Act](#).

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110
(Public Suggestions and Concerns)

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

⁸ The oath of office in 105 ILCS 5/10-16.5, [amended by P.A. 100-1055](#), requires board members to swear or affirm that they “shall recognize that a board member has no legal authority as an individual and that decisions can only be made by a majority vote at a public board meeting.” Deliberations of the board must be conducted openly; a meeting occurs whenever a majority of a quorum discusses public business; meetings must occur at a properly noticed board meeting that is open to the public. 5 ILCS 120/1, 1.02, and 2. For additional information, see f/n [below](#) and 2:140-E, *Guidance for Board Member Communications, Including Email Use*.

School Board

Public Participation at School Board Meetings and Petitions to the Board ¹

For an overall minimum of 30 minutes² duringAt each regular and special open meeting, any person members of the public and District employees may comment to or ask questions of the School Board (public participation), subject to the reasonable constraints established and recorded in this policy's guidelines below. ³ During public participation, there will be a 20-minute⁴ minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any personhe individuals appearing before the Board isare expected to follow these guidelines: ⁵

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

¹ The Open Meetings Act (OMA) and the School Code grant any person the right to address a school board during any open meeting. (5 ILCS 120/2.06; 105 ILCS 5/10-6 (board of directors) and 5/10-16 (board of education). OMA requires public bodies to have rules (a policy) on public participation. Public comment is synonymous with public participation. They are used interchangeably in the footnotes below. 5 ILCS 120/(1d-).

² The Open Meetings Act (OMA) and the School Code grant any person the right to address a school board during any open meeting. See (5 ILCS 120/2.06; and 105 ILCS 5/10-6 (board of directors), and 5/10-16 (board of education), and PAO 19-2. See /ns 4, 5, and 6 below for more detailed discussions.

The length of this sample policy's minimum overall public participation time is at the local board's discretion. Ensure the length of time here and in #3.b. match. Customize this policy to ensure it is responsive to the community's public participation needs.

³ This sentence combines 105 ILCS 5/10-16 and 5 ILCS 120/2.06(g). Prohibiting public comment and/or restricting public comment to written filings violates the mandates and overarching purpose of the OMA. (Roxana CUSD No. 1 v. EPA, 998 N.E.2d 961 (Ill.App.4th 2013).

While some courts have upheld public bodies limiting public comment to certain subjects, such as only subjects on the agenda or only related to the business of the public body, this sample policy does not provide default sample text for limiting public comment to certain subjects. This is because 105 ILCS 5/10-16 requires school boards to allow members of the public "to comment to or ask questions of the board." The cases in which courts upheld limiting public comment to certain subjects involved public bodies with no governing statutes that required the public body to allow the public "to comment to or ask questions of the board."

⁴ See 5 ILCS 120/2.06, 105 ILCS 5/10-16, and PAO 19-2. Like the length of time for overall public participation discussed in /n 2 above, the length of this sample policy's 20-minute minimum total length of time for any one subject is also at the local board's discretion. Customize this policy to ensure it is responsive to the community's public participation needs. Ensure the length of time here and in #3.b. match. Because the time limit for public participation in this sample policy is set at five minutes, a multiple of five minutes is chosen for ease of tracking. See also the discussion in /ns 5 and 6 below.

⁵ OMAState law does not but PAO 19-2 does provide specific rules. and tThese guidelines may be amended. The guidelines for public comment and the time minimums and limits should be reviewed with the board attorney. Restrictions on public comment during board meetings must respect free speech rights guaranteed by the First Amendment. Do not use viewpoint-based restrictions on public comment time unless approved by the board attorney. Many decisions address the tension between free speech and rules for public comment during meetings. See, for example:

Mnyofu v. Rich Tp. High School Dist., 2007 WL 1308523 (N.D.Ill., 2007)(school boards may impose guidelines for running meetings to maintain effectiveness).

PAO 19-2 (the Ill. Public Access Counselor (PAC) ordered a board to refrain from applying unestablished and unrecorded rules to restrict public comment at future meetings stating, "Though a public body has inherent authority to conduct its meetings in an efficient manner and need not allow public comment to continue indefinitely, there was no evidence that capping public comment to 15 minutes was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business.")

Lowery v. Jefferson Co. Bd of Educ., 586 F.3d 427 (6th Cir., 2009)(upheld a rule prohibiting speakers from being frivolous, repetitive, or harassing).

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation comments shall be limited to five minutes.⁶ In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the person/individual may be allowed to speak for more than 5-five minutes.
3. ~~Observe the Board President's decision, when necessary and appropriate, to the:~~
 - a. Shortening of the time for each person to address the Board during public participation comment to conserve time and give the maximum number of people/individuals an opportunity to speak;
 - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
 - c. ~~4. Observe the Board President's decision to determine~~ Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy; 8:30, Visitors to and Conduct on School Property.⁷

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

Steinburg v. Chesterfield County Planning Commission, 527 F.3d 377 (4th Cir., 2008), *cert. denied* (upheld removal of a man from a public meeting for behaving in a hostile manner).

Norse v. City of Santa Cruz, 629 F.3d 966 ~~586~~ F.3d 697 (9th Cir. 2010) (remanded a decision upholding a community member's removal from city council meeting after community member gave a Nazi salute in presiding officer's direction, which is considered as classic viewpoint discrimination for which city council members were not entitled to qualified immunity).

Fairchild v. Liberty Indep. School Dist., 597 F.3d 747 (5th Cir., 2010) (upheld a policy banning discussion of personnel matters during public comment; the rationale turned, at least in part, on the Texas open meetings law).

Bach v. School Board of the City of Virginia Beach, 139 F.Supp.2d 738 (E.D.Va., 2001) (struck down a rule that prohibited personal attacks during public comments at meetings).

⁶ Time limits for any one person to address the Board during public participation may be adjusted up or down. This sample uses five minutes because it is a frequently-used time limit. See I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D. Ill. 2009) (finding a three-minute time limit reasonable citing Wright v. Anthony, 733 F.2d 575, 577 (8th Cir. 1984) which upheld a five-minute time limit for individual public comments and holding time limits serve "a significant governmental interest in conserving time and in ensuring that others ha[ve] an opportunity to speak"). Note that the Ill. Municipal Code, which applied to the City of Aurora in I.A. Rana Enterprises, Inc., did not have the same requirements as the School Code to allow members of the public to "comment to or ask questions of the board." I.A. Rana Enterprises, Inc. also predated the 2011 amendments to OMA allowing "[a]ny person an opportunity to address public officials under the rules established and recorded by the public body."

Based upon I.A. Rana Enterprises, Inc., many attorneys agree that time limits should be a minimum of three minutes per person, but some public bodies have successfully implemented two minutes per person. Consult the board attorney before setting time limits below three minutes.

⁷ See Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App. 4, 2000) 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting).

Initiating lawsuits against citizens over their uncivil public comments is tricky. Always consult the board attorney, and in some instances, a board member may need to consult his or her own private attorney. The Ill. Citizen Participation Act (CPA) (735 ILCS 110/15) provides citizens a mechanism to stop lawsuits brought against them for their public comments. The law, referred to as "anti-SLAPP legislation," prohibits public officials from suing citizens for "any act or acts in furtherance of [their] rights of petition, speech, association, or to otherwise participate in government." SLAPP means "Strategic Lawsuits Against Public Participation."

The CPA does not bar public officials from seeking relief when they can allege that (a) the citizen's comments were "not genuinely aimed at procuring favorable government action, result, or outcome," and/or (b) the citizen engaged in defamation or another intentional tort causing the public official damage. See (Sandholm v. Kuecker, 962 N.E.2d 418 (Ill., 2012).

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet. **8**

LEGAL REF.: 5 ILCS 120/2.06, Open Meetings Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

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

8 A board of directors must reply to a written request for consideration of a matter within 60 days from the board's receipt of the request. (105 ILCS 5/10-6). Boards of education may treat petitions or correspondence according to a uniform, locally developed process.

2:230

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School Board

Board Policy Development ¹

The School Board governs using written policies.—Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits.—Board policies also provide the basis for monitoring progress toward District ends. ²

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent.—Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board. ³

The Superintendent is responsible for:—(1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation.—The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when:—(1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.—⁴ Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input.—The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

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

¹ State law requires this subject matter be covered by policy. See (105 ILCS 5/10-20.5 and 5/10-16.7).

105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as “to direct, through policy, the superintendent in his or her charge of the administration of the school district, including, without limitation, considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study.” Rather than being a laundry list of mandated written board policies, this list provides items on which boards must make decisions after considering the superintendent’s recommendations. The statute also requires the “board [to] evaluate the superintendent in his or her administration of board policies and his or her stewardship of the assets of the district.” Boards have broad incidental powers to adopt all necessary policies. Thomas v. Board of Education of Community Unit School Dist. 1, 117 Ill.App.3d 374453 N.E.2d 150 (Ill.App.5th Dist. 1983).

² See the IASB’s *Foundational Principles of Effective Governance*, available on line at: www.iasb.com/pdf/found_prin.pdf.

³ Optional.—See policy 2:150, *Committees*.

⁴ State law does not require a first reading before a board adopts a policy. The use of a consent agenda allows a board to vote on a matter without discussion. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language. A board member may make a motion to remove any item from the consent agenda to the regular agenda for discussion. See policy 2:220, *School Board Meeting Procedure*.

The Board policies are available for public inspection in the District's main office during regular office hours.—⁵ Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.—The Board may use an annual policy review and monitoring calendar. ⁶

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent.—⁷ If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract.—The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

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

⁵ This sentence must be customized to include where and how policies are available, such as, through School Board Policies Online or the district's website.

⁶ Optional.

⁷ The board delegates authority to the superintendent through written board policy. The board will not substitute its judgment for that of the superintendent when the superintendent acts reasonably ~~and in good faith~~ based upon his or her policy interpretation. See the IASB's *Foundational Principles of Effective Governance*, available on—line at: www.iasb.com/pdf/found_prin.pdf.

General School Administration

Goals and Objectives 1

The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards. ²
3. Meet or exceed student performance and academic improvement goals established by the Board. ³
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy. ⁴
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

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

¹ This policy provides an opportunity for a board to give the superintendent a big picture of its vision for the district by identifying some high-level goals. While sample-policy 1:30, *School District Philosophy*, contains the district's mission statement, (i.e., why the district exists), this policy contains progress expectations and desired results, (i.e., goals). This policy is designed to contain goals for which the administration will be responsible, including goals concerning finances, instruction, property, connecting with the community, etc. The list of goals should be replaced with the board's goals and objectives for school administration, if any.

This policy is in alignment with State law. The superintendent and principal's general duties are listed in 105 ILCS 5/10-21.4 and 5/10-21.4a, respectively. See also 105 ILCS 5/10-16.7.

² See the State Goals for Learning, 23 Ill.Admin.Code §1, Appendix D, amended at 43 Ill.Reg. 3799.

³ School administrators may be employed under a multi-year contract only if it is performance-based and contains goals and indicators of student performance and academic improvement. (105 ILCS 5/10-23.8 and 5/20-23.8a). Principal evaluations must use data and indicators on student growth as a significant factor. (105 ILCS 5/24A-15(c)). Thus, a policy statement that administrative staff shall "meet or exceed student performance and academic improvement goals" is consistent with legal requirements.

⁴ Staff and student handbooks provide a means to distribute important information and are referenced in many sample policies and procedures. Members of the Ill. Principals Assoc. may subscribe to the IPA's Model Student Handbook Service. While this service is not a handbook *per se*, it provides principals with quick, user-friendly access to model student handbook provisions that are attorney drafted and fully aligned with IASB's policy services. For more information, see: www.ilprincipals.org/resources/model-student-handbook.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

General School Administration

Administrative Responsibility of the Building Principal ¹

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction.² Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.³ Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.⁴

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of

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

¹ State or federal law controls this policy's content.

² Required by 105 ILCS 5/10-21.4a.

³ An alternative follows: "...or as agreed upon by the Building Principal and Superintendent."

The principal's duties are generally described in 105 ILCS 5/10-21.4a and 5/24A-15(c-5). However, many other statutes impose additional duties, e.g., 105 ILCS 127/2 (requires principals to report to the police ~~any~~certain violations of the Cannabis Control Act, Controlled Substance Act, and Methamphetamine Control and Community Protection Act occurring at specified locations); 105 ILCS 5/10-~~27.1A(b)~~20-14 (requires the principal or designee to immediately notify local law enforcement upon receiving a report of a person in possession of a firearm on school grounds, and, if that person is a student, to notify a student's parent/guardian ~~reciprocal reporting of criminal offenses committed by students~~); and 730 ILCS 152/ and 154/ (requires notification to parents/guardians that information about sex offenders and violent offenders against youth is available). The county clerk may appoint high school principals or their designees as deputy registrars to accept voter registrations of eligible students~~any qualified resident of the State~~. (10 ILCS 5/4-6.2(a), amended by P.A. 100-1027). The Firearm Concealed Carry Act requires a principal to notify the Ill. Dept. of State Police whenever he or she determines that a student (or any person) poses a "clear and present danger to himself, herself or to others." (430 ILCS 66/105; 405 ILCS 5/6-103.3, amended by P.A. 98-63). Lawyers disagree whether this requirement violates the federal Family Educational Rights and Privacy Act.- Contact the board attorney for advice.

⁴ This restates 105 ILCS 5/24A-3 and 23 Ill.Admin.Code Part 50, Subpart E. Individuals who evaluate teachers, principals, or assistant principals must: (1) be prequalified, and (2) participate in a regularly scheduled retraining program. The prequalification and retraining programs must be either developed or approved by the Ill. State Board of Education (ISBE).

105 ILCS 5/24A-5 permits a first-year principal to evaluate a teacher; however, a new ~~two~~two-year evaluation plan must be established for any tenured teacher who is evaluated by a first-year principal. (105 ILCS 5/24A-5, amended by P.A. 98-470).

Anyone who has not previously been a principal in Ill. must participate in ISBE's new principal mentoring program; however, implementation of a principal mentoring program in any given year is dependent upon an appropriation. (105 ILCS 5/2-3.53a; 23 Ill.Admin.Code Part 35). Annually by June 1, each superintendent must report to the State Superintendent or designee the expected number of ~~1st~~first-year and ~~2nd~~second-year principals along with information specified in 23 Ill.Admin.Code §35.20.

Education rules.—⁵ Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal.—⁶ The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

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

⁵ Each district must implement a performance evaluation plan for its principals and assistant principals. (105 ILCS 5/24A-15, 23 Ill.Admin.Code §50.300). A board may substitute this alternative for the first sentence: "The Superintendent or designee shall implement a principal and assistant principal evaluation plan that complies with State law." The statutory deadline for evaluating principals and assistant principals depends on whether the individual's employment contract is for one year or multiple years: (1) the evaluation of individuals on a single-year contract must take place annually by March 1, and (2) the evaluation of individuals on a multi-year contract must take place by March 1 of the contract's final year. (105 ILCS 5/24A-15). Individual contracts may require an earlier deadline.

⁶ Required by 105 ILCS 5/10-21.4a and 5/24A-15. For a principal who also serves as the district superintendent, the evaluator must be appointed by the school and not be the person whose performance as principal is being evaluated. (23 Ill.Admin.Code §50.300). In addition, the evaluator must hold a valid professional educator license endorsed for superintendent issued under Article 21B and have completed the prequalification process and any retraining, as applicable. Add this option if appropriate: "...or, in the absence of the Superintendent or his or her designee, an individual appointed by the School Board who holds a valid professional educator license endorsed for superintendent."

Operational Services

Fund Balances 1

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than the range of 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile* of the annual expenditures in each fund. 2

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

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

1 This optional policy is at the local board's discretion. Its intent is to help the board monitor the district's financial health and allows a board to clarify its expectations for maintaining fund balances. A board must modify the policy to reflect realistic targets after considering important financial and operational issues, such as current financial practices, long term projects, standards of fiscal health, and the current budget. A board facing a doubting and demanding employee union may want to obtain an objective opinion from an outside auditor before adopting this policy.

2 Optional. Pursuant to its authority under 105 ILCS 5/1A-8, the Ill. State Board of Education (ISBE) developed the School District Financial Profile to help monitor the finances of school districts and identify those districts moving toward financial difficulty. A district's total profile score (and corresponding profile designation) is based on four weighted indicators: (1) fund balance to revenue ratio (35%), (2) Expenditure to Revenue Ratio (35%), (3) days cash on hand (10%), and (4) percent of short-term and long-term borrowing ability remaining (10% each). See www.isbe.net/Documents/OEPP-PCTC-Profile.pdf for a detailed explanation of the calculation of the School District Financial Profile and designations. This policy addresses the first factor in a district's Financial Profile, which, according to ISBE, "reflects the overall financial strength of the district." A target of 25% or higher for a district's fund balance to revenue ratio would result in a school district being in the lowest risk category for this factor of the district's Financial Profile, receiving the highest category of financial recognition from ISBE. The following alternative is for a district with fund balances deemed not currently adequate:

The School District will seek to establish year-end fund balances representing _____ percent of the annual expenditures-revenues for each operating fund by budgeting a surplus in each fund.

Operating fund refers to the Educational, Operations and Maintenance, Transportation, and Working Cash Funds. See www.isbe.net/Documents/OEPP-PCTC-Profile.pdf. The board should ask the administration to prepare a multi-year cash flow projection to validate the sufficiency of the target figure. This figure is one of two components used to compile the ISBE School District Financial Profile, which includes a category called "Days Cash on Hand," among others. For more information, see www.isbe.net/Documents/profile.pdf and www.isbe.net/Pages/School-District-Financial-Profile.aspx.

Note: If the board maintains a fund balance at the start of a fiscal year that is two or more times the average expenditures of that fund (over-based on the past three fiscal years), it may face a tax rate objection based on excess accumulation of funds. See e.g., *Central Ill. Public Service Co. v. Miller*, 42 Ill.2d 542 (1969); *Allegis Realty Investors v. Novak*, 379 Ill.App.3d 636 (2nd Dist. 2008). Whether such an objection has merit depends on a number of factors, including the type of fund at issue and/or reason(s) for the excess accumulation. Consult the board attorney for further guidance regarding fund balances and related tax rate objections.

Operational Services

Activity Funds ¹

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. ²

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code.³ The treasurer shall have all of the responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, including the authority to make loans between activity funds. ⁴

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose. ⁵

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill.Admin.Code §§100.20 and 100.80.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

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

¹ State law controls this policy's content. See 105 ILCS 5/10-20.19 and 23 Ill.Admin.Code §100.80. ISBE's rules in Part 125 (Student Activity Funds and Convenience Accounts) were in effect only through 6-30-08 after which they were replaced by Part 100. The rules in Part 100 do not provide for *convenience accounts*. Another policy, 7:325, *Student Fundraising Activities*, contains the elements required by State law for a policy on student fund-raising activities.

² Student activity funds are established to account for money used to support the activities of student organizations and clubs, e.g., homeroom, yearbook, class year, choral or band group, class projects, student clubs, student council, and student-sponsored bookstore. (23 Ill.Admin.Code §100.20). The funds are under the school board's control giving it a fiduciary responsibility to safeguard them along with district assets.

³ 105 ILCS 5/8-2. A board's insurance carrier can assist the board with obtaining bonds for these individuals.

⁴ ISBE's rule permits the activity fund treasurer to make loans between funds "if and as authorized by the board's policy." (23 Ill.Admin.Code §100.80). A board that does not want to allow loans between activity funds should choose one of these alternatives:

Alternative 1: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Alternative 2: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer must have the Board's approval before making a loan between activity funds.

⁵ The authority for this paragraph's first sentence is 23 Ill.Admin.Code §100.80(c)(7); the second sentence is up to the local board's discretion. The following option may be inserted after the first sentence: "However, money remaining in the any Senior Class fund after graduation will automatically transfer to the next year's class."

General Personnel

Compliance with the Fair Labor Standards Act ¹

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.”² “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. ~~All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.~~

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.³ Non-exempt employees will be compensated for all hours worked in a workweek including overtime. ~~For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours.~~⁴ “Overtime” is time worked in excess of 40 hours in a single workweek.

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

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

The Illinois Minimum Wage Law, 820 ILCS 105/4a, covers all school employees, although many are exempt from overtime requirements. The federal Fair Labor Standards Act (FLSA) ([29 U.S.C. §201 et seq.](#)) also covers school employees ([29 U.S.C. 201 et seq.](#)). The law offering the greatest benefits to employees will control specific issues.

School districts in several states are experiencing widespread action by non-exempt employees to recoup unpaid overtime wages. Many of these actions have been successful because the school district did not strictly comply with overtime requirements or recordkeeper’s requirements. See [29 C.F.R. Part 785 \(Hours Worked\)](#) and [29 C.F.R. Part 516, \(Records to Be Kept by Employers\).](#)

The U.S. Dept. of Labor ([DOL](#)) frequently finds employees misclassified as independent contractors or exempt employees. School officials are strongly encouraged to seek assistance from their attorney when making decisions involving wage and hour issues.

² “Exempt” employees are exempt from overtime requirements. An exempt employee, according to Illinois law, is “any employee employed in a bona fide executive, administrative or professional capacity, ... , as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [in the current rules].” 820 ILCS 105/4a. By referring to the definitions in the former federal rules, the Illinois legislature rejected the ~~DOL’s U.S. Department of Labor’s~~ effort to expand the number of employees who are exempt from overtime requirements. ~~To qualify for exemption in Illinois, employees generally must meet certain tests regarding their job duties and be paid on a “salary basis” at not less than \$455 per week. To check compliance, districts should review their list of exempt employees with their attorneys.~~

³ Employers must identify the workweek, but may designate any ~~seven~~7-day period. **Boards should ascertain what is currently used as a workweek to avoid inadvertently adopting a policy containing a different designation.** The workweek in this sample policy allows supervisors to adjust employee schedules at the end of the week if an employee was required to work the weekend.

⁴ Setting the workweek at 40 hours avoids having to pay an employee additional “straight time” compensation for the extra hours up to 40.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval.⁵ All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. -Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. -The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. -In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.⁶

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status.⁷ Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation ⁸

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. -In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

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

⁵ This policy requires a supervisor's express approval as a best practice. However, employers will also be liable for work time when the employer knows or has reason to know work is continuing on or offsite. See 29 C.F.R. §785.11 and 5:35-AP3, *Compensable Work Time for Non-Exempt Employees Under the FLSA*. Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action.

⁶ Optional. The FLSA regulates the use of *comp-time*. (29 C.F.R. §§553.22-553.28). Before offering comp-time, a board must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. See 5:310, *Compensatory Time-Off* and 5:310-E, ~~Exhibit—Agreement to Receive Compensatory Time-Off~~.

⁷ Docking an exempt employee's salary (e.g., for a disciplinary suspension) may result in the loss of the exemption unless the deduction was specifically authorized. Teachers, however, are not covered by this restriction.

⁸ The FLSA is administered by the Wage and Hour Division of the DOLU.S. Department of Labor. Its website contains compliance guidance, posters, and e-tools (www.dol.gov/compliance/laws/comp-flsa.htm www.dol.gov/WHd/flsa/index.htm).

General Personnel

Communicable and Chronic Infectious Disease ¹

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies. ²

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law. ³

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no

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¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns a topic on which a board should seek legal advice before proceeding.

² District employment is contingent upon satisfactory results of a physical examination and freedom from communicable diseases. ~~(105 ILCS 5/24-5).~~ The U.S. Supreme Court, however, has held that the Rehabilitation Act prohibits discrimination against a person handicapped by a communicable disease, provided that person is "otherwise qualified" to perform the job. *School Bd. of Nassau County, Fla. v. Arline*, 497 S.Ct. 1123, 480 U.S. 273 (1987) (teacher with tuberculosis was protected by the Rehabilitation Act). The decision supports the position that an HIV-positive employee or applicant who is "otherwise qualified" to perform the job must be reasonably accommodated despite having AIDS.

~~Following the expansion of the definition of a disability under the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, the ADAAA may protect an HIV-positive employee or applicant. (42 U.S.C. §12102(2)(A); 29 C.F.R. Part 1630. The federal government's position is that HIV infection qualifies as a disability under the Americans with Disabilities Act. See www.ada.gov/hiv/ada_q&a_aids.pdf (U.S. Dept. of Justice) and www.eeoc.gov/eeoc/publications/hiv_individual.cfm (EEOC). Other contagious diseases may also qualify as disabilities under the ADAAA; however, employers are not required to accommodate employees in those cases where there is an actual direct threat to the health or safety of others that cannot be eliminated or reduced by reasonable accommodation. 29 C.F.R. §1630.2(r). The ADAAA made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage thus overturning a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. EEOC's regulations, 29 C.F.R. Part 1630, can be found at: www.eeoc.gov/laws/types/disability_regulations.cfm. Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact the employment of an individual with a communicable disease who is otherwise qualified to perform the job.~~

³ This paragraph is optional. While not required by law, the creation and use of a Communicable and Chronic Infectious Disease Review Team (CCIDRT) could greatly assist a district's efforts to review data on an employee who has a communicable or infectious disease. Its members are appointed by the superintendent according to ~~board policy~~, 2:150, *Committees*. Whether the CCIDRT is an administrative committee organized by the superintendent and/or administrators or a board committee subject to the Open Meetings Act must be discussed with the board attorney (see also 2:150-AP, *Superintendent Committees*). The CCIDRT is guided by the board's policies, Ill. Dept. of Public Health rules and regulations, and all other applicable State and federal laws. The CCIDRT also consults the employee's personal physician and local health department officials before making any recommendations.

The Americans with Disabilities Act (ADA) specifies that only an employee's direct supervisor and someone who would need to know in the event of an emergency may have access to an employee's medical records. ~~(42 U.S.C. §12112(d)).~~ The Review Team's ability to operate may depend on the employee's waiver of the ADA's confidentiality provisions.

substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions.—⁴ An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.
Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.
Department of Public Health Act, 20 ILCS 2305/6.
105 ILCS 5/24-5.
Personnel Record Review Act, 820 ILCS 40/.
Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

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

⁴ Required by 42 U.S.C. §12101 et seq.

General Personnel

Responsibilities Concerning Internal Information ¹

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

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

¹ State and federal law controls the content of this policy to the extent that: (1) the unauthorized disclosure of student school records is prohibited by the Family Educational Rights and Privacy Act, (20 U.S.C. § 1232g); and the Illinois School Student Records Act, (105 ILCS 10/); (2) ~~the Freedom of Information Act (FOIA) (5 ILCS 140/7) exempts from disclosure certain private or personal information, employee evaluations, protects school security and response plans, and maps from disclosure;~~ (3) if a district offers a self-insured group health plan or flexible spending account, it must establish clear procedures to protect the employees' health information (45 C.F.R. § 164.502); (4) ~~the Freedom of Information Act contains exemptions for certain private or personal information and employee evaluations (5 ILCS 140/7);~~ (5) the Ill. Personnel Record Review Act governs the release of an employee's disciplinary action (820 ILCS 40-7); and (6) any person who knowingly destroys, removes, conceals, or alters any public record with the intent to defraud any party commits a Class 4 felony (50 ILCS 205/4, ~~amended by P.A. 98-1063~~). These are examples of the laws requiring the safekeeping of district and school records.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on these responsibilities, it will supersede this policy and the board policy should state, "Please refer to the ~~applicable collective bargaining agreement following current Agreement: [actual title of Collective Bargaining Agreement (not including dates)]~~." ~~For employees not covered, the policy should reflect the board's current practice.~~

This sample policy's intent is to safeguard district records accessed or created by employees. This includes protecting the district from unauthorized release of confidential records or the destruction of records. While the legal guidance is sparse, districts should take steps to avoid security breaches. Some districts may have more legal obligations than others. School districts that are considered "covered entities" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) are required to comply with the HIPAA Security/Privacy Rule. ~~See ¶n 1 of policy 7:340, Student Records, for further discussion of HIPAA.~~ Furthermore, districts that allow foreign exchange students to attend their schools may need to put safeguards in place in order to protect data that is transferred to the Student and Exchange Visitor Information System (SEVIS). ~~See ¶n 18 of policy 7:50, School Admissions and Student Transfers To and From Non-District Schools, for further discussion of SEVIS.~~

To help maintain the integrity of records, districts should prevent their over-accumulation. Not all internal information must be preserved even if it is a *public record* for purposes of ~~FOIA the Freedom of Information Act, 5 ILCS 140/~~. According to the Local Records Act, (50 ILCS 205/), a record must be retained only when it contains: (1) evidence of the district's organization, function, policies, procedures, or activities; or (2) informational data appropriate for preservation. While this is a slippery slope without definitive parameters, recorded information may generally be deleted that are conversational or personal, meeting notices, spam, email of a transient nature, duplicate material sent from other staff members, and draft material. However, no district record, no matter its form, may be destroyed if it is subject to a litigation hold. See ~~administrative procedure 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules.~~ For guidance on Board member use and retention of email, see 2:140-E, *Guidance for Board Member Communications, Including Email Use.*

LEGAL REF.: Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.
Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R.
§164.502.
Ill. Freedom of Information Act, 5 ILCS 140/.
Local Records Act, 50 ILCS 205/.
105 ILCS 10/.
Personnel Record Review Act, 820 ILCS 40/.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District
Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

General Personnel

Temporary Illness or Temporary Incapacity ¹

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits.² However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary. Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act.³ The

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

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

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement." For employees not covered, the policy should reflect the board's current practice to the current (insert name of CBA or use a generic reference, e.g., "agreement between the bargaining representative and the School Board").

² Temporary mental or physical incapacity as determined by a medical examination is not cause for dismissing a teacher. (105 ILCS 5/10-22.4 and 5/24-13).

³ A teacher's contractual continued service status is not affected by an absence caused by temporary illness or temporary incapacity. (105 ILCS 5/24-13). Two cases, decided before the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 et seq.) was enacted, held that this statute grants school boards the power to define, through policy, temporary illness or incapacity. *School Dist 151 v. ISBE*, 507 N.E.2d 134-154 Ill.App.3d 375 (1st Dist. Ill.App.1, 1987); *Elder v. School Dist. No.127* 1/2, 208 N.E.2d 42360 Ill.App.2d 56 (1st Dist. Ill.App.1, 1965).

Important: Until February 2014, this paragraph in the PRESS sample policy applied to all employees. We limited its application to teachers in response to feedback that the paragraph should align with the statute. Section 24-13, which this paragraph implements, applies only to teachers and, thus, we amended the paragraph to make it applicable only to teachers. **This change may trigger a bargaining requirement with a bargaining unit for educational support personnel.**

Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel. **Consult the board attorney** about whether to apply this language to educational support personnel. For boards that wish to apply this language to both licensed and educational support personnel, strike **teacher or other licensed** from the text of the first two sentences of this paragraph and correct the grammar.

The Illinois appellate court decisions cited above upheld a board policy designating when a temporary [illness or] incapacity becomes permanent for the purpose of being a cause of dismissal. The court approved using 90 days of absence due to illness, after the exhaustion of sick days, as the point at which the district considers termination. The court upheld a hearing officer decision noting that a policy providing for a 90-school-day absence following exhaustion of sick leave was sufficient under Section 24-13. The court noted that applying that particular policy over a two-year period would not be appropriate because the two-year period would have the effect of allowing the school board to define a temporary illness or incapacity out of existence; i.e., making it impossible for a teacher to qualify for such an absence. **Important:** a district should consult the board attorney before determining that a teacher's temporary illness or incapacity became permanent.

Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity. ⁴

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12101 et seq.², Americans with Disabilities Act, 105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965) 60 Ill.App.2d 56 (1st Dist. 1965).
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987) 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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

The point at which any employee's temporary disability becomes permanent must be analyzed using the Americans with Disabilities Act, (42 U.S.C. §12101 et seq.)², also referred to as the ADA or the ADA Amendments Act (ADAAA)(Pub. L. 110-325). This federal law prohibits employers from discriminating against individuals with a disability who can perform the essential functions of a job with or without reasonable accommodation. A district should regularly analyze each position's job description to ensure that it identifies the position's essential functions. Consult the board attorney concerning compliance with the ADA.

⁴ The State law (105 ILCS 5/24-5, amended by P.A. 100-513), allowing boards to require physicals of current employees *from time to time*, has been superseded by the ADA, 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. (Id.). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would neither eliminate the risk nor reduce it to an acceptable level. (42 U.S.C. §12113; 29 C.F.R. Part §1630.2(r).

Note that while examination by a spiritual leader/practitioner is sufficient for leaves, the statute does not authorize an examination by a spiritual leader/practitioner for district-ordered physicals of an employee. The difference may present a constitutional issue; contact the board attorney for an opinion if the employee wants to use an examination by a spiritual leader/practitioner.

Educational Support Personnel

Compensatory Time-Off ¹

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. -Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. -2 An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime.-3 If an employee accrues the maximum number of compensatory time-off hours, the employee:- (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off. 4

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

¹ The federal regulations implementing the Fair Labor Standards Act (FLSA) governs the use of "comp-time." (29 C.F.R. §§553.21-553.28 and 553.50, ~~see IASB sample policy 5:35, Compliance with the Fair Labor Standards Act~~, for discussion of the FLSA. In order for a district to offer comp-time, it must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. School officials should consult with the board attorney before adopting this policy.

The terms "comp-time" and "compensatory time-off" mean paid time-off that is earned and accrued by a non-exempt employee in lieu of overtime pay for over 40 hours worked in one workweek. Compensatory time-off in lieu of overtime pay must be at the premium rate of 1.5 hours of compensatory time for each hour of overtime worked (just as the monetary rate for overtime is calculated at 1.5 times the regular rate of pay). As a condition for using comp-time in lieu of overtime pay, the employer and employee must have an "agreement or understanding" before the work is performed. Further, the employee's decision to accept comp-time must be made freely. For employees represented by an exclusive bargaining agent, the agreement to use comp-time must be between the district and the bargaining agent.

For non-exempt employees who are not covered by a collective bargaining agreement, the "agreement or understanding" concerning comp-time must be between the district and employee. See exhibit 5:310-E, *Agreement to Receive Compensatory Time-Off*. If the district had a regular practice of comp-time before April 15, 1986, that is deemed an "agreement." Notice to the non-exempt employees that comp-time will be given in lieu of overtime pay for overtime through bulletin board notices is sufficient to constitute an "agreement or understanding," provided that the decision to accept compensatory time-off is made freely.

² This sample policy contains the maximum hours that the FLSA allows an employee to accumulate. It is a ceiling that an employee may hit several times, but never go over without using some of the time-off. A school board may forfeit flexibility and set this ceiling lower.

³ "Seasonal activities" include activities during periods of significantly increased demand, that are of a regular and recurring nature. A seasonal activity is not limited strictly to those operations that are very susceptible to changes in the weather. However, mere periods of short but intense activity do not make an employee's job seasonal. However, the 480-hour accrual limit will not apply to office personnel or other employees who may perform such seasonal activities only in emergency situations, even if they spend substantially all of their time in a particular workweek engaged in such activities.

⁴ The FLSA permits a board to require that employees reduce their accumulated compensatory time or face having their supervisor schedule the compensatory time-off for them. Christensen et al. v. Harris County et al., 529 U.S. 576, 120 S.Ct. 1655, 146 L.Ed.2d 621 (2000). Such an optional provisions follows:

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations.⁵ The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

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

Notwithstanding the above and to avoid hardship to the District, an employee's supervisor may require the employee to reduce accumulated compensatory time, or schedule the compensatory time-off for the employee, so that the employee does not accumulate more than 75 hours of compensatory time, which represents compensation for 50 hours of overtime.

⁵ Optional.

Instruction

Curriculum Development ¹

Adoption ²

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements, ³
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available, ⁴
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The School Board will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria. ⁵

Experimental Educational Programs and Pilot Projects ⁶

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

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

¹ State or federal law controls this policy's content.

² This section is not dictated by State or federal law, but reflects board work regarding curriculum. Each board should dwell over this section to ensure it articulates the board's intent.

³ State law mandates certain courses of study, but local school boards may set requirements exceeding State law-mandated courses of study. (105 ILCS 5/10-20.8 and 5/27-1 *et seq.*);

⁴ Alternative for unit districts:

5. The curriculum District-wide and articulated across all grade levels.

⁵ The following is an alternative for boards that do not want the sample language's degree of delegation:

The School Board will consider the Superintendent's recommendation and adopt a curriculum that meets the above criteria.

⁶ Experimental educational programs may require the approval of the State Board of Education and an agreement with the affected exclusive bargaining agent. (105 ILCS 5/10-19), *amended by P.A. 100-465*. State law addresses pilot programs for teachers in relation to clinical schools, restructuring, and providing special assistance and support to beginning teachers. (105 ILCS 5/2-3.52A), *amended by P.A. 100-1046*.

Single-Gender Classes and Activities ⁷

The Superintendent may recommend a program of nonvocational⁸ single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development ⁹

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

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⁷ The U.S. Dept. of Education (DOE) amended its ~~Title IX~~ regulation implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681) to make it easier for schools to have single-sex classes and extracurricular activities. (34 C.F.R. ~~Part §106.34~~). Title IX generally protects students from discrimination on the basis of sex. However, the DOE added flexibility to its rules on single-sex classes and activities ~~back in 2006~~, citing research that suggests that some students benefit in single-sex classes. 71 Fed. Reg. 62530 (10-25-06). The rules are very specific and should be reviewed with the board attorney when designing single-sex classes or activities.

Consult the board attorney about accommodation issues for transgender or gender non-conforming students in single sex classes. State law prohibits gender-based discrimination, including transgender and gender non-conforming students. (775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240). ~~Federal law Title IX~~ prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a), ~~Title IX of the Education Amendments of 1972~~. According to the ~~U.S. Department of Education's DOE~~ Office for Civil Rights (OCR) and the U.S. Department of Justice, Title IX protects lesbian, gay, bisexual, and transgender students, from ~~gendersex~~ discrimination. See www2.ed.gov/about/offices/list/ocr/lgbt.html; 7:10-API, *Accommodating Transgender Students or Gender Non-Conforming Students*.

⁸ 34 C.F.R. §106.34(b)(1).

⁹ The last two sections of this policy provide a process for the board to monitor the extent that its ends for curriculum development are being pursued. However, a board may be concerned that these sections offend the board's efforts to delegate authority to the superintendent to manage the district. If so, these sections should be deleted. -See the IASB's *Foundational Principles of Effective Governance* at: www.iasb.com/principles.cfm.

LEGAL REF.: 20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program ¹

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program ²
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time ³
- Graduation incentives program ⁴
- Remediation program ⁵

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she: ⁶

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

¹ State law controls this policy's content.

² 105 ILCS 5/2-3.66, amended by P.A. 100-465, authorizes the Ill. State Board of Education (ISBE) to award grants to school districts, ROE educational service regions, and community college districts.

³ 105 ILCS 5/13B-1 et seq. Districts are not required to establish an alternative learning opportunities program. However, if they do, State law requires that the program "provide a flexible standards-based learning environment, innovative and varied instructional strategies, a student-centered curriculum, social programs, and supplemental social, health, and support services to improve the educational achievement of students at risk of academic failure." (105 ILCS 5/13B-20). The program must also meet the requirements in 105 ILCS 5/13B-45. Alternative learning opportunities programs "may include without limitation evening high school, in-school tutoring and mentoring programs, in-school suspension programs, high school completion programs to assist high school dropouts in completing their education, support services, parental involvement programs, and programs to develop, enhance, or extend the transition for students transferring back into the regular school program, an adult education program, or a post-secondary education program." (105 ILCS 5/13B-20.5). See 105 ILCS 5/13B-25.10, as well as other requirements for general State aid and evidence-based funding (the statute references both types of funding), for additional requirements to receive State funds for creating this program.

⁴ Required by 105 ILCS 5/26-16, amended by P.A. 100-465.

⁵ 105 ILCS 5/10-20.9a(b) requires remedial assistance for students who are not promoted to the next higher grade.

⁶ Required by 105 ILCS 5/26-16, amended by P.A. 100-465. Graduation incentives programs are entitled to claim general State aid and evidence-based funding (the statute references both types of funding). A district must ensure that its graduation incentives program receives supplemental general State aid, transportation reimbursements, and special education resources, if appropriate, for students enrolled in the program. 105 ILCS 5/26-2a defines *dropout* as "any child enrolled in grades 9 through 12 whose name has been removed from the district enrollment roster for any reason other than the student's death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies and who has not transferred to another public or private school and is not known to be home-schooled by his or her parents or guardians or continuing school in another country."

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

Instruction

Student Testing and Assessment Program 1

The District student assessment program provides information for determining individual student achievement and instructional needs,¹ curriculum and instruction effectiveness,² and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the Partnership for Assessment of Readiness for College and Careers Illinois Assessment of Readiness (PARCC/IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment. ²
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*. ³
4. Utilizes professional testing practices. ⁴

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.⁵ All reliable assessments

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¹ State and federal law control this policy's content. 105 ILCS 5/2-3.64a-5 requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. The Ill. State Board of Education (ISBE) selected the Partnership for Assessment of Readiness for College and Careers (PARCC) as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the Ill. Assessment of Readiness (IAR), which continues to use "an anchor set of PARCC items." See letter from State Superintendent Tony Smith, 2-8-19, along with other For—ISBE resource material,—see at www.isbe.net/IAR www.isbe.net/Pages/Assessment.aspx. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the PARCC test for the 2014-2015 school year through the 2017-2018 school year "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment."

105 ILCS 5/2-3.64a-5(c), amended by P.A. 100-7, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(d) contains the requirements for assessing students receiving special education services and students determined to be English learners.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript. The scores, however, must be placed in the student's permanent record. See 23 Ill.Admin.Code §375.10.

² Required by 105 ILCS 5/2-3.64a-5(c).

³ 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, requires districts to provide State assessment results/scores to students' parents/guardians. The second part of this provision is optional and may be deleted, i.e., "~~and an evaluation of the student's progress.~~"

⁴ 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(b).

administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/~~and~~ guardians of students.⁶ Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.⁷

LEGAL REF.: ~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.~~
~~Illinois School Student Records Act, 105 ILCS 10/, Illinois School Student Records Act.~~
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

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

⁵ Required by 105 ILCS 5/10-17a, amended by P.A.s 99-642, ~~and P.A. 100-227, 100-807, and 100-1121~~. School districts must annually, ~~no more than 30 days after receipt from the State Superintendent by October 31, submit to parents/guardians, district taxpayers, the Governor, the General Assembly, and ISBE release a school- their district's and schools' report cards~~ assessing the performance of its schools and students. ~~Districts must: (1) present the report cards at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians.~~ 105 ILCS 5/10-17a(5). The school report card must describe, among other items, student characteristics, curriculum information, student outcomes and progress, and school environment. The environment report must include indicators from the *school climate survey* approved under 105 ILCS 5/2-3.153 (requires ISBE, in addition to its default school climate survey, to identify two or three alternative school survey instruments from which districts may select).

⁶ 105 ILCS 5/22-82, added by P.A. 99-590, requires every school district to report to ISBE for each of its schools, by the 30th day of each school year, all reliable assessments the district administers that are scored by entities outside of the district. The district must make the report on an ISBE-provided form.

Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form. Id. at (b). See 2:250, E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community" after "parents/guardians of students."

⁷ 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, governs recording assessment results in school student records. See also the Illinois School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code §375.10.

Students

Vandalism ¹

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. ²

LEGAL REF.: 740 ILCS 115/.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

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

¹ State or federal law controls this policy's content.

² The Parental Responsibility Law makes parents/guardians of unemancipated minors who are 11 through 18 years of age liable for actual damages. Parents/guardians may be liable up to \$20,000 for the first act or occurrence of a willful or malicious act. If a pattern or practice of willful or malicious acts by a minor is found by a court to exist for another separate act or occurrence, parents/guardians may be liable up to \$30,000. (740 ILCS 115/5).

**PRESS
FEBRUARY/MARCH 2019
AMENDED
BOARD POLICIES**

Operational Services

Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of \$50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance

~~The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.~~

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
 105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.
 215 ILCS 5/, Ill. Insurance Code.
 750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.
 820 ILCS 305/, Workers' Compensation Act.

Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Each full-time professional staff member is granted 12 days sick leave each school year at full pay. Unused days are allowed to accumulate to ~~180~~ 240 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to ~~30~~ 45 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Three (3) bereavement days will be allowed per year. These days may be used for the following family members: spouse, children, parents, siblings, grandparents, grandchildren, legal guardian, or in-laws. These three (3) bereavement days will not be deducted from a teacher's accumulated sick days, nor will these three (3) bereavement days roll over to the following year. Additional bereavement days not covered above may come from sick leave subject to Administrative approval.

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive ~~40~~ 12 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of ~~180~~ 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to ~~30~~ 45 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Three (3) bereavement days will be allowed per year. These days may be used for the following family members: spouse, children, parents, siblings, grandparents, grandchildren, legal guardian, or in-laws. These three (3) bereavement days will not be deducted from a teacher's accumulated sick days, nor will these three (3) bereavement days roll over to the following year. Additional bereavement days not covered above may come from sick leave subject to Administrative approval.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

~~Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.~~

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Presidents' Day	
Memorial Day	Thanksgiving Day
Independence Day	Christmas Eve Christmas Day
	New Years' Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have ~~one~~ **two** paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.

REPORT NO. 30:

FOR ACTION: APPROVAL OF THE PURCHASE OF (2) TWO FORD TRANSIT CONNECT VANS FOR THE TRANSPORTATION DEPARTMENT.

The Board will need a motion to approve the **Purchase of (2) two Ford transit Connect Vans** for the Transportation Department.

MOTION REQUIRED: ROLL CALL VOTE.

REPORT NO. 31:

FOR ACTION: APPROVAL OF A RELEASE OF A PHS DIPLOMA

The Board will need a motion to approve a **Release of a PHS Diploma** for Mathilda J. Biggers (D.O.B. 09/28/1998) who has completed the Peotone High School graduation requirements as of September 2019.

MOTION REQUIRED: VOICE CALL VOTE.

REPORT NO. 32:

FOR ACTION: APPROVAL OF THE ASBESTOS ABATEMENT OF THE MAIN OFFICE FLOORING OF PEOTONE INTERMEDIATE SCHOOL.

The Board will need a motion to approve the **Asbestos Abatement Project of the Main Office Flooring of Peotone Intermediate School** during the Winter Break.

MOTION REQUIRED: ROLL CALL VOTE.

REPORT NO. 33:

FOR ACTION: APPROVAL OF A CHANGE ORDER WITH TENCO EXCAVATING, INC.

The Board will need a motion to approve an additional **Change Order with Tenco Excavating, Inc.** for the drainage project at Peotone Junior High School.

MOTION REQUIRED: ROLL CALL VOTE.



District Office
212 West Wilson Street
Peotone, Illinois 60468
Telephone No.: 708-258-0991
Fax No.: 708-258-0994
www.peotoneschools.org

ADMINISTRATION

Steve Stein
Superintendent

Dr. Charles Vitton
Assistant Superintendent

Trevor Moore
Chief School Business
Official

Amy Loy
Director of Special Services



BOARD OF EDUCATION

Tara Robinson
President

Richard Uthe
Vice President

Jennifer Moe
Secretary

Roger Bettenhausen
Trustee

Paul Douglas
Trustee

Jodi Becker
Trustee

Jody Thatcher
Trustee

To: Peotone CUSD 207U Board of Education

From: Trevor J. Moore, Chief School Business Official

RE: Action Requested to Purchase (2) Vans

Date: October 9, 2019

Members of the Board:

I formally request you take action approving the purchase of (2) new Ford Transit Connect vans for the Transportation Department through the State of Illinois Contract with Morrow Brothers Ford in Greenfield, IL.

We currently have (5) vans in use in the Transportation Department, two of which will be replaced with these new vehicles. All of these vans are at a point in their age where they are not reliable to travel out of town. One requires major transmission work and it has been decided it is not worth the cost to repair it given the age and mileage of the van.

The vans will be ordered the following way:

- Seven Passenger (4 bucket seats and 1 bench seat) - \$25,980.00
- Frozen White Exterior Color - \$0.00
- Cloth Seating - \$90.00
- M License Plates - \$225.00
- Delivery - \$300.00
- Dark Tinted Glass - \$435.00
- Daytime Running Lamps - \$40.00
- Extra Key with Remote - \$165.00

Total price (each): \$27,235.00

Having two vans that are new and reliable for out of town travel will allow small athletic teams or clubs to take a van instead of the AV Bus that accommodates larger groups. This is not an option we have had for several years.

Sincerely,

Trevor J. Moore
Chief School Business Official
Peotone CUSD 207U

Peotone Community Unit School District 207-U

PEOTONE HIGH SCHOOL
605 West North Street
Peotone, Illinois 60468

Phone: 708-258-3236
Fax: 708-258-6991

Guidance Department

Peotone CUSD 207-U

Nichole Schultz, School Counselor (Caseload A - K)
David Church, School Counselor (Caseload L - Z)
Marlene Murray, Registrar

October 8, 2019

Mr. Steve Stein, Superintendent
Peotone CUSD 207-U
605 West North Street
Peotone, IL 60468

Dear Mr. Stein:

Mathilda J. Biggers (D.O.B. 9/28/1998) has completed the Peotone High School graduation requirements as of September 2019. Please approve the release of her diploma.

Sincerely,

Nichole Schultz, M.A., L.P.C., N.C.C.
School Counselor (Caseload A - K)
Peotone High School
605 W. North Street
Peotone, IL 60468
(708) 258-3236 Ext. 1168
(708) 258-6991 Fax



Hygieneering, Inc.

Industrial hygiene, safety and environmental consulting services

7575 Plaza Court, Willowbrook, IL 60527

(630)654-2550/FAX: (630) 789-3813

October 14, 2019

Mr. Steve Stein, Superintendent
Peotone Community Unit School District #207U
Connor Shaw Center
212 West Wilson Street
Peotone, Illinois 60468
Email: sstein@peotoneschools.org

Re: Asbestos Abatement Bid Review – Peotone Intermediate Center Winter 2019 Main Office Flooring
Materials Abatement

Dear Mr. Stein:

This letter summarizes the asbestos abatement bids submitted for the winter 2019 removal of identified asbestos containing flooring materials located in the Main Office associated with the flooring replacement project scheduled at Peotone Intermediate Center.

Safe Environment is the apparent low bidder for this project, with a total of \$13,000.00 for the removal of asbestos containing flooring materials identified in the project specifications. NES was the second low bidder for this work at \$15,000.00.

We have reviewed the Proposals submitted by the two low bidders. I contacted and met with Mr. Tyson Lovelace, to verify that he was comfortable with his bid price and that the bid included all the work identified in the project specifications. Mr. Lovelace assured me that he was comfortable with his bid price for the project.

Based upon the interview with Mr. Lovelace and Safe's proposal and low bid, we recommend that they be awarded the work as the low bidder for the project. Upon the District 207U Board approval of this contract, and per our agreement with District 207U, Hygieneering will proceed with this project as scheduled to ensure its successful completion.

Thank you for this opportunity to serve your environmental, health and safety needs at Peotone Community Unit School District #207U.

Sincerely,

HYGIENEERING, INC.

Michael J. Bartos

Michael J. Bartos
Director, Environmental Services

BID FORM

PROJECT:

PEOTONE INTERMEDIATE CENTER
(IDPH # 56-099-207U-26-2005)
9526 WEST MANHATTAN-MONEE ROAD
FRANKFORT, ILLINOIS 60423
Project # 2019-6244-E

DATE ISSUED: October 8, 2019

SEND TO:

Two Copies via Email to:

Peotone Community Unit School District #207U
Attention: Mr. Steve Stein, Superintendent

Cc: mbarrios@hygieneering.com
Connor Shaw Center
212 West Wilson Street
Peotone, Illinois 60468

FROM: Bidder's Name: Safe Environmental Corporation
Address: 10030 Express Dr. Suite A & B
Highland, IN 46322
Telephone #: 219-922-0844

DUE DATE: On or before October 11, 2019 by 2:00 p.m. Attn: Mr. Steve Stein, Superintendent

The undersigned, having visited the site of the work, attended all pre-bid meetings and having familiarized himself with local conditions, all applicable federal, state and local laws and regulations, standards and ordinances affecting the cost of his work and with all requirements of the proposed specifications as prepared by Hygieneering, Inc. and the Contract Documents, and any duly issued Addenda to said Contract Documents, as acknowledged herein, hereby proposes and agrees to furnish all things as required by said Contract Documents and Addenda thereto for the total, not-to exceed price stated below.

BID SCHEDULE

BASE BID SCOPE OF WORK – AREA #1 MAIN OFFICE ABATEMENT - For the base bid scope of work for each area, to remove and dispose the described regulated ACM as required by the Contract Documents, the total stand alone, not-to-exceed price is as follows:

BASE BID AREA #1 MAIN OFFICE ABATEMENT

TOTAL COST \$ 13,000.00

ADDENDUM RECEIPT

Receipt of the following Addendum to the Bidding Requirements and Contract Documents are acknowledged:

Addendum No. _____ Dated _____

BID GUARANTEE

The undersigned agrees that the Owner and Hygieneering, Inc. shall have the right to retain this bid for a period of ninety (90) days from the date of receiving this bid and guarantees the amounts set forth herein to be firm for the same ninety (90) day period.

BID ACCEPTANCE

If written Notice of Award of Contract delivered to the undersigned, the undersigned agrees that he will execute the Agreement per the Bid Documents.

It is understood and agreed that the Owner reserves the right to award the contract based solely on the School District's best interests, to reject any or all bids, to waive any informalities and irregularities in bidding procedures, and to hold all bids for the guarantee period.

Signed and sealed this 11th day of October, 2019

Safe Environmental Corporation

Business Name

10030 Express Dr. Suite A & B, Highland, IN 46322

Business Address

219-922-0844

Area Code

Telephone Number

Tyson Lovelace

Printed Name

Signature

10/11/19

Date

(SEAL)

ATTEST (if a Corporation)
Secretary

Title

BID FORM

PROJECT:

PEOTONE INTERMEDIATE CENTER
(IDPH # 56-099-207U-26-2005)
9526 WEST MANHATTAN-MONEE ROAD
FRANKFORT, ILLINOIS 60423
Project # 2019-6244-E

DATE ISSUED: October 8, 2019

SEND TO:

Two Copies via Email to:

Peotone Community Unit School District #207U
Attention: Mr. Steve Stein, Superintendent

sstein@peotoneschools.org

Cc: mbartos@hygieneering.com

Connor Shaw Center
212 West Wilson Street
Peotone, Illinois 60468

FROM:

Bidder's Name:

Address:

Telephone #:

NES Environmental
199 Industry Ave
Frankfort, IL 60423
(708) 478-5197

DUE DATE: On or before October 11, 2019 by 2:00 p.m. Attn: Mr. Steve Stein, Superintendent

The undersigned, having visited the site of the work, attended all pre-bid meetings and having familiarized himself with local conditions, all applicable federal, state and local laws and regulations, standards and ordinances affecting the cost of his work and with all requirements of the proposed specifications as prepared by Hygieneering, Inc. and the Contract Documents, and any duly issued Addenda to said Contract Documents, as acknowledged herein, hereby proposes and agrees to furnish all things as required by said Contract Documents and Addenda thereto for the total, not-to exceed price stated below.

BID SCHEDULE

BASE BID SCOPE OF WORK – AREA #1 MAIN OFFICE ABATEMENT - For the base bid scope of work for each area, to remove and dispose the described regulated ACM as required by the Contract Documents, the total stand alone, not-to-exceed price is as follows:

BASE BID AREA #1 MAIN OFFICE ABATEMENT

TOTAL COST \$ 15,000⁰⁰

ADDENDUM RECEIPT

Receipt of the following Addendum to the Bidding Requirements and Contract Documents are acknowledged:

Addendum No. _____ Dated _____

BID GUARANTEE

The undersigned agrees that the Owner and Hygieneering, Inc. shall have the right to retain this bid for a period of ninety (90) days from the date of receiving this bid and guarantees the amounts set forth herein to be firm for the same ninety (90) day period.

BID ACCEPTANCE

If written Notice of Award of Contract delivered to the undersigned, the undersigned agrees that he will execute the Agreement per the Bid Documents.

It is understood and agreed that the Owner reserves the right to award the contract based solely on the School District's best interests, to reject any or all bids, to waive any informalities and irregularities in bidding procedures, and to hold all bids for the guarantee period.

Signed and sealed this 11 day of October, 2019

NES Environmental
Business Name

195 Industry Ave, Frankfort, IL 60423
Business Address

(708) 478-5197
Area Code

Telephone Number

Ron Sangiacomo
Printed Name

[Signature]
Signature

10/11/19
Date

(SEAL)

[Signature]
ATTEST (if a Corporation)
Officer

Title

BID FORM

PROJECT:

PEOTONE INTERMEDIATE CENTER
(IDPH # 56-099-207U-26-2005)
9526 WEST MANHATTAN-MONEE ROAD
FRANKFORT, ILLINOIS 60423
Project # 2019-6244-E

DATE ISSUED: October 8, 2019

SEND TO:

Two Copies via Email to:

Peotone Community Unit School District #207U
Attention: Mr. Steve Stein, Superintendent
sstein@peotoneschools.org
Cc: mbartos@hygieneering.com
Connor Shaw Center
212 West Wilson Street
Peotone, Illinois 60468

FROM: Bidder's Name: ETC INDUSTRIES, INC.
Address: 366 Hollowell Hill Rd
Wauconda, IL 60084
Telephone #: 847 526 9515

DUE DATE: On or before October 11, 2019 by 2:00 p.m. Attn: Mr. Steve Stein, Superintendent

The undersigned, having visited the site of the work, attended all pre-bid meetings and having familiarized himself with local conditions, all applicable federal, state and local laws and regulations, standards and ordinances affecting the cost of his work and with all requirements of the proposed specifications as prepared by Hygieneering, Inc. and the Contract Documents, and any duly issued Addenda to said Contract Documents, as acknowledged herein, hereby proposes and agrees to furnish all things as required by said Contract Documents and Addenda thereto for the total, not-to exceed price stated below.

BID SCHEDULE

BASE BID SCOPE OF WORK – AREA #1 MAIN OFFICE ABATEMENT - For the base bid scope of work for each area, to remove and dispose the described regulated ACM as required by the Contract Documents, the total stand alone, not-to-exceed price is as follows:

BASE BID AREA #1 MAIN OFFICE ABATEMENT

TOTAL COST \$ 22,500.00

ADDENDUM RECEIPT

Receipt of the following Addendum to the Bidding Requirements and Contract Documents are acknowledged:

Addendum No. N/A Dated _____

BID GUARANTEE

The undersigned agrees that the Owner and Hygieneering, Inc. shall have the right to retain this bid for a period of ninety (90) days from the date of receiving this bid and guarantees the amounts set forth herein to be firm for the same ninety (90) day period.

BID ACCEPTANCE

If written Notice of Award of Contract delivered to the undersigned, the undersigned agrees that he will execute the Agreement per the Bid Documents.

It is understood and agreed that the Owner reserves the right to award the contract based solely on the School District's best interests, to reject any or all bids, to waive any informalities and irregularities in bidding procedures, and to hold all bids for the guarantee period.

Signed and sealed this 10th day of Oct, 2019

ETC INDUSTRIES, INC.
Business Name

366 Hollow Hill Rd Hickman, IL 60044
Business Address

247 526 9515
Area Code Telephone Number

Philip Stokes [Signature]
Printed Name Signature

(SEAL)

Oct 10, 2019
Date

[Signature]
ATTEST (if a Corporation)
President
Title

Tenco Excavating, Inc.

Office: 815-929-9014

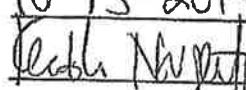
106 Mooney Dr.
Bourbonnais, IL 60914

Fax: 815-929-9016

To: **Peotone Community Unit School District 207-U**
212 West Wilson
Peotone, IL 60468

Date	10/14/2019
Change Order #	4
Job Name/ Location	
19-0523 Peotone JR High School	

Change Order

We hereby agree to the change(s) or additional work specified below.		Total
CREDIT FOR SPECIFIED DOWNSPOUT BOOTS.		(\$2,600.00)
COST FOR INSTALLED BOOTS AND PROTECTIVE GUARDS.		\$1,545.00
LABOR AND MATERIAL TO PREP AND POUR DUMPSTER PAD & SIDEWALK.		\$3,841.00
NOTE: This change order becomes part of and in conformance with the existing contract		
We Agree hereby to make the change(s) specified above at the above specified price.		\$ 2,786.00
Date of Agreement	10-15-2019	PREVIOUS CONTRACT AMOUNT
Authorized Signature		\$ 305,140.00
		REVISED CONTRACT TOTAL
		\$ 307,926.00

Payment will be made as follows:

Accepted-

The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature _____

Date of Acceptance _____

REPORT NO. 34:

FOR ACTION: PERSONNEL: (*Contingent upon receipt and evaluation of Employment documentation required by the District and the Illinois State Board of Education*)

The Board will need a motion to approve the following **Certified and Classified Staff Personnel.**

**CERTIFIED STAFF
EMPLOYMENT:**

- Carly Bittner- PJHS - Math Coach (effective date of 01/20/2020).
- Larry Deweese - PES - Bell Choir Sponsor (effective date of 9/30/2019).
- Nicole Majca - PHS- Spanish Club Sponsor (effective date of 08/21/2019).
- Alexandra Martin - PHS- Football/Basketball Sideline Cheer Head Coach (effective date of 09/26/2019).
- Mallory Martin - PJHS - Math Coach (effective date of 01/20/2020).
- Chelsea McKay - PHS - Fall Play Director (effective date of 08/21/2019).
- Austin Rueth - PHS - Baseball Assistant Coach (effective date of 10/21/2019).
- Ashley Siemion - PHS - School Counselor (effective date of 10/09/2019).
- Rosie Knezz - CSC/PJHS - Contractual SLP for Melissa Grahonya's leave of absence - (effective date of 10/07/2019).

**ANNUAL CONTRACT PERFORMANCE BASED GOALS CRITERIA UPDATE:
Pursuant to School Code,105 ILCS 5/10-23.8):**

- Trevor Moore, Chief Business School Official.

RESIGNATION:

- Michelle Dandurand - PJHS - Math Coach - (effective date of 09/04/2019).
- Rachel Fassl-Downing - PHS - School Counselor (effective date of 10/09/2019).
- Alexandra Martin - PHS - Head Coach -Basketball Sideline Cheer (effective date of 11/15/2019).

LEAVE OF ABSENCE:

- Melissa Grahonya - CSC/PJHS -SLP - (effective date of 10/15/2019 and with a return date of 01/06/2020).

**CLASSIFIED STAFF
EMPLOYMENT:**

- Marissa Backlin - PES - 1:1 Paraprofessional (effective date of 10/02/2019).
- Lori D'Anna – Transportation – from Bus Driver in Training to Bus Driver (effective date of 09/25/2019).
- Heather Boer - Transportation - School Bus Driver in Training (effective date of 09/23/2019).
- Jamie Dittman - Transportation - School Bus Aide (effective date of 09/26/2019).
- Joseph Lentz - PHS - Custodian - (effective date of 10/07/2019).

- Ruben Suarez - District Office - Director of Technology (effective date of 10/22/2019).
- Jennifer Swanson - District Office - Registrar/Assistant Bookkeeper (effective 10/08/2019).

CHANGE IN STATUS:

- Amber Croxen - PES - Custodian (effective date of 10/22/2019).
- Amanda Croxen - PHS - Custodian (effective date of 10/22/2019).

TERMINATION:

- Taylor Zalinski - PHS - Head Coach -Sideline & Competitive Cheer (effective date of 09/26/2019).

MOTION REQUIRED: ROLL CALL VOTE