

**Big Hollow School District #38 Ingleside, IL 60041**

**REGULAR BOARD OF EDUCATION MEETING MINUTES**

Monday, March 11, 2024

1. Call to Order and Roll Call:

The regular meeting of the Board of Education was called to order at 6:00 p.m. on Monday, March 11, 2024.

Roll Call:

The following members were in attendance: Bennett, Dollinger, Kueter, Lyons, Pedersen, Plescia

The following members were absent: Cernuska

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Pedersen and seconded by Kueter to move to closed session at 6:01 pm

Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:46 pm.

The following members were in attendance: Bennett, Dollinger, Kueter, Pedersen, Plescia

The following members were absent: Cernuska

The following administration were present: Gold, Biancalana, Cornwell, Janusz, McDonough

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

A motion was made by Plescia and seconded by Kueter to approve the agenda as presented.

Motion carried.

Aye: All

Nay: None

6. Academic Spotlight

Big Hollow Middle School Scholastic Bowl shared with the board some background on this new team as well as who they are and what they do. The Scholastic Bowl is made up of 16 students in grades 5th-8th on two teams; Varsity and Jr Varsity. They compete against other schools with trivia questions.

7. Accomplishment Recognition

The following individuals were honored as the February 2024:

- o Student of the Month Primary: Sophie Heredia, 1st Grade. Sophie was nominated by her teacher, Mrs. Olney for being an amazing role model. She always comes to school with a smile on her face; this has so much compassion, patience and understanding with her peers.
- o Student of the Month Elementary: Braylon Evans, 3rd Grade. Ms. Keenon, 3rd Grade Teacher, nominated him for being kind and helpful. He is a natural leader and encourages his classmates to follow directions both verbally and by example. He is an excellent student.
- o Student of the Month Middle School: Stella Capulong, 8th Grade. Stella was nominated by Ms. Hagen, 8th Grade Science Teacher. Stella is a model student who approaches each task with thoughtfulness and attention to detail. Her commitment to excellence is reflected in the quality of her work, which consistently exceeds expectations.
- o Employee of the Month: Annie Wahls, MS Spanish Teacher and Athletic Director. Annie was nominated for her incredible dedication and hard work as a teacher who constantly goes above and beyond for her students. As our new athletic director, she has created an athletic handbook, volunteer opportunities for students, new programs for registration, fundraising and much more.

8. Board Member "Code of Conduct" Review:

Item #5: "I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels."

9. Approve Consent Agenda Items:

A motion was made by Plescia seconded by Kueter to approve the consent agenda items as presented.

Motion carried.

Aye: Plescia, Kueter, Dollinger, Lyons, Pedersen, Bennett

Nay: None

10. Public Comments

No public comments.

11. Superintendent's Report:

a. Staffing Plan 2024-2025

A motion was made by Pedersen and seconded by Dollinger to approve the staffing plan for the 2024-2025 school year as presented by Mr Gold.

Motion carried.

Aye: Pedersen, Dollinger, Lyons, Bennett, Kueter, Plescia

Nay: None

b. 2024 Summer School Learning

Mr. Gold shared an exhibit created by Kira DeNovo, Student Services Coordinator, which shows the 17 enrichment courses, Extended School year, Transition Camp, and ELL Summer Academy details and descriptions. All summer school opportunities are available to families at no cost. Big Hollow is co-oping with Gavin to provide the enrichment courses.

c. Water main project update

Mr. Gold shared an update on the connection to the water main.

A number of new bids have come in much lower than the original bid received in February 2024 for the decommissioning of the well. Mr. Gold will be working to secure the best price to complete this project. Connection to the water main as well as the well decommissioning should be completed by early summer.

d. End of the 2023-2024 SY

The following dates were highlighted:

- 8th Grade Graduation
  - Thursday, May 23, 2024 at 7:00 pm in the Big Hollow Middle School Gym
  - This day is also an early release for the 8th grade students.
- Final day of school (Pending no emergency days are utilized)
  - Friday, May 24, 2024

- This will also be an early release day.

12. Other Action Items:

a. February Employment Recommendations

A motion was made by Bennett and seconded by Plescia to approve the employment report for February 2024 as presented.

Motion carried.

Aye: Bennett, Plescia, Lyons, Kueter, Dollinger, Pedersen

Nay: None

b. 2024-2025 Administrative Assignments

A motion was made by Dollinger and seconded by Pedersen to approve the recommended administrative assignments for 2024-2025.

- Dr. Vinni Biancalana – Elementary School Principal
- Mr. Josh Cornwell – Middle School Principal
- Mrs. Kira Denovo – SPED Coordinator
- Mrs. Sara Kumpula – Elementary School Assistant Principal
- Mrs. Amanda McDonough – Middle School Assistant Principal
- Mr. Matthew McCulley – Director of Technology
- Mrs. Rachel Mullen – Primary School Principal
- Dr. Erin Pittman – Assistant Superintendent of Student Services (shared position with Gavin School District 37)
- Ms. Barb Steinseifer – Curriculum & Instruction Director (part time)
- Mrs. Nicole Stroup – Teaching and Learning Coordinator
- Mr. Brian Summers – Middle School Assistant Principal
- TBD – Primary School Assistant Principal

Motion carried.

Aye: All

Nay: None

c. Big Hollow Primary School Classroom Construction Project

Mr. Gold shared a proposed blueprint for the construction of a classroom in the current kindergarten “pod”. This additional space is needed due to the efforts of the District to lower overall class sizes in recent years.

A motion was made by Plescia and seconded by Dollinger to approve the proposed construction of a classroom in the current Kindergarten “pod” at Primary.

Motion carried.

Aye: All

Nay: None

d. Phase 1 with Veregy

Mr. Gold discussed the Phase 1 scope of work with Veregy which includes roofing upgrades to all buildings, a chiller at primary school, condensing unit at elementary school, and duct work at middle school; as well as technology system upgrades. The Finance Committee and Building/Grounds/Transportation Committee have each met to discuss the projects as well as funding.

A motion was made by Pedersen and seconded by Plescia to approve the recommended facilities projects in phase 1 to be completed through a performance contract with Veregy.

Motion carried.

Aye: Pedersen, Plescia, Kueter, Lyons, Bennett, Dollinger

Nay: None

13. Resignations Accepted:

- Accepted resignation of Jean Hayes, Elementary Lunch Monitor, effective February 14, 2024.
- Accepted resignation Corthell McDaniel, Middle School Lunch Monitor, effective February 28, 2024.
- Accepted resignation of Matthew Kalmerton, Custodian, effective March 8, 2024.
- Accepted resignation of Kara Mancini, 8th Grade Science Teacher, effective end of the 2023-2024 school year.
- Accepted resignation of Anthony Murray, 8th Grade ELA Teacher, effective end of the 2023-2024 school year.
- Accepted resignation of Nicole Buschek, 8th Grade ELA Teacher, effective end of the 2023-2024 school year.

14. Informational Items:

- a. Freedom of Information Act (FOIA) Requests  
There were no FOIA's from February 2024

- b. Monthly Reports  
Board of Education Administrator Report, Administrator Meeting Agenda, Monthly Attendance, AAPAC Agenda from February 1, 2024 and CAC agenda from February 26, 2024 were all exhibited.
- c. The next regularly scheduled Board Meeting will take place on Monday, April 8, 2024 with closed session beginning at 6:00 pm and open session immediately following.

15. Motion to move to Closed Session:

Not needed

16. Return to Open Session:

Not needed

17. Take any necessary action following closed session regarding minutes, employment of personnel, resignations, terminations or leaves of absence:

None

18. Adjournment:

A motion was made by Dollinger and seconded by Plescia to adjourn the meeting at 7:20 pm.

Motion carried.

Aye: All

Nay: None

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Board of Education President  
Big Hollow School District #38

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Board of Education Secretary  
Big Hollow School District #38

	EDUCATION FUND (10)	OPER. & MAINT. FUND (20)	DEBT SVC FUND (30)	TRANS. FUND (40)	SS/MED/IMRF FUND (50/51)	CAPITAL PROJ FUND (60)	WORKING CASH FUND (70)	TORT FUND (80)	TOTAL ALL FUNDS
<b>ASSETS</b>									
Cash & Investments									
Imprest Fund	2,000	0	0	0	0	0	0	0	2,000
Cash in Bank BMO	0	0	0	0	0	0	0	0	0
Student Activity	23,857	0	0	0	0	0	0	0	23,857
*Cash in Bank Win Trust Land of Lakes Bank	2,751,094	1,275,423	-483,649	561,491	308,143	1,766,742	1,679,408	-49,647	7,809,005
PMA Investment	871,317	285,316	634,605	14,526	31,063	102,065	55,705	5,203	1,999,800
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>3,648,268</b>	<b>1,560,740</b>	<b>150,956</b>	<b>576,016</b>	<b>339,206</b>	<b>1,868,807</b>	<b>1,735,113</b>	<b>-44,443</b>	<b>9,834,663</b>
Due From Education Fund	0	0	0	0	0	0	0	0	0
<b>TOTAL ASSETS</b>	<b>3,648,268</b>	<b>1,560,740</b>	<b>150,956</b>	<b>576,016</b>	<b>339,206</b>	<b>1,868,807</b>	<b>1,735,113</b>	<b>-44,443</b>	<b>9,834,663</b>
<b>LIABILITIES</b>									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	56,079	-73,884	0	-19,601	-1	0	0	0	-37,407
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
<b>TOTAL LIABILITIES</b>	<b>56,079</b>	<b>-73,884</b>	<b>0</b>	<b>-19,601</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-37,407</b>
*YTD Revenue	12,495,284	1,015,971	2,765,289	1,096,987	387,115	65,895	114,323	183,348	18,124,211
Sale of Assets									0
YTD Expenditures	-14,558,940	-1,469,059	-5,666,926	-1,173,991	-515,983	-179,935	0	-269,990	-23,834,825
YTD Excess/ (Deficiency)	-2,063,656	-453,089	-2,901,637	-77,005	-128,868	-114,040	114,323	-86,642	-5,710,614
Beginning Fund Balance 07/01/23	5,768,002	1,939,944	3,052,592	633,420	468,075	1,982,847	1,620,791	42,199	15,507,870
Ending Fund Balance	3,704,346	1,486,855	150,956	556,416	339,206	1,868,807	1,735,113	-44,443	9,797,257
<b>TOTAL LIABILITIES &amp; FUND BAL.</b>	<b>3,648,268</b>	<b>1,560,740</b>	<b>150,956</b>	<b>576,016</b>	<b>339,206</b>	<b>1,868,807</b>	<b>1,735,113</b>	<b>-44,443</b>	<b>9,834,663</b>

Date

Board of Education Secretary

Date

<b>Bank Balances</b>					
<b>3/31/2024</b>					
	<b>Ledger/ Statement</b>	<b>Outstanding Deposits</b>	<b>Outstanding Checks</b>	<b>Adjusting Entry</b>	<b>Adjusted Balance</b>
Education (10)	2,751,093.53				2,751,093.53
Building (20)	1,275,423.29				1,275,423.29
Bond & Interest (30)	(483,649.32)				(483,649.32)
Transportation (40)	561,490.80				561,490.80
IMRF/SS/MC Fund (50,51)	308,142.96				308,142.96
Capital Projects (60)	1,766,742.46				1,766,742.46
Working Cash (70)	1,679,408.21				1,679,408.21
Tort (80)	(49,646.73)				(49,646.73)
	<u>7,809,005.20</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,809,005.20</u>
Bank of the Ozarks	0.00				0.00
PMA Savings-11534-101	0.10				0.10
PMA Max Class General Fund	6,554,369.34				6,554,369.34
PMA Max Tax Anticipation Warrants	0.00				0.00
State Bank of the Lakes	1,403,243.12		148,607.36		1,254,635.76
Bancorp Bank	0.00				0.00
	<u>7,957,612.56</u>	<u>-</u>	<u>116,701.85</u>	<u>0.00</u>	<u>7,809,005.20</u>
			Variance		-



<b>Education Fund</b>						
<b>Revenue</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
<b>Local Sources</b>	\$9,898,351	\$95,459	\$5,499,661	\$4,398,690	56%	
<b>State Sources</b>	\$8,111,205	\$716,195	\$6,042,700	\$2,068,505	74%	
<b>Federal Sources</b>	\$1,352,852	\$36,163	\$929,848	\$423,004	69%	
<b>Fees</b>	\$10,000	\$2,768	\$23,075	(\$13,075)	0%	
<b>Total Revenue</b>	\$19,372,408	\$850,585	\$12,495,284	\$6,877,124	65%	
<b>Expenses</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
<b>Salary</b>	\$14,242,134	\$1,160,750	\$10,171,922	\$4,070,212	71%	
<b>Benefits</b>	\$1,858,582	\$153,276	\$1,309,378	\$549,204	70%	
<b>Purchased Services</b>	\$1,701,414	\$80,732	\$919,308	\$782,106	54%	
<b>Supplies and Materials</b>	\$1,575,101	\$81,593	\$1,137,694	\$437,407	72%	
<b>Capital Outlay</b>	\$62,500	\$0	\$46,258	\$16,242	0%	
<b>Dues and Fees/Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Non-Capital Equipment</b>	\$22,000	\$0	\$25,861	(\$3,861)	0%	
<b>Other Objects</b>	\$1,573,519	\$128,580	\$948,519	\$625,000	60%	
<b>Transfers</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$21,035,250	\$1,604,930	\$14,558,940	\$6,476,310	69%	

<b>Operations and Maintenance</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$1,653,000	\$26,210	\$965,971	\$687,029	58%	
<b>State Sources</b>	\$50,000	\$50,000	\$50,000	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Other Sources Sale of Land</b>	\$0	\$0	\$0	\$0	0%	
<b>Grant Maintenance</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$1,703,000	\$76,210	\$1,015,971	\$687,029	60%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$599,000	\$46,946	\$422,468	\$176,532	58%	
<b>Benefits</b>	\$85,550	\$6,711	\$61,287	\$24,263	72%	
<b>Purchased Services</b>	\$762,250	\$34,197	\$607,783	\$154,467	80%	
<b>Supplies and Materials</b>	\$493,000	\$39,414	\$377,521	\$115,479	77%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues, Fees, Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$1,939,800	\$127,268	\$1,469,059	\$470,741	76%	

<b>Debt Service Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$3,240,000	\$0	\$2,765,289	\$474,711	85%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$3,240,000	\$0	\$2,765,289	\$474,711	85%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Purchased Services</b>	\$1,000	\$550	\$550	\$450	55%	
<b>Principal and Interest</b>	\$0	\$0	\$0	\$0	0%	
<b>Other Objects</b>	\$5,666,377	\$0	\$5,666,376	\$1	100%	
<b>Total Expenses</b>	\$5,667,377	\$550	\$5,666,926	\$451	100%	

<b>Transportation Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$669,000	\$4,185	\$386,935	\$282,065	58%	
<b>State Sources</b>	\$821,438	\$0	\$710,052	\$111,386	86%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$1,490,438	\$4,185	\$1,096,987	\$393,451	74%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$932,700	\$71,562	\$586,572	\$346,128	63%	
<b>Benefits</b>	\$22,620	\$2,587	\$15,665	\$6,955	69%	
<b>Purchased Services</b>	\$218,600	\$2,772	\$72,982	\$145,618	33%	
<b>Supplies and Materials</b>	\$191,000	\$912	\$89,439	\$101,561	47%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Other Objects</b>	\$416,200	\$30	\$409,333	\$6,867	98%	
<b>Total Expenses</b>	\$1,781,120	\$77,862	\$1,173,991	\$607,129	66%	

<b>IMRF/SS Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$578,534	\$3,067	\$387,115	\$191,419	67%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$578,534	\$3,067	\$387,115	\$191,419	67%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$0	\$0	\$0	\$0	0%	
<b>Benefits</b>	\$780,500	\$56,671	\$515,983	\$264,517	66%	
<b>Purchased Services</b>	\$0	\$0	\$0	\$0	0%	
<b>Supplies and Materials</b>	\$0	\$0	\$0	\$0	0%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues and Fees</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$780,500	\$56,671	\$515,983	\$264,517	66%	

<b>Capital Projects</b>						
<b>Revenue</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
<b>Local Sources</b>	\$50,000	\$10,997	\$65,895	(\$15,895)	132%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$50,000	\$10,997	\$65,895	(\$15,895)	132%	
<b>Expenses</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
<b>Salary</b>	\$0	\$0	\$0	\$0	0%	
<b>Benefits</b>	\$0	\$0	\$0	\$0	0%	
<b>Purchased Services</b>	\$190,000	\$27,270	\$178,803	\$11,197	94%	
<b>Supplies and Materials</b>	\$0	\$0	\$338	(\$338)	0%	
<b>Capital Outlay</b>	\$130,000	\$0	\$794	\$129,206	1%	
<b>Transfers</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$320,000	\$27,270	\$179,935	\$140,065	56%	

<b>Working Cash Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$110,000	\$10,453	\$114,323	(\$4,323)	104%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$110,000	\$10,453	\$114,323	(\$4,323)	104%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$0	\$0	\$0	\$0	0%	
<b>Benefits</b>	\$0	\$0	\$0	\$0	0%	
<b>Purchased Services</b>	\$0	\$0	\$0	\$0	0%	
<b>Supplies and Materials</b>	\$0	\$0	\$0	\$0	0%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues and Fees/Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$0	\$0	\$0	\$0	0%	

<b>TORT FUND</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$285,050	\$0	\$183,348	\$101,702	64%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$285,050	\$0	\$183,348	\$101,702	64%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$0	\$0	\$0	\$0	0%	
<b>Benefits</b>	\$0	\$0	\$0	\$0	0%	
<b>Purchased Services</b>	\$271,000	\$0	\$269,990	\$1,010	100%	
<b>Supplies and Materials</b>	\$0	\$0	\$0	\$0	0%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues and Fees/Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$271,000	\$0	\$269,990	\$1,010	100%	



<b>Total All Funds</b>						
<b>Revenue</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
<b>Local Sources</b>	\$16,483,935	\$150,370	\$10,368,536	\$6,115,399	63%	
<b>State Sources</b>	\$8,982,643	\$766,195	\$6,802,752	\$2,179,891	76%	
<b>Federal Sources</b>	\$1,352,852	\$36,163	\$929,848	\$423,004	69%	
<b>Other Sources Sale of Land</b>	\$0	\$0	\$0	\$0	0%	
<b>Fees</b>	\$10,000	\$2,768	\$23,075	(\$13,075)	0%	
<b>Maintenance Grant</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$26,829,430	\$955,496	\$18,124,211	\$8,705,219	68%	
<b>Expenses</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
<b>Salary</b>	\$15,773,834	\$1,279,257	\$11,180,962	\$4,592,872	71%	
<b>Benefits</b>	\$2,747,252	\$219,246	\$1,902,313	\$844,939	69%	
<b>Purchased Services</b>	\$3,144,264	\$145,520	\$2,049,417	\$1,094,847	65%	
<b>Supplies and Materials</b>	\$2,259,101	\$121,919	\$1,604,992	\$654,109	71%	
<b>Capital Outlay</b>	\$192,500	\$0	\$47,052	\$145,448	24%	
<b>Dues and Fees/Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Non-Capital Equipment</b>	\$22,000	\$0	\$25,861	(\$3,861)	118%	
<b>Other Objects</b>	\$7,656,096	\$128,610	\$7,024,228	\$631,868	92%	
<b>Total Expenses</b>	\$31,795,047	\$1,894,552	\$23,834,825	\$7,960,222	75%	

**Big Hollow School District #38  
Accounts Payable Approval Form for April 8, 2024**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	594,225.42
O & M	20	82,565.00
Debt Service	30	\$550.00
Transportation	40	25,140.84
IMRF/SS	50	56,671.37
Capitol Projects	60	27,270.00
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
<b>Totals</b>		<b>\$786,422.63</b>

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Board of Education Secretary \_\_\_\_\_ Date \_\_\_\_\_  
Big Hollow School District #38

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Board of Education President \_\_\_\_\_ Date \_\_\_\_\_  
Big Hollow School District #38

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
3/13/2024	55907	United States Treasury	\$84,673.50
3/1/2024	55837	United States Treasury	\$80,579.91
3/13/2024	55906	Teachers Retirement System	\$47,070.16
3/1/2024	55836	Teachers Retirement System	\$46,440.22
3/14/2024	55936	SEDOL	\$46,386.95
3/13/2024	55902	Ill Municipal Retirement Fund	\$33,342.24
3/8/2024	55869	MainStage Theatrical Supply, Inc	\$26,919.00
3/21/2024	55998	Spectrum Center Inc	\$25,991.16
3/13/2024	55903	Illinois Dept Of Revenue	\$25,954.39
3/1/2024	55833	Illinois Dept Of Revenue	\$24,950.28
3/8/2024	55851	Connection's Academy East	\$22,806.00
3/21/2024	56003	TinyEye Therapy Service	\$17,485.42
3/14/2024	55911	Carroll Seating Company	\$16,655.00
3/8/2024	55858	Gordon Food Service Inc	\$16,476.16
3/14/2024	55915	Gordon Food Service Inc	\$15,083.90
3/21/2024	55996	Special Education Services	\$14,833.11
3/21/2024	55962	ENGIE Resources LLC	\$13,816.19
3/1/2024	55834	Lake County Federation Of Teachers	\$12,085.92
3/13/2024	55904	Lake County Federation Of Teachers	\$12,085.92
3/8/2024	55876	National Louis University	\$10,630.00
3/8/2024	55892	Speech Path Specialists	\$10,505.25
3/21/2024	55982	Nicor Gas	\$9,189.73
3/13/2024	55905	Teacher's Health Insurance Security Fund	\$7,486.91
3/1/2024	55835	Teacher's Health Insurance Security Fund	\$7,353.67
3/14/2024	55935	Safeway Transportation Serv	\$7,191.72
3/21/2024	55997	Specialized Education of Illinois Inc	\$6,869.40
3/8/2024	55850	Connection's Day School	\$6,394.80
3/8/2024	55877	NCC - Peterson Products	\$5,691.91
3/21/2024	55993	School Savers Corporation	\$5,434.60
3/14/2024	55931	Onyx Asset Services Group LLC	\$5,284.94
3/8/2024	55890	Schuring & Schuring, Inc	\$5,107.26
3/21/2024	55987	RingCentral Inc	\$4,753.25
3/8/2024	55881	ParentSquare, Inc	\$4,750.00
3/21/2024	55961	Crisis Prevention Institute, Inc	\$4,349.00
3/21/2024	55964	Herff Jones, LLC	\$4,313.25
3/14/2024	55934	Ripple Effects	\$4,000.00
3/14/2024	55919	Illinois Association Of School Boards	\$3,725.00
3/14/2024	55933	PMA Leasing, INC	\$3,687.85
3/21/2024	55975	Martin-Upton, Eileen	\$3,583.22
3/14/2024	55940	Synergy Education Consulting LLC	\$3,500.00
3/8/2024	55874	Midland Paper	\$3,455.20
3/14/2024	55937	Soliant Health	\$3,400.00
3/8/2024	55844	Amazon	\$3,296.27
3/21/2024	55959	Carroll, Megan	\$3,206.25
3/8/2024	55849	Community Mechanical	\$3,174.00

3/21/2024	55980 New Direction Solutions LLC	\$3,135.00
3/8/2024	55870 Martin-Upton, Eileen	\$2,915.22
3/14/2024	55945 Wells Fargo Vendor Financial Services LLC	\$2,908.41
3/21/2024	55978 NCC - Peterson Products	\$2,775.70
3/8/2024	55848 Carroll, Megan	\$2,700.00
3/21/2024	55991 Schmidgall, Kelly	\$2,640.00
3/21/2024	55958 Carroll Seating Company	\$2,434.50
3/8/2024	55856 Flood Brothers Disposal & Recycling Services	\$2,040.00
3/14/2024	55948 Williams, Charles	\$1,893.00
3/21/2024	55955 Amazon	\$1,729.46
3/1/2024	55838 Voya Institutional Trust Company	\$1,631.02
3/13/2024	55908 Voya Institutional Trust Company	\$1,631.02
3/8/2024	55878 Onyx Asset Services Group LLC	\$1,541.38
3/14/2024	55930 New Direction Solutions LLC	\$1,540.00
3/21/2024	55999 Sportdecals	\$1,496.57
3/21/2024	55963 Engler Callaway Baasten & Sraga, LLC	\$1,352.00
3/1/2024	55841 GreatWorks Theatre	\$1,316.00
3/21/2024	55979 Net56	\$1,271.20
3/14/2024	55916 Granite Telecommunications	\$1,258.63
3/1/2024	55840 Abbott, Jason	\$1,225.00
3/8/2024	55842 Alpha Baking Co, Inc.	\$1,204.07
3/21/2024	56001 Techstar America Corporations	\$1,202.77
3/21/2024	55969 Integrated Systems Corporation	\$1,056.00
3/14/2024	55910 Amazon	\$1,011.10
3/14/2024	55922 Jackowiak, Christopher	\$1,000.00
3/21/2024	55974 LearnWell	\$945.66
3/1/2024	55839 Wisconsin Dept Of Revenue	\$832.54
3/8/2024	55859 Hershey Creamery Co	\$828.48
3/8/2024	55886 Ray Chrysler Dodge Jeep Ram	\$826.23
3/13/2024	55909 Wisconsin Dept Of Revenue	\$816.46
3/14/2024	55939 Stroup, Nicole Michelle	\$726.19
3/8/2024	55891 Spakowski, Diane	\$700.00
3/21/2024	55989 Schindler Elevator Corporation	\$652.13
3/8/2024	55887 Schirmer, Tobias	\$640.00
3/8/2024	55862 IESA	\$622.80
3/21/2024	55990 Schirmer, Tobias	\$560.00
3/8/2024	55899 US Bank	\$550.00
3/21/2024	55965 Home Depot Credit Services	\$519.11
3/8/2024	55898 The Cubby Hole	\$500.00
3/21/2024	56004 Warehouse Direct Business Products & Srv	\$499.00
3/8/2024	55846 Aramark Uniform & Career Apparel Group Inc	\$465.24
3/14/2024	55943 Thomson Reuters-West	\$417.00
3/14/2024	55918 IASA Illinois Association Of School Admin	\$400.00
3/14/2024	55920 IPA Lake Region	\$400.00
3/8/2024	55880 PAHCS II/Northwestern Occ Health	\$375.00
3/14/2024	55952 Zeiger, Elyse	\$370.73
3/8/2024	55885 Raptor Technologies	\$370.00

3/21/2024	55988 Schimmel, Jessica Beth	\$367.20
3/8/2024	55884 Radi-Link, Inc	\$356.00
3/21/2024	55971 Jansen, Karen	\$353.40
3/8/2024	55868 Legat Architects	\$351.00
3/8/2024	55860 Hodges, Loizzi, Eisenhammer, Rodick,Kohn	\$347.15
3/14/2024	55926 Max Profit LLC	\$346.68
3/21/2024	55967 Illinois School for the Deaf	\$344.00
3/21/2024	55984 PAHCS II/Northwestern Occ Health	\$340.00
3/21/2024	55992 School Specialty	\$337.52
3/21/2024	55976 Menards	\$329.86
3/14/2024	55925 Lake County Regional Office of Ed	\$320.00
3/14/2024	55913 Follett School Solutions LLC	\$305.12
3/8/2024	55845 Aqua Doctor Plumbing LLC	\$300.00
3/14/2024	55941 Techstar America Corporations	\$285.50
3/14/2024	55951 YMCA Camp Duncan	\$250.00
3/21/2024	55953 Accurate Biometrics	\$232.00
3/8/2024	55861 Home Depot Credit Services	\$231.89
3/21/2024	55956 Ayala, Jimmy	\$228.64
3/21/2024	56005 Williams, Dave	\$225.00
3/14/2024	55923 Janusz, Lenayn	\$222.69
3/21/2024	55970 JAMF Holdings, Inc & Subsidiaries	\$210.00
3/14/2024	55944 Ultimate Screen Printing	\$207.00
3/8/2024	55854 Demco	\$201.03
3/8/2024	55863 ITSavvy LLC	\$200.00
3/21/2024	55994 Smithereen Pest Management	\$198.00
3/8/2024	55889 School Nurse Supply, Inc	\$189.00
3/14/2024	55927 McCulley, Matthew	\$184.71
3/21/2024	55957 Brama, Holly	\$183.40
3/21/2024	55966 IL Assoc of Teachers of English To Speakers	\$180.00
3/14/2024	55946 Wex Health, Inc	\$176.00
3/8/2024	55853 Cozzini Bros., Inc.,	\$156.50
3/21/2024	55983 Oriental Trading Company	\$152.84
3/14/2024	55938 Sposato-Jucha, Chiara Noelle	\$143.11
3/8/2024	55873 Menards	\$131.29
3/14/2024	55950 Wolters, Eric	\$129.12
3/21/2024	55973 Language Line Services	\$106.00
3/14/2024	55912 Connolly, Michelle	\$100.00
3/14/2024	55932 Philippsen, Michelle	\$93.34
3/21/2024	55960 Community Products LLC	\$90.00
3/14/2024	55917 Heggerty/Literacy Resources LLC	\$89.00
3/8/2024	55900 Wasser, Bruce	\$75.00
3/14/2024	55929 Ming, Jerry	\$75.00
3/14/2024	55942 Tengler, Steve	\$75.00
3/21/2024	55981 Nickell, Jim	\$75.00
3/21/2024	55995 Smith, Marcus	\$75.00
3/21/2024	56000 Stephenson, Terry	\$75.00
3/21/2024	56002 Tengler, Steve	\$75.00

## Exhibit 3

3/14/2024	55928 Menards	\$57.00
3/21/2024	55985 Pittman, Erin	\$54.26
3/8/2024	55847 Biancalana, Venette Irene	\$50.00
3/8/2024	55852 Cornwell, Joshua	\$50.00
3/8/2024	55855 DeNovo, Kira	\$50.00
3/8/2024	55857 Gold, Robert	\$50.00
3/8/2024	55864 Janusz, Lenayn	\$50.00
3/8/2024	55865 Kumpula, Sara	\$50.00
3/8/2024	55867 Laske, Jacquylynn	\$50.00
3/8/2024	55871 McCulley, Matthew	\$50.00
3/8/2024	55872 McDonough, Amanda Marie	\$50.00
3/8/2024	55875 Mullen, Rachel Ann	\$50.00
3/8/2024	55882 Philippsen, Michelle	\$50.00
3/8/2024	55883 Pittman, Erin	\$50.00
3/8/2024	55893 Stroup, Nicole Michelle	\$50.00
3/8/2024	55894 Summers, Brian	\$50.00
3/8/2024	55895 Swiderski, Derek	\$50.00
3/14/2024	55921 ITsavvy LLC	\$50.00
3/8/2024	55897 Techstar America Corporations	\$46.67
3/21/2024	55972 K & M Printing	\$45.00
3/8/2024	55866 Lake County Regional Office of Ed	\$40.00
3/14/2024	55924 Kiesgen, Kennedy Elizabeth	\$35.00
3/21/2024	55977 Napa Auto Supply Fox Lake	\$34.90
3/14/2024	55914 Gold, Robert	\$32.66
3/8/2024	55901 Waukegan Safe And Lock	\$30.00
3/21/2024	55968 ILMEA State Office	\$30.00
3/14/2024	55949 Wolframski, Laura	\$29.17
3/8/2024	55879 Oriental Trading Company	\$22.98
3/21/2024	55986 Quinlan & Fabish Music Co	\$20.24
3/8/2024	55888 Scholastic Book Club	\$16.15
3/8/2024	55896 T-Mobile	\$15.17
3/14/2024	55947 Wiley, Stephaney	\$11.79
3/12/2024	55783 Huemann Water Conditioning	-\$217.50
3/21/2024	55333 Engler Callaway Baasten & Sraga, LLC	-\$1,352.00
3/8/2024	55571 Onyx Asset Services Group LLC	-\$1,541.38
3/14/2024	55685 Soliant Health	-\$3,400.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55333	-1,274.00	Engler Callaway Baas	EDUCATION/District/BOARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	
03/21/2024	55333	-78.00	Engler Callaway Baas	EDUCATION/District/BOARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	-1,352.00
03/08/2024	55571	-1,541.38	Onyx Asset Services	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	-1,541.38
03/14/2024	55685	-2,805.00	Soliant Health	EDUCATION/ELEMENTARY Teacher/PROFESSIONAL SERVICES - INSTRU	Elem-- Resource Contr. Serv	
03/14/2024	55685	-595.00	Soliant Health	EDUCATION/ELEMENTARY Teacher/PROFESSIONAL SERVICES - INSTRU	Elem-- Resource Contr. Serv	-3,400.00
03/12/2024	55783	-217.50	Huemann Water Condit	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	-217.50
03/01/2024	55833	40.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
03/01/2024	55833	50.00	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State With	
03/01/2024	55833	22,412.32	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
03/01/2024	55833	1,054.98	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
03/01/2024	55833	1,392.98	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State With	24,950.28
03/01/2024	55834	12,085.92	Lake County Federati	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	12,085.92
03/01/2024	55835	3,464.75	Teacher's Health Ins	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
03/01/2024	55835	135.14	Teacher's Health Ins	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/01/2024	55835	61.55	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55835	2,579.32	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55835	412.37	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55835	554.12	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55835	100.59	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55835	45.83	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	7,353.67
03/01/2024	55836	34,647.54	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	1,351.14	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	615.39	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	2,232.79	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	1,568.19	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	5,541.33	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	357.08	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	87.11	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/01/2024	55836	39.65	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	46,440.22
03/01/2024	55837	6,314.93	United States Treasu	EDUCATION/District	EDUCATION FICA	
03/01/2024	55837	1,424.37	United States Treasu	O & M/District	Building - FICA Withholding	
03/01/2024	55837	1,953.58	United States Treasu	TRANSPORTATION/Distr ict		
03/01/2024	55837	2,231.71	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
03/01/2024	55837	470.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withhold	



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/01/2024	55837	38,475.68	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
03/01/2024	55837	1,390.68	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
03/01/2024	55837	1,128.80	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
03/01/2024	55837	7,958.66	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
03/01/2024	55837	333.11	United States Treasu	O & M/District	Building- Medicare Withholding	
03/01/2024	55837	456.87	United States Treasu	TRANSPORTATION/District	Transportation-Medicare With	
03/01/2024	55837	9,692.88	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
03/01/2024	55837	8,748.64	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	80,579.91
03/01/2024	55838	959.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
03/01/2024	55838	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
03/01/2024	55838	359.02	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,631.02
03/01/2024	55839	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
03/01/2024	55839	732.54	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	832.54
03/01/2024	55840	1,225.00	Abbott, Jason	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,225.00
03/01/2024	55841	1,316.00	GreatWorks Theatre	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,316.00
03/08/2024	55842	91.76	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrgm)	
03/08/2024	55842	156.73	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrgm)	
03/08/2024	55842	155.44	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrgm)	
03/08/2024	55842	218.28	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrgm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
03/08/2024	55842	68.82	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
03/08/2024	55842	91.76	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
03/08/2024	55842	178.71	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
03/08/2024	55842	242.57	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	1,204.07
				OOD SERVICES/SUPPLIES		
03/08/2024	55844	20.70	Amazon	EDUCATION/MIDDLE/MID	MS--- PBIS Supp/Mat	
				DLE-JUNIOR HIGH/SUPPLIES		
03/08/2024	55844	51.28	Amazon	EDUCATION/District/I	Impr. of Instr--- General	
				MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER		
03/08/2024	55844	14.97	Amazon	EDUCATION/ELEMENTARY	Elem-- Nurse Supp/Mat	
				/HEALTH SERVICES/SUPPLIES		
03/08/2024	55844	130.38	Amazon	EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (staff)	
				/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER		
03/08/2024	55844	146.51	Amazon	EDUCATION/District/F	Business-- Supp/Mat	
				ISCAL SERVICES/SUPPLIES		
03/08/2024	55844	251.85	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR HIGH/SUPPLIES		
03/08/2024	55844	30.40	Amazon	EDUCATION/MIDDLE/HEA	MS-- Nurse Supp/Mat	
				LTH SERVICES/SUPPLIES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55844	28.97	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
03/08/2024	55844	14.84	Amazon	EDUCATION/District/DIRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
03/08/2024	55844	91.75	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
03/08/2024	55844	65.98	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
03/08/2024	55844	33.98	Amazon	EDUCATION/District/P araprofessional/Copy Supplies	IDEA-- Supp/Mat	
03/08/2024	55844	51.28	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
03/08/2024	55844	6.99	Amazon	EDUCATION/District/C OMPUTER-ASSISTED INSTRUCTION/PROFESSIONAL AND TECHNICAL SER	Distr-- Pur/Svc	
03/08/2024	55844	35.08	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
03/08/2024	55844	7.99	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
03/08/2024	55844	497.26	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
03/08/2024	55844	23.00	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
03/08/2024	55844	98.37	Amazon	EDUCATION/ELEMENTARY /EDUCATIONAL MEDIA SERVICES/SUPPLIES	Elem--- Library Books	
03/08/2024	55844	279.75	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
03/08/2024	55844	540.00	Amazon	O & M/District/CARE	Dist--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55844	380.85	Amazon	AND UPKEEP OF BUILDING SE/SUPPLIES	EDUCATION/District/R Dist--- Convenience Acct S/M EGULAR	
03/08/2024	55844	170.59	Amazon	PROGRAMS/SUPPLIES	EDUCATION/District/D Tech--- Supp/Mat	
03/08/2024	55844	25.64	Amazon	ATA PROCESSING SERVICES/SUPPLIES	EDUCATION/ELEMENTARY Elem-- Supp/Mat	
03/08/2024	55844	10.79	Amazon	/ELEMENTARY/SUPPLIES	EDUCATION/District/B EL-- Supp/Mat	
03/08/2024	55844	25.99	Amazon	ILINGUAL PROGRAMS/SUPPLIES	EDUCATION/PRIMARY/EL Pri-- Supp/Mat	
03/08/2024	55844	215.64	Amazon	EMENTARY/SUPPLIES	EDUCATION/ELEMENTARY Elem-- PLTW/STEM supp/mat	
03/08/2024	55844	116.97	Amazon	/ELEMENTARY/SUPPLIES	EDUCATION/District/R Dist--- Convenience Acct S/M EGULAR	
03/08/2024	55844	67.99	Amazon	PROGRAMS/SUPPLIES	EDUCATION/MIDDLE/Pri MS-- Principal Supp/Mat	
03/08/2024	55844	-139.52	Amazon	ncipals/SUPPLIES	EDUCATION/District/F Business-- Supp/Mat	3,296.27
03/08/2024	55845	300.00	Aqua Doctor Plumbing	ISCAL SERVICES/SUPPLIES	Elem--- O&M Repairs and Maint	300.00
03/08/2024	55846	65.28	Aramark Uniform & Ca	O & M/ELEMENTARY/CARE	EDUCATION/District/F FoodSvc--- S/M (Program)	
03/08/2024	55846	65.28	Aramark Uniform & Ca	AND UPKEEP OF BUILDING SE/REPAIR	EDUCATION/District/F FoodSvc--- S/M (Program)	
03/08/2024	55846	65.28	Aramark Uniform & Ca	AND MAINTENANCE SERVICE	EDUCATION/District/F FoodSvc--- S/M (Program)	
03/08/2024	55846	65.28	Aramark Uniform & Ca	EDUCATION/District/F	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
03/08/2024	55846	65.28	Aramark Uniform & Ca	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
03/08/2024	55846	65.28	Aramark Uniform & Ca	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
03/08/2024	55846	69.42	Aramark Uniform & Ca	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
03/08/2024	55846	69.42	Aramark Uniform & Ca	EDUCATION/District/F	FoodSvc--- S/M (Program)	465.24
				OOD SERVICES/SUPPLIES		
03/08/2024	55847	50.00	Biancalana, Venette	EDUCATION/District/E	Admin cell phone stipend	50.00
				XECUTIVE ADMINISTRATION		
				SERVI/Other Benefit		
03/08/2024	55848	2,700.00	Carroll, Megan	EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	2,700.00
				EALTH SERVICES/PROFESSIONA		
				L AND TECHNICAL SER		
03/08/2024	55849	1,820.00	Community Mechanical	O & M/PRIMARY/CARE	Pri--- O&M Repair & Maint	
				AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE		
				SERVICE		
03/08/2024	55849	348.00	Community Mechanical	O & M/MIDDLE/CARE	MS--- O&M Repairs and Maint	
				AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE		
				SERVICE		
03/08/2024	55849	210.00	Community Mechanical	EDUCATION/District/F	FoodSvc--- Repairs and Maint	
				OOD SERVICES/REPAIR AND MAINTENANCE		
				SERVICE		
03/08/2024	55849	796.00	Community Mechanical	O & M/MIDDLE/CARE	MS--- O&M Repairs and Maint	3,174.00
				AND UPKEEP OF BUILDING SE/REPAIR		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55850	6,394.80	Connection's Day Sch	AND MAINTENANCE SERVICE EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	6,394.80
03/08/2024	55851	7,602.00	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
03/08/2024	55851	7,602.00	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
03/08/2024	55851	7,602.00	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	22,806.00
03/08/2024	55852	50.00	Cornwell, Joshua	EDUCATION/District/EXECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
03/08/2024	55853	156.50	Cozzini Bros., Inc.,	SERVI/Other Benefit EDUCATION/District/FOOD	FoodSvc--- S/M (Program)	156.50
03/08/2024	55854	146.94	Demco	SERVICES/SUPPLIES EDUCATION/MIDDLE/EDUCATIONAL MEDIA	MS--- Library Supp/Mat	
03/08/2024	55854	54.09	Demco	SERVICES/SUPPLIES EDUCATION/PRIMARY/EDUCATIONAL MEDIA	Pri--- Library Supp/Mat	201.03

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55855	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
03/08/2024	55856	2,012.05	Flood Brothers Dispo	SERVI/Other Benefit O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATION SERVICES	Sanitation Services	
03/08/2024	55856	27.95	Flood Brothers Dispo	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES	Trans--- Garbage pickup	2,040.00
03/08/2024	55857	50.00	Gold, Robert	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
03/08/2024	55858	1,304.91	Gordon Food Service	SERVI/Other Benefit EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/08/2024	55858	324.69	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/08/2024	55858	58.54	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
03/08/2024	55858	2,249.46	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/08/2024	55858	25.95	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/08/2024	55858	319.42	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
03/08/2024	55858	2,149.65	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55858	2,642.57	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/08/2024	55858	190.86	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/08/2024	55858	511.89	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
03/08/2024	55858	3,233.98	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/08/2024	55858	673.68	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/08/2024	55858	2,176.92	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/08/2024	55858	122.78	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/08/2024	55858	490.86	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	16,476.16
03/08/2024	55859	425.04	Hershey Creamery Co	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
03/08/2024	55859	403.44	Hershey Creamery Co	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	828.48
03/08/2024	55860	347.15	Hodges, Loizzi, Eise	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	347.15
03/08/2024	55861	32.89	Home Depot Credit Se	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
03/08/2024	55861	199.00	Home Depot Credit Se	O & M/District/CARE	Dist--- Maintenance Supp/Mat	231.89



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55862	622.80	IESA	AND UPKEEP OF BUILDING SE/SUPPLIES EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	622.80
03/08/2024	55863	50.00	ITsavvy LLC	PROGRAMS/SUPPLIES EDUCATION/District/O PERATIONS	Tech--- Upkeep/Warranties	
03/08/2024	55863	150.00	ITsavvy LLC	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/District/O PERATIONS	Tech--- Upkeep/Warranties	200.00
03/08/2024	55864	50.00	Janusz, Lenayn	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/District/E XECUTIVE	Admin cell phone stipend	50.00
03/08/2024	55865	50.00	Kumpula, Sara	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E XECUTIVE	Admin cell phone stipend	50.00
03/08/2024	55866	40.00	Lake County Regional	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/B OARD OF EDUCATION	Board--- Purch Svc	40.00
03/08/2024	55867	50.00	Laske, Jacquelyn	SERVICES/PROFESSIONA L AND TECHNICAL SER TRANSPORTATION/Distr ict/SERVICE AREA	Trans-- cell phone stipend	50.00
03/08/2024	55868	351.00	Legat Architects	DIRECTION/Other Benefit CAPITAL PROJECTS/District/AR	Arch/Eng Services	351.00
03/08/2024	55869	26,919.00	MainStage Theatrical	CHITECTURE AND ENGINEERING S/OTHER PROFESSIONAL AND TECHNIC CAPITAL PROJECTS/District/BU ILDING ACQUISITION,	Stage Lighting Upgrade	26,919.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55870	2,915.22	Martin-Upton, Eileen	CONSTRUC/PROFESSIONA L AND TECHNICAL SER EDUCATION/District/H EALTH	SPED-- OT/PT/Health Pur Svc	2,915.22
03/08/2024	55871	50.00	McCulley, Matthew	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/District/E	Admin cell phone stipend XECUTIVE	50.00
03/08/2024	55872	50.00	McDonough, Amanda Ma	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E	Admin cell phone stipend XECUTIVE	50.00
03/08/2024	55873	26.99	Menards	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/D	Tech--- Supp/Mat ATA PROCESSING	
03/08/2024	55873	22.93	Menards	SERVICES/SUPPLIES TRANSPORTATION/Distr	Trans--- Supp/Mat ict/PUPIL	
03/08/2024	55873	33.02	Menards	TRANSPORTATION SERVICES/SUPPLIES O &	Elem--- Maintenance Supp/Mat M/ELEMENTARY/CARE	
03/08/2024	55873	48.35	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	131.29
03/08/2024	55874	1,727.60	Midland Paper	AND UPKEEP OF BUILDING SE/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Copy paper EMENTARY/Copy Paper	
03/08/2024	55874	1,727.60	Midland Paper	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	3,455.20
03/08/2024	55875	50.00	Mullen, Rachel Ann	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E	Admin cell phone stipend XECUTIVE	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55876	10,630.00	National Louis Unive	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	EL Tuition reimbursement	10,630.00
03/08/2024	55877	32.64	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
03/08/2024	55877	32.65	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
03/08/2024	55877	1,384.39	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
03/08/2024	55877	1,384.39	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
03/08/2024	55877	2,857.84	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	5,691.91
03/08/2024	55878	1,541.38	Onyx Asset Services	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	1,541.38
03/08/2024	55879	22.98	Oriental Trading Com	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	22.98
03/08/2024	55880	187.50	PAHCS II/Northwester	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
03/08/2024	55880	187.50	PAHCS II/Northwester	TRANSPORTATION/Distr ict/PUPIL	Trans--- Random Drug Testing	375.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55881	4,750.00	ParentSquare, Inc	TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES EDUCATION/District/O PERATIONS	Tech--- Web Hosting	4,750.00
03/08/2024	55882	50.00	Philippsen, Michelle	SERVICES/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/F	Food Serv Cell Phone stipend	50.00
03/08/2024	55883	50.00	Pittman, Erin	OOD SERVICES/Other Benefit EDUCATION/District/E	Admin cell phone stipend	50.00
03/08/2024	55884	356.00	Radi-Link, Inc	XECUTIVE ADMINISTRATION SERVI/Other Benefit TRANSPORTATION/Distr	Trans--- Bus Radios	356.00
03/08/2024	55885	185.00	Raptor Technologies	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
03/08/2024	55885	185.00	Raptor Technologies	/ELEMENTARY/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	370.00
03/08/2024	55886	826.23	Ray Chrysler Dodge J	EMENTARY/SUPPLIES TRANSPORTATION/Distr	Trans--- Rep/Maintenance	826.23
03/08/2024	55887	640.00	Schirmer, Tobias	ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	640.00
03/08/2024	55888	16.15	Scholastic Book Club	EALTH SERVICES/PROFESSIONAL AND TECHNICAL SER EDUCATION/PRIMARY/EL	Pri-- Kindergarten Sup/Mat	16.15
03/08/2024	55889	189.00	School Nurse Supply,	EMENTARY/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	189.00
03/08/2024	55890	3,066.12	Schuring & Schuring,	PECIAL EDUCATION/SUPPLIES EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	
				OOD SERVICES/SUPPLIES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/08/2024	55890	2,041.14	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	5,107.26
03/08/2024	55891	700.00	Spakowski, Diane	EDUCATION/District/F ISCAL SERVICES/PROFESSIONA L AND TECHNICAL SER	Distr--- Bus. Mngr Pur Svc	700.00
03/08/2024	55892	10,505.25	Speech Path Speciali	EDUCATION/ELEMENTARY /ATTENDANCE AND SOCIAL WORK SER/PROFESSIONAL SERVICES - INSTRU	Elem- SW Contr Services	10,505.25
03/08/2024	55893	50.00	Stroup, Nicole Miche	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
03/08/2024	55894	50.00	Summers, Brian	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
03/08/2024	55895	50.00	Swiderski, Derek	O & M/District/OPERATION AND MAINTENANCE OF P/Other Benefit	Coordinator Cell phone stip	50.00
03/08/2024	55896	15.17	T-Mobile	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	15.17
03/08/2024	55897	46.67	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	46.67
03/08/2024	55898	500.00	The Cubby Hole	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	500.00
03/08/2024	55899	550.00	US Bank	Debt Service Fund/District/Debt Service Other/PROFESSIONAL AND TECHNICAL SER	Debt Service Other	550.00
03/08/2024	55900	75.00	Wasser, Bruce	EDUCATION/MIDDLE/Int	Volleyball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				erscholastic Programs/PURCHASED SERVICES		
03/08/2024	55901	30.00	Waukegan Safe And Lo	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	30.00
03/13/2024	55902	4,588.56	Ill Municipal Retire	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	
03/13/2024	55902	1,054.49	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
03/13/2024	55902	1,395.64	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
03/13/2024	55902	9,025.16	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	
03/13/2024	55902	4,774.57	Ill Municipal Retire	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	
03/13/2024	55902	1,045.09	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
03/13/2024	55902	1,751.23	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
03/13/2024	55902	9,707.50	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	33,342.24
03/13/2024	55903	40.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
03/13/2024	55903	50.00	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State Withholding	
03/13/2024	55903	23,072.71	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
03/13/2024	55903	1,042.34	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
03/13/2024	55903	1,749.34	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State Withholding	25,954.39
03/13/2024	55904	12,085.92	Lake County Federati	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	12,085.92
03/13/2024	55905	3,460.94	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
03/13/2024	55905	203.71	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/13/2024	55905	73.17	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55905	2,576.48	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55905	412.37	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55905	554.12	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55905	151.66	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55905	54.46	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	7,486.91
03/13/2024	55906	34,609.47	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	2,036.92	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	731.22	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	2,230.34	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	1,385.34	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	5,541.33	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	357.08	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	131.30	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
03/13/2024	55906	47.16	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	47,070.16
03/13/2024	55907	6,623.87	United States Treasu	EDUCATION/District	EDUCATION FICA	
03/13/2024	55907	1,397.25	United States Treasu	O & M/District	Building - FICA Withholding	
03/13/2024	55907	2,423.84	United States Treasu	TRANSPORTATION/Distr ict		
03/13/2024	55907	2,266.71	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
03/13/2024	55907	470.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/13/2024	55907	39,852.61	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
03/13/2024	55907	1,511.13	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
03/13/2024	55907	1,578.67	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
03/13/2024	55907	8,158.60	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
03/13/2024	55907	326.79	United States Treasu	O & M/District	Building- Medicare Withholding	
03/13/2024	55907	566.84	United States Treasu	TRANSPORTATION/District	Transportation-Medicare With	
03/13/2024	55907	10,444.96	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
03/13/2024	55907	9,052.23	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	84,673.50
03/13/2024	55908	959.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
03/13/2024	55908	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
03/13/2024	55908	359.02	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,631.02
03/13/2024	55909	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
03/13/2024	55909	716.46	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	816.46
03/14/2024	55910	29.70	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
03/14/2024	55910	15.51	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
03/14/2024	55910	152.57	Amazon	EDUCATION/ELEMENTARY Programs/SUPPLIES	Elem-- Academic Enrch Supp/Mat	
03/14/2024	55910	20.97	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
03/14/2024	55910	87.46	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- PBIS Supp/Mat	
03/14/2024	55910	79.99	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/14/2024	55910	15.95	Amazon	HIGH/SUPPLIES EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	
03/14/2024	55910	30.73	Amazon	EDUCATION/District/SPECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
03/14/2024	55910	18.98	Amazon	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
03/14/2024	55910	28.49	Amazon	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
03/14/2024	55910	324.12	Amazon	EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
03/14/2024	55910	110.82	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
03/14/2024	55910	95.81	Amazon	EDUCATION/ELEMENTARY/SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	1,011.10
03/14/2024	55911	16,655.00	Carroll Seating Comp	O & M/District/OPERATION AND MAINTENANCE OF P/REPAIR AND MAINTENANCE SERVICE	SMPG- FY24	16,655.00
03/14/2024	55912	100.00	Connolly, Michelle	EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	100.00
03/14/2024	55913	190.12	Follett School Solut	EDUCATION/District/REGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
03/14/2024	55913	115.00	Follett School Solut	EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	305.12
03/14/2024	55914	32.66	Gold, Robert	EDUCATION/District/BOARD OF EDUCATION SERVICES/SUPPLIES	Board-- Supp/Mat	32.66
03/14/2024	55915	2,858.28	Gordon Food Service	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/14/2024	55915	273.39	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/14/2024	55915	1,620.42	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	380.73	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/14/2024	55915	999.08	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
03/14/2024	55915	2,042.07	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	2,664.94	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	41.55	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/14/2024	55915	727.27	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
03/14/2024	55915	1,879.65	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	416.81	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
03/14/2024	55915	1,178.55	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	43.89	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
03/14/2024	55915	-4.00	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/14/2024	55915	-4.00	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	-4.00	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	-4.00	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	-4.00	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	-18.73	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
03/14/2024	55915	-4.00	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	15,083.90
03/14/2024	55916	1,258.63	Granite Telecommunic	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	1,258.63
03/14/2024	55917	89.00	Heggerty/Literacy Re	EDUCATION/District/S PECIAL EDUCATION/TEXTBOOKS	SPED--- Curriculum	89.00
03/14/2024	55918	400.00	IASA Illinois Associ	EDUCATION/District/B OARD OF EDUCATION SERVICES/ADVERTISING	Board-- Advertising	400.00
03/14/2024	55919	3,725.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	3,725.00
03/14/2024	55920	200.00	IPA Lake Region	EDUCATION/MIDDLE/Pri ncipals/SUPPLIES	IPA Student Breakfast	
03/14/2024	55920	200.00	IPA Lake Region	EDUCATION/ELEMENTARY /Principals/SUPPLIES	IPA Student Breakfast	400.00
03/14/2024	55921	50.00	ITsavvy LLC	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Upkeep/Warranties	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/14/2024	55922	500.00	Jackowiak, Christoph	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
03/14/2024	55922	500.00	Jackowiak, Christoph	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,000.00
03/14/2024	55923	222.69	Janusz, Lenayn	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	222.69
03/14/2024	55924	35.00	Kiesgen, Kennedy Eli	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	35.00
03/14/2024	55925	320.00	Lake County Regional	EDUCATION/District/T RUANTS' ALTERNATIVE AND OPTIO/DUES & FEES	ROE Safe School Tuition	320.00
03/14/2024	55926	346.68	Max Profit LLC	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	346.68
03/14/2024	55927	184.71	McCulley, Matthew	EDUCATION/District/F ISCAL SERVICES/TRAVEL	Business--- Travel	184.71
03/14/2024	55928	19.00	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
03/14/2024	55928	19.00	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
03/14/2024	55928	19.00	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	57.00
03/14/2024	55929	75.00	Ming, Jerry	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Volleyball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/14/2024	55930	1,540.00	New Direction Soluti	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	1,540.00
03/14/2024	55931	5,284.94	Onyx Asset Services	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	5,284.94
03/14/2024	55932	93.34	Philippsen, Michelle	EDUCATION/District/O THER FOOD SERVICES/TRAVEL	FoodSvc--- Travel	93.34
03/14/2024	55933	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
03/14/2024	55933	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
03/14/2024	55933	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
03/14/2024	55933	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	3,687.85
03/14/2024	55934	4,000.00	Ripple Effects	EDUCATION/District/S PECIAL EDUCATION/SOFTWARE	IDEA- eLearning Platform	4,000.00
03/14/2024	55935	7,191.72	Safeway Transportati	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	7,191.72
03/14/2024	55936	46,386.95	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistri cts/Private Tuition	SPED--- SEDOL Tuition	46,386.95
03/14/2024	55937	2,805.00	Soliant Health	EDUCATION/ELEMENTARY /Special Education Teacher/PROFESSIONAL SERVICES - INSTRU	Elem-- Resource Contr. Serv	
03/14/2024	55937	595.00	Soliant Health	EDUCATION/ELEMENTARY	Elem-- Resource Contr. Serv	3,400.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/14/2024	55938	143.11	Sposato-Jucha, Chiar	/Special Education Teacher/PROFESSIONAL SERVICES - INSTRU EDUCATION/MIDDLE/EDU CATIONAL MEDIA	MS--- Library Books	143.11
03/14/2024	55939	243.96	Stroup, Nicole Miche	SERVICES/SUPPLIES EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	
03/14/2024	55939	28.00	Stroup, Nicole Miche	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	
03/14/2024	55939	336.02	Stroup, Nicole Miche	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/TRAVEL	Dir of Curr/Inst Travel	
03/14/2024	55939	4.24	Stroup, Nicole Miche	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/TRAVEL	Dir of Curr/Inst Travel	
03/14/2024	55939	113.97	Stroup, Nicole Miche	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	726.19
03/14/2024	55940	3,500.00	Synergy Education Co	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr of Instr-- Synergy Educ.	3,500.00
03/14/2024	55941	285.50	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	285.50
03/14/2024	55942	75.00	Tengler, Steve	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Volleyball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/14/2024	55943	417.00	Thomson Reuters-West	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Residency Purch Svc	417.00
03/14/2024	55944	207.00	Ultimate Screen Prin	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	MS-- Acadm Enrich Supp/Mat	207.00
03/14/2024	55945	1,698.41	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
03/14/2024	55945	222.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
03/14/2024	55945	988.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	2,908.41
03/14/2024	55946	176.00	Wex Health, Inc	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	176.00
03/14/2024	55947	11.79	Wiley, Stephaney	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	11.79
03/14/2024	55948	1,893.00	Williams, Charles	EDUCATION/MIDDLE/Int erscholastic Programs/REGULAR SALARIES	MS-- Wrestling Coach	1,893.00
03/14/2024	55949	29.17	Wolframski, Laura	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	29.17
03/14/2024	55950	129.12	Wolters, Eric	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	Athletics--- Supp/Mat	129.12
03/14/2024	55951	250.00	YMCA Camp Duncan	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	250.00
03/14/2024	55952	370.73	Zeiger, Elyse	EDUCATION/PRIMARY/In terscholastic	Pri-- Academic Enrch Supp/Mat	370.73

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55953	172.50	Accurate Biometrics	Programs/SUPPLIES EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	
03/21/2024	55953	59.50	Accurate Biometrics	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Fingerprinting	232.00
03/21/2024	55955	139.52	Amazon	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
03/21/2024	55955	50.77	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- PBIS Supp/Mat	
03/21/2024	55955	-17.99	Amazon	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	
03/21/2024	55955	-6.99	Amazon	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
03/21/2024	55955	21.97	Amazon	EDUCATION/PRIMARY/HE ALTH SERVICES/SUPPLIES	Pri-- Nurse Supp/Mat	
03/21/2024	55955	99.06	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- STEM Supp/Mat	
03/21/2024	55955	487.86	Amazon	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
03/21/2024	55955	65.00	Amazon	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
03/21/2024	55955	55.67	Amazon	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
03/21/2024	55955	29.98	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55955	35.99	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/ELEMENTARY /Interscholastic Programs/SUPPLIES	Elem-- Academic Enrch Supp/Mat	
03/21/2024	55955	17.99	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
03/21/2024	55955	66.82	Amazon	EDUCATION/MIDDLE/HEA LTH SERVICES/SUPPLIES	MS-- Nurse Supp/Mat	
03/21/2024	55955	26.65	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
03/21/2024	55955	95.65	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Math Supp/Mat	
03/21/2024	55955	18.47	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
03/21/2024	55955	109.99	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
03/21/2024	55955	27.13	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Art Supp/Mat	
03/21/2024	55955	91.63	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
03/21/2024	55955	106.72	Amazon	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/SUPPLIES	Impr. of Instr--- Supplies/Mat	
03/21/2024	55955	87.51	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
03/21/2024	55955	24.88	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
03/21/2024	55955	26.73	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55955	22.88	Amazon	EDUCATION/District/S PEECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
03/21/2024	55955	29.68	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	
03/21/2024	55955	15.89	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SOFTWARE	Elem-- Software (Scholastic)	1,729.46
03/21/2024	55956	212.22	Ayala, Jimmy	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
03/21/2024	55956	7.50	Ayala, Jimmy	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
03/21/2024	55956	2.67	Ayala, Jimmy	EDUCATION/District	Check Request Generic Code	
03/21/2024	55956	6.25	Ayala, Jimmy	EDUCATION/District	Check Request Generic Code	228.64
03/21/2024	55957	183.40	Brama, Holly	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	183.40
03/21/2024	55958	2,434.50	Carroll Seating Comp	O & M/District/OPERATION AND MAINTENANCE OF P/REPAIR AND MAINTENANCE SERVICE	SMPG- FY24	2,434.50
03/21/2024	55959	3,206.25	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	3,206.25
03/21/2024	55960	90.00	Community Products L	EDUCATION/District/S PEECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	90.00
03/21/2024	55961	4,349.00	Crisis Prevention In	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	IDEA-- Impr of Inst	4,349.00
03/21/2024	55962	13,816.19	ENGIE Resources LLC	O & M/District/CARE AND UPKEEP OF BUILDING	Energy Electricity	13,816.19

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55963	1,274.00	Engler Callaway Baas	SE/ELECTRICITY EDUCATION/District/BOARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	
03/21/2024	55963	78.00	Engler Callaway Baas	EDUCATION/District/BOARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	1,352.00
03/21/2024	55964	4,313.25	Herff Jones, LLC	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS--- Graduation Supp/Mat	4,313.25
03/21/2024	55965	44.98	Home Depot Credit Se	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
03/21/2024	55965	2.98	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
03/21/2024	55965	9.31	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
03/21/2024	55965	9.31	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
03/21/2024	55965	9.31	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
03/21/2024	55965	113.82	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
03/21/2024	55965	164.70	Home Depot Credit Se	EDUCATION/MIDDLE/Interscholastic	Athletics--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55965	164.70	Home Depot Credit Se	Programs/SUPPLIES O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
03/21/2024	55965	-139.34	Home Depot Credit Se	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
03/21/2024	55965	139.34	Home Depot Credit Se	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	519.11
03/21/2024	55966	180.00	IL Assoc of Teachers	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (admin)	180.00
03/21/2024	55967	344.00	Illinois School for	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	344.00
03/21/2024	55968	30.00	ILMEA State Office	EDUCATION/MIDDLE/Int erscholastic Programs/DUES & FEES	Band--- Dues & Fees	30.00
03/21/2024	55969	1,056.00	Integrated Systems C	EDUCATION/District/D ATA PROCESSING SERVICES/DUES & FEES	Tech--- Skyward Annual Fee	1,056.00
03/21/2024	55970	210.00	JAMF Holdings, Inc &	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	210.00
03/21/2024	55971	353.40	Jansen, Karen	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (admin)	353.40

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55972	45.00	K & M Printing	EDUCATION/ELEMENTARY /Principals/SUPPLIES	Elem-- Principal Supp/Mat	45.00
03/21/2024	55973	78.45	Language Line Servic	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	
03/21/2024	55973	27.55	Language Line Servic	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	106.00
03/21/2024	55974	157.61	LearnWell	EDUCATION/District/O THER HEALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	Homebound Inst Pur/Svc	
03/21/2024	55974	157.61	LearnWell	EDUCATION/District/O THER HEALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	Homebound Inst Pur/Svc	
03/21/2024	55974	630.44	LearnWell	EDUCATION/District/O THER HEALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	Homebound Inst Pur/Svc	945.66
03/21/2024	55975	500.00	Martin-Upton, Eileen	EDUCATION/District/G RANTS/TEMPORARY SALARIES	ESSERIII- Aftr Sch Enrich FY24	
03/21/2024	55975	3,083.22	Martin-Upton, Eileen	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	3,583.22
03/21/2024	55976	32.88	Menards	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
03/21/2024	55976	41.94	Menards	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
03/21/2024	55976	218.30	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55976	36.74	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	329.86
03/21/2024	55977	34.90	Napa Auto Supply Fox	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	34.90
03/21/2024	55978	717.60	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
03/21/2024	55978	1,029.05	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
03/21/2024	55978	1,029.05	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	2,775.70
03/21/2024	55979	1,271.20	Net56	O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56	Internet Services (Net 56)	1,271.20
03/21/2024	55980	1,540.00	New Direction Soluti	EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	
03/21/2024	55980	1,595.00	New Direction Soluti	EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	3,135.00
03/21/2024	55981	75.00	Nickell, Jim	EDUCATION/MIDDLE/Interscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
03/21/2024	55982	3,485.24	Nicor Gas	O & M/MIDDLE/CARE AND UPKEEP OF	MS--- Natural Gas	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55982	2,295.32	Nicor Gas	BUILDING SE/NATURAL GAS O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Elem--- Natural Gas	
03/21/2024	55982	3,409.17	Nicor Gas	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Pri--- Natural Gas	9,189.73
03/21/2024	55983	152.84	Oriental Trading Com	EDUCATION/District/REGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	152.84
03/21/2024	55984	170.00	PAHCS II/Northwestern	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
03/21/2024	55984	170.00	PAHCS II/Northwestern	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	340.00
03/21/2024	55985	54.26	Pittman, Erin	EDUCATION/District/Paraprofessional/Copy Supplies	IDEA-- Supp/Mat	54.26
03/21/2024	55986	10.35	Quinlan & Fabish Mus	EDUCATION/MIDDLE/Interscholastic Programs/DUES & FEES	Band--- Dues & Fees	
03/21/2024	55986	9.89	Quinlan & Fabish Mus	EDUCATION/MIDDLE/Interscholastic Programs/DUES & FEES	Band--- Dues & Fees	20.24
03/21/2024	55987	4,753.25	RingCentral Inc	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	4,753.25
03/21/2024	55988	10.50	Schimmel, Jessica Be	EDUCATION/District/S	SPED--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				PECIAL EDUCATION/SUPPLIES		
03/21/2024	55988	37.70	Schimmel, Jessica Be	EDUCATION/District	Check Request Generic Code	
03/21/2024	55988	4.00	Schimmel, Jessica Be	EDUCATION/District	Check Request Generic Code	
03/21/2024	55988	16.00	Schimmel, Jessica Be	EDUCATION/District	Check Request Generic Code	
03/21/2024	55988	299.00	Schimmel, Jessica Be	EDUCATION/District/I	IDEA-- Impr of Inst	367.20
				MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER		
03/21/2024	55989	652.13	Schindler Elevator C	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Elevator Inspection	652.13
03/21/2024	55990	560.00	Schirmer, Tobias	EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	560.00
				EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER		
03/21/2024	55991	2,640.00	Schmidgall, Kelly	EDUCATION/District/I	Dist- Instr Coach Pur/Svc	2,640.00
				NSTRUCTIONAL STAFF TRAINING S/PROFESSIONAL AND TECHNICAL SER		
03/21/2024	55992	337.52	School Specialty	EDUCATION/ELEMENTARY	Elem--- Art Supp/Mat	337.52
				/ELEMENTARY/SUPPLIES		
03/21/2024	55993	3,230.33	School Savers Corpor	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR HIGH/SUPPLIES		
03/21/2024	55993	2,204.27	School Savers Corpor	EDUCATION/MIDDLE/MID	MS--- Math Supp/Mat	5,434.60
				DLE-JUNIOR HIGH/SUPPLIES		
03/21/2024	55994	78.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
03/21/2024	55994	60.00	Smithereen Pest Mana	O & M/District/OPERATION	Dist--- Pest Control Services	



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55994	60.00	Smithereen Pest Mana	AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER O & M/District/OPERATION	Dist--- Pest Control Services	198.00
03/21/2024	55995	75.00	Smith, Marcus	AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER EDUCATION/MIDDLE/Int	Girls Basketball Officials	75.00
03/21/2024	55996	3,420.00	Special Education Se	erscholastic Programs/PURCHASED SERVICES EDUCATION/Connection	SPED--- Private School Tuition Day	
03/21/2024	55996	11,413.11	Special Education Se	SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition Day	14,833.11
03/21/2024	55997	6,869.40	Specialized Educatio	SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition Day	6,869.40
03/21/2024	55998	7,997.28	Spectrum Center Inc	SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition Day	
03/21/2024	55998	9,496.77	Spectrum Center Inc	SC-Palatine/Spec Ed	SPED--- Private School Tuition Day	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
03/21/2024	55998	8,497.11	Spectrum Center Inc	Private Tuition/Private Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	25,991.16
03/21/2024	55999	1,496.57	Sportdecals	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,496.57
03/21/2024	56000	75.00	Stephenson, Terry	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
03/21/2024	56001	210.50	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Copy Supplies	MS-- Copy Supplies	
03/21/2024	56001	378.10	Techstar America Cor	EDUCATION/PRIMARY/EL EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	
03/21/2024	56001	567.50	Techstar America Cor	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Supplies	Elem-- Copy Supplies	
03/21/2024	56001	46.67	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,202.77
03/21/2024	56002	75.00	Tengler, Steve	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Volleyball Officials	75.00
03/21/2024	56003	13,062.50	TinyEye Therapy Serv	EDUCATION/ELEMENTARY /Special Education Teacher/PROFESSIONAL SERVICES - INSTRU	Elem-- Resource Contr. Serv	
03/21/2024	56003	4,422.92	TinyEye Therapy Serv	EDUCATION/ELEMENTARY /Special Education Teacher/PROFESSIONAL	Elem-- Resource Contr. Serv	17,485.42

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>	<u>TOTAL</u>
03/21/2024	56004	499.00	Warehouse Direct Bus	SERVICES - INSTRU O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	499.00
03/21/2024	56005	75.00	Williams, Dave	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	
03/21/2024	56005	75.00	Williams, Dave	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Volleyball Officials	
03/21/2024	56005	75.00	Williams, Dave	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Volleyball Officials	225.00
		786,422.63	Totals for checks			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION	304,244.77	0.00	289,980.65	594,225.42
20	O & M	10,580.23	0.00	71,984.77	82,565.00
30	Debt Service Fund	0.00	0.00	550.00	550.00
40	TRANSPORTATION	15,437.79	0.00	9,703.05	25,140.84
50	SOCIAL SECURITY/MEDICARE	37,938.71	0.00	0.00	37,938.71
51	IMRF	18,732.66	0.00	0.00	18,732.66
60	CAPITAL PROJECTS	0.00	0.00	27,270.00	27,270.00
***	Fund Summary Totals ***	386,934.16	0.00	399,488.47	786,422.63

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

12:12 PM

## Big Hollow Student Activity Funds

## Balance Sheet

As of March 31, 2024

04/02/24

Accrual Basis

	<u>Mar 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
State Bank Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	3,710.99
Nature Center	2,616.70
Puerto Rico Spanish Trip 2024	1,352.82
Recycling Club	2,676.83
Student Council	10,183.22
Student Council Elementary	305.37
Sunshine Club - Elementary	365.66
Sunshine Club - Primary	374.44
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	<u>21,646.44</u>
Total Checking/Savings	<u>21,646.44</u>
Total Current Assets	<u>21,646.44</u>
<b>TOTAL ASSETS</b>	<b><u>21,646.44</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	23,857.21
Net Income	-2,210.77
Total Equity	<u>21,646.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>21,646.44</u></b>

## Convenience Fund Report March 2024

Account	Ending Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	2536.93		12.00	2548.93
2nd Grade	-472.70		30.00	-442.7
3rd Grade	2059.36	15	1380.50	3424.86
4th Grade	-644.27		6.00	-638.27
5th Grade	-1015.33		2235.00	1219.67
6th Grade	643.21	250.00	1161.00	1554.21
7th Grade	3062.96	1316.00	240.00	1986.96
8th Grade	6154.55	1776.32	300.00	4678.23
Art-P/E	0.00			0
Cheer	889.34			889.34
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	13397.66	1620.06	1908.87	13686.47
Concessions-PE	4016.26			4016.26
Graphics Arts	331.77			331.77
Lets Read to Grow	886.00			886
Library-P/E	32.00			32
Library-MS	679.12			679.12
Music-P/E	-39.71			-39.71
Noetic Math	59.50			59.5
PBIS-MS	2735.60			2735.6
PE-P	25.75			25.75
PE-E	-280.98		10.00	-270.98
Poms	430.33			430.33
Prime Time	2670.00			2670
Reading P/E	4107.80			4107.8
Respect	665.00			665
Special Ed	33.00			33
Sports Camps	318.00			318
STARS-P	2107.35	979.95		1127.4
STARS-E	10446.88	1063.80		9383.08
STEM CLUB	317.28			317.28
Yearbook-M	-0.70			-0.7
Yearbook-P/E	-974.06			-974.06
Memorial Fund	811.00			811
In & Out Account	11661.91	2789.00	480.00	9352.91
<b>Total</b>	<b>67617.94</b>			<b>68909.64</b>

**Big Hollow School District 38  
Payroll Summary**

<b>Date</b>	<b>Education</b>	<b>O&amp;M</b>	<b>Transportation</b>	<b>IMRF/SS</b>	<b>Total</b>
8-Mar-24	\$644,098.11	\$27,213.13	\$33,245.93	\$27,466.68	\$732,023.85
25-Mar-24	\$657,849.73	\$26,393.69	\$40,852.89	\$29,204.69	\$754,301.00
<b>Grand Total</b>	<b>\$1,301,947.84</b>	<b>\$53,606.82</b>	<b>\$74,098.82</b>	<b>\$56,671.37</b>	<b>\$1,486,324.85</b>

\_\_\_\_\_  
Board of Education President  
Big Hollow School District 38

Date

\_\_\_\_\_  
Board of Education Secretary  
Big Hollow School District 38

Date

**NORTHERN ILLINOIS INDEPENDENT PURCHASING COOPERATIVE**  
**RESTATED ARTICLES OF JOINT AGREEMENT**  
**AND BYLAWS**  
**(“JOINT AGREEMENT AND BYLAWS”)**

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**ARTICLE I**

**Definitions**

**DEFINITIONS:**

1.1 As used in the Joint Agreement and Bylaws, the following terms shall have the meaning hereinafter set out:

- (a) **AGREEMENT** – The terms and conditions set forth in the Joint Agreement and Bylaws, an intergovernmental agreement that shall be binding upon the Parties and as authorized pursuant to Article VII, Section 10, of the 1970 Constitution of the State of Illinois, the Intergovernmental Cooperation Act 5 ILCS 220/2, which Act provides that any power which may be exercised by only one school district may be exercised jointly with other school districts or other public agencies, and the Governmental Joint Purchasing Act (30 ILCS 525/1), and any future amendments thereto. The term Agreement may be used interchangeably herein with the Joint Agreement and Bylaws.
- (b) **MEMBER DISTRICTS** – The school districts that are Members of the Cooperative as of the Effective Date of this Agreement and whose names are listed on Appendix A, and such school districts that may later enter into this Agreement.
- (c) **MEMBER REPRESENTATIVE** – Individuals employed by each Member District and designated as the primary and authorized representative of the District in all matters relating to the Member District’s obligations hereunder.



- (d) **COOPERATIVE** – The Northern Illinois Independent Purchasing Cooperative established pursuant to the constitutional and statutory authority referenced herein.
- (e) **EXECUTIVE OFFICERS** – Representatives elected by the Member Districts to oversee and conduct the administration and operations of the cooperative as set forth herein.
- (f) **ADVISORY COUNCIL** - Member District representatives that help guide the work of the cooperative. Member Districts with enrollment greater than 10,000 students must have a Member Representative that participates on the Advisory Council.
- (g) **BOARD OF DIRECTORS or BOARD** – Member Representatives appointed by the Member Districts to approve bids and the Cooperative’s operating budget with input and recommendations from the Executive Officers
- (h) **ADMINISTRATIVE DISTRICT** – The Member District of an Executive Officer approved by the Cooperative’s Executive Officers to oversee the affairs of the Cooperative as more fully set forth herein.

**ARTICLE II**

**Name**

2.1 The name of the Cooperative shall be the Northern Illinois Independent Purchasing Cooperative, hereinafter referred to as the Cooperative.

**ARTICLE III**

**Purpose**

3.1 The Cooperative, serving to assist Member Districts in meeting state and federal mandates relating to the bidding and procurement of goods and services, is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of applicable laws and regulations

governing exemption from taxation as an intergovernmental organization. As applicable, the Cooperative shall have all the general powers set forth in the provisions of the Illinois School Code or as otherwise permitted by the Illinois Constitution and Intergovernmental Cooperation Act (5 ILCS 220/2), and the Governmental Joint Purchasing Act (30 ILCS 525/1), including the power to accept, administer, apply and to use money, property and services acquired by gift, grant, devise, bequest or otherwise in accordance with any of the purposes and objects that may be specified by Member Districts, provided that all such property may be used for the general purposes of the Cooperative in the sound discretion of its Board of Directors, and to establish and maintain a fund or funds of real or personal property for such purposes, provided that the Cooperative exercises all such powers in furtherance of the purposes set forth herein, which shall include but not be limited to, the following:

- (a) Conducting competitive bidding and other procurement-related activities required for the establishment of contracts satisfying the requirements of Illinois School Code (105 ILCS 5/10-20.21), the Governmental Joint Purchasing Act (30 ILCS 525/1), and other state or federal regulations applicable to the procurement of goods and services by public school districts acting as school food authorities (“SFAs”) in connection with the operation of school meal programs that do not rely on food service management companies (“FSMCs”).
- (b) Establishing contracts satisfying the requirements of Illinois School Code (105 ILCS 5/10-20.21), the Governmental Joint Purchasing Act (30 ILCS 525/1), and other state or federal regulations applicable to the procurement of goods and services by public school districts in Illinois for the benefit of Member Districts;
- (c) Performing any and all such other acts as may be necessary or desirable to carry out the Cooperative’s purposes, as determined by the Board of Directors.

It is the intent of the Member Districts to operate an intergovernmental entity in accordance with the Agreement. Funds received by the Cooperative are funds derived from its Member Districts or as may otherwise be donated to the Cooperative as charitable contributions. It is the intent of the parties in operating the Cooperative to retain on behalf of each Member District and Member Representative any

defenses as immunities permitted by Illinois law.

#### ARTICLE IV

##### Powers and Duties

4.1 The powers of the Cooperative to perform and accomplish the purposes set forth above shall, within the budgetary limits and procedures set forth in this Agreement, be the following:

- (a) To enter into contracts with third parties selected for the award of contracts in accordance with the competitive bidding requirements of the Illinois School Code (105 ILCS 5/10-20.21), the Governmental Joint Purchasing Act (30 ILCS 525/1), and other state and federal regulations,
- (b) To benefit from the services of employees and independent contractors assigned to perform duties by and on behalf of the Cooperative by its Members,
- (c) To carry out educational and other programs relating to joint purchasing, cooperative purchasing, and competitive bidding requirements,
- (d) To admit and expel Member Districts by a majority vote of the Board of Directors.
- (e) To amend this Agreement by a majority vote of the Board,
- (f) To employ agents, employees and independent contractors,
- (g) To lease real property and to purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the Cooperative,
- (h) To collect funds from its Member Districts and other third parties for the activities permitted by the purposes established above,
- (i) To secure insurance and engage professional services in managing risks resulting from the activities of the Cooperative,
- (j) Solely within the financial limits established by the Member Districts to carry out such other activities as are necessarily implied or required to carry out the purposes of the Cooperative specified in Article III or the specific powers enumerated in Article IV.

## ARTICLE V

### **Members; Participation in and Withdrawal from the Cooperative**

5.1 Membership in the Cooperative shall be limited to public school districts that independently operate food service programs as SFAs for the benefit of their students in accordance with state and federal laws and regulations and without the assistance of FSMCs. Unless admitted upon at least a two-thirds (2/3) affirmative vote of the Board of Directors or, if otherwise approved by the current Executive Officers, all Member Districts joining the Consortium after the Effective Date of this Agreement shall have an enrollment of no fewer than 2,000 students.

5.2 The membership of the Cooperative on the effective date of this Agreement shall be those Illinois public school districts identified as Member Districts in Appendix A, which is hereby appended to and made a part of this Agreement as Member Districts. New Member Districts shall be admitted only upon at least a two-thirds (2/3) affirmative vote of the Board of Directors or, if otherwise approved by the current Executive Officers, and subject to the payment of such fees and such further conditions as shall be contained within the motion approving membership, or as shall be established generally for new Member Districts, by the Board of Directors or this Agreement. New Member Districts must submit a letter of intent to participate as a member by February 1st of the school year preceding their effective date of membership.

5.3 Member Districts must give the Board of Directors a written notice of a voluntary withdrawal from the Cooperative no later than February 1st of the year in which such notice is given, with such withdrawal becoming effective the July 1st thereafter. Following expiration of the initial term of participation of any Member District, their participation in the Cooperative shall continue until the Member District withdraws, subject to the terms of this Agreement, or is expelled.

5.4 All Member Districts shall pay an annual amount in dues to be established by the Board of Directors. Such amounts may differ by Member District and, in all cases, may be increased upon approval of an increase by a majority of the Board of Directors.

5.5 All membership dues are due no later than November 30th of the academic year (July 1st through

June 30th) during which a Member District participates in this Agreement or has otherwise failed to withdraw in accordance with the terms hereof.

5.6 All contracts established by the Cooperative shall include a provision terminating Member District's participation in the contract and entitlement to any benefits of the terms and condition of such contract in the event that the Member District terminates their membership in the Cooperative or is otherwise expelled from the Cooperative in accordance with the Agreement.

5.7 A Member District may be expelled upon a vote of the Board of Directors for failure to participate, cooperate or support the activities and purposes of the Agreement, or for any action which is seriously detrimental to the operation and administration of the Agreement, as determined by the Board. Upon such vote of expulsion, a Member District's participation shall terminate sixty (60) days after the expulsion vote. An expelled Member District shall remain liable for any obligation incurred to the effective date of expulsion.

## **ARTICLE VI.**

### **Term of the Cooperative; Form of Agreement**

6.1 This Agreement in its existing form and as it is validly amended, shall govern the relationship between the Cooperative and its Member Districts during the entire existence of the Cooperative following ratification and adoption by the Member Districts.

6.2 This Agreement, and any amendments thereto, may be executed in separate identical counterparts and shall be binding upon all Member Districts.

6.3 Termination of this Agreement by Member Districts shall not occur without a two-thirds majority vote of all Member Districts.

## **ARTICLE VII**

### **Administrative District**

7.1 The Board shall appoint an Administrative District, as agreed upon by the Executive Officers, to serve for a term to be mutually agreed upon by the Administrative District and Executive Officers. During

such service, all dues or fees that would otherwise be paid by the Administrative District shall be waived. The Administrative District, unless otherwise agreed, shall be responsible for the management and expenditure of monies from any funds established for the benefit of the Cooperative, and such other responsibilities as approved by the Board or its designee.

7.2 Nothing herein shall prevent the Board from appointing officers, employees or other persons to carry out functions or duties expected to be carried out by the Administrative District.

**ARTICLE VIII.**

**Board of Directors**

8.1 There is hereby established a Board of Directors of the Cooperative. The provisions regarding the appointment of Directors, Alternate Directors, and Members of the Executive Committee, and officers shall become effective at the start of the first fiscal year, which commences after the effective date of this Comprehensive Amendment.

The Board of Directors shall consist of seven Member Representatives of Member Districts. The seven Member Representatives must all be from different Member Districts. The Board of Directors shall be approved by two-thirds of the Member Districts. A Member District Representative cannot serve as an Executive Officer and on the Board of Directors at the same time. A Member District Representative shall serve on the Board of Directors for a term of two (2) years or until a successor Director has been appointed. The Member District Representative shall also select an Alternate from the Member District or, if no Alternate is available from the Member District, from the Member Districts to serve when the Director is unable to carry out the assigned duties. The Member Representative or Alternate selected need not be an elected official of the Member District but must be an elected official or employee of the Member District that is authorized to bind and carry out business on behalf of the Member's Districts Board of Education. Upon appointing a Member District Representative to serve as a Director and an Alternate, the Member District shall promptly provide the names of these appointees to the Executive Officers for approval.

At its first meeting of the Cooperative after the Effective Date of this Amendment, and before

each second fiscal year thereafter, the Board of Directors shall elect from amongst its Directors, a Chairman, Vice-Chairman, and Secretary of the Board of Directors, each of which shall serve until replaced by the Board of Directors.

8.2 The Board of Directors shall determine the general policies, to be carried out by the Executive Offices of the Cooperative, by majority vote, which policy shall be followed by all Cooperative agents, employees and independent contractors employed by the Cooperative and the Administrative District. It shall have the responsibility for (1) approving of hiring of agents, non-clerical employees and independent contractors, as recommended by the Executive Officers (2) setting of compensation for all persons, firms and corporations employed by the Cooperative, (3) setting of fidelity bonding requirements for employees or other persons, (4) approval of amendments to the Agreement, (5) upon receiving and approving any recommendation from the Executive Officers, performing those necessary functions to obtain bids and award to a preferred vendor the purchase of food and supply items by individual Member Districts of the Cooperative. (5) approval of the acceptance of new Member Districts, (6) approval of the annual budget of the Cooperative, (7) approval of educational and other programs resulting from the Cooperative's operations, (8) approval of reasonable and necessary financial management policies relating to the use of Cooperative funds, (9) expulsion of Member Districts, and (10) resolution of disputes arising under this Agreement.

8.3 Each Director shall serve until the Director's successor has been selected. In the event that a vacancy occurs, the Executive Officers shall appoint a successor. The failure to do so shall not affect the responsibilities, obligations or duties of a Member District under this Agreement.

8.4 The Board of Directors may establish rules governing its own conduct and procedure not inconsistent with this Agreement.

## ARTICLE IX

## Board of Directors Meetings

9.1 Regular meetings of the Board of Directors shall be held at least three (3) times a year. The dates of regular meetings of the Board may be established at the beginning of each fiscal year. Any item of business may be considered at a regular meeting. Special meetings of the Board of Directors may be called by its Chairman, or by any two (2) Directors. Five (5) days written notice of regular or special meetings shall be given to the official representatives of each Member, and an agenda specifying the subject of any special meeting shall accompany such notice. Business conducted at special meetings shall be limited to those items specified in the agenda.

9.2 The time, date and location of regular and special meetings of the Board of Directors shall be determined by the Chairman or by the Directors who call the meeting.

9.3 To the extent not contrary to this Agreement, and except as modified by the Board of Directors, Robert's Rules of Order, latest edition, shall govern all meetings of the Board of Directors. Minutes of all regular and special meetings of the Board of Directors shall be sent to all Directors and Alternate Directors.

9.4 Each Member Representative serving on the Board of Directors shall be entitled to one (1) vote on the Board of Directors. Such vote may be cast only by the Member Representative serving on the Board or designated alternate representative of the Member District. No proxy votes shall be permitted. Further, no absentee votes shall be permitted. Voting shall be conducted in person or electronically .

9.4.1 Any vote which requires a supermajority vote for passage shall be by roll call vote. All other votes may be taken by voice vote.

9.4.2 In the event that there are any negative votes or abstentions relating to the authorization of the expenditure of funds, the names of the Directors Board Members so voting shall be specifically noted. All other Directors Board Members present and not voting in the negative shall be listed as having joined the affirmative vote on the proposition.



## ARTICLE X

### Executive Officers

10.1 Officers of the Cooperative shall consist of the President, Vice President/Bid Coordinator and Secretary/Treasurer, any of which a Director of the Administrative District may fill, and such other Member Representatives as appointed by the Board from time to time. All officers shall be approved by Member Districts and shall serve until a successor is approved and has commenced his or her duties.

10.2 The Board of Directors shall elect a new Director to fill any vacancy among the Executive Officers. Executive Officers shall serve staggered for such terms as are established and shall fill vacancies until the end of the person's term. The Executive Officers Committee may be formally assigned by the Board of Directors to undertake and carry out any power otherwise assigned to the Board of Directors, except that the power to expel a Member District, to amend the Agreement, or to establish any new fees relating to Membership in the Cooperative shall be retained by the Board. Meetings of the Executive Officers may be called by the Chair President or any two Executive Officers. Except as otherwise provided, a majority of a quorum of the Executive Officers shall be sufficient to act upon all matters.

10.3 The Executive Officers shall be charged with making recommendations for the approval of any contract entered into by the Board of Directors based on procedures adopted by the Executive Officers Committee with approval by the Board of Directors. The Board of Directors shall ratify such contracts at its regularly scheduled meetings. Further, the Executive Committee shall be charged with recommending the approval of any application for membership for new Member Districts.

10.4 The President shall be the Chief Executive Officer of the Cooperative. Among the duties and authority of the President shall be the following:

- (a) To sign on behalf of the Cooperative any instrument which the Board or Member Districts have authorized to be executed and, in general, to perform all duties incident to the office of

President and such other duties as may be prescribed by the Board consistent with this Agreement from time to time.

(b) To make recommendations regarding policy decisions, the creation of other Cooperative officers and the employment of agents, employees and independent contractors.

(c) To present a full report of activities and the fiscal condition of the Cooperative at each regular meeting of the Board and at such other times, as requested to do so by the Board.

(d) To preside at all meetings of the Board and the Executive Officers at which the President is present. The President may request information from any member of the Board or the Cooperative or any employee or independent contractor of the Cooperative. The President shall be a non-voting ex-officio member of all committees of the Cooperative on which the President does not directly serve. The President shall have such other powers as are set forth in this Agreement and such other powers as (s)he may be given from time to time by action of the Board.

(e) To receive and approve of recommendations from any committee established by the Board for recommendations relating to contracting with third parties in accordance with the procedures established by such committees.

(f) To receive and approve of applications for membership by prospective Members.

The President may assign any of the duties described above to other officers, directors, employees or independent contractors of the Cooperative.

10.5 The Vice-President/Bid Coordinator shall:

(a) Carry out all duties of the President of the Board during the absence, refusal or inability of the President to perform such duties and shall carry out such other functions as are assigned from time to time by the President or the Board of Directors. In the event the position of the Vice President becomes vacant, such vacancy shall be filled by the Board of Directors at its next regular or special meeting immediately following the vacancy. Until such time as the vacancy is filled by the Board of Directors, the Secretary/Treasurer shall serve as the Vice-President/Bid

Coordinator of the Cooperative in addition to fulfilling the responsibilities of Secretary/Treasurer.

10.6 The Secretary/Treasurer shall:

- (a) Keep and maintain all permanent records of the Cooperative.
- (b) In general, perform all of the duties incidental to the office of Secretary/Treasurer and such other duties as from time to time may be assigned.
- (c) In the absence of the Secretary/Treasurer or in the event of the inability or refusal of the Secretary/Treasurer to act, the President shall perform the duties of the Secretary/Treasurer and, when so acting, shall have all the powers and be subject to all the restrictions upon the Secretary/Treasurer.
- (d) Have charge and custody of and be responsible for all funds and securities of the Cooperative; receive and give all receipts for moneys due and payable to the Cooperative from any source whatsoever; deposit all such moneys in the name of the Cooperative in such banks, savings and loan associations or other depositories as shall be selected by the Board, keep the financial records of the Cooperative; and invest the funds of the Cooperative as are not immediately required in such securities as the Board shall specifically or generally select from time-to-time. Provided, however, that all investments of Cooperative funds shall be made only in those securities which may be purchased by Illinois non-home rule units of local government under the provisions of the Illinois Revised Statutes.
- (e) The Board of Directors may select a financial institution or financial consultant to carry out some or all of the functions which would otherwise be assigned to a Treasurer.

10.7 The Board of Directors may engage an Executive Director to perform the duties described in the Executive Director job description approved by the Board of Directors and as may be amended from time to time. In the absence of an Executive Director, the Director of the Administrative District shall serve in such capacity.

## **ARTICLE XI**

### **Financial Management**

11.1 The fiscal year of the Cooperative shall commence on July 1st and end on June 30<sup>th</sup> of the immediately following year.

11.2 The Board of Directors shall approve a budget for the administration of the Cooperative for each fiscal year, at the recommendation of the Executive Officers. A majority vote of the Board of Directors shall be required to approve or to amend such budget.

11.3 Unless an Executive Director is employed by the Board, the Board shall ultimately determine the amount of annual payments to be made by each Member District and the date upon which the payment is due. Annual Payments from the Member Districts shall be in an amount sufficient to fund the administrative expenses of the Cooperative.

11.4 The Annual Payments due shall be based, in whole or in part, upon an objective formula that is in place. These formulas must be applied equally to all Member Districts similarly situated.

11.5 If at any time the amount of funds available for operation of the Cooperative is not sufficient to pay the claims and expenses and to fund the Cooperative, the Board of Directors may authorize Supplementary Payments.

11.6 The Board of Directors shall provide to the Member Districts an annual audit of the financial affairs of the Cooperative to be made at the end of each fiscal year by an independent certified public accountant in accordance with generally accepted auditing principles. The annual report shall be delivered to each Member District.

## **ARTICLE XII**

### **Obligations of Members**

12.1 The obligation of Member Districts of the Cooperative shall be as follows:

- (a) To appropriate or budget for, where necessary to levy for and to promptly pay all annual payments, supplementary and other payments due to the Cooperative at such times and in such amounts as shall be established by the Board of Directors within the scope of this Agreement. Any delinquent payments shall be paid with a penalty which shall be equivalent to one percent (1%) per month or such higher amount as allowed by law and as established by the Board of Directors. A payment is delinquent if it is not received within 60 days of the date of the invoice. The Executive Director shall notify the Board of Directors of delinquent payments. Penalties for delinquent payments may be waived by a majority vote of the Board of Directors. In the event that the Cooperative shall be required to expend funds for administrative, legal or other costs brought about by the failure of a Member District to pay sums owed the Cooperative or to take other actions required under this Agreement, such amounts expended, including attorney's fees, shall be added to the sums due the Cooperative and shall be payable by the Member District.
- (b) To nominate a person to serve on the Board of Directors and to select an alternate Director.
- (c) By this agreement, each participating Member District is required to purchase specifically identified items from the preferred vendor.
- (d) Once the bids are awarded, each Member District will maintain a separate relationship with the successful bidder with regards to order, scheduling deliveries and payment of invoices.

### **ARTICLE XIII**

#### **Termination of the Cooperative.**

13.1 If, under the terms of this Agreement, the Board of Directors does not vote to continue the existence of the Cooperative, then the Cooperative shall cease its existence at the close of the then current fiscal year. At the termination of the Cooperative, all former Member Districts shall remain fully obligated for their portion of all financial commitments of the Cooperative which were created during the term of their membership along with any other unfulfilled obligations. In the event that the Cooperative does not continue in existence, the Board of Directors shall continue to meet on such a schedule as shall be necessary to carry out the winding up of the affairs of the Cooperative. Subsequent to the effective date

of termination of the Cooperative and after all claims are paid for years for which coverage was provided by the Cooperative, if any Surplus Funds remain, said Surplus shall be distributed to the Member Districts in the same proportion as each Member District's Annual Payment was made to the Cooperative in the Cooperative's last year of existence. Only Member Districts who were in the Cooperative during its last fiscal year shall be entitled to a receipt of such Surplus.

**ARTICLE XIV**

**Member Agreement.**

14.1 This Agreement shall be binding upon Member Districts of the Cooperative, and all members shall execute a copy hereof with the Cooperative, which may be executed in one or more counterparts of which shall be considered an original, and all of which taken together shall be considered one and the same instrument binding the Cooperative and each Member District.

**IN WITNESS WHEREOF**, each Member District has caused this Agreement to be executed by a duly authorized officer thereof as of the day and year last written below.

**MEMBER DISTRICT**

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

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

**ATTEST:**

\_\_\_\_\_  
**SECRETARY, Member District Board of Education**

4881-4291-4412, v. 2

## 2024-2025 IESA Registration

[Member Center](#) | [Log Out](#)

**Big Hollow Middle School**  
 26051 W. Nippersink Rd.  
 Ingleside, IL 60041  
**County:** Lake  
**Contact:** Mrs. Annie Wahls, AD  
**Phone:** (847) 740-5322  
**Fax:** (847) 740-9021  
[anniewahls@bighollow.us](mailto:anniewahls@bighollow.us)

**Board Approval Date:**

### Ingleside Big Hollow

#### Office Use Only

Submitter	Annie Wahls		
Submitted	4/2/2024 7:45:25 PM		
Date Rcvd.			
Total Rcvd.			
Check No.			
Invoice	<input type="checkbox"/>	School ID	<b>1004</b>
Entry	<input type="checkbox"/>	Update ID	<b>35916</b>

Register for the following activities:

Activity	Subtotal
<b>2024 Boys Cross-Country</b>	\$120.00
<b>2024 Girls Cross-Country</b>	\$120.00
<b>2025 Boys Wrestling</b>	\$75.00
<b>2025 8th Grade Boys Track</b>	\$70.00
<b>2025 7th Grade Boys Track</b>	\$70.00
<b>2025 8th Grade Girls Track</b>	\$70.00
<b>2025 7th Grade Girls Track</b>	\$70.00
<b>2025 Scholastic Bowl</b>	\$75.00
<b>2024-2025 MEMBERSHIP DUES</b>	\$275.00
<b>TOTAL FEES OWED</b>	\$945.00

**Checks must be postmarked by June 3, 2024.**

**PLEASE PRINT TWO COPIES OF THIS PAGE**

- Keep one copy for your records
- Mail one copy with your **school check** to the IESA

**Mail to: IESA, 1015 Maple Hill Rd., Bloomington, IL 61705**  
**SCHOOL CHECK(S) ONLY — NO PERSONAL CHECKS/PURCHASE ORDERS**

**NOTE:** Your check is cashed using remote deposit (it is scanned and electronically deposited). Please use the following guidelines:

- Computer generated checks are preferred
- Blue or black ink only
- Print clearly
- Do not write over the numbers located across the bottom of the check
- Do not staple or tape
- Postdated checks are not acceptable



To: Big Hollow School District 38 Board of Education  
From: Matt McCulley, Director of Technology  
Date: April 4, 2024  
Re: Three-Year Technology Plan

The Tech Department has prepared the following three-year outline for proposed projects and improvements. This plan is updated annually for the Board of Education based on the ever-changing needs of educational technology.

#### **Work completed since the end of the 2022 school year to now:**

- IT closets were rewired
- Network monitoring server in place and in use
- New paging and clock system bids in assessment
- Cable management for classrooms improved
- Acer 733s have been moved to our loaner pool
- Student device rotation plan now in place
  - Starting in 2026 School year, students will receive a device in Kindergarten, and a renewal in 5th Grade
- Teacher computer monitors have been replaced
- Wireless switches were upgraded through E-rate
- New ticketing system
- Staffing changes
- Updated anti-virus software

#### **Updates for 2024-2025**

- Complete install of Raptor student check in system
- Switches for hardwired network are being upgraded
- New PA and clock system will be in place
- Researching camera system with stronger security and analytics
- School Messenger will be replaced with Parent Square
  - Communications will be more streamlined
- Skyward clean up and auditing for switch to Qmlativ
- New devices for Kindergarten, 2nd Grade, and 5th Grade
  - Last year of this rotation
- Update front office secretary computers



### **Updates for 2025-2026**

- Move to Skyward Qmlativ
- Update the computer labs
- Update the camera system to be in compliance
- Assess access controls
- Assess cat-5 infrastructure
- Bid access point renewal through E-rate
- Have new website with tech assistance and documentation portal
- Research new devices for paraprofessionals

### **Updates for 2026-2027**

- Upgrade wireless infrastructure
- Research remaining security projects (dependent on grant funding prior to this)
  - Interior door access
  - Exterior door access
  - Hardening of main offices
- Research new certified staff devices

**INTERGOVERNMENTAL AGREEMENT  
FOR INSTRUCTIONAL PLACEMENT SERVICES**

This Intergovernmental Agreement by and between the Big Hollow School District 38, Lake County, Illinois (hereinafter "Big Hollow") and Gavin School District 37, Lake County, Illinois (hereinafter "Gavin") is made and entered into this 8th day of April, 2024.

**WITNESSETH:**

**WHEREAS**, Article VII, Section 10 of the Constitution of the State of Illinois of 1970 authorizes units of local government to contract or otherwise associate among themselves to exercise, combine, or transfer any power or function in any manner not prohibited by law or ordinance; and

**WHEREAS**, the *Illinois Local Government Cooperation Act*, 5 ILCS 220/1 *et. seq.*, provides that "...Any power or powers, privileges or authority exercised or which may be exercised by a public agency of the State may be exercised and enjoyed jointly with any other public agency of this State..."; and

**WHEREAS**, Gavin and Big Hollow are each separately governed, independent duly formed public agencies; and

**WHEREAS**, Gavin and Big Hollow desire to realize the educational and cost benefits of shared food services; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **Shared management/employee costs of the food service program:** It is agreed that Big Hollow will hire a director of food services who will provide management oversight of the food service programs in both Big Hollow and in Gavin. All associated costs for this director will be split equally among the two school districts. It is also the understanding that there may be a need for either district to temporarily share other food service employees from time to time. Again, all associated costs for the shared employee will be billed by the home district of the employee being shared. Invoices will be sent on the final day of each month.
2. **Term.** This agreement shall commence on July 1, 2024 as determined by the parties and expire on June 30, 2025.
3. **Good Faith Dispute and Resolution.** In the event of any dispute or controversy arising out of or relating to this Agreement, the parties agree to exercise their best efforts to resolve the dispute as soon as possible. The parties shall, without delay, continue to perform their respective obligations under this Agreement which are not affected by the dispute. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Gavin Superintendent and Big Hollow Superintendent, the parties may later agree to mediate and/ or arbitrate the dispute on terms that are mutually agreeable to the parties.

4. **Agreement Modifications.** Any proposed modification to this Agreement shall be submitted in writing by the Gavin Superintendent or Big Hollow Superintendent for approval.
5. **Severability.** If for any reason any provision of this Agreement is determined to be invalid or unenforceable by the arbitrator or court of law, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.
6. **Governing Law.** This Agreement shall be governed by and interpreted according to the law of the State of Illinois.

**IN WITNESS WHEREOF**, the parties hereto, having been first duly authorized by appropriate action of their respective governing bodies, executed this Agreement on the dates indicated below.

Dated April 8, 2024

\_\_\_\_\_

**Big Hollow School District #38**

By:

\_\_\_\_\_

Superintendent, Big Hollow

Dated April 8, 2024

\_\_\_\_\_

**Gavin School District 37**

By:

\_\_\_\_\_

Superintendent, Gavin

**INTERGOVERNMENTAL AGREEMENT  
FOR TRANSPORTATION SERVICES**

This Intergovernmental Agreement by and between the Big Hollow School District 38, Lake County, Illinois (hereinafter "Big Hollow") and Gavin District 37, Lake County, Illinois (hereinafter "Gavin") is made and entered into this 8th day of April, 2024.

**WITNESSETH:**

**WHEREAS**, Article VII, Section 10 of the Constitution of the State of Illinois of 1970 authorizes units of local government to contract or otherwise associate among themselves to exercise, combine, or transfer any power or function in any manner not prohibited by law or ordinance; and

**WHEREAS**, the *Illinois Local Government Cooperation Act*, 5 ILCS 220/1 *et. seq.*, provides that "...Any power or powers, privileges or authority exercised or which may be exercised by a public agency of the State may be exercised and enjoyed jointly with any other public agency of this State..."; and

**WHEREAS**, Gavin and Big Hollow are each separately governed, independent duly formed public agencies; and

**WHEREAS**, Gavin and Big Hollow desire to realize the educational and cost benefits of shared transportation services; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **Shared transportation utilizing a properly licensed school bus and driver:** It is agreed that when one district utilizes a school bus and a licensed driver from the other district, the serving district will invoice the receiving district at a rate of \$2.00 per mile plus an additional \$33.00 per hour for the use of a driver (if needed).
2. **Shared van transportation for out-of-district special education transportation:** It is agreed that when shared transportation services involve usage of a van, the serving district will invoice the receiving district using the IRS mileage rate plus an additional \$33 per hour for the use of a driver. The total cost of this transportation will be divided equally by the number of students being transported, with each district being responsible for the proportional cost of their own students.
3. **Indemnification.** Gavin and Big Hollow agree to indemnify and hold harmless the other party from and against any and all manner of claims, demands, causes of action, liabilities, damages, costs, and expenses (including costs and reasonable attorney fees) arising from or incident to the performance of such party, or such party's employees, agents, or contractors, duties hereunder, except for negligent or willful acts or omissions of the other party.
4. **Term.** This agreement shall commence on July 1, 2024 and expire on June 30, 2025.

5. **Good Faith Dispute and Resolution.** In the event of any dispute or controversy arising out of or relating to this Agreement, the parties agree to exercise their best efforts to resolve the dispute as soon as possible. The parties shall, without delay, continue to perform their respective obligations under this Agreement which are not affected by the dispute. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Gavin Superintendent and Big Hollow Superintendent, the parties may later agree to mediate and/ or arbitrate the dispute on terms that are mutually agreeable to the parties.
6. **Agreement Modifications.** Any proposed modification to this Agreement shall be submitted in writing by the Gavin Superintendent or Big Hollow Superintendent for approval.
7. **Severability.** If for any reason any provision of this Agreement is determined to be invalid or unenforceable by the arbitrator or court of law, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.
8. **Governing Law.** This Agreement shall be governed by and interpreted according to the law of the State of Illinois.

**IN WITNESS WHEREOF**, the parties hereto, having been first duly authorized by appropriate action of their respective governing bodies, executed this Agreement on the dates indicated below.

**Big Hollow School District #38**

Date: April 8, 2024

By: \_\_\_\_\_  
Superintendent, Big Hollow

**Gavin School District #37**

Date: April 8, 2024

By: \_\_\_\_\_  
Superintendent, Gavin

## INTERGOVERNMENTAL AGREEMENT FOR TRANSPORTATION SERVICES

This Intergovernmental Agreement by and between the Big Hollow School District 38, Lake County, Illinois (hereinafter "Big Hollow") and Fox Lake District 114, Lake County, Illinois (hereinafter "Fox Lake") is made and entered into this 8th day of April, 2024.

### WITNESSETH:

**WHEREAS**, Article VII, Section 10 of the Constitution of the State of Illinois of 1970 authorizes units of local government to contract or otherwise associate among themselves to exercise, combine, or transfer any power or function in any manner not prohibited by law or ordinance; and

**WHEREAS**, the *Illinois Local Government Cooperation Act*, 5 ILCS 220/1 *et. seq.*, provides that "...Any power or powers, privileges or authority exercised or which may be exercised by a public agency of the State may be exercised and enjoyed jointly with any other public agency of this State..."; and

**WHEREAS**, Fox Lake and Big Hollow are each separately governed, independent duly formed public agencies; and

**WHEREAS**, Fox Lake and Big Hollow desire to realize the educational and cost benefits of shared transportation services; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **Shared transportation utilizing a properly licensed school bus and driver:** It is agreed that when one district utilizes a school bus and a licensed driver from the other district, the serving district will invoice the receiving district at a rate of \$2.00 per mile plus an additional \$33.00 per hour for the use of a driver (if needed).
2. **Shared van transportation for out-of-district special education transportation:** It is agreed that when shared transportation services involve usage of a van, the serving district will invoice the receiving district using the IRS mileage rate plus an additional \$33 per hour for the use of a driver. The total cost of this transportation will be divided equally by the number of students being transported, with each district being responsible for the proportional cost of their own students.
3. **Indemnification.** Fox Lake and Big Hollow agree to indemnify and hold harmless the other party from and against any and all manner of claims, demands, causes of action, liabilities, damages, costs, and expenses (including costs and reasonable attorney fees) arising from or incident to the performance of such party, or such party's employees, agents, or contractors, duties hereunder, except for negligent or willful acts or omissions of the other party.
4. **Term.** This agreement shall commence on July 1, 2024 and expire on June 30, 2025.

5. **Good Faith Dispute and Resolution.** In the event of any dispute or controversy arising out of or relating to this Agreement, the parties agree to exercise their best efforts to resolve the dispute as soon as possible. The parties shall, without delay, continue to perform their respective obligations under this Agreement which are not affected by the dispute. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Fox Lake Superintendent and Big Hollow Superintendent, the parties may later agree to mediate and/ or arbitrate the dispute on terms that are mutually agreeable to the parties.
6. **Agreement Modifications.** Any proposed modification to this Agreement shall be submitted in writing by the Fox Lake Superintendent or Big Hollow Superintendent for approval.
7. **Severability.** If for any reason any provision of this Agreement is determined to be invalid or unenforceable by the arbitrator or court of law, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.
8. **Governing Law.** This Agreement shall be governed by and interpreted according to the law of the State of Illinois.

**IN WITNESS WHEREOF**, the parties hereto, having been first duly authorized by appropriate action of their respective governing bodies, executed this Agreement on the dates indicated below.

**Big Hollow School District #38**

Date: April 8, 2024

By: \_\_\_\_\_  
Superintendent, Big Hollow

**Fox Lake School District #114**

Date: April 8, 2024

By: \_\_\_\_\_  
Superintendent, Fox Lake



[www.bighollow.us](http://www.bighollow.us)

Mr. Robert Gold, Superintendent

**Big Hollow District Office**

26051 W. Nippersink Rd.  
Ingleside, IL 60041  
Phone 847-740-1490  
Fax 847-740-9172

**Big Hollow Primary School (EC-1)**

33335 N. Fish Lake Rd.  
Ingleside, IL 60041  
Phone 847-740-5320  
Fax 847-740-3490

**Big Hollow Elementary (2-4)**

33315 N. Fish Lake Rd.  
Ingleside, IL 60041  
Phone 847-740-5321  
Fax 847-740-3795

**Big Hollow Middle School (5-8)**

26051 W. Nippersink Rd.  
Ingleside, IL 60041  
Phone 847-740-5322  
Fax 847-740-9021

Date: April 8, 2024

To: Big Hollow School District #38 Board of Education

From: Barb Steinseifer

Re: Math Curriculum Resource Adoption for 2024-2015

Big Hollow School District 38 is proposing to adopt Illustrative Mathematics (Imagine IM) for grades K-4. The entire curriculum can be accessed online and paper copies will be available upon request.

***The Review Process***

As you know, in June of 2017, the Big Hollow School District adopted Eureka Math as a curriculum resource for kindergarten through 5<sup>th</sup> grade. Given that this resource has been used for a number of years, it was time for a curriculum review process to take place for K-4 math. Our review process included time for our K-4 committee members to review a variety of math resources using a rubric to share strengths and potential challenges of each program. After the initial rubric data was collected, the team reviewed presentations by three of the publishing companies and narrowed down to the top two resources to pilot. There were 20 teachers involved in piloting either Big Ideas Math, or Illustrative Mathematics (Imagine IM). Through this process, pilot teachers were provided professional learning opportunities with both programs by each publishing company. The official pilot took place from January 8 through March 22, 2024. The pilot process ensured a comprehensive approach collecting data and feedback from a variety of stakeholders. Administrators participated in collecting observational data, district leaders met with local districts who had implemented both programs to discuss successes, challenges and shifts, a team of Big Hollow teachers and administrators had opportunities to observe local districts who had implemented both resources, and teacher as well as student feedback was elicited through Google Forms. More information about Illustrative Mathematics (Imagine IM) is provided below.

***Illustrative Mathematics (Imagine IM)***

Illustrative Mathematics (Imagine IM) was authored by Dr. Bill McCallum and a team of math leaders focused on improving student outcomes in mathematics. The problem-based curriculum



is built on best practices and research principles from NCTM, National Research Council, Smith & Stein, and others. The new IM K–5 Math completes the K–12 series. Their expert review team, including renowned mathematicians who helped write the new standards, progressions, and the much-touted “Publisher’s Criteria,” strengthened an already rigorous development process.

When implemented with intentionality and support from professional learning, Illustrative Mathematics (Imagine IM) will dramatically reduce gaps in student learning, align to mathematical practices such as, opportunities to investigate mathematical concepts, discover patterns, use and apply models, apply a variety of strategies in solving complex real world grade level problems, develop procedural fluency and conceptual understanding through peer conversations, and sharing explanations orally and/or in writing.

***Illustrative Mathematics (Imagine IM) is truly different***

Imagine Learning’s Illustrative Mathematics (IL Illustrative Math) is a problem-based core curriculum for K–12 students. It is designed to be used in face-to-face instruction in student-led whole group instruction. Per the developer, “Illustrative Mathematics (IM) is a K–12® core curriculum designed to give all students equity and access to grade-level mathematics—ensuring each student is an active participant in their learning. IL Illustrative Math is a problem-based curriculum that is designed to provide conceptual understanding, procedural fluency, strategic competence, adaptive reasoning, and a productive disposition. Students learn by doing, working their way through problems in both mathematical and real-world contexts and constructing arguments using precise language.”

Illustrative Mathematics (Imagine IM) approach to Project Based Learning allows students to develop inquiry skill sets by engaging with their peers to problem solve and reason through math concepts. The teacher becomes the facilitator of learning, while the students are the drivers of their own learning.

***Better design yields better results***

Illustrative Mathematics (Imagine IM) is rooted in three concepts of a balanced math approach, procedural fluency, problem solving, and conceptual understanding. While this approach is unfamiliar to those of us who grew up memorizing mathematical facts and formulas, it has been tested and proven to be successful. The approach Illustrative Mathematics (Imagine IM) takes is aligned to research practices supporting the growth and development of student learning.

Table 1  
EdReports Review of Illustrative Mathematics (Imagine IM)

Grade	Focus & Coherence	Rigor & Mathematical Practices	Usability
K	14/14	18/18	25/27
1	14/14	18/18	25/27
2	14/14	18/18	25/27
3	14/14	18/18	25/27
4	14/14	18/18	25/27

Edreports.org is an independent nonprofit designed to improve K-12 education. EdReports.org increases the capacity of teachers, administrators, and leaders to seek, identify, and demand the highest quality instructional materials. In a study done by EdReports.org, Eureka Math ranked #1 when compared with 28 other K-8 math resources.

*A comprehensive suite of resources*

Illustrative Mathematics (Imagine IM) offers extensive resources to help individual teachers, schools, or entire districts implement Illustrative Mathematics (Imagine IM) in their classrooms. Because education involves not only teachers and students, but also parents and administrators, they provide an unmatched range of materials to help everyone understand and get the most out of our carefully sequenced curriculum. They have a unique combination of materials includes the following:

- Complete K–4 curriculum online
- An online suite for teachers and students
- Teacher Edition manuals
- Student Unit workbooks
- Variety of Assessments both online and in print
- Manipulative Kits and materials
- Parent resources
- In-depth professional learning

With the inclusion of the materials listed above, not including professional learning, the estimated cost of this program for a contract of three years is \$165,995.

Resource:

<https://illustrativemathematics.org/math-curriculum/k-5-math/>

<https://www.imaginelearning.com/products/math/imagine-im/>

All K-8 resources can be accessed by going to:

- [Print Samples for Imagine IM](#)



To: Big Hollow School District 38 Board of Education

From: Matt McCulley, Director of Technology

Date: April 4th, 2024

Re: Erate Projects for Summer 2024

The switches that were installed during the summer of 2016 have come to the end of life. This means that Cisco will no longer be updating them, and they pose a cyber security risk. This grouping of switches includes our core switches, the set of switches that all internet traffic runs in and out of. We will be taking advantage of our Erate dollars to upgrade and replace these switches.

Through our Erate consultant, this project was put out to bid. Qubit, a direct reseller of Extreme Networking Equipment, put in the lowest bid for the project. The bid came in at \$54,671.52. Our Erate percentage is 50%, so we would receive half of this dollar amount, \$27,335.76, back at the end of the Erate cycle in the fall of 2024.

Qubit helped us out last Erate season by sending us several switches to borrow while we waited for another vendor to fulfill their order. They have quality support and are a preferred vendor through Extreme. With this information, I am recommending the purchase of 16 switches, and two core switches through Qubit at a cost of \$54,671.52 with an installation timeline of summer of 2024.



Quote No. 6079-24  
Mar 27, 2024

**RABINE MECHANICAL**  
545 Dakota St., Unit A, Crystal Lake, IL 60012  
815-331-1035 \* www.rabinemechanical.com

Customer Billing Information	Job Site Information	Contact and Other Information
Big Hollow School District #38 26051 W Nippersink Rd, Ingleside, IL, 60041	Big Hollow Elementary School 33315 North Fish Lake Road, Ingleside, Illinois, 60041	Contact: Derek Swiderski Phone: 224-707-2750 E: derekswiderski@bighollow.us Sales Rep: mboston@rabine.com

**Scope of Work:**

**Install (2) 4" RPZs on Domestic Main.**

- Remove well tank and existing piping in elementary school mechanical room.
- Install 4" RPZ with new copper piping to existing 4" risers.
- Remove 4" cap on 8" tee in middle school mechanical room.
- Install 4" RPZ with new copper to existing 4" riser.

**Total Proposal Amount: \$22,878.00**

**Exclusions:**

Unless specified in the scope items included above, the following items are excluded from this quote:

- Engineered drawings, permit drawings.
- Any repairs or alterations to pre-existing conditions not listed above.
- Night Work/Weekend Work/Phased Schedule

**Clarifications:**

This quote is valid for 15 days after the date listed above.

All balances over 30 days late are subject to a 1.75% monthly service charge or an annual rate of 21%

# PETER SNELTEN & SONS Inc.

## Water Well Contractors

- ESTABLISHED 1923 -

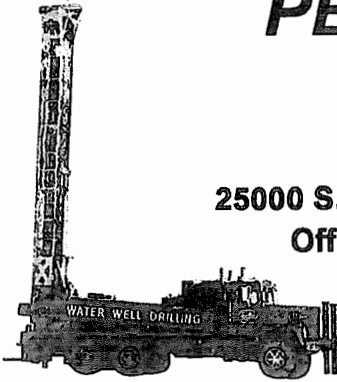
25000 S. Old Rand Road

Office: 847-526-3500 or 847-255-4551

www.waterwellcontractor.com

Wauconda, Illinois 60084

Fax: 847-381-0048



### Well Abandonment Proposal

Date: February 29, 2024  
Name: Big Hollow School  
Address: 26051 W Nippersink Rd,  
Town: Ingleside, IL 60041

RE: Sealing two wells @ 33315 N Fish Lake Rd., Ingleside, IL 60041  
ATTN: Derek Swiderski Phone # 224/707-2750

Email: derekswiderski@bighollow.us

Men, truck, tractor & torches to pull the existing submersible pump and related equipment from the water well. Measure the depth and static water level of the well. Then break, haul, & dispose of concrete at well. Cap waterline & pitless, and torch cut 2' below grade. Excavate open and remove the upper well casing head, install a temporary riser pipe, and backfill the excavated area to rough grade. The cost to pull any pumping equipment & preparation for sealing would be a flat rate of \$ 7,800.00

Apply for a permit with the Lake County Health Department .....\$ 200.00  
**P.I.N. # is required for permit approval: 0526400043**

Upon approval of permit, a date and time would be arranged for the health department sanitarian to witness the abandoning procedure. The well would then be abandoned according to state and county health codes.

If the well is located in a vault below grade, it will be the owner's responsibility to have it removed and/or filled in.

The cost for a 6" well or larger will be charged at a higher rate depending on size.  
The cost for labor & materials for a 8" well would be charged @ \$55.00/ft.  
times the (approximate depth) 140 ft. (x2) would be \$ 15,400.00

**There is a 100-foot minimum.**  
Approximate Total ..... \$ 23,400.00

**\*\* Final cost will be determined by the ACTUAL depth of the well if OVER 100 feet\*\***

If you have any questions concerning this proposal, please call our office.

Respectfully Submitted:

PETER SNELTEN & SONS, INC.

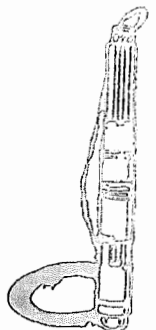
Ryan Snelten  
Sec./Treas

ACCEPTED BY:

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

**Submersible Pump Sales and Service**

2-1-24







# Big Hollow School District 38

April 8, 2024

# Today's Agenda

Veregy Final Phase 1 Scope Review

Final Phase 1 Contract Pricing

Next Steps

Questions/Discussion



## Heating, Ventilating, Air Conditioning Systems-HVAC (ECM-1)

### Existing Conditions:

- HVAC original to Building (Air-cooled Chillers, AHU's, Condensing Units, Vertical Unit Ventilators, Split Systems, Cabinet Heaters, Exhaust Fans, Domestic Water Heaters, Hot Water Boilers, Pumps – All original to buildings)
- Chillers, Air Handling Unit Coils, Unit Ventilators, & Condensing Units have R-22 Refrigerant that is no longer being manufactured. Refrigerant and equipment is difficult to find, replace and expensive to replace.
- Some equipment is operating at our beyond typical lifespan

### Recommendations:

- Phase 1:
  - Replace One (1) Primary School Air-cooled Chiller
  - Replace Primary School split system for MDF room
  - Replace Split Systems for All Three Schools (DX Coil located in the Air Handling Unit, and associated Condensing Unit)



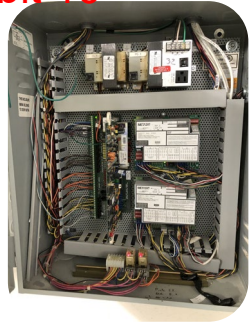


## Roofing System Upgrades (ECM-2)

- **Existing Conditions:**
  - Slope Shingled & EPDM Roofing aging and areas in need of replacement – original to building – (18-24 years old)
  - Gutters and downspouts are in good condition
  - District had some work done to extend the flashing along all of the valleys in all buildings
  - Typical Roofing systems life span is 20 years.
  - Recommend upgrading all roofing in next few years to protect facility.
  
- **Recommendations:**
  - Phase 1: Roofing Upgrades (Shingled & EPDM) – Primary School, Elementary School, & Middle School
  
  - Scope for all Phases include:
    - Upgrade Shingled Roofing Systems with
    - Upgrade EPDM Roofing Systems
    - Gutters at Primary and Elementary School
    - New roof hatch



## Building Automation System Upgrades (ECM-4)



- **Existing Conditions:**

- JCI Proprietary DDC Temperature Controls System – Primary School has some pneumatics remaining
- System is accessible remotely by Community Mechanical, but not by a single link.
- Because components are proprietary, the district is limited by parts and service contractors

- **Recommendations:**

- Phase 1: BAS Upgrades to Non-Proprietary, Open Protocol System
  - Installing a new Niagara Web Supervisor PC for single point access to the graphics and system.
  - Integration of existing Jaces into new Web Supervisor.
  - Creation of user-friendly floor plans and graphics for all buildings, and programing time schedules.
  - Pulling new ethernet communications bus to all buildings in order to prepare for BAS system upgrade. Coordination with district's IT department for improvements. **(Drawings included by Veregy, but Ethernet cable provided and installed by others)**
  - Include Veregy Service Agreement to support system while upgrading to a Non-Proprietary, Open Protocol BAS System. Service at minimum would include:
    - Unlimited Remote & Automated Support
    - Cloud Based System Backup & Retention
    - Disaster Recovery Provisions (e.g. Veregy would stock critical hardware so system remains online)
    - User Interface Service & Maintenance
    - BAS Security & Stability Patches

# Big Hollow School District – Long Term Phased Approach

	Phase 1a	Phase 2a	Phase 3	Phase 4
<b>Energy Conservation Measures (ECM's)</b>	<b>Year 2024</b>	<b>Year 2025-2026</b>	<b>Year 2027-2030</b>	<b>Year 2031-2035</b>
<b>Total Phased Budget Pricing</b>	<b>\$4 - \$4.2M</b>	<b>\$4.6M - \$4.8M</b>	<b>\$3.9M-\$4.1M</b>	<b>\$6.9M-\$7.2M</b>
<b>Saving Potential</b>	<b>2.50%</b>	<b>3%</b>	<b>3%</b>	<b>6%</b>
<b>CO2 Reduction (Carbon Footprint)</b>	<b>80 tons</b>	<b>120 tons</b>	<b>30 tons</b>	<b>80 tons</b>
<b>Estimated Incentives/Rebates</b>	<b>\$51,671</b>	<b>\$107,382</b>	<b>\$43,393</b>	<b>\$3,550</b>

	Phase 1a	Phase 2a	Phase 3	Phase 4
	Year 2024	Year 2025-2026	Year 2027-2030	Year 2031-2035
<b>Energy Conservation Measures (ECM's)</b>				
<b>ECM-1: HVAC</b>				
<b>Primary School</b>				
ECM-1.1P: Air-cooled Chiller	X			
ECM-1.2P: Chilled water & Dual Temperature pumps			X	
ECM-1.3P: Airside Ductless Split Systems		X		
ECM-1.4P: Split systems over 20 tons (DX Coil & Condensing Unit)	X			
ECM-1.5P: Two (2) Hot Water Boilers			X	
ECM-1.6P: Twenty-two (22) Vertical Unit Ventilators			X	
ECM-1.7P: Supply & Return Fan VFD's		X		X
<b>Elementary School</b>				
ECM-1.1E: Air-cooled Chiller		X		
ECM-1.2E: Chilled Water & Dual Temperature Pumps			X	
ECM-1.3E: Airside Ductless Split Systems		X		
ECM-1.4E: Split Systems over 20 tons (DX Coil & Condensing Unit)	X			
ECM-1.5E: Two (2) Hot Water Boilers				X
ECM-1.6E: Twenty-six (26) Vertical Unit Ventilators				X
ECM-1.7E: Supply & Return Fan VFD's		X		
ECM-1.8E: Minisplit System for MDF Room		X		
<b>Middle School</b>				
ECM-1.1M: Air-cooled Chiller		X		
ECM-1.2M: Chilled Water & Dual Temperature Pumps				X
ECM-1.3M: Airside Ductless Split Systems		X		
ECM-1.4M: Split Systems over 20 tons (DX Coil & Condensing Unit)	X			
ECM-1.5M: Three (3) Hot Water Boilers				X
ECM-1.6M: Forty-five (45) Vertical Unit Ventilators				X
ECM-1.7M: Supply & Return Fan VFD's		X		X
ECM-1.8M: Two (2) 2-Circuit Ductless Minisplits			X	
ECM-1.9M: Three (3) Vertical Unit Ventilators & Condensing Units		X		
<b>ECM-2: Roofing (Shingled &amp; EPDM)</b>				
ECM-2.1P: Roofing Upgrade (Primary School)	X			
ECM-2.2E: Roofing Upgrade (Elementary School)	X			
ECM-2.3M: Roofing Upgrade (Middle School)	X			
<b>ECM-3: LED Lighting Upgrades</b>				
ECM-3.1E: Commission LED Lighting Upgrade (Elementary School)	X			
ECM-3.2M: 2x2 LED Replacements (Middle School)	X			
ECM-3.3P: LED Retrofit with new switches/dimming (Primary School)		X		
ECM-3.4EM: LED Retrofit with new switches/dimming (Elementary and MS)			X	
<b>ECM-4: Building Automation System Upgrade (Non-Proprietary, Open Protocol)</b>				
ECM-4.1: BAS Web Supervisor, Integration, Graphics, Ethernet Connection (All Schools)	X			
ECM-4.2: BAS Service Agreement	X	X	X	X
ECM-4.3P: BAS Upgrade of Remaining Components to Non-Proprietary, Open Protocol		X		
ECM-4.4E: BAS Upgrade of Remaining Components to Non-Proprietary, Open Protocol			X	
ECM-4.5M: BAS Upgrade of Remaining Components to Non-Proprietary, Open Protocol				X
<b>Total Phased Budget Pricing</b>	<b>\$4M - \$4.2M</b>	<b>\$4.6M - \$4.8M</b>	<b>\$3.9M-\$4.1M</b>	<b>\$6.9M-\$7.2M</b>
<b>Saving Potential</b>	<b>TBD</b>	<b>TBD</b>	<b>3%</b>	<b>6%</b>
<b>CO2 Reduction (Carbon Footprint)</b>	<b>TBD</b>	<b>TBD</b>	<b>30 tons</b>	<b>80 tons</b>
<b>Estimated Incentives/Rebates</b>	<b>TBD</b>	<b>TBD</b>	<b>\$43,393</b>	<b>\$3,550</b>

See Detailed Spreadsheet Handout For Each Phase



## Big Hollow School District – Phase 1 Final Veregy Contract Pricing for Approval

	<b>PHASE 1</b>
<b>Energy Conservation Measures (ECM's)</b>	<b>Year 2024</b>
<b>Total Phase 1 Guaranteed Contract Pricing</b>	<b>\$4,039,641</b>
<b>Energy Savings</b>	<b>\$9,300/year</b>
<b>CO2 Reduction (Carbon Footprint)</b>	<b>60 tons</b>
<b>Estimated Incentives/Rebates</b>	<b>\$48,785</b>

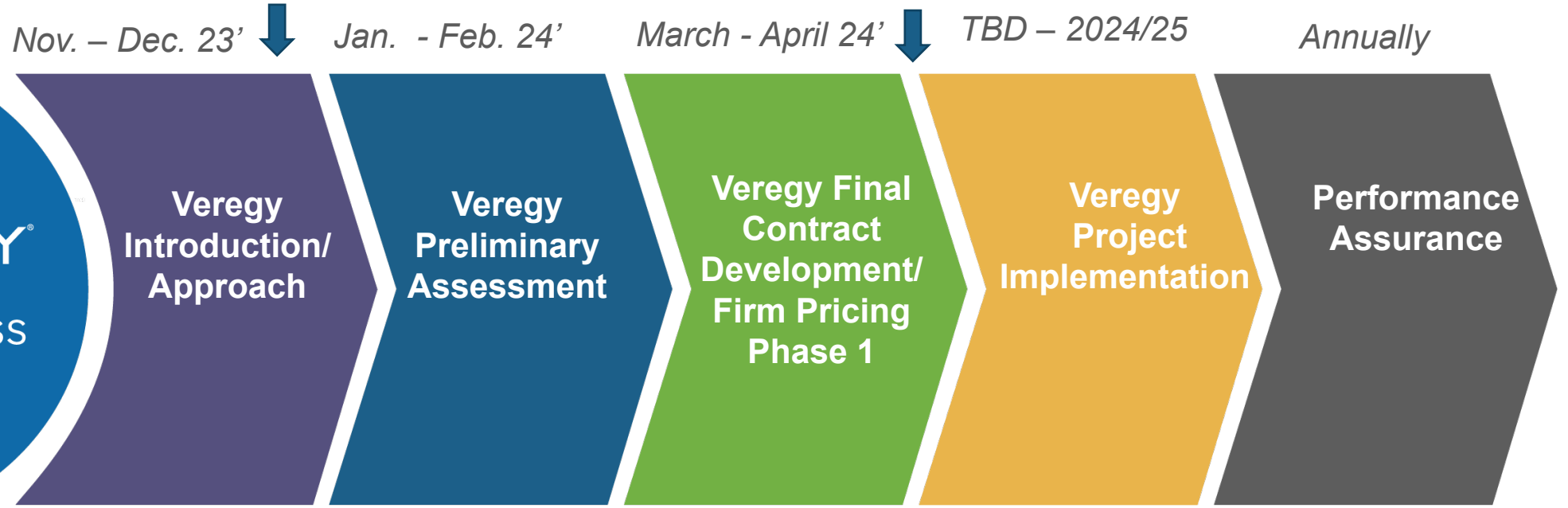


## Next Steps – Project Schedule

- Veregy Contract Approval April 8, 2024
- Veregy Submittals/Grants/Subcontracts April – May 2024
- Veregy Project Kick-off Meeting May 2024
- Veregy Project Implementation June 2024 – August 2025
  - Roofing May 2024 – August 2024
  - Controls May 2024 – October 2024
  - HVAC May 2024 – August 2025 (TBD, Lead-times)

*Selection of Veregy through SIPC  
Cooperative Purchasing*

*Veregy Contract  
Approval*



↑  
**No Cost**







# Q & A

# **BIG HOLLOW SCHOOL DISTRICT 38**

## **EDUCATION SUPPORT PERSONNEL HANDBOOK**

**May, 2024**



## **INTRODUCTION**

### **GENERAL COMMENTS**

The purpose of this handbook is to assist and support Education Support Personnel (ESP) employees in understanding the benefits and obligations of employment here in District #38. The District has compiled this ESP Handbook with the approval of the Board of Education. The Handbook's purpose is to present information, policy, and administrative procedures deemed necessary for the effective operation of Big Hollow School District #38. The provisions in this Handbook apply to all ESP employees in the District (i.e., all employees whose positions do not require Illinois certification), except as they may be modified by an individual employment contract. It is expected that present and new ESP employees will become familiar with the contents of this Handbook, as well as all other District rules and expectations, and conduct themselves accordingly.

The information contained in this Handbook will regulate Educational Support Personnel procedures for the 2024-2025 school year and future years until it is revised. However, the District reserves the right to change, modify, and/or delete unilaterally any information or provision contained in this Handbook at any time. The District may also alter or rescind any policy or practice, or adopt new policies or practices, at any time, with or without notice. In an emergency, or when otherwise deemed necessary to address an area not currently covered by the Handbook, additional information will be provided to ESP members on a supplementary basis regarding changes or new rules and regulations which must be initiated by the District. An ESP employee's decision to continue employment with the District following publication of this updated Handbook or any future revisions shall be deemed to constitute the employee's agreement with all such changes.

The contents of this ESP Handbook do not create an express or implied contract of employment. Because ESP staff members are generally employed on an at-will basis in District #38 by policy of the Board of Education, unless they are hired under an individual employment contract, this Handbook is not intended to alter this at-will relationship. Further, no supervisor or other administrator has any authority to alter or modify, either orally or in writing, any ESP employee's at-will status.

This Handbook should be kept on file and referred to when the need arises. It will also serve as a reference and guide to administrative action that will be taken in the event of a conflict with an employee or among employees. The Superintendent or designee will serve as the administrator for the ESP Handbook. Although the District encourages any problems resulting from an interpretation of the Handbook to be resolved as close to the conflict as possible, issues which are not resolved may be referred to the Superintendent. The Superintendent will be responsible for investigating and providing a decision.

**DISTRICT #38 PHILOSOPHY**

**Our Mission:**

*To Educate, Empower and Engage All Learners*

**Our Vision:**

*One District - One Community*

*Growing Confident, Creative, and Conscientious Learners*

## **CONDITIONS OF EMPLOYMENT**

### **Employment At-Will**

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in the Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-licensed employees at-will but shall maintain a record of positions or employees who are not at-will.

### **Assignment**

The Superintendent is authorized to make assignments and transfers of educational support personnel. All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

### **Paraprofessionals**

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

### **Bus Drivers**

All school bus drivers must have a valid school bus driver permit. The District will cover the expense of obtaining and retaining an Illinois bus driver permit, refresher course fees, and fees associated with mandatory health physicals relating to obtaining a bus driver's license. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30.

### **Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**

The District shall adhere to State and Federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee will manage a program to implement Federal and State law defining the circumstances and procedures for the testing. All costs incurred for drug and alcohol testing will be covered by the District.

**Resignation and Retirement**

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

**Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any reason, subject to State and Federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff.

**Reduction in Force and Recall**

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

**Final Paycheck**

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

**Suspension**

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

**Schedules and Employment Year**

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and Federal law, Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

**Workday**

The hours of work shall be listed on each "job description". The normal workweek shall consist of five (5) consecutive workdays, Monday through Friday. An ESP's workweek shall be on a regular basis unless adjusted for emergency situations or for the benefit of the school district.

A full-time employee is a permanent employee, who works 30 or more hours per week. A part-time employee is a permanent employee who works less than 30 hours per week.

Work schedules shall be included as a part of the detail of the "job description". Work schedules may be changed from time to time as seasons and conditions demand. Any permanent change shall require two (2) calendar weeks' notice to the employee involved.

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first 5 hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and Federal law.

No overtime shall be allowed or incurred without the approval, in advance, by the Superintendent or Principal. Exceptions may be made in the case of emergencies. There is no guarantee of overtime work for any employee. Sunday shall be the beginning of each workweek for the purpose of calculating overtime. All work over and above forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the regular hourly rate of pay. Holiday/Leave hours do not count towards the 40-hour workweek.

Overtime hours can be taken as compensatory time (one and one-half (1½) hours per hour), instead of paid time.

Any employee covered by this agreement that is called by the Principal or Superintendent to return to work outside his/her regularly scheduled shift shall be paid beginning from their home and ending at the completion of the job on the school premise, with a minimum of two (2) hours. If the work that necessitated the call back is completed before the minimum two (2) hours, the employee may leave the premises, but will still be paid the minimum two (2) hours. All work under this provision must be approved in advance by the Principal or Superintendent.

**School Closing for Severe Weather**

~~When school is closed for severe weather, disaster, etc., all personnel will be notified via the emergency notification call system:~~

- ~~A. All 12 month staff shall report to work as usual, if road conditions allow. Employees not reporting to work will not be paid, unless arrangements are approved by the immediate supervisor for making up the time. Snow days will be made up at the end of the school year. Make-up time for twelve (12) month employees will be arranged between the supervisor and employee.~~

**When school is closed for severe weather, disaster, etc., all personnel will be notified via the emergency notification call system.**

**If an E-Learning Day is declared:**

- A. All 12-month staff shall report to work as usual. If the employee feels that it is unsafe to report to work, they may take a personal or vacation day without prior approval. If the employee has a job that is able to be done remotely, they may request a remote workday through their supervisor. Make-up time for twelve (12) month employees MAY be arranged between the supervisor and employee.**
- B. All 9 and 10-month support staff employees need to make arrangements with their immediate supervisor for making up the time in order to get paid if participating in e-learning or working remotely is not an option.**

**If school is canceled and no E-Learning Day is declared:**

- A. All 12-month staff shall report to work as usual. If the employee feels that it is unsafe to report to work, they may take a personal or vacation day without prior approval. If the employee has a job that is able to be done remotely, they may request a remote workday through their supervisor. Make-up time for twelve (12) month employees MAY be arranged between the supervisor and employee.**
- B. All 9 and 10-month support staff employees will not need to work on this day, as the day will be made up at the end of the school year with an additional day of student attendance.**

On days when school is dismissed early due to severe weather, disaster, etc., employees will be dismissed no later than one half (1/2) hour after students are dismissed without loss of pay, providing students are not left unattended. The administration will establish a personnel chain of command to be utilized in a severe weather/emergency situation.

**Evaluation**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board

policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee’s work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and Federal law and any applicable collective bargaining agreement.

## **COMPENSATION AND FRINGE BENEFITS**

### **Compensation**

The Board of Education will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or Federal law, shall not work overtime without the prior authorization from the employee’s immediate supervisor. Educational support personnel are paid twice a month. ~~Appendix A in this handbook outlines starting salaries for education support personnel.~~

### **Payroll**

Pay day shall be on the 10<sup>th</sup> and 25<sup>th</sup> of each month. If a pay day falls on a legal holiday or weekend, the pay date will be the last workday before the noted pay day. All permanent employees are required to provide direct deposit information to the Big Hollow District #38 business office.

All support staff, including food service, will receive paychecks over 12 months (24 paychecks).

**This 24- paycheck option is not available to Lunch Monitor or Transportation staff that work less than 12 months due to the possible variance in hours worked each pay period.**

### **Salary Adjustments**

Experience will be based upon the job application completed by the person when applying for a permanent job/position. **In-district and out-of-district experience, defined as completed years of experience in a similar job/position, granting a year of experience for each 12-months of experience in that similar position, can be awarded by supervisor.**

<del>SALARY RATES</del>	<del>DEFINITION OF COMPLETED EXPERIENCE</del>
<del>No Experience</del>	<del>0 through 12 months completed</del>
<del>One Year Experience</del>	<del>Over 12 months completed</del>
<del>Two Years’ Experience</del>	<del>Over 24 months completed</del>
<del>Three Years’ Experience</del>	<del>Over 36 months completed</del>

~~\*Drivers are 9 month employees – summer work is separate~~

New employees will be placed at a salary rate based on their experience in a related field, using a Board-approved salary matrix for each position.

Generally, hourly pay rates are adjusted by the Board of Education on an annual basis prior to the start of the District’s fiscal year (July 1) for 12 month employees. If this process is not completed by July 1, compensation adjustments will be retroactive to July 1 of the current year. New wages for 9 and 10 month employees will begin on the September 10<sup>th</sup> payroll.

Wage increases are dependent on evidence of an employee’s continuing satisfactory performance. If an employee receives a “Needs Improvement” rating on the summative evaluation, the employee will receive a pay freeze for the following year.

Employees must hold their position for more than 50% of the fiscal year to be eligible for a raise the next fiscal year. Start date prior to December 1st.

**Longevity Bonus**

Employees will be eligible for a longevity bonus upon reaching the following milestones of service in Big Hollow: (same as above, must hold their position for more than 50% of the fiscal year to be eligible. With a start date before December.)

Years of Completed Service	Longevity Bonus	
5 years	3%	Applied to wage at the beginning of the 6 <sup>th</sup> year
10 years	3%	Applied to wage at the beginning of the 11 <sup>th</sup> year
15 years	3%	Applied to wage at the beginning of the 16 <sup>th</sup> year
<del>20 years</del>	<del>3%</del>	<del>Applied to wage at the beginning of the 21<sup>st</sup> year</del>

The years of experience must be continuous employment in the Big Hollow School District without interruption. Part-time employees are eligible for longevity bonus. However, for employees who move from part-time to full-time, their part-time experience cannot be utilized towards a full-time longevity bonus. **Years of experience reverts to zero if you move from a part time position into a full time position.**

The longevity bonus is given in addition to the standard salary increase at the beginning of the 6<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup> ~~and 21<sup>st</sup>~~ year of continuous employment with Big Hollow School District without interruption.

If an employee receives a “Needs Improvement” rating on the summative evaluation the year they have earned a longevity bonus, the longevity bonus will still be given.



**Time Sheets**

Employee time sheets are electronic documents that you will be given access to. At the end of each pay period, your supervisor/office will print out your timesheet and have you sign it. Any variance in hours beyond the scheduled workday must be approved by the building Administrator.

(Example: If your scheduled workday hours are 7:00 a.m. - 3:30 p.m., and you arrive at 6:50 a.m., you would sign in with your official start time of 7:00 a.m.)




Name:		Position			
Date	Day	Time In	Time Out	Regular	Notes
5/10/2021	M				
5/11/2021	T			▼	
5/12/2021	W			▼	
5/13/2021	Th			▼	
5/14/2021	Fr			▼	
5/17/2021	M			▼	
5/18/2021	T			▼	
5/19/2021	W			▼	
5/20/2021	Th			▼	
5/21/2021	Fr			▼	
5/24/2021	M			▼	
5/25/2021	T			▼	
				0	Total

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

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

Bus Drivers will have a different time sheet that includes a breakdown of driving, training, etc.



Hensen, Sally

Date	Day	Time In	Time Out	Regular Hours (exceeds 1/2 hr lunch)	Description of Regular Hours	Additional Hours	Description of Additional Hours	Notes	Total Regular Hours	Total Additional Hours	Combine Total Hours
									0	0	0

**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
- Martin Luther King Jr.’s Birthday
- President’s Day
- Memorial Day
- Juneteenth (if observed)
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day (if observed)
- Election Day (if observed)
- Thanksgiving Day
- Christmas Day

Twelve (12) month employees are allotted three (3) additional days:

- Day before or after New Year’s Day
- Day after Thanksgiving
- Day before or after Christmas

Permanent employees working at least 600 hours per year, will be paid the holidays listed above respectively, based on regular hours worked, providing that said holidays fall during the normal workweek and occur during the employees’ assigned or contracted work year with the District.

In the event that one of these recognized holidays falls on either a Saturday or Sunday, employees will receive the preceding Friday or following Monday off with pay only if school is not in regular session on those days. If students are in regular attendance, employees will not receive the day off and are expected to be at work; no holiday pay will be provided. If any of the above legal holidays are removed by the Illinois legislature from the required holidays currently observed under the School Code for public schools, employees shall no longer be afforded these paid holidays. Further, if any of the above legal holidays are approved for a requested waiver of mandates by the Board of Education, employees shall not be afforded these holidays.

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.

**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 1	End of year 9	0.83 Days	10 Days per year
Beginning of year 10	End of year 19	1.25 Days	15 Days per year
Beginning of year 20	End of employment	1.67 Days	20 Days per year

Part-time (12-month) 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. If the vacation days are not used, they will be lost. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Requests for vacations shall be submitted through Skyward Employee Access at least five (5) workdays prior to the requested vacation days and must be approved by the immediate supervisor. Every effort shall be made to meet the desires of the employees and the needs of the school system in establishing vacation dates. Records of available vacation days will be updated through Employee Access in Skyward.

**If an employee leaves within their first year of employment, their vacation days will be prorated based on their time of employment. If the employee has exhausted more than their prorated vacation leave, it may result in Dock Pay for the additional leave.**

**Perfect Attendance**

All permanent employees who work more than 600 hours per year and who do not use a sick or personal leave day during the school year, shall receive two hundred and fifty dollars (\$250.00). If an employee works two different positions within the school district (ex: food service and bus driver), perfect attendance must be obtained in both positions in order to collect the perfect attendance incentive.

**Health Insurance**

Permanent Educational Support Personnel whose regular job description requires 30 or more hours per week within a twelve (12) month period will be eligible for medical insurance (health/dental/vision) coverage as offered in a group plan.

The Board will pay 90% of the single health care premium on the least expensive plan that is offered by the District, with the remaining premium payments to be made by any employee who participates in the offered coverage. If the employee contribution does not meet Affordable Care Act guidelines, adjustments will be made for compliance with the law. Family insurance coverage will be available to the employee at his/her own expense. Employee payment for any elected insurance plan coverage will be remitted to the District by a payroll deduction process. For those who are paid over 20 pay periods, the cost of Medical, Dental, Vision and/or Voluntary Life Insurance, will be prorated over the 20 paychecks.

Part-time ESP employees, working at least 600 hours per year, will be eligible to pay insurance premiums on a pro-rata basis (based on a full-time 30-hour workweek). For example, for an employee who works 20 hours per week, the Board will pay 2/3 of the Board paid portion of the premium.

**Term Life Insurance**

The Board shall provide each ESP employee who works more than 600 hours per year with a term life insurance policy in an amount not to exceed thirty-five thousand dollars (\$35,000). Each employee may elect to purchase additional life insurance coverage at the group rate provided the insurance carrier approves of such action.

**Illinois Municipal Retirement Fund (IMRF) & Social Security/Medicare Rates**

An employee must be employed in a position normally requiring performance of duty for 600 hours or more per calendar year in order to be eligible to participate in IMRF. If an employee is an IMRF retiree and is working at Big Hollow, then their hours are counted according to their anniversary (or hire) date and not the calendar year.

Contributions to IMRF are by the employer and employee as a percentage of monthly earnings.

- A. Employee Contributions: The current employee contribution rate is 4.50% of all earnings. The postponement of federal income tax is achieved by designating the 4.50% employee paid contribution as "employer paid" for the purpose of the Internal Revenue Code Section, 414 (h). However, the 4.50% is deducted from all earnings of the employee's payroll check. In addition, the employee pays a Social Security and Medicare rate as required by law.
- B. Employer Contributions: The employer contribution rate is calculated separately for each employee every year. In addition, the employer pays a Social Security and Medicare rate as required by law.

**Social Security**

Contributions for Social Security and Medicare are deducted from each employee's paycheck. The Board of Education will comply with all current applicable Federal regulations governing social security contributions.

**LEAVES****Sick Leave**

Full or part-time educational support personnel who work at least 600 hours per year will accrue:

9 month employees = 8 sick days per year

10 month employees = 9 sick days per year

11 month employees = 10 sick days per year

12 month employees = 11 sick days per year

Unused sick leave shall accumulate to a maximum of ~~180~~ **240** days, including the leave of the current year. **Staff retiring with at least five (5) years of full-time service to the District will receive \$35 for each unused sick day that is not used for IMRF service credit, up to a maximum allowance of 180 days. Payment will be post-retirement, non-creditable earnings to be paid within 60 days of the employee's effective retirement date.**

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 or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 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 3 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 days. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

All absences in excess of the allotted sick leave shall be charged against earned vacation, if applicable, or shall be unpaid days.

Excessive absences without medical justification authorized by a licensed physician may be grounds for termination.

When an employee leaves the District, sick leave will be turned over to the IMRF retirement system to count towards years of service. There is no reimbursement for unused sick-days upon leaving the District. **If an employee leaves within their first year of employment, their sick days will be prorated based on their time of employment. If the employee has exhausted more than their prorated sick leave, it may result in Dock Pay for the additional sick leave.**

Any 9 month employee who elects to work over the summer may not use Sick/Vacation/Personal days during summer/winter school breaks. (ie summer bus routes)

### **Personal Leave**

Full-time educational support personnel have 3 paid personal leave days 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 at least 2 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 5 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.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

**If an employee leaves within their first year of employment, their personal days will be prorated based on their time of employment. If the employee has exhausted more than their prorated personal leave, it may result in Dock Pay for the additional personal leave.**

### **Bereavement Leave**

In the event of the death of a member of the employee's immediate family, they shall be entitled to up to three (3) days bereavement leave for each such death without deduction from accumulated sick leave. Immediate family includes: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

### **Other Leaves**

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*.

## **General Personnel Information**

For general personnel information pertaining to all employees of Big Hollow District #38, please refer to the Board Policies listed below which can be found at the following website:

<http://www.bighollow.us/school-board-policy-manual-documents.html>

Policy 5:10	Equal Employment Opportunity and Minority Recruitment
Policy 5:20	Workplace Harassment Prohibited
Policy 5:30	Hiring Process and Criteria
Policy 5:35	Compliance with the Fair Labor Standards Act
Policy 5:40	Communicable and Chronic Infectious Disease
Policy 5:50	Drug- and Alcohol-Free Workplace; Tobacco Prohibition
Policy 5:60	Expenses
Policy 5:70	Religious Holidays
Policy 5:80	Court Duty
Policy 5:90	Abused and Neglected Child Reporting
Policy 5:100	Staff Development Program
Policy 5:110	Recognition for Service
Policy 5:120	Ethics and Conduct
Policy 5:125	Personal Technology and Social Media: Usage and Conduct
Policy 5:130	Responsibilities Concerning Internal Information
Policy 5:140	Solicitations By or From Staff
Policy 5:150	Personnel Records
Policy 5:170	Copyright
Policy 5:180	Temporary Illness or Temporary Incapacity
Policy 5:185	Family and Medical Leave

## **APPENDIX A**

Below is a listing of minimum starting salaries for new employees for the 2023-2024 school year. If an employee comes to BHSD 38 with experience, consideration can be given for a higher starting wage.

<b>Position</b>	<b>Starting Hourly Wage</b>
<b>Instructional</b>	
Paraprofessionals (BA)	\$17.78
Paraprofessionals	\$16.32
Library Aide	\$16.32
<b>Administrative Professionals</b>	
Building Secretary	\$16.55
District Office Assistant	\$21.22
Bookkeeper	\$23.93
<b>Transportation</b>	
Bus Driver	\$22.72
Van Driver	\$19.10
Bus Monitor	\$13.22
<b>Building and Grounds</b>	
Maintenance	\$20.53
Custodian / Groundskeeper	\$18.18
<b>Food Service</b>	
Food Service Worker	\$15.49
Lunch Room/Recess Monitor	\$13.36
<b>Health</b>	
School Nurse	\$22.78
Health Aide	\$16.52



## **TRANSPORTATION PROCEDURES AND ADDITIONAL INFORMATION**

### **Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**

The District's drug and alcohol testing program shall apply to all individuals in positions that require a commercial driver's license and those that require an Illinois school bus driver permit. This includes causal, intermittent, or occasional drivers, leased drivers and independent owner-operator contractors, as well as full-time, regularly employed drivers. The Superintendent or designee will identify which positions are covered by the various provisions of this procedure.

#### **Pre-Employment Tests**

A pre-employment drug test shall be required of an applicant only after he/she has been offered the position. Drug tests shall be conducted before the first time a driver performs any safety-sensitive function for the District. Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. Exceptions may be made for drivers who have participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law. Pre-employment testing shall also be required of employees returning to work after a layoff period if the employee was removed from the random testing pool. If the employee remains in the random testing pool, additional testing shall not be necessary.

#### **Controlled Substance Use**

Drivers shall inform their supervisors if at any time they are using a drug that their physician has prescribed for therapeutic purposes. Drivers using a Schedule 1 controlled substance cannot perform safety-sensitive functions. Drivers using a non-Schedule I controlled substance may continue to perform safety-sensitive functions only if a licensed medical practitioner who is familiar with the driver's medical history has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle. If the District has actual knowledge that a driver has used a controlled substance, it shall not permit the driver to perform or continue to perform a safety-sensitive function. Pre-Duty Use of Alcohol: No driver shall perform safety-sensitive functions within four hours after using alcohol. If the District has actual knowledge that a driver has used alcohol within four hours, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

#### **On-Duty Use of Alcohol**

No driver shall use alcohol while performing safety-sensitive functions. If the District has actual knowledge that a driver is using alcohol while performing safety-sensitive functions, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

### Post-Accident Tests

Alcohol tests shall be conducted as soon after an accident as practicable on any surviving driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident: or
  - b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Controlled substance tests shall be conducted as soon after an accident as practicable on any surviving driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life:
2. Who receives a citation within 32 hours of occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

One or more motor vehicles incurring disabling damage as a result of the accident, required the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours following the accident or if a drug test is not administered within 32 hours following the accident, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, State, or local officials shall fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath and blood tests meet the requirements of alcohol testing. A urine test meets the requirements of a controlled substances test.

### Random Tests

Alcohol and drug tests shall be conducted on a random basis at unannounced times throughout the year. The number of random alcohol and drug tests shall be at least equal to those required

by federal regulations. Random is defined as the day and time of testing, for all drivers may be tested up to one time per month. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions.

Employees off work due to leaves, vacation, and layoffs shall be informed that they remain subject to random testing. Employees drawn for such testing shall be notified and tested as soon as practicable after they return to duty.

#### Probable Cause Tests (Applicable to School Bus Driver Permit Holders)

A driver who has received a Uniform Traffic Ticket while in control of a school bus or any other vehicle owned or operated by or for the District, when the vehicle is being used over a regularly scheduled route for the transportation of persons enrolled as students in grade 12 or below, in connection with any activity of the District, may be tested for alcohol. To justify an alcohol test, a police officer must have probable cause to believe that the driver has consumed any amount of an alcoholic beverage based upon evidence of the driver's physical condition or other firsthand knowledge of the police officer.

Upon receipt of a law enforcement officer's sworn report that the test result was positive or that the driver refused to be tested, the Secretary of State will notify both the permit holder and the District of the sanction (sanction is effective on the 46<sup>th</sup> day following the date notice was given).

#### Reasonable Suspicion Tests (Applicable to School Bus Driver Permit Holders)

An alcohol or drug test shall be conducted if a supervisor or District office trained in accordance with law has reasonable suspicion that a driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion may be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the supervisor or District official who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours following a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why the alcohol test was not promptly administered. If an alcohol test is not administered within two hours following a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following a determination of reasonable suspicion, the District shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test. Notwithstanding the absence of a reasonable suspicion alcohol test, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while he or she is under the influence of or impaired by alcohol.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

The Superintendent or designee shall ensure that an employee under reasonable suspicion is transported to the designated collection or testing site.

The Superintendent or designee shall notify the Secretary of State in a manner and form prescribed by the Secretary, of the result of a reasonable suspicion test when: (i) the test indicates an alcohol concentration greater than 0.00; (ii) the test indicates a positive result on a National Institute on Drug Abuse five-drug panel utilizing the federal standards set forth in 49 C.F.R. 40.87; or (iii) when a driver refuses testing. The notification to the Secretary must be submitted within 48 hours of the refusal of testing or the employer's receipt of the test results.

#### Enforcement for Non-School Bus Driver Permit Holders

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If the District has actual knowledge that a driver has an alcohol concentration of 0.04 or greater, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

Federal laws require that any driver who refuses to submit to a post-accident, random, reasonable suspicion test, or follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

A driver who is tested and found to have an alcohol concentration of .02 or greater, but less than 0.04, may not perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered.

A driver who tests positive for drugs or an alcohol concentration of 0.04 or greater shall be subject to District disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional (SAP) who shall determine what help the driver needs in resolving such a problem. Any SAP who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a SAP to determine that he/she has properly followed the prescribed rehabilitation program.

### Return-To-Duty Tests for Non-School Bus Driver Permit Holders

If a driver who has violated the District's drug or alcohol prohibition is returned to performing safety-sensitive duties, a drug or alcohol test shall be conducted.

The District shall not allow employees whose conduct involved drugs to return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. The District shall not allow employees whose conduct involved alcohol to return to duty in a safety-sensitive function until the return-to-duty alcohol test indicates an alcohol concentration of 0.02 or less.

### Follow-Up Tests for Non School Bus Driver Permit Holders

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a SAP as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the SAF in accordance with the law. The District must carry out the substance abuse professional's follow-up testing requirements.

Follow-up testing shall consist of at least six tests in the first 12 months following the driver's return to duty. Testing shall occur beyond 60 months from the date of the driver's return to duty. The substance abuse professional may terminate the follow-up testing if he/she determines that the employee has successfully demonstrated compliance.

### Maintenance of Records for Non-School Bus Drive Permit Holders

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with the law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Record shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

### Enforcement for School Bus Driver Permit Holders

In Illinois, a person whose privilege to possess a school bus driver permit has been canceled under 625 ILCS 6-106.1.a is not eligible for restoration of the privilege until the expiration of three years from the effective date of the cancellation if the person has refused or failed to complete a test or tests to determine blood alcohol concentration, or has submitted to testing with a blood alcohol concentration of more than 0.00.

The Illinois Secretary of State must suspend a school bus driver permit for a period of three years upon receiving notice that the holder refused to submit to an alcohol or drug test as required by Section 6-106.1c or has submitted to a test required by that Section that disclosed an alcohol concentration of more than 0,00 or disclosed a positive result on a National Institute on Drug Abuse five-drug panel, utilizing federal standards set forth in 49 C.F.R.40.87.

A driver who tests positive for drugs or is found to have an alcohol concentration of greater than 0.00 shall have their employment terminated.

### Notification

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify all of the following:

1. The person designated by the District to answer drivers' questions about the materials;
2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;6.
4. Specific information concerning driver conduct that is prohibited by Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382, including post-accident testing under 382.303(d);
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver, including post-accident information, procedures and instructions required by 382.303(d);
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendance consequences.
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
10. The consequences for drivers who do not hold a school bus driver permit found to have an alcohol concentration of 0.02 or greater but less than 0.04;
11. The consequences for drivers who hold a school bus permit found to have an alcohol concentration over 0.00;
12. The effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management; and
13. Other legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, pursuant to 49 C.F.R 382, the District shall inform drivers that the tests are required by these regulations.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

## TRANSPORTATION PROCEDURES

### A. Transportation Department Procedure for Bidding:

#### Routes:

Routes are based on a seniority list. The routes are posted for 5 days. Eligible drivers can bid on the route(s) they would like. The Transportation Manager has final discretion of assignments.

Retaining routes: You will retain your route each school year. Any open routes will be put out for bid. If a route is eliminated (ie: PreK), it is up to the discretion of the Transportation Manager to reassign the route.

Route Changes: It is up to the discretion of the Transportation Manager to reassign routes based on an as needed basis and/or evaluations.

#### Out of District Van Routes:

These routes are decided by the Transportation Manager.

#### Substitutes:

Substitutes are hired at the discretion of the Transportation Manager.

#### ON-CALL Substitutes:

On-Call Substitutes are hired at the discretion of the Transportation Manager.

On-Call Substitutes are not guaranteed hours and will be called in when needed by the Transportation Manager. On-Call Substitutes are not eligible to bid on Charters/ Field Trips/

Summer routes and other Route Assignments, UNLESS contacted by the Transportation Manager. The Transportation Manager has final discretion on any hours given to On-Call Substitutes.

Charters/Field Trips: Charters/Field Trips are bid on and awarded based on a rotating seniority list. Drivers that work the standard 4 hours a day will be listed as an “A” on the bid list by seniority and will have first pick on Charter/ Field Trips. Drivers that work over 4 hours a day will be listed as “B” on the bid list by seniority and will have last pick when assigning charters/ field trips. The Transportation Manager has final discretion on assignments of charters/field trips.

Extra-Curricular Bus Driving: All extracurricular driving is voluntary. Bus drivers are required to sign up for extracurricular driving by the fifth (5<sup>th</sup>) day of the school year. Bus drivers employed during the school year must sign up for extracurricular driving by the fifth (5<sup>th</sup>) day following their employment. The transportation manager will honor the sign-up sheet through the current school year. Rotation will be based on the seniority list with the most senior bus driver at the top and the least senior at the bottom. Trips will be offered to the top driver on the list as trips become available. That driver will then rotate to the bottom of the list. If a driver refuses the trip, it will be counted as if he/she accepted it and the driver’s name will be moved to the bottom of the list. If a driver cancels a trip that was previously accepted that trip will still be counted as being accepted. In an emergency situation (twenty-four (24) hours or less), obtaining a bus driver is at the discretion of the transportation manager.

Mid-Day Routes: If you have a midday route, you will be listed as a “B” Driver on the bid list and will be given the opportunity to take a charter after all “A” Drivers have been considered first.

Lunch monitor obligation: If you are a lunch monitor, you need to fulfill that obligation and are not eligible for a charter.

Extra Duty Jobs: Extra Duty Jobs will be assigned at the discretion of the Transportation Manager. Examples of Extra Duty Jobs: Activity Bus, Pre-K route, cleaning buses, etc.

Summer Charters: Summer Charters are put out for bid and will be assigned by seniority. The Transportation Manager has final discretion when assigning summer charters.

If you do not have any students for one of your summer charter days, check with the Transportation Manager to see if you are needed for another job/task. If you are not needed, you are not paid for that day.

## REIMBURSEMENT

2 hours minimum: If you complete your route and return in 1hr 15 minutes you are still paid the 2-hour minimum. If you finish your route in 1 hour and 15 minutes and then are asked to drive another route that takes 1 hour, you add that to your original 1 hour and 15 minutes. You will not record that as another 2 hours minimum on your time card. You will add those together which would be 2 hours 15 minutes, which will be recorded as 2 hours and 15 minutes on your time card (2.25).



Physicals: The District will pay for your physical and one hour for going for your physical.

Classes: The District will pay for Initial and Refresher classes. The District will pay 8 hours for the Initial class and 2 hours for the Refresher class.

Red Light Ticket Violations: The District will pay for the initial ticket. The driver will then need to reimburse the District. The driver can make arrangements with the District on how to repay the ticket.

Beginning of the Year Meeting: There will be a Transportation Beginning of the Year meeting before the start of the school year to review policies/procedures, bus routes, etc.

Transportation Meetings: There will be monthly Transportation Meetings. You will receive a Transportation Meeting Calendar with all the meeting dates. There will be a Code of Conduct that will be followed during the meetings.

You will be paid for your attendance to the Transportation Meetings.

Seating Chart: You will be required to complete a seating chart for your bus. You will need to include the students first and last name and grade level. Please make sure your writing is legible. You will be reimbursed one hour for working on your seating chart. The seating chart needs to be completed before the first day of school.

The seats will be numbered on the bus, when students are entering the bus, you can tell them what seat number they are assigned to. They will be able to identify the seat by looking at the number you have written above the seat.

## March 2024 Employment Report

Approve the employment of Cassandra Ortega, Primary School Lunch Monitor, effective April 1, 2024.

Approve the employment of Cynthia Tsarpalas, 8th Grade Science Teacher, effective August 1, 2024.

Approve the employment of Andres Castrejon, Elementary Dual Language Teacher, effective August 1, 2024.

Approve the employment of Elizabeth Larkin, Primary School Assistant Principal. effective August 1, 2024.

Approve the employment of Justin Stunard, Middle School Special Education Teacher, effective August 1, 2024.

Approve the personnel change for Nicole Race from Kindergarten Teacher to Primary School Instructional Coach, effective August 1, 2024.

Approve the employment of Timothy Klobe, 8th Grade Social Studies Teacher, effective August 1, 2024.

Approve the personnel change for Elizabeth Leginski from Kindergarten Teacher to Instructional Coach - Inclusive Practices, effective August 1, 2024.

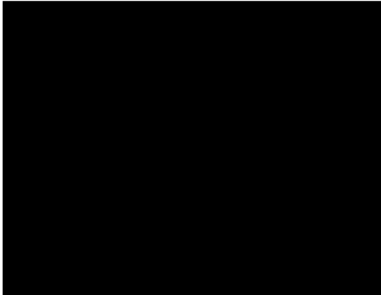
Form: **New Hire Form** Name: **Mullen, Rachel Ann** Employee Type: **ASST PRINCIPAL** Building Code: **PR**

**BIG HOLLOW SCHOOL DISTRICT #38**  
**New Hire Information Form**

**BACKGROUND**

Name

**Cassandra Ortega**



**ASSIGNMENT**

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: **Yes**

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Primary Grade/Area: K-1**

Start Date: **4/8/2023** BOE Approval Date: (To be completed by District Secretary after board approval)

\* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Anne Berg** Title: **Administrator at Emeritus/manor care**

Name: **Jennifer Griffith** Title: **Nurse Elara Caring**

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited **0** Step **1**

BudgetCode

**10-100-2190-1100**

Total Years Experience **0** Salary/Hourly Rate **14.00** (may be adjusted if circumstances require)

Comments:

**2.5 Hours/Day**

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

Form: New Hire Form Name: Summers, Brian M. Employee Type: ASST PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38  
New Hire Information Form

BACKGROUND

Name

Cynthia Tsarpalas



ASSIGNMENT

CERTIFIED: Administrator: Teacher: Yes If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: Middle Grade/Area: 8th

Start Date: 8/1/24 BOE Approval Date: (To be completed by District Secretary after board approval)

\* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Tina Koepnick Title: Student Teaching Supervisor

Name: Ted Neal Title: Professor

BA BA+15 MA Yes MA+15 MA+30 MA+45 MA +60

Years Credited 0 Step 1

BudgetCode

10-300-1120-1100

Total Years Experience 0 Salary/Hourly Rate 49,710 (may be adjusted if circumstances require)

Comments:

8th grade science

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

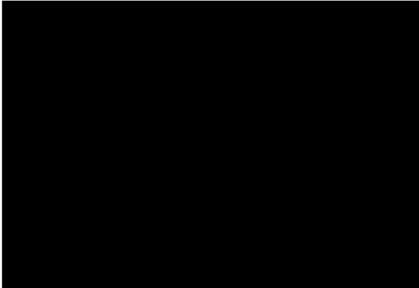
Form: New Hire Form Name: **Biancalana, Venette Irene** Employee Type: **PRINCIPAL** Building Code: **EL**

**BIG HOLLOW SCHOOL DISTRICT #38**  
**New Hire Information Form**

**BACKGROUND**

Name

**Mr. Andres Castrejon**



**ASSIGNMENT**

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select -- Gen Ed: SPED: ESL: **Yes**

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **Second Grade**

Start Date: **8/19/2024** BOE Approval Date: (To be completed by District Secretary after board approval)

\* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Emily Oliver** Title: **Assistant Principal**

Name: **Lauren Rowe** Title: **Special Education Specialist**

BA BA+15 MA MA+15 MA+30 **Yes** MA+45 MA +60

Years Credited **3 years** Step **4**

BudgetCode

**10e20018001100**

Total Years Experience **3 years** Salary/Hourly Rate **\$59,887** (may be adjusted if circumstances require)

Comments:

**This is for the Second Grade Dual Language Teacher position.**

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

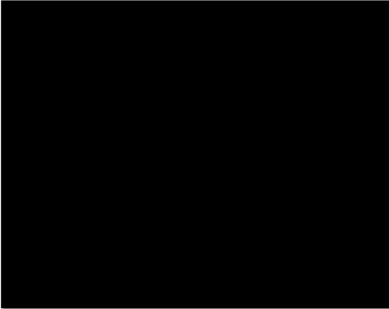
Form: **New Hire Form** Name: **Mullen, Rachel Ann** Employee Type: **ASST PRINCIPAL** Building Code: **PR**

**BIG HOLLOW SCHOOL DISTRICT #38**  
**New Hire Information Form**

**BACKGROUND**

Name

**Elizabeth Larkin**



**ASSIGNMENT**

CERTIFIED: Administrator: **Yes** Teacher: **If Teacher Please select ~** Gen Ed: **SPED:** **ESL:**

NON-CERTIFIED: Custodian: **Food Service:** **Lunch Monitor:**

Nurse: **Paraprofessional:** **Secretary:** **Substitute:**

Technology: **Transportation:** **Other:**

Building: **Primary Grade/Area: PK-1**

Start Date: **August 1 2024** BOE Approval Date: (To be completed by District Secretary after board approval)

\* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Cathy Santelle** Title: **Principal**

Name: **Laura Strange** Title: **Special Education Coordinator**

BA BA+15 MA **Yes** MA+15 MA+30 MA+45 MA +60

Years Credited **0** Step **1**

BudgetCode

**10e100-2411-1100**

Total Years Experience **0** Salary/Hourly Rate **84,272** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

Form: New Hire Form Name: Cornwell, Joshua P. Employee Type: PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38  
New Hire Information Form

BACKGROUND

Name

Justin Stunard



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: SPED: **Yes** ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS** Grade/Area: **8th Special Ed**

Start Date: **08/19/2024** BOE Approval Date: (To be completed by District Secretary after board approval)

\* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Emily Waddick** Title: **Department Chair**

Name: **Kendra Perri** Title: **Principal**

BA BA+15 MA **Yes** MA+15 MA+30 MA+45 MA +60

Years Credited **7** Step **8**

BudgetCode

**10e300-1221-1100**

Total Years Experience **11** Salary/Hourly Rate **61138** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

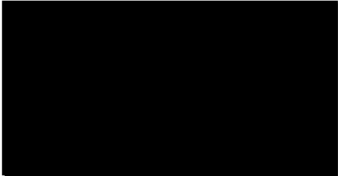
Signature of New Hire:

Date:

Form: Personnel Change Form Name: Janusz, Lenayn M. Employee Type: PRINCIPAL Building Code: PR

BIG HOLLOW SCHOOL DISTRICT #38  
Personnel Change Form

Employee Name  
Nicole Race  
(DiMaggio)



New Position: Instructional Coach- Primary

Replacement For: new position

Building: Primary

Current Position: kindergarten teacher

Date Change is Effective: August 1, 2024  
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary:

Full or Part Time: Full

Years Credited:

Sick: Vacation: Personal:

Budget Code:  
10-100-1223-1100-  
02

Employee Signature:

Date:



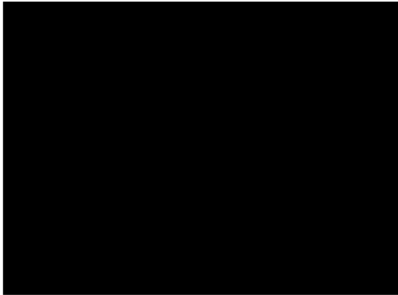
Form: **New Hire Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

**BIG HOLLOW SCHOOL DISTRICT #38**  
**New Hire Information Form**

**BACKGROUND**

Name

**Timothy Klobe**



**ASSIGNMENT**

CERTIFIED: Administrator:    Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED:    ESL:

NON-CERTIFIED: Custodian:    Food Service:    Lunch Monitor:

Nurse:    Paraprofessional:    Secretary:    Substitute:

Technology:    Transportation:    Other:

Building: **BHMS** Grade/Area: **8th Soc Stud**

Start Date: **08/1/2024** BOE Approval Date: (To be completed by District Secretary after board approval)

\* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Joe Koeune** Title: **Principal**

Name: **Jody Steinke** Title: **Principal**

BA    BA+15    MA **Yes**    MA+15    MA+30    MA+45    MA +60

Years Credited **7** Step **8**

BudgetCode

Total Years Experience **10** Salary/Hourly Rate **\$61,138** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast)    Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

Form: Personnel Change Form Name: Janusz, Lenayn M. Employee Type: PRINCIPAL Building Code: PR

BIG HOLLOW SCHOOL DISTRICT #38  
Personnel Change Form

Employee Name  
Beth Leginski



New Position: Instructional Coach -Inclusive Practices

Replacement For: new position

Building: Primary

Current Position: Kindergarten teacher

Date Change is Effective: August 19, 2024  
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary:

Full or Part Time: full

Years Credited:

Sick: Vacation: Personal:

Budget Code:  
10e100-1221-1100-  
01

Employee Signature:

Date:



Gold, Bob &lt;bobgold@bighollow.us&gt;

**Re: SmartProcure FOIA Request to Big Hollow School District No. 38 For PO/Vendor Information**

1 message

**Sural, Lauren** <laurensural@bighollow.us>

Mon, Apr 1, 2024 at 11:08 AM

To: Sheri Reid &lt;sreid@smartprocure.com&gt;, "Gold, Bob" &lt;bobgold@bighollow.us&gt;

Good Morning Sheri.

The requested information has been uploaded to the portal. Have a great day.

--

Lauren Sural  
BookkeeperBig Hollow School District 38  
26051 W Nippersink Rd  
Ingleside IL 60041E: [laurensural@bighollow.us](mailto:laurensural@bighollow.us)

P: 847-740-1490 x5086

On Mon, Mar 25, 2024 at 8:01 AM Sheri Reid <[sreid@smartprocure.com](mailto:sreid@smartprocure.com)> wrote:

Dear Lauren Sural or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Big Hollow School District No. 38 for any and all purchasing records from 12/18/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMMDAwMDAwNEpOMFIBTSZzdD1JTCZvcmc9QmlnSG9sbG93U2Nob29sRGlzdHJpY3R0bzM4Jm9pZD03MzU5Ng%3D%3D>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Sheri Reid  
Data Acquisition Specialist  
SmartProcure  
Direct: (561) 609-6759  
Email: [sreid@smartprocure.com](mailto:sreid@smartprocure.com)

# Board of Education Administrator Report

April 8, 2024

## **1. Good Things Happening for Kids:**

Golden Spatula Awards for STAR Expectations in the Cafeteria-E

Principal Advisory Group - M

PBIS monthly celebrations - P

Issuing PBIS Reward points for targeted behavior, Warrior Way school store purchases - M

PBIS Rewards such as pizza party, Mario Kart with the Principal - M

Afterschool Enrichment for Students - P

- Stay Active -P

- Fun & Games - P

- Arts & Crafts -P

- Let's Play - P

- Guitar & Ukulele - P

- Open Gym - P

Afterschool Enrichment for Students-E

- Let's Make a Movie with Hollywood Producer

- Frog & Toad Reading Club-E

- Mouse & the Motorcycle Reading Club-E

- Harry Potter Reading Club-E

- Rembrandt Art Club-E

- Walking Club-E

- WBHE News-E

- Chess Club-P, E

Afterschool Enrichment for Students - M

- Let's Make a Movie with Hollywood Producer

- Enlightenment.Enrichment.Enhancement club

- Crochet Club

- Warrior News - 5-6 and 7-8

- Athletics - Boys & Girls Volleyball (6-8), Wrestling (5-8)

- Jazz Band

- Running Club

- STEM Club

- Homework Club

- Culinary Classes with Chef Robert Collins

- Chess Club

## **2. Good Things Happening for Staff:**

PBIS subcommittee meetings monthly - P, E

GLT meetings each month  
Equity team meetings  
PLCs meet on ER days  
Community Outreach Committee - P, E  
New Teachers meeting with administration  
Summative Evaluations  
Reading Review committee  
Math Review committee  
Elementary Building Equity Subcommittees Book Study on Culturally Responsive Classrooms  
Continues-E  
GVC days for Math, ELA, Social Studies, Music, Science, teachers - M  
Professional development with Katie McKnight (ELA) - M  
Student centered coaching workshop - M  
Instructional coaching cycles - M  
PD for EL/BL and dual language teachers

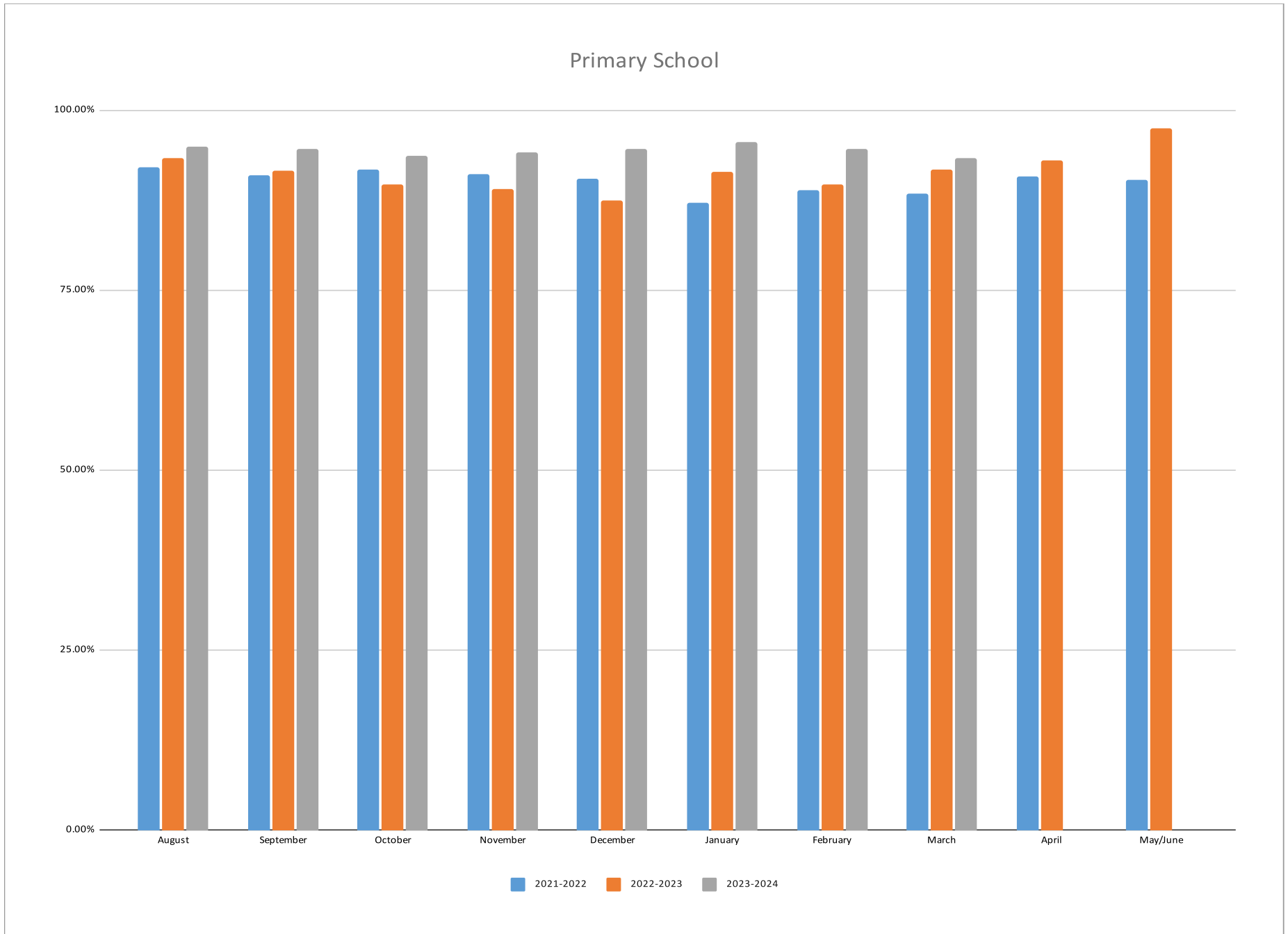
**3. General Information to Share:**

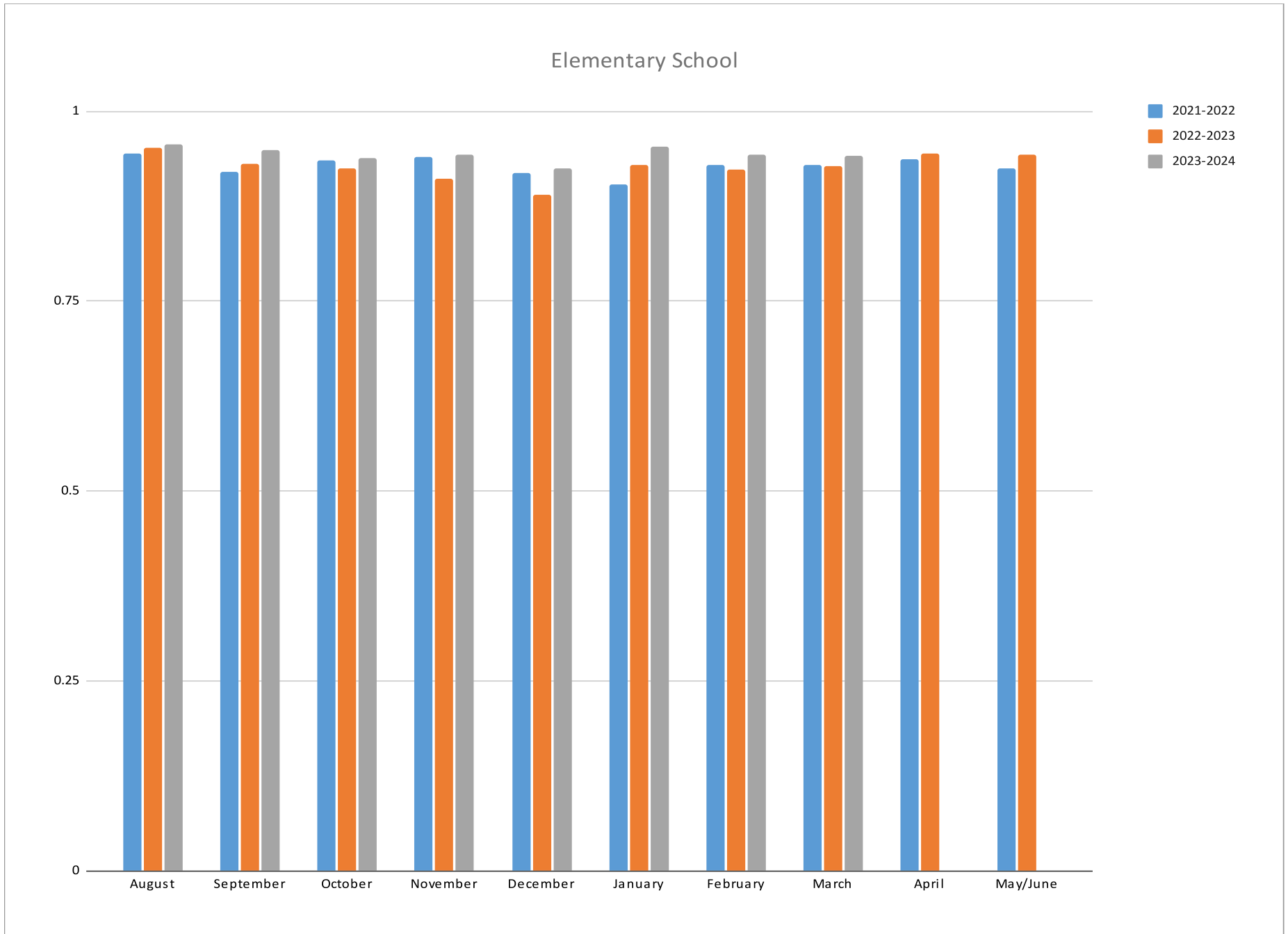
Admin Coaching Sessions continue  
BPAC meeting-  
AAPAC meeting - April 4  
CAC meeting - April 22  
Recruitment and recommended hires continue for staff positions

## March 11, 2024

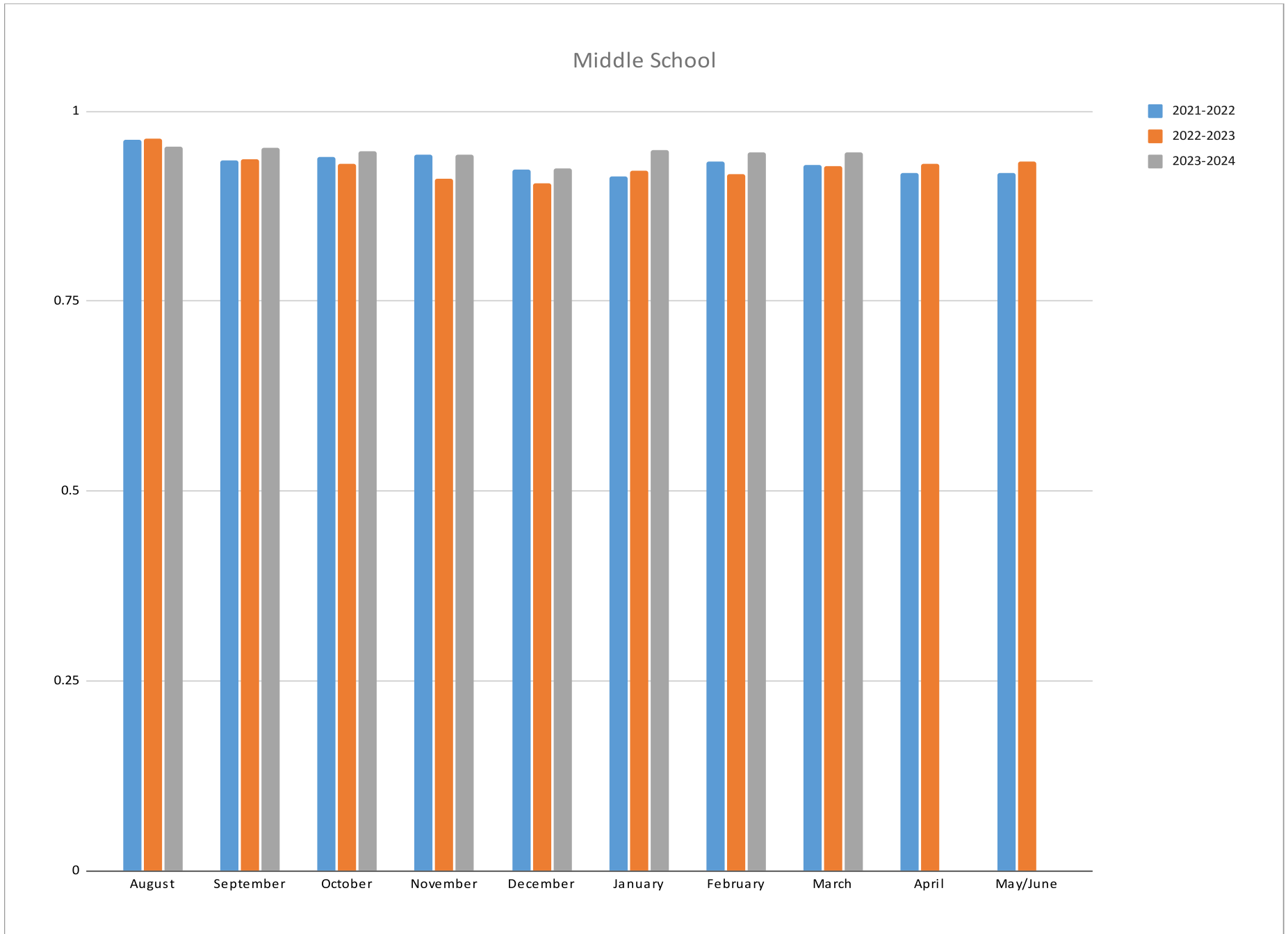
**1. Good Things Happening for Kids:**

Women's History Month  
PBIS assembly - March 5 - P, E  
PBIS Assembly - March 22 - M  
Read Across America Week - February 26-March 1 - P  
Family Reading Night - February 28 - P, E  
Parent/Student/Teacher Conferences - February 15 - P, E, M  
Friendship/Valentine Parties - February 14 - P, E  
Third Bus Bash - February 9 - P, E  
Golden Spatula Awards for STAR Expectations in the Cafeteria-E  
Principal Advisory Group - M  
PBIS monthly celebrations - P  
Issuing PBIS Reward points for targeted behavior, Warrior Way school store purchases - M  
PBIS Rewards such as pizza party, Mario Kart with the Principal - M  
Scholastic book fair February 26- March 1 - P, E









## PLC MEETING AGENDA / ACTION RECORD

Team: Administration Date: March 13, 2024 Time: Noon

<p><b><u>Team Members Present</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bob Gold</li> <li><input type="checkbox"/> Erin Pittman</li> <li><input type="checkbox"/> Barb Steinseifer</li> <li><input type="checkbox"/> Matt McCulley</li> <li><input type="checkbox"/> Vinni Biancalana</li> <li><input type="checkbox"/> Lenayn Janusz</li> <li><input type="checkbox"/> Josh Cornwell</li> </ul>	<p><b><u>Norm</u></b></p> <ul style="list-style-type: none"> <li>● Take an inquiry stance</li> <li>● Assume positive intentions</li> <li>● Stick to protocol (task at hand)</li> <li>● Be here now</li> <li>● Ground statements in evidence</li> <li>● Start and end on time</li> <li>● Adhere to team decisions</li> </ul>
<p><b>Roles:</b>  Facilitator (be sure to review norms- 5 mins): Bob  Recorder:  Time Keeper:  Normkeeper:</p>	

<p><b>Time allocations:</b></p>	<p><b>Purpose / Goal(s) for this meeting:</b></p> <ul style="list-style-type: none"> <li>● Opening –Bob (10 min) <ul style="list-style-type: none"> <li>○ April opening: Vinni</li> <li>○ May opening: Josh</li> </ul> </li> <li>● Follow-up from recent Board meeting (10 min)</li> <li>● Follow-up from recent meeting with union leadership (5 min)</li> <li>● Format for upcoming meetings with staff teams (5 min)</li> <li>● Around the table updates (20 min) <ul style="list-style-type: none"> <li>○ Update on the 2024-2025 school registration timeline (Matt) <ul style="list-style-type: none"> <li>i. We can open it as early as Friday after Spring Break.</li> </ul> </li> <li>○ Students breaking chromebooks maliciously (Matt) <ul style="list-style-type: none"> <li>i. What can we do to hold them accountable without disrupting their academic needs and inconveniencing staff</li> </ul> </li> <li>○ AI Update from Brainstorm and what to expect in the fall (Matt)</li> </ul> </li> <li>● CAC Update (5 min) <ul style="list-style-type: none"> <li>○ <a href="#">Draft agenda for April 22nd</a></li> </ul> </li> <li>● District Leadership Team update (5 min) <ul style="list-style-type: none"> <li>○ <a href="#">Draft agenda for April 25th</a></li> </ul> </li> <li>● Review of staffing plan/current vacancies and hiring process(5 min)</li> <li>● Review of Summer office hours:</li> </ul>
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	<ul style="list-style-type: none"> <li>o Monday - Thursday: 7:00 a.m. - 4:30 p.m. (open until 4:00 p.m.)</li> <li>o Friday: 7:00 a.m. - 11:00 a.m. (by appointment only)</li> <li>● 2024-2025 Activity Calendar             <ul style="list-style-type: none"> <li>o Melissa will be in contact with those who need to provide input in regards to the process for inputting dates and the deadlines to complete.</li> </ul> </li> <li>● Building leaders facility walkthrough             <ul style="list-style-type: none"> <li>o Principals can schedule a walkthrough with Derek to help develop a plan for summer maintenance in each building (specifically painting and special projects).</li> <li>o Timelines need to be provided to Tech</li> </ul> </li> <li>● GCHS scholarship funding and selection (10 min)             <ul style="list-style-type: none"> <li>o 2 or 3 scholarships?</li> <li>o How is it funded?</li> </ul> </li> <li>● STEM Expo (5 min)             <ul style="list-style-type: none"> <li>o April 5th from 5:30 - 7:30 p.m.</li> <li>o <a href="#">Current activities</a></li> <li>o Seeking involvement from BHSD staff</li> </ul> </li> <li>● Reminder: Support staff evaluations need to be completed by the end of the school year for 9-month employees and by July 1st for 12-month employees. (1 min)</li> <li>● Turn in all evaluations to Mr. Gold, both certified and non-certified. (1 min)</li> <li>● Discussion on pending vacancies (5 min)</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>● Post Spring Break Driveline Changes Communication Plan for Primary/Elementary             <ul style="list-style-type: none"> <li>o Can parent pick up for after school activities also take place behind Primary/Elementary?</li> </ul> </li> </ul>
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Discussions / Decision Summary:

**What follow-up is needed based on the information shared at this meeting?**

<b><u>Action Steps:</u></b> -	<b><u>Person Responsible:</u></b> -
<b><u>Agenda for Next Meeting:</u></b> -	<b><u>Data to collect and bring to next meeting:</u></b> -
<b><u>Reflection of Norms</u></b>	<b><u>Date/Time of next meeting:</u></b>

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# African American Parent Advisory Council

## Meeting Agenda

Thursday March 7th, 2024

6:30pm-7:30pm

### 1. Thank you for your support in February!

- a. Thank you to everyone in the Big Hollow Community that supported our committee's Black History Month activities. Please continue to keep an eye out on our Facebook page for updates on all that we are doing. As always, communication with members will primarily be by email and Facebook. Our email is [aapac.bhsd38@gmail.com](mailto:aapac.bhsd38@gmail.com).
- b. The **AAPAC virtual Book Fair** was run by **Brown Babies Books** and hosted the first 2 weeks during Black History Month from **February 1st through February 16th**. We had over \$600 in sales. Congratulations to all of our raffle winners: Angela McDaniel | \$25 gift card; Jason Thomas | T-shirt; Caitlin Layton | Lego Journal.
- c. The **AAPAC Middle School Black History Trivia** was hosted on **Friday, February 2nd**. The winning class received free pizza coupons.
- d. The **AAPAC Virtual Black History Month Bingo** was held on **Friday, February 16th**. Students participating won a Black History swag bag.
- e. The first ever **Drop the Mic** talent event was held on **Friday, February 23rd**. We had 11 acts with a total of 12 kids performing. With each performance, we shared relevant Black History Facts. Students received appreciation trophies, a certificate and Black History swag bags for participating.
- f. Some of our AAPAC committee members joined in on mystery reader activities for **Read Across America week** on **Monday, February 26th**. We shared some of our favorite books featuring children of color such as "I am Enough", "Be You, "Thunder Boy Jr.", "I Love my Hair ", and "She Persisted".
- g. For the last week of the Black History month celebrations, AAPAC donated books from Brown Babies Books for the **Black History Month Book Raffle** in the Primary and Elementary Buildings.

### 2. AAPAC @ the BHSD38 Cultural Fair

- a. **April 10th** from 5:30-7p in the MS Cafeteria/Auditorium
- b. The theme for our booth will be "**Taste of Black Culture**"
- c. We will feature a taste of some soul food staples prepared by moms on our committee.
- d. Please stop by to say hello, grab some giveaway items and sign up for our Book raffle.



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### 3. BHS38 Administration Items

- a. Synergy Education Consulting meeting on 4/22.
- b. Primary School Principal Discipline data presentation

### 4. Social Media Update

- a. We invite you to join our Facebook group Page (AAPAC Council Members). Based on previous feedback it is now private.
- b. We regularly update the Facebook page with pictures of AAPAC events and information on upcoming community events that members may find helpful.

### 5. Community Event Coordinator

- a. We have created a document of family friendly events, special exhibits, and educational training for the next 90 days from our local area to share on AAPAC committee information channels that will provide opportunities for members to build community, volunteer and further their knowledge.

### 6. Board of Education Meetings

- a. We would like at least 2 participants to volunteer to attend each BOE meeting this year.
- b. Open session begins @ 6:30p on the following remaining dates: **3/11/2024, 4/8/2024, 5/13/2024, 6/10/2024, 7/8/2024**

### 7. AAPAC Meetings

- a. We will continue to hold meetings on the 1st Thursday of each month during the school year from 6:30p-7:30p.
- b. Meetings will be hosted in the Middle School Library as well as through zoom. The meeting agenda as well as the zoom link will be emailed district wide on the Monday prior to the meeting. A reminder email will be sent through the AAPAC google account on the day before the meeting to the AAPAC distribution list.
- c. Childcare has been added for those that would find it beneficial in order to attend in person. Please email [aapac.bhsd38@gmail.com](mailto:aapac.bhsd38@gmail.com) 2 days in advance of each monthly meeting to ensure we can communicate the need to the school administration.
- d. These are the remaining 2023/2024 meeting dates: **4/4/2024, 5/2/2024.**



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- e. We will plan social gatherings to build community in June and July of 2024.

### **8. Open Discussion**

- a. Any questions, comments, suggestions?

ZOOM LINK:

<https://us02web.zoom.us/j/86192290332?pwd=NXJvanhOc2NvVnZReWxYcW9XSzgwQT09>

Meeting ID: 861 9229 0332

Passcode: 381027