



Community Consolidated School District 46

**Board of Education Meeting
Wednesday, July 15, 2020
Grayslake Middle School**

6:30 P.M.

Agenda

TENTATIVE AGENDA
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46
BOARD OF EDUCATION MEETING
WEDNESDAY, JULY 15, 2020 - 6:30 P.M.
GRAYSLAKE MIDDLE SCHOOL, 440 N. BARRON BLVD., GRAYSLAKE, IL

- CALL TO ORDER AND ROLL CALL
- ESTABLISHMENT OF QUORUM
- PLEDGE OF ALLEGIANCE
- APPROVAL OF AGENDA
- PUBLIC COMMENTS- *Thank you for attending the meeting of the Board of Education. You are reminded that these meetings are held in public but are not public meetings. You are welcome to address the Board during "Public Comment". You are asked to limit your remarks to fewer than three minutes. Guidelines for Public Comment are available at each meeting, along with the current agenda. Contact information for Board members and schools is listed at the end of this agenda.*
- PRESENTATIONS
 - Reopening Plan
- BOARD REPORTS
- SUPERINTENDENT REPORT
- COMMITTEE REPORTS
 - Community Engagement Committee
 - Equity and Inclusion Committee
- CONSENT AGENDA - *Approval of routine, procedural, informational and/or self-explanatory items. Can include discussion of individual items on the consent agenda. Board members may motion to remove items from the consent agenda to the full agenda for individual attention.*
 - Motion to approve the Consent Agenda items including:
 - June 24, 2020 Regular Meeting Minutes as presented
 - June 24, 2020 Closed Session Meeting Minutes as presented
 - Personnel Report as presented
 - Exception Report as presented
 - Accounts Payable as presented
- ACTION ITEMS - *These agenda items will be voted on by the Board at this meeting.*
 - Motion to approve the Board Policies Issue 103
 - 4:50...*Payment Procedures*
 - 5:60...*District Staff Expenses*
 - 7:70...*Attendance and Truancy*

- 8:10...*Connection with the Community*
- 8:30...*Visitors to and Conduct on School Property*
- 8:80...*Gifts to the District*
- 2:125...*Board Member Travel and Expenses*
- 2:160...*Board Attorney*
- 5:150...*Personnel Records*
- 5:280...*Duties and Qualifications*
- 6:135...*Accelerated Placement Program*
- 6:280...*Grading and Promotion*
- 7:130...*Students Rights and Responsibilities*
- 7:325...*Student Fundraising Activities*
- 8:110...*Public Suggestions and Concerns*

- Motion to approve the Chromebook Lease
- Motion to approve the Resolution Regarding School Reopening for the 2020-2021 School Year

- UNFINISHED BUSINESS - *These are unresolved issues that were previously brought before the Board. The items will be discussed but no action will be taken at this meeting.*
 - Cash Flow Projections
 - Board Resolution Advocating for Increased Funding

- NEW BUSINESS - *These are new issues for the Board to discuss. No action will be taken at this meeting.*
 - Discussion of the contract with RJB
 - Discussion of continuing with ED-RED

- TOPICS FOR FUTURE AGENDA ITEMS

- PUBLIC COMMENTS

- CLOSED SESSION – *Open Meetings Act 5 ILCS 120/2(c)(1) “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity”; and/or 5 ILCS 120/2(c)(11) “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting”; and/or 5 ILCS 120/2(c)(2) “Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.”*

- ADJOURNMENT

Board Members Jim Weidman, President	847-223-3540 x5669	Schools Avon School	847-223-3530
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Stephen Mack, Vice-President	847-223-3540 x5679	District Office	847-223-3650
Kristy Braden, Secretary	847-223-3540 x5664	Frederick School	847-543-5300
Jason Lacroix, Member	847-223-3540 x5678	Grayslake Middle School	847-223-3680
Tamika Nash, Member	847-223-3540 x5618	Meadowview School	847-223-3656
Kristy Miller, Member	847-223-3540 x5691	Park Campus	847-201-7010
Steven Strack, Member	847-223-3540 x5648	Prairieview School	847-543-4230
		Woodview School	847-223-3668

Board Agreements

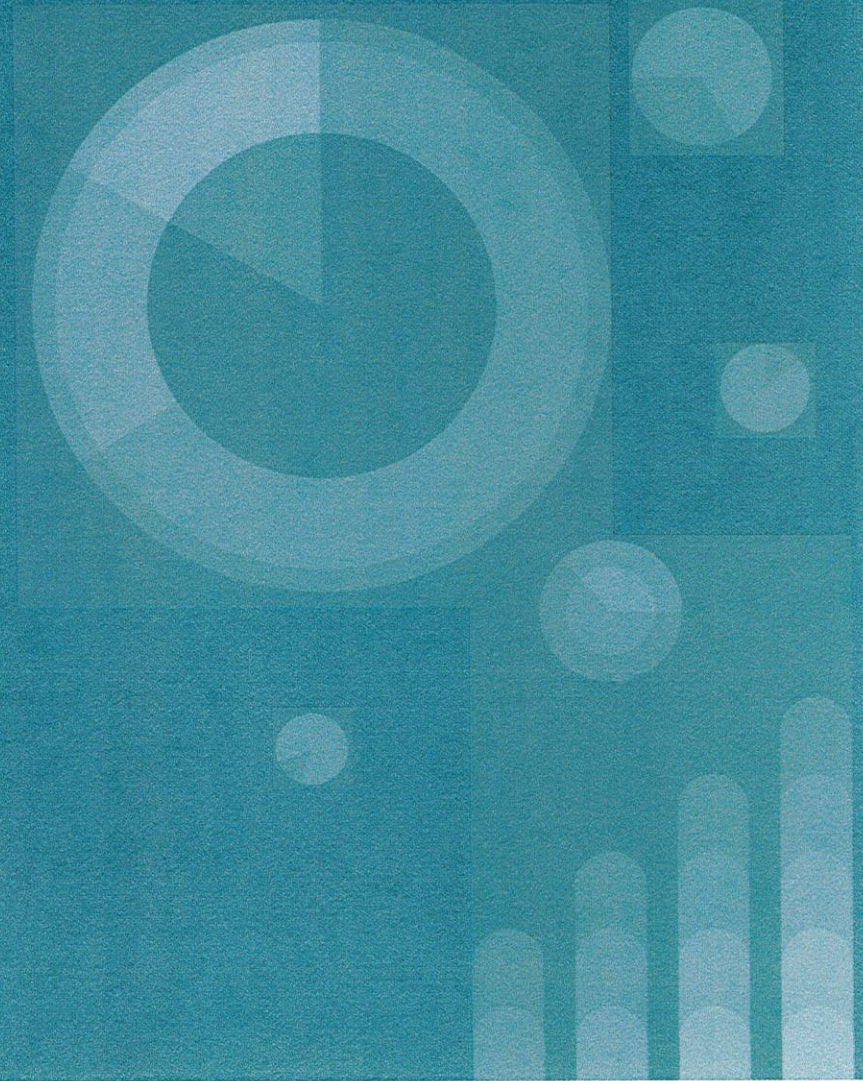
The District web site address is www.d46.org

Presentation

Tentative Reopening Plan

CCSD 46

July 15, 2020



Guidance

- Restore Illinois Phase 4 Requirements:
 - No more than 50 people in one space
 - Face coverings required for all students, staff, and visitors
 - Increased sanitation for all students, staff, and visitors
 - Temperature and symptom checks or self-certification for students, staff, and visitors

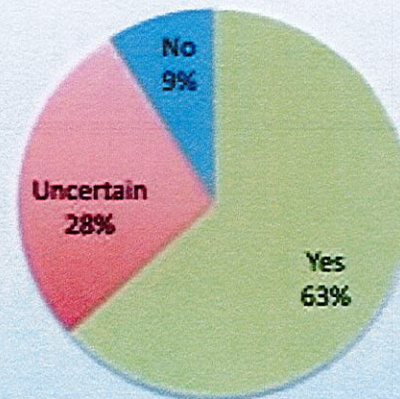
- Guidance from state agencies
 - Illinois State Board of Education / Illinois Department of Public Health (ISBE/IDPH)
 - June 23 joint guidance, with changes and further clarifications in FAQs on June 25, June 30, July 9

- Guidance from other organizations (American Academy of Pediatrics)

Surveys

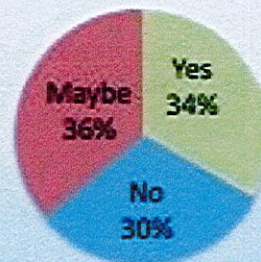
- 2 Family and 2 Staff Surveys
- Late June Family Survey - 942 Responses

Would you send your children to school with Social Distancing?



Surveys

If it were an option, would you voluntarily choose to have your children participate in Remote Learning?



Conclusions from Guidance and Surveys

ISBE/IDPH strongly encourage Onsite Learning as much as possible. Family surveys indicate that some families prefer Onsite Learning, while others prefer Remote Learning the pandemic. Therefore, two options will be offered:

- 5 Day Per Week Onsite Learning
- 5 Day Per Week Remote Learning

Potential Plan Changes

Factors that could change the plans for schooling:

- A rise in coronavirus cases could cause a return to Remote Learning for all students at the start of the school year, and/or later in the school year
- If so many families select Onsite Learning for their children that maintaining social distancing in school is not possible, then a hybrid approach of some time Onsite and some time Remote may be used instead of 5 Day Onsite Learning
- Receiving new guidance or even directives could change our plans

Onsite Learning: Scheduling and Commitments

- Currently planning for 5 full-length days per week
 - Potential of hybrid approach
 - Potential of shortened day
- Commitment for at least one trimester
 - Health and safety concerns
 - If isolation is required

Onsite Learning: PPE and Other Safety Equipment

- Face coverings are mandatory for all, every day
 - Face coverings may be removed when eating, or outside if social distancing is practiced
 - Face masks are the rule; shields are the rare exception
 - Awaiting those provided by state; families provide as well
- Plexiglass partitions
 - School offices
 - Other areas of school, as advised by architects

Onsite Learning: Symptom Screening

- Daily self-certification
 - Staff
 - Students
 - Visitors
- Electronic method pending
- Students or staff who arrive at school without self-certifying will have temperatures taken and will be asked symptom screener questions

Onsite Learning: Hygiene

- Hand cleanliness
 - Plentiful hand soap and sanitizer
 - Teaching about hand cleanliness
 - Scheduled handwashing
- Sharing of personal items or school supplies not permitted

Onsite Learning: Protocols for Symptoms or Positive Tests

- Individuals with any symptoms of COVID-19 must remain home
 - Cough
 - Fatigue
 - Fever of 100.4° or higher
 - Chills
 - Nausea or vomiting
 - New loss of taste or smell
 - Sore throat
 - Shortness of breath; difficulty breathing
- Quarantine spaces for students who present with symptoms
- Staff who present with COVID-19 symptoms will leave the building immediately

Onsite Learning: Protocols for Symptoms or Positive Tests

As mandated by ISBE/IDPH, staff or students who have tested positive or are suspected of having the COVID-19 virus should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have had close contact (within 6 feet for more than 15 minutes) with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days.

- Potential transition to Remote Learning
- Full school closure? Class or grade closure?
- Contact tracing

Onsite Learning: Cleaning Protocols

- Daily cleaning procedures
 - High touch points sanitized 2-3 times daily
 - Bathrooms sanitized 2-3 times daily
 - Rooms sprayed nightly with electrostatic discharge sprayers
 - Rugs and carpeted areas vacuumed at least nightly
- Soft surfaces sanitized regularly (carpeted areas, rugs, curtains)
- Water bottle fillers in place, some existing drinking fountains replaced with water bottle fillers as is practical, others may be closed down
- Cloth toys or other cloth material items that cannot be disinfected should not be used
- Potential of adding more custodial staff if needed

Onsite Learning: Spacing and Movement

- 50 individuals in one space; outside, groups of 50 must be 30 feet apart
- Busses
 - 50 person limit
 - Assigned seats
 - Family groups seated together
 - Maintaining 6-foot distances on the bus is not possible
 - Masks must be worn at all times
- Classrooms
 - Desks spaced between 3 and 6 feet apart
 - Desks all face in the same direction
 - Tables and other extra furniture removed from classrooms
 - Architecture firm has created socially distanced floor plans in classrooms.

Onsite Learning: Spacing and Movement

- As possible, students remain classrooms and teachers travel
 - Some small group movement for instructional purposes
 - 7th and 8th grade students will likely be grouped by math class
 - Students who receive advanced math instruction in 5th and 6th grade will likely go to separate classrooms during math
 - School-specific hallway and bathroom guidelines
 - Hallways designated for one-way travel, as possible
 - Carefully structured upper grade locker usage
- Arrival and Dismissal
 - Varies by school
 - No early arrival
 - Students go directly to class instead of congregating
 - Potential slight staggering of student arrival and dismissal times

Onsite Learning: Meals

- Handwashing
- Most meals in classroom
- Masks may be removed while eating
- Eating 6 feet apart, to the extent possible
- Individually packaged cold meals, delivered to classrooms
- Allergen-free areas
- Cleaning procedures
- PPE for food service personnel

Onsite Learning: Specials and Encore

- Physical Education
 - Outside as possible
 - No uniforms
 - Face masks must be worn indoors; removed outdoors if 6-feet apart
- Other Specials and Encore classes occur in homeroom classrooms
- Library book check-out still being explored
- Upper grade band and choir programs still being explored
- Overall specials/Encore programming may need to be adjusted

Onsite Learning: Special Education and Section 504s

Each student who is currently eligible to receive special education services through an Individualized Education Plan or has a Section 504 Plan will be assigned to a Case Manager in Onsite Learning.

- Remote/Onsite Learning Plan
- Combination of Onsite, video therapy, teletherapy, or activity based services. ISBE strongly encourages teletherapy or virtual therapy whenever possible to reduce interactions with more peers and adults
- Students will also be required to wear face masks unless documentation is provided by a physician that it poses a health risk to the student
- Evaluations that were unable to be completed due to the need for in-person testing will be completed as quickly as possible once school resumes

Onsite Learning: Other Considerations

- Outside spaces used as much as possible
- Weather permitting, students will go outside for recess
 - Students may use this time for mask breaks, 6 feet apart from others
 - Playground equipment and other shared recess equipment will not be used
- Assemblies will be suspended
- Field trips will not be permitted
- Extracurriculars and space for outside groups will be decided later

Remote Learning: Overview

Remote Learning for the 20-21 school year will be significantly different from the Remote Learning used at the end of the 19-20 school year based on feedback received from families and staff, and the revised guidelines and expectations provided by the state.

- At least 5 hours of daily learning activities
- Regular direct instruction through Google Meetings and recorded means
- Daily schedule
- Students will be expected to participate in daily class meetings
- Attendance taken
- Whole group, small group, and individual teacher/student interactions
- Traditional grading

Remote Learning: Responsibilities

A detailed list of Remote Learning responsibilities is presented in the written report. Here is an abbreviated list:

- District and School Responsibilities
 - Develop a professional development plan for remote learning
 - Identify curriculum that can be facilitated remotely
 - Develop a plan to check on students' well being

- Staff Responsibilities
 - Provide academically rigorous, differentiated remote learning activities that promote student growth in learning
 - Communicate regularly with students and families

Remote Learning: Responsibilities

- Student Responsibilities
 - Attend all Google classes and meetings in their entirety
 - Complete assigned work by the due date
 - Be engaged and ready to collaborate
- Parent Responsibilities
 - Provide a space for students to complete Remote Learning work
 - Set a schedule to help students establish and follow regular daily routines
 - Review and monitor assignments with students frequently
- Families are expected to commit to Remote Learning for at least a trimester, as staffing decisions will be based upon student enrollments

Remote Learning: Sample Schedules

Sample - 1-4

8:00-8:15 Class meeting / attendance

8:15-9:15 Math

9:15-11:00 Literacy-with a break

11:00-12:00 Specials

12:00-12:40 Lunch and Movement

12:40-1:40 SEL, Science, SS

1:40-2:00 Wrap Up Class Meeting

Every school and every grade may have a different schedule throughout the day based on specials/Encore, interventions, special education support, and EL services. We will continue to work on a kindergarten sample schedule.

Sample 5-8

8:00-8:15 Team Mtg

8:15-9:15 Core 1

9:15-10:15 Core 2

10:15-11:00 Block 1

11:00-11:45 Block 2

11:45-12:30 Block 3

12:30-1:30 Core 3

1:30-2:30 Core 4

2:30-2:45 Team Mtg

Blocks can be used for
Encore/PE/Speech/Lunch
Break/interventions etc...

Remote Learning: Special Education and Section 504s

Each student who is currently eligible to receive special education services through an Individualized Education Plan or has a Section 504 Plan will be assigned to a Case Manager in Onsite Learning.

- Remote/Onsite Learning Plan
- Combination of video therapy, teletherapy, or activity based services - ISBE strongly encourages teletherapy or virtual therapy whenever possible to reduce interactions with more peers and adults
- Evaluations that were unable to be completed due to the need for in-person testing will be completed as quickly as possible once school resumes

Remote Learning Commitment and Other Considerations

- Families are expected to commit to Remote Learning for at least a trimester, as staffing decisions will be based upon student enrollments
- Depending on enrollment factors, it is possible that in some cases students from more than one school could be grouped together for Remote Learning
- The Reopening Planning Team awaits updated guidance regarding Remote Learning from ISBE

Remote Learning: Ongoing Planning

Ongoing planning topics include:

- Creation of more sample schedules
- Determinations regarding platforms for state and local assessments (IAR, NWEA, etc.)
- Plans regarding elementary specials and middle school Encore classes
 - Remote Learning will focus on core subjects
 - Extent to which special classes will be included may be determined by the balance of Onsite and Remote Learning enrollments

Early Childhood Program

- Priorities include:
 - Time onsite with students
 - Developmentally appropriate program
 - Effective use of time to enhance learning both in and out of school
- Hybrid Model
 - Each student is onsite one morning per week
 - Class sizes are very small
 - Each student is provided with home-based, themed learning for the rest of the week

Early Childhood Program

- Curricular Activity Plan
 - Comprehensive lesson/activity plans will be theme-based
 - Will include various domains (sequencing, sorting, fine motor tasks, physical activity, arts, etc.)
 - Activity bins containing supplies will be provided
- Related Services will be provided as appropriate
- Health and Safety Protocols mimic those in other grades, including mask-wearing
- Families that do not want their students on site at all will receive the weekly Activity Plan and Activity Bin for home-based activities
- Many more details are available in our written plan

Kindergarten

CCSD 46 will be returning to half-day kindergarten for 20-21.

- Benefits for Onsite Learning include:
 - Masks for only half the day
 - Smaller class sizes
 - Easier social distancing
 - Enhanced student/teacher interaction
 - Avoid maintaining social distancing while eating lunch

- Benefit for Remote Learning: difficult for kindergarteners and parents to manage a full day of remote learning

Kindergarten

- This change requires the following:
 - Curriculum revisions
 - School start and end times to be communicated to kindergarten families as soon as possible
 - Schools to survey kindergarten families regarding requests for a.m. or p.m. sessions
 - Mid-day school bus routes to be added to accommodate this scheduling change
- Important Note: CCSD 46 continues to see a great benefit to a full-day kindergarten model, and is making this change only in response to the unprecedented current health situation

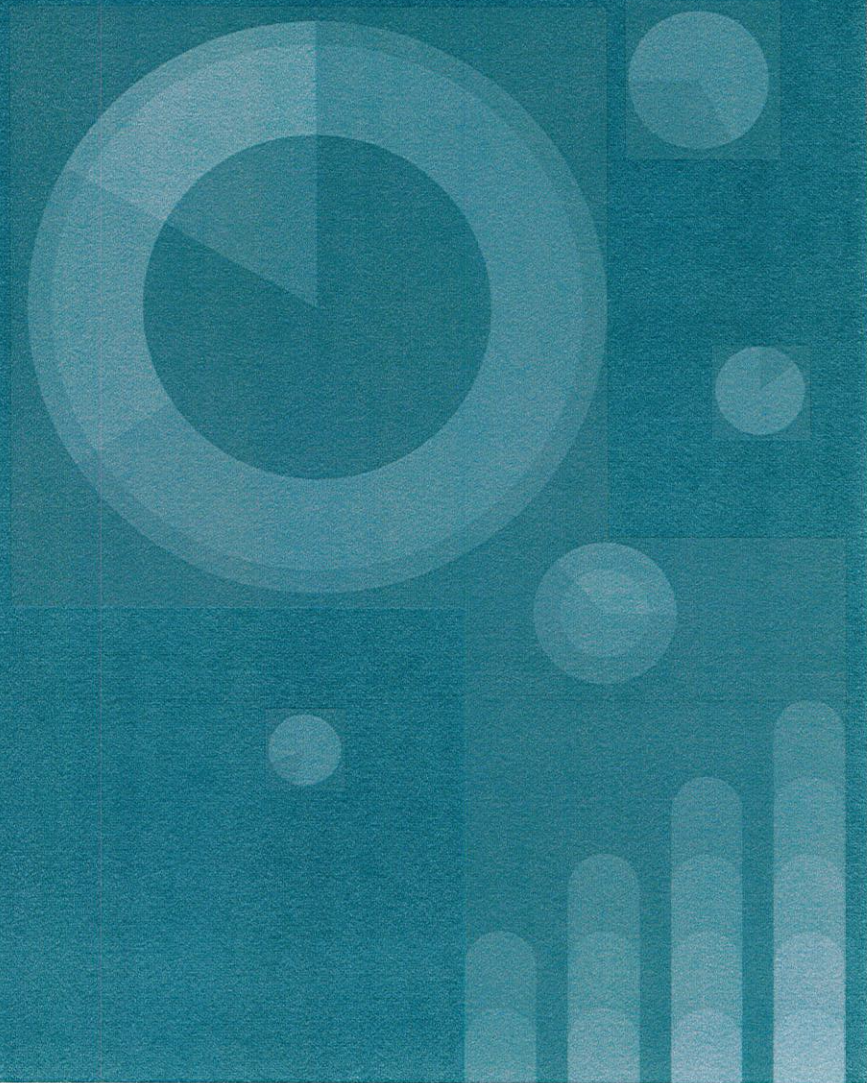
Next Steps

- Brief, school-specific surveys will be sent to families on July 16
 - Purpose is to commit to either Onsite or Remote Learning for each student
 - Kindergarten families will indicate a request for a.m. or p.m. sessions
 - Please respond to surveys by 4:00 p.m. on July 21
- The Reopening Team will continue to hone plans
- The Reopening Team will continue to monitor any revised health and safety recommendations, and change plans accordingly if necessary
- Questions should continue to be sent to school principals, department heads, or superintendent Dr. Lynn Glickman
- The FAQ will continue to be updated

Tentative Reopening Plan

CCSD 46

July 15, 2020



Reports:

Board Members
Superintendent
Committees

Consent Agenda

- Minutes
- Personnel Report
- Exception Report
- Accounts Payable

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46
BOARD OF EDUCATION MEETING
JUNE 24, 2020**

<p><i>Call To Order and Roll Call</i></p>	<p>The Regular Board of Education Meeting of the Community Consolidated School District 46, Lake County, Illinois was held at Grayslake Middle School, located at 440 N. Barron Blvd., Grayslake, IL on June 24, 2020</p> <p>President Weidman called the meeting to order at 6:32 p.m. Members Present: Jim Weidman, Stephen Mack, Kristy Braden, Jason Lacroix, Kristy Miller, Tamika Nash and Steven Strack. Members absent: None. Also Present: Superintendent, Dr. Lynn Glickman, Assistant Superintendent, Paul Louis, CSBO, John Herrin and Interim CSBO, Mary Werling.</p>
<p><i>Establishment of Quorum</i></p>	<p>Quorum was established.</p>
<p><i>Pledge of Allegiance</i></p>	<p>Pledge of Allegiance took place at this time.</p>
<p><i>Approval of Agenda</i></p>	<p>President Weidman requested a motion for the approval of the June 24, 2020 Board Meeting Agenda as presented. Motedioned by Strack and seconded by Nash for the approval of the agenda as presented. Yeas: Miller, Strack, Mack, Weidman, Braden, Lacroix and Nash. Nays: None. Motion carried.</p>
<p><i>Presentation</i></p>	<p>Building Bonds - Elizabeth Hennessy of Raymond James and Associates presented information regarding the outstanding bond debts for the district. The presentation is in the Board Packet.</p>
<p><i>Board Member Reports</i></p>	<p>Mrs. Kristy Miller- Thanked the Boy Scout Troops that helped work in the Woodview Garden.</p> <p>The Lake County Board held a Town Hall to discuss holding the county taxes flat and keeping the four installments for tax payments.</p> <p>High Schools may offer vaccinations for students in the future.</p>

	<p>Mrs. Miller shared information from the ISBE Finance webinar.</p> <p>Mr. Jim Weidman continues to monitor the Village Board meetings. He shared that the ground has been broken at Washington and 83 for a daycare center and store fronts.</p>
<p>Superintendent Report</p>	<p>Dr. Lynn Glickman received guidance from the ISBE regarding opening schools in the fall.</p> <p>The district will create a Strategic Plan this year. To save money on hiring an outside facilitator, Dr. Glickman suggested that she facilitate this planning. She expressed concerns over people meeting to do Strategic Planning during the pandemic and would like the Board to consider purchasing the <i>Thought Exchange</i>, an interactive polling tool. The electronic questionnaire would be sent out to stakeholders and require feedback. Everyone responding to the questionnaire would see anonymous responses and would have the opportunity to rate responses they strongly agreed with, bringing the most well-liked to the top, allowing for strong input on the Strategic Plan. Dr. Glickman will look for ways to budget for this tool.</p> <p>Dr. Glickman acknowledged Mr. Joe Nowak and Mr. John Herrin, as they will be leaving the district. She also congratulated Mr. Keith Grinnell and Mr. Marlo Richardson on their upcoming retirements.</p> <p>Dr. Stephanie Diaz, Director of EL, shared that the President signed a Proclamation suspending visas for teachers from other countries.</p>
<p>Committee Reports</p>	<p>Equity & Inclusion Committee- The committee met and discussed resources to support families. They also shared robust conversations regarding racism. The next meeting will be held on July 8th.</p>
<p>Consent Agenda</p>	<p>President Weidman requested a motion for the approval of the consent agenda as follows:</p> <ul style="list-style-type: none"> • Minutes from the following meetings: <ul style="list-style-type: none"> • June 10, Regular Meeting • Personnel Report as presented

	<ul style="list-style-type: none"> • FOIA Review • Accounts Payable as presented • Imprest Check Listing as presented • Budget Summary as presented • Student Activity Monthly Report as presented • Revenue Multi-Year Variance Report • Expense Multi-Year Variance Report <p>Motioned by Nash and seconded by Braden for the approval of the consent agenda as presented.</p> <p>Yeas: Braden, Nash, Lacroix, Srack, Miller, Mack and Weidman.</p> <p>Nays: None.</p> <p>Motion carried.</p>
Action Items	None.
Unfinished Business	<p>Continued discussion regarding cash flow projections- Mrs. Mary Werling, Interim CSBO, did not have many changes to report. To date, the district has received three property tax distributions. These collections represent 90% of the first installment.</p> <p>The business office continues to monitor guidance and information from Lake County, the State of Illinois and the Federal government regarding possible changes in revenue streams for the school district for the current fiscal year and next fiscal year.</p> <p>Opening Up Update- The district received new guidance that strongly recommends in-person instruction. The following are highlighted requirements:</p> <ul style="list-style-type: none"> •Face coverings for all •Face coverings will not be required for outside activities •Teachers may use face shields •No more than 50 people in a space •Social distancing observed as much as possible •Symptom screenings •Schoolwide cleaning and disinfection •Attendance taken •Adhere to timelines for annual IEP meetings and evaluations •No more than 50 students on a bus •No PE/sports that require close guarding •If there is remote learning, there needs to be at least five clock hours of instruction, including assignment completion

	<p>Schools that are unable to adhere to IDPH requirements may choose to implement blended remote learning days. It is recommended that families help guide planning. Traditional grading policies are also recommended. There is a high priority for students who have IEP or 504 plans and English Language Learners to return to on-site learning. If a student becomes sick during the school day, they should be isolated from others and sent home.</p> <p>The district will have their architect firm assess the classroom capacity, quarantining room options, bathrooms and water fountains.</p> <p>The district will order PPE, look into plexiglass dividers for the offices, electrostatic sprayers for disinfecting, and discuss options for on-site meals and transportation recommendations.</p> <p>D46 staff will be surveyed to determine support needs for remote or on-site learning.</p> <p>There will be ongoing consideration of all plans in light of new guidance. A plan will be brought to the Board at the July 15th meeting.</p>
<p><i>New Business</i></p>	<p>Discussion of the 2020-21 School Calendar and Election Day- The approved 20-21 School Calendar will undergo a revision to add Election Day, November 3rd. The district will be required to close in observance of this non-waivable legal holiday. The calendar committee will meet and bring a recommendation to the Board.</p> <p>Discussion of a Federal Resolution- A recommendation was made to create a Resolution Advocating for Increased Federal Funding for Education. Once complete, the Resolution will be sent to the Federal Legislators for consideration.</p> <p>First look at Board Policies Issue 103- 4:50...Payment Procedures 5:60...District Staff Expenses 7:70...Attendance and Truancy 8:10...Connection with the Community</p>

	<p> 8:30...Visitors to and Conduct on School Property 8:80...Gifts to the District 2:125...Board Member Travel and Expenses 2:160...Board Attorney 5:150...Personnel Records 5:280...Duties and Qualifications 6:135...Accelerated Placement Program 6:280...Grading and Promotion 7:130...Students Rights and Responsibilities 7:325...Student Fundraising Activities 8:110...Public Suggestions and Concerns </p> <p>The Board considered the recommended changes based on new law and five year review. The Policy Committee did not recommend any additional changes. The policies will be approved at the July 15th meeting.</p>
<p>Topics for Future Agenda Items</p>	<ul style="list-style-type: none"> •Approval of the Board Policies •Federal Resolution •Cash Flow Update •Opening Up Plan •Strategic Planning •Calendar Revisions
<p>Public Comment</p>	<p>Jennifer Engum- requested information on how the school district will handle medically high-risk kids that also need extra attention in learning.</p> <p>Tracie B- Can the district look into allowing face shields as an option for student face coverings?</p> <p>Stephanie Drakeley- What will the procedure be if parents do not want their children wearing face masks in school based on medical evidence? Will the district allow sports if students cannot share equipment or do any type of physical touch?</p> <p>Anna Osis- Questioned students having to wear face masks.</p> <p>Joy Brocks- When it says "consider remote instruction for medically fragile students"... does that mean the classroom teacher has to provide both in class lessons and remote learning for those who fit this area?</p> <p>Dan Tebussek- If a student tests positive for Covid, will all the</p>

	<p>students in the classroom need to stay home and quarantine? What is the guidance for art instruction and sports?</p> <p>Saramarie McMorrow- The guidance allows for 50 people in a space. What is the definition of "space"? is that referring to a classroom, a pod area, the building?</p>
<p>Closed Session</p>	<p>President Weidman requested a motion to enter into closed session. Motioned by Strack and seconded by Braden for the adjournment of open session and enter into closed session at 9:06 p.m. in accordance with the Open Meetings Act 5 ILCS 120/2(c)(1) <i>"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity"; and/or 5 ILCS 120/2(c)(11)</i> <i>"Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting"; and/or 5 ILCS 120/2(c)(2)</i> <i>"Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees."</i></p> <p>Yeas: Lacroix, Nash, Miller, Mack, Strack, Weidman and Braden. Nays: None. Motion carried.</p>

Jim Weidman, Board President

Kristy Braden, Board Secretary

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46
PERSONNEL REPORT
For the July 15, 2020 Board Meeting

New Hire

Lauren Leslie - has been hired as a Speech/Language Pathologist at Prairieview School. Lauren has been hired at 1/MA+32 for a contract amount of \$53,310. Lauren will also receive a one time 10% signing bonus (identified as a difficult to fill position) of \$5,331 for the 2020-2021 school year to be paid out in two payments - half in December and half in June. Lauren will start August 17, 2020.

Jay Halvorsen - has been hired as a Health Education Teacher at Grayslake Middle School. Jay has been hired at a 2/BA for a contract amount of \$38,961. Jay will start August 17, 2020.

Melissa Lehmann - has been hired as a Music Teacher at Meadowview and Woodview schools. Melissa has been hired at a 1/BA for a contract amount of \$38,547. Melissa will start August 17, 2020.

Ashley Schuster - has been hired an 8th Grade Teacher at Park West. Ashley has been hired at a 4/BA for a contract amount of \$40,310. Ashley will start August 17, 2020.

Shaina Espinoza - has been hired as a 5th Grade Teacher at Frederick School. Shaina has been hired at a 2/BA for a contract amount of \$38,961. Shaina will start August 17, 2020.

Kelly Farmer - has been hired as a Reading Specialist at Park Campus. Kelly has been hired at a 8/MA for a contract amount of \$50,956. Kelly will start August 17, 2020.

* Due to limitations because of the current COVID19 pandemic, all hiring approvals are pending receipt and review of fingerprinting results and background checks.

2020-2021 School Year Change of Position

Mary Rosenbloom-Avalos - current Resource Teacher Avon, is voluntarily moving to be an EL Teacher at Avon School.

Diana Guajardo - current EL Teacher at Meadowview, is voluntarily moving to be a Bilingual Teacher at Frederick School.

Resignations

Kim Hardy - Program Assistant at Meadowview, has submitted her letter of resignation effective July 6, 2020.

Amie Hansen - LINK Teacher at Park West, has submitted her letter of resignation effective July 2, 2020.

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46
PERSONNEL REPORT ADDENDUM
For the July 15, 2020 Board Meeting

New Hires

Alexandra Costley - has been hired as a Reading Specialist at Frederick School. Alexandra has been hired at a 8/MA for a contract amount of \$50,956. Alexandra will start August 17, 2020.

Resignations

Angela Andolfi - part-time Band Teacher at Grayslake Middle School submitted her letter of resignation July 14, 2020.

WORKSHEET: 2 CUSTODIAL

NAME KEY		EMPLOYEE NAME					PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS	HOURS	WRKD
BLDG	LOC	TYPE	PAY	ACCOUNT	NUMBER								
PV	20	OM24	OVT1	20E010	2540 1390 71	000000	16.2300	24	4.45	72.22		4.45	
PV	20	OM24	OVT2	20E010	2540 1390 71	000000	24.3500	24	1.00	24.35		1.00	
						Employee Totals:			5.45	96.57		5.45	
MS	40	OM24	OVT1	20E010	2540 1390 71	000000	12.6900	24	8.00	101.52		8.00	
DO	10	OM24	OVT1	20E010	2540 1380 71	000000	15.9700	24	2.00	31.94		2.00	
DO	10	OM24	OVT2	20E010	2540 1380 71	000000	23.0400	24	2.00	46.08		2.00	
						Employee Totals:			4.00	78.02		4.00	

Page Totals:			17.45	276.11	17.45
			-----	-----	-----
Report Totals:			17.45	276.11	17.45
Number of Records Processed :	5				
Number of Records with Pay:	5				

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

WORKSHEET: 6 EXTRA DUTY PAY

<u>NAME KEY</u>	<u>EMPLOYEE NAME</u>		<u>PERCENT</u>	<u>AMOUNT</u>	<u>FREQ</u>	<u>FACTOR/HRS</u>	<u>TOTALS</u>	<u>HOURS WRKD</u>
<u>BLDG</u>	<u>LOC</u>	<u>TYPE</u>	<u>PAY</u>	<u>ACCOUNT NUMBER</u>				
WV	50	COR24	XDTY	10E010 2130 1340 65 000000		24	59.73	
						1.50		

Page Totals: 1.50 59.73 0.00

Report Totals: 1.50 59.73 0.00

Number of Records Processed : 1

Number of Records with Pay: 1

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

Community Consolidated SD 46
 Standard Worksheet Report

WORKSHEET: 1 HOURLY

NAME KEY		EMPLOYEE NAME				PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS	HOURS WRKD
BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER							
██████	██████	██████									
SU	990	SUB	HRLY	10E010	4220 6700 15	000000	25.7500	#AD	16.00	412.00	16.00
██████	██████	██████									
DO	10	TMP	HRLY	10E010	2510 1110 67	000000	750.0000	24	12.50	9,375.00	12.50

Page Totals:		28.50	9,787.00	28.50
		-----	-----	-----
Report Totals:		28.50	9,787.00	28.50
Number of Records Processed :	2			
Number of Records with Pay:	2			

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

WORKSHEET: Summer School 2020

NAME KEY		EMPLOYEE NAME						PERCENT	AMOUNT	FREQ	FACTOR/HR	TOTAL	HOURE WRKD
BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER									
PE	100	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64	
AV	30	TCH24	SUM1	10E010	1110	1320	43	430000	31.4200	24	42.00	1,319.64	
PreK	20	TCH24	SUM1	10E010	1600	1120	64	000000	31.4200	24	1.00	31.42	
PW	100	TCH24	SUM1	10E010	1800	1120	47	490900	31.4200	24	42.00	1,319.64	
MS	40	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	3	42.00	1,319.64	
MS	40	PA24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64	
PV	20	TCH24	DOCK	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64	
AV	30	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	#AD	42.00	1,319.64	
MV	60	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64	
PC	100	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	2	42.00	1,319.64	
AV	30	2TC24	SUM1	10E010	1110	1320	43	430000	31.4200	24	42.00	1,319.64	
FS	80	TCH24	SUM1	10E010	1600	1120	64	000000	31.4200	24	18.00	565.56	
AV	30	PA24	SUM1	10E010	1110	1320	43	430000	31.4200	3	42.00	1,319.64	
AV	30	TCH24	SUM1	10E010	1110	1320	43	430000	31.4200	24	42.00	1,319.64	
PV	20	TCH24	SUM1	10E010	1600	1120	64	000000	48.3200	24	43.00	2,077.76	
FS	80	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64	

Page Totals:

608.00 19,830.06

0.00

Community Consolidated SD 46
Standard Worksheet Report

WORKSHEET: Summer School 2020

NAME KEY		EMPLOYEE NAME		ACCOUNT NUMBER					PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS	HOURS WRKD
BLDG	LOC	TYPE	PAY	10E010	1800	1320	43	430000						
PV	20	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64		
AV	30	TCH24	SUM1	10E010	1110	1320	43	430000	31.4200	24	42.00	1,319.64		
FS	80	TCH24	SUM1	10E010	1110	1320	43	430000	31.4200	24	42.00	1,319.64		
PW	100	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64		
AV	30	TCH24	SUM1	10E010	1110	1320	43	430000	31.4200	24	42.00	1,319.64		
WV	50	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64		
PV	20	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64		
PV	20	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	3	42.00	1,319.64		
AV	30	TCH24	SUM1	10E010	1600	1120	64	000000	31.4200	3	8.00	251.36		
AV	30	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	1	42.00	1,319.64		
AV	30	PA24	SUM1	10E010	1800	1340	34	330500	14.2100	3	42.00	596.82		
PW	100	TCH24	SUM1	10E010	2330	1320	47	490900	1,216.0000	24	1.00	1,216.00		
WV	50	TCH24	SUM1	10E010	1600	1120	64	000000	31.4200	3	14.00	439.88		
FS	80	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	1	42.00	1,319.64		
AV	30	TCH24	SUM1	10E010	1800	1320	47	490900	31.4200	24	42.00	1,319.64		
PV	20	TCH24	SUM1	10E010	1600	1120	64	000000	48.3200	24	43.00	2,077.76		
AV	30	2TC24	SUM1	10E010	1110	1320	43	430000	31.4200	24	42.00	1,319.64		

WORKSHEET: Summer School 2020

<u>NAME KEY</u>		<u>EMPLOYEE NAME</u>				<u>PERCENT</u>	<u>AMOUNT</u>	<u>FREQ</u>	<u>FACTOR/HRS</u>	<u>TOTALS</u>	<u>HOURS WRKD</u>
<u>BLDG</u>	<u>LOC</u>	<u>TYPE</u>	<u>PAY</u>	<u>ACCOUNT NUMBER</u>							
AV	30	TCH24	SUM1	10E010	1110 1320 43	430000	31.4200	3	42.00	1,319.64	
PreK	20	TCH24	SUM1	10E010	1600 1120 64	000000	31.4200	24	2.50	78.55	
AV	30	TCH24	SUM1	10E010	1800 1320 47	490900	31.4200	24	42.00	1,319.64	
PV	20	OPT24	SUM1	10E010	1600 1140 64	000000	25.9700	3	14.25	370.07	

Page Totals: 100.75 3,087.90 0.00

Report Totals: 1,320.75 43,335.46 0.00

Number of Records Processed : 37

Number of Records with Pay: 37

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

VENDOR	INVOICE DESCRIPTION	ACCOUNT				INVOICE		CHECK CHECK		BATCH		TOTAL
		NUMBER				NUMBER		NUMBER	DATE	AMOUNT	NUMBER	
Barron Paint & Decor	Paint Supplies	20E010	2540	4100	21 000000	B0000483		1669718	07/16/2020	490.32	AP2007	
Bechasrd, Amy	Student Refund	10R080	1811	0000	00 000000	200622-AB		1669719	07/16/2020	220.00	AP2007	
Bechasrd, Amy	Student Refund	10R080	1999	0000	00 000000	200622-AB		1669719	07/16/2020	12.60	AP2007	
Bhutani, Meeta	Partial Reimbursement for Science Olympiad	10R040	1723	0000	00 000000	200519		1669720	07/16/2020	61.28	AP2007	
BrainPOP	Online Learning	10E010	1110	3100	14 000000	B0000483		1669721	07/16/2020	18,585.00	AP2007	
Call One	Phone Service for Frederick School	20E010	2540	3400	16 000000	B0000483		1669722	07/16/2020	575.86	AP2007	
Camelot Education-Mt	Outplaced Tuition	10E010	1912	6700	15 000000	B0000483		1669723	07/16/2020	2,154.84	AP2007	
Camfel Productions	Presentation of Camfel's Student Development Program	10E100	1110	3140	10 000000	17482		1669724	07/16/2020	795.00	AP2007	
Carnegie Learning In	Educational Supplies	10E010	1110	4200	14 000000	17482		1669725	07/16/2020	5,703.00	AP2007	
Chance Light	Student Outsource	10E010	2330	3100	15 000000	2488325		1669726	07/16/2020	20,370.00	AP2007	
Chicago Metropolitan	Monitoring Service	20E010	2540	3100	21 000000	IN00332073		1669727	07/16/2020	75.00	AP2007	
Chicago Metropolitan	Monitoring Service	20E010	2540	3100	21 000000	IN00332070		1669727	07/16/2020	75.00	AP2007	
Chicago Metropolitan	Monitoring Service	20E010	2540	3100	21 000000	IN00332069		1669727	07/16/2020	75.00	AP2007	
Chicago Metropolitan	Monitoring Service	20E010	2540	3100	21 000000	IN00332071		1669727	07/16/2020	75.00	AP2007	
Chicago Metropolitan	Monitoring Service	20E010	2540	3100	21 000000	IN00332072		1669727	07/16/2020	75.00	AP2007	
Class Act	Graduation Supplies	10E040	2410	4100	04 000000	6152003		1669728	07/16/2020	3,628.14	AP2007	
Copenhaver, Caroline	Tuition Reimbursement	10E010	4210	6700	13 000000	200226-CC		1669729	07/16/2020	831.00	AP2007	
Dena Denny Physical	Physical Therapy Services	10E010	2130	3100	48 462000	1471		1669730	07/16/2020	1,080.00	AP2007	
Dena Denny Physical	Physical Therapy Services	10E010	2130	3100	48 462000	1470		1669730	07/16/2020	1,530.00	AP2007	
Diemer Plumbing & Ex	Drinking Fountains	20E010	2540	4100	21 000000	36681L		1669731	07/16/2020	3,623.13	AP2007	
██████████	Travel Reimbursemet	10E080	2410	3320	08 000000	200618		1669740	07/16/2020	41.46	AP2007	
██████████	Reimbursement for Class Room and Office Supplies	10E080	2410	4100	08 000000	200622		1669740	07/16/2020	21.98	AP2007	
██████████	Reimbursement for Class Room and Office Supplies	10R080	1724	0000	00 000000	200622		1669740	07/16/2020	33.88	AP2007	
Essco, LLC	SSD Photo Sensor	20E010	2540	3100	21 000000	41967		1669732	07/16/2020	214.20	AP2007	
Essco, LLC	Intercom Services - MV	20E010	2540	3100	21 000000	41819		1669732	07/16/2020	2,417.50	AP2007	
Essco, LLC	Intercom Services - MV	20E010	2540	3100	21 000000	41930		1669732	07/16/2020	526.00	AP2007	
Forecast 5 Analytics	License Agreement & Support Fee	10E010	2520	3100	17 000000	INV11919		1669733	07/16/2020	7,213.00	AP2007	
Frontline Tech. Grou	IEP - eStar v5, unlimited usage	10E010	1200	3100	48 462000	INVESP9107		1669734	07/16/2020	14,005.03	AP2007	
Ill Dept of Employme	Quarter Benefits	10E010	2520	3100	17 000000	702000981		1669735	07/16/2020	597.50	AP2007	
JW Pepper & Son Inc	Sheet Music	10E090	1110	4100	09 000000	298211191		1669736	07/16/2020	8.97	AP2007	
Kleber, Lisa	Tech Training	10E015	3700	3120	49 493200	200619		1669737	07/16/2020	300.00	AP2007	
██████████	Reimb - Classroom Supplies	10E060	1110	4100	06 000000	200709KT-1		1669738	07/16/2020	130.59	AP2007	

VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	INVOICE NUMBER	CHECK CHECK		AMOUNT	BATCH NUMBER	TOTAL
				NUMBER	DATE			
	SS Supplies	10E010 1800 4100 34 330500	200603	1669739	07/16/2020	28.18	AP2007	
Rivas, Sona	Refund - Student Lunch	10R000 1611 0000 00 000000	200709-RSO	1669741	07/16/2020	20.00	AP2007	
Special Edu. Dist. O	Bilingual Speech/Language Services	10E010 2330 3100 15 000000	061120	1669742	07/16/2020	800.00	AP2007	
Special Edu. Dist. O	Contractual Billing Qtr 4	10E010 4220 6700 15 000000	2020-06-16	1669742	07/16/2020	8,465.76	AP2007	
Special Edu. Dist. O	SpEd Tuition - Apr	10E010 2330 3100 15 000000	2020-06-16	1669742	07/16/2020	3,785.00	AP2007	
Special Edu. Dist. O	2019 Levy 1st Installment	50E010 4120 2120 15 000000	21IMRF1	1669742	07/16/2020	39,101.00	AP2007	
Special Edu. Dist. O	Student Presentation	10E010 2210 3140 48 462000	2020-06-22	1669742	07/16/2020	20.00	AP2007	
Spectrum Center, Inc	Outplaced Tuition - May	10E010 1912 6700 15 000000	2691920	1669743	07/16/2020	7,716.47	AP2007	
Spectrum Center, Inc	Outplaced Tuition - May	10E010 1912 6700 15 000000	2691919	1669743	07/16/2020	4,820.49	AP2007	
Spectrum Center, Inc	Outplaced Tuition - May	10E010 1912 6700 15 000000	2691918	1669743	07/16/2020	7,176.47	AP2007	
Stadlman, Eric	Tuition Reimbursement	10E010 2640 2320 68 000000	200226	1669744	07/16/2020	831.00	AP2007	
State Bank of the La	Solar Debt Principle Payment	20E010 2540 6100 21 000000	770000440-	1669745	07/16/2020	42,794.82	AP2007	
State Bank of the La	Solar Debt Interest Payment	20E010 2540 6200 21 000000	770000440-	1669745	07/16/2020	7,524.10	AP2007	
T Mobile	Cell Phone Services - Jun	20E010 2540 3400 16 000000	TM96974279	1669746	07/16/2020	33.30	AP2007	
TDS Metrocom	Telephone Services - Mar	20E010 2540 3400 16 000000	DF4E-3387-	1669747	07/16/2020	48.20	AP2007	
TDS Metrocom	Telephone Services - May	20E010 2540 3400 16 000000	325C-9AA4-	1669747	07/16/2020	48.79	AP2007	
The Art of Education	Art Ed Pro License Renewal	10E010 1110 3100 14 000000	200709TS-1	1669748	07/16/2020	4,860.00	AP2007	
Topline Transportati	Homeless Transportation - Sep	40E010 2550 3310 20 350000	100651	1669749	07/16/2020	900.00	AP2007	
Vickers, Toshiko	Translation - Jun	10E010 1800 1320 47 490900	200709TS-1	1669750	07/16/2020	360.00	AP2007	
Village Of Hainesvil	Monitoring Service	20E020 2540 3700 21 000000	052e4fc-20	1669751	07/16/2020	71.40	AP2007	
Webster, Meredith	Mileage Reimbursement	10E020 2410 3320 02 000000	200611	1669752	07/16/2020	17.83	AP2007	
WEX Bank	Fuel Fees - May	20E010 2540 4640 21 000000	65752435	1669753	07/16/2020	522.16	AP2007	
Totals for checks						215,490.25		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	0.00	347.76	115,876.71	116,224.47
20	Operations/Maintenance Fund	0.00	0.00	59,264.78	59,264.78
40	Transportation Fund	0.00	0.00	900.00	900.00
50	IMRF - FICA - Medicare	0.00	0.00	39,101.00	39,101.00
***	Fund Summary Totals ***	0.00	347.76	215,142.49	215,490.25

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

VENDOR	INVOICE	ACCOUNT	INVOICE	CHECK CHECK		AMOUNT	TOTAL
	DESCRIPTION	NUMBER	NUMBER	NUMBER	DATE		
American Capitol Financial Ser	Annual Installment	10E010 2660 3250 16 000000	14821	1669713	07/17/2020	297,010.14	297,010.14
EBSCO Information Services	Magazine Subscriptions	10E010 1110 3100 14 000000	1000127251	1669714	07/17/2020	1,196.00	1,196.00
Mystery Science Inc	Mystery Science 3 Year License Renewal	10E010 1110 3100 14 000000	72981	1669715	07/17/2020	4,995.00	4,995.00
NorthShore Community Bank	2020-2021 HSA Employer Contribution	10E010 2310 2260 61 000000	HSA070920	1669716	07/17/2020	76,500.00	76,500.00
Shoutpoint, Inc.	Messaging Services (13)	10E010 2660 3100 16 000000	19992	1669717	07/17/2020	4,485.00	4,485.00
Totals for checks						384,186.14	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	0.00	0.00	384,186.14	384,186.14
***	Fund Summary Totals ***	0.00	0.00	384,186.14	384,186.14

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

Action Items

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's regular meetings or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

[105 LCS 5/8-16, 5/10-7, and 5/10-20.19.](#)

[23 Ill.Admin.Code §100.70.](#)

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED: November 18, 2015

Document Status: Draft Update

General Personnel

5:60 District Staff Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by policy. Expense reimbursement is not guaranteed except as outlined in this policy. District Staff must submit itemized receipts to support expense reimbursement. District Staff submitting a bill for a group function should record participating members' names on the receipt. Money shall not be reimbursed for the expenses of any person except the District Staff, or anyone's personal expenses.

Roll Call Vote

All staff member reimbursement expense requests for travel, meals, and or lodging must be approved by a roll call vote at an open meeting of the Board.

Registration Fees

When possible, registration fees will be paid by the District in advance.

Responsibilities

District Office administration is responsible for the supervision and accountability for implementing procedures to effect and enforce board policies. This includes ensuring that policies and procedures are clearly communicated to all employees and Board members who travel on official school business. Current collective bargaining agreements supersede this policy for union employees unless this policy is included in the agreement.

The individual traveler is responsible for having a clear understanding of travel and conference policies and procedures.

Pre-approval

Attendance at workshops, conferences, etc. must be pre-approved by building administrator and central office. The superintendent shall approve travel requests for the building administrators. The Board will be given prior notice about travel for the superintendent and school board members where expenses will be incurred by the district and where the travel is outside of normal day-to-day operations.

Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Staff member.

Reimbursable expenses (subject to Same Day/Overnight Guidelines)

- Lodging
- Meal per diems
 - Single day conferences and/or workshops with same-day travel - \$25
 - Multi-day conferences requiring an overnight stay - \$50
 - Tips will be approved up to 20% of the total bill.
- Taxis, car rentals and other local transportation
 - The cost of taxis and other local transportation (e.g. Metra) to and from hotels, airports or railroad stations in connection with business activities is reimbursable
- Other reimbursable expenses
 - Parking and tolls
 - Shipping of educational, conference or other trip-related materials not carried by the traveler
 - Air, rail, or bus fare, or ride sharing services up to \$500. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.^{Q1}
 - Personal car mileage up to \$200
 - Baggage handling
 - Conference fees
 - For the National School Board Conference (NSBA) the board will, on an annual basis, approve the number of members who may attend

Non-reimbursable expenses

The following is not all-inclusive but is meant as a representative sample of the types of expenses that are non-reimbursable.

- Hotel gyms
- Alcoholic beverages
- In-room movie and mini-bar charges
- Laundry
- Parking fines and speeding tickets
- Travel expense or meals for other persons (e.g. spouse or child)
- Event tickets
- Taxis or other transportation to and from personal events
- Commuting expense between your home and/or your place of work and the district office
- Additional transportation, hotel or other expense for vacation related travel in connection with business travel (taken before, during or after business trip)
- Entertainment
- Personal phone calls
- Recreation expense
- Airline club memberships
- Upgrades
- No-show charges
- Credit card delinquency assessments and/or annual fees
- Medical expenses
- Lost baggage
- Magazines, newspapers (unless specific business purpose is indicated)
- Theft or loss of advance funds, personal funds or other personal property
- Personal health and hygiene items
- Outside activities offered as part of a conference
- Dues in private clubs
- Insurance costs including baggage, flight and life insurance
- Massages, saunas and/or spas
- Personal automobile repairs

The District will not pay for or reimburse business or travel expenses that have been or will be reimbursed from any outside source other than expenses for which the District will be reimbursed under agreements such as grants.

The District will not provide travel advances, pay directly or make reimbursements for the travel expenses of companions, spouses, non-employees or non-board members who accompany faculty, staff, administration or board members on District business.

The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence.

Same Day/Overnight Guidelines

Trips of 50 miles or less one way do not qualify for district support of an overnight stay. Reimbursement for lodging for a trip of less than 50 miles and/or a duration of more than one day exceeding \$200 per night must be justified and approved by the administration and the Board of Education. For the superintendent and Board of Education members, trip distance will be measured by using the District Office as the starting point. For all other employees, trip distance will be measured using their normal work location as the starting point.

The District will directly pay or reimburse a traveler for lodging expenses for the single occupancy of a standard room incurred during District-related travel. Staff are encouraged to share accommodations where appropriate.

The District will not pay for free accommodations awarded in connection with hotel frequent guest programs or any complimentary room accommodations provided by a hotel or other third party.

Travelers are encouraged to ascertain prior to booking the travel whether the hotel grants educational discounts. Some hotels provide a discount based on presentation of a District faculty or staff ID. Any staff in charge of booking reservations will inquire about potential discounts when booking. Staff members should request conference rate or mid-fare room accommodations.

Cancellations

The District will pay for expense incurred from cancelling guaranteed room reservations only with a detailed explanation of the extenuating circumstances. The Board must approve the detailed explanation and this approval should be documented and submitted as appropriate. It is the traveler's responsibility to request a refund from the hotel for a no-show charge.

Mileage Reimbursement Rates

CCSD 46 will reimburse at the current IRS rate for business miles driven.

Required Documentation

All individuals requesting reimbursement are required to attach original receipts to substantiate their expenses. If, in rare cases, original receipts are not available, a Missing Receipt Form must be completed.

Detailed itemized receipts that support credit card charges must be submitted. Meal and restaurant receipts should include the name and location of the restaurant, the number of people served and the date and amount of the expense. The District will not pay for any alcoholic beverage expenses.

Public Funds Statement

Travel expenses are paid for with public funds. Board members, staff and administrators must exercise due care while incurring travel expenses.

Expense Report Form

The expense report is intended to summarize all expenditures related to a trip. The report must be submitted to the Business Office as soon as possible after incurring the charges.

Credit and Procurement Cards

Credit and Procurement card usage is governed by policy 4:55, use of Credit and Procurement cards.

Reporting

The CSBO will provide quarterly reports detailing T/E requests, reimbursements and outstanding issues or areas for improvement.

Steps For Approval

1. Read this document in its entirety and seek clarification if necessary
2. Get the appropriate travel approval per this policy document
3. Save all receipts from your business-related travel
4. Document the reimbursable miles driven for your travel
5. Gather all required documentation and submit to the Business Office

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official travel status for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board

approval of the additional expense is required.

7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.474.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation: Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: April 23, 2019

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

Yes (default)

No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at www.iasb.com, and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (on or before September 1) and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical ~~safety or health or safety.~~ PRESSPlus1 or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the ~~School Code, Section 105 ILCS 5/26-2a.~~
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have

been provided to the student.

12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

[105 ILCS 5/26-1 through 16.](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242 and 1.290.](#)

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: April 23, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

Document Status: Draft Update

COMMUNITY RELATIONS

8:10 Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, PRESSPlus1 e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: March 16, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at www.iasb.com, for information regarding Knight First Amendment Inst. at Columbia Univ. v. Trump, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

Document Status: Draft Update

COMMUNITY RELATIONS

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

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

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official, coach, or any other person.
2. Behave in an unsportsmanlike manner, use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

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

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. [PRESSPlus1](#)

Enforcement

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

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

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

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

LEGAL REF.:

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

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

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

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

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

Adopted: March 4, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at www.iasb.com, for more information. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

COMMUNITY RELATIONS

8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

[20 U.S.C. §1681 et seq.](#), Title IX of the Education Amendments implemented by [34 C.F.R. Part 106](#).

[105 ILCS 5/16-1](#).

[23 Ill.Admin.Code §200.40](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPED: November 18, 2015

Document Status: Draft Update

BOARD OF EDUCATION

2:125 Board Member Travel and Expense

Public Funds Statement

Travel expenses are paid for with public funds. Board members, staff and administrators must exercise due care while incurring travel expenses.

Board Member Expenses

No Board of Education member may receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. The annual budget will include expenditure line items for travel, meals, and lodging.

Board members may not be reimbursed for travel and associated actual and necessary expenses for any reason without a board resolution aside from the following:

- Meetings or conferences sponsored by the Illinois State Board of Education, by the Regional Superintendent of Schools, or by the Illinois Association of School Boards
- County or regional meetings and the annual meeting sponsored by any Board of Education association complying with [Article 23 of the School Code](#)
- Meetings sponsored by an organization in the field of public school education such as school law firms providing relevant training or legal updates

Attendance at the National School Board Conference sponsored by the National School Board Association will be allowed only upon authorization from the board through a resolution. The board will, on an annual basis, review any and all requests to attend. Reimbursement for expenses related to attending this conference will be given according to this policy.

In addition, the Board may reimburse a member for registration fees or tuition for a course that allowed the member to comply with the mandatory training described in policy 2:120, *Board Member Development*.

Expense reimbursement is not guaranteed except as outlined in this policy. Board members must submit itemized receipts to support expense reimbursement. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for the expenses of any person except the Board member, or anyone's personal expenses.

Roll Call Vote

All Board member reimbursement expense requests for travel, meals, and or lodging must be approved by roll call vote at an open meeting of the Board.

Registration Fees

When possible, registration fees will be paid by the District in advance.

Responsibilities

District Office administration is responsible for the supervision and accountability for implementing procedures to effect and enforce board policies. This includes ensuring that policies and procedures are clearly communicated to all employees and/or Board members who travel on official school business.

The individual traveler is responsible for having a clear understanding of travel and conference policies and procedures.

Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Board member.

Reimbursable expenses (subject to Same Day/Overnight Guidelines)

- Lodging
- Meal per diems
- Government rate for the city of the conference (www.gsa.gov)
- Taxis, car rentals and other local transportation
- The cost of taxis and other local transportation (e.g. Metra) to and from hotels, airports or railroad stations in connection with business activities is reimbursable
- Other reimbursable expenses
- Parking and tolls
- Shipping of educational, conference or other trip-related materials not carried by the traveler
- Air, rail, or bus fare, or ride sharing up to \$500. Fees for the first checked airline bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.^{Q1}
- Personal car mileage up to \$200
- Baggage handling
- Conference fees

Non-reimbursable expenses

The following is not all-inclusive but is meant as a representative sample of the types of expenses that are non-reimbursable.

- Hotel gyms
- Alcoholic beverages
- In-room movie and mini-bar charges
- Laundry
- Parking fines and speeding tickets
- Travel expense or meals for other persons (e.g. spouse or child)
- Event tickets
- Taxis or other transportation to and from personal events
- Commuting expense between your home and/or your place of work and the district office
- Additional transportation, hotel or other expense for vacation related travel in connection with business travel (taken before, during or after business trip)
- Entertainment
- Personal phone calls
- Recreation expense
- Airline club memberships
- Upgrades
- No-show charges
- Credit card delinquency assessments and/or annual fees
- Medical expenses
- Lost baggage
- Magazines, newspapers (unless specific business purpose is indicated)
- Theft or loss of advance funds, personal funds or other personal property
- Personal health and hygiene items
- Outside activities offered as part of a conference
- Dues in private clubs
- Insurance costs including baggage, flight and life insurance
- Massages, saunas and/or spas
- Personal automobile repairs

The District will not pay for or reimburse business or travel expenses that have been or will be reimbursed from any outside source other than expenses for which the District will be reimbursed under agreements such as grants.

The District will not provide travel advances, pay directly or make reimbursements for the travel expenses of companions, spouses, non-employees or non-board members who accompany faculty, staff, administration or board members on District business.

Same Day/Overnight Guidelines

Board members should set the example for district travel expenses by choosing the least expensive option where practical and safe to do so.

Board members are encouraged to avoid overnight stays where practical and safe to do so. For the IASB Annual Conference in particular, board members will be reimbursed for Friday and Saturday night stays only. Only expenses incurred on the Friday, Saturday and/or Sunday of the conference will be eligible for reimbursement.

The District will directly pay or reimburse a traveler for lodging expenses for the single occupancy of a standard room incurred during District-related travel. Board members should request conference rate or mid-fare room accommodations.

The District will not pay for free accommodations awarded in connection with hotel frequent guest programs or any complimentary room accommodations provided by a hotel or other third party.

The office of the CSBO or the Superintendent's Executive Assistant will book all board travel. The least expensive option will be chosen where practical and safe to do so.

Cancellations

The District will pay for expenses incurred from cancelling guaranteed room reservations only with a detailed explanation of the extenuating circumstances. The Board must approve the detailed explanation and this approval should be documented and submitted as appropriate. It is the traveler's responsibility to request a refund from the hotel for a no-show charge.

Mileage Reimbursement Rates

CCSD 46 will reimburse at the current IRS rate for business miles driven.

Required Documentation

All individuals requesting reimbursement are required to attach original receipts to substantiate their expenses. If, in rare cases, original receipts are not available, a Missing Receipt Form must be completed.

Detailed itemized receipts that support credit card charges must be submitted. Meal and restaurant receipts should include the name and location of the restaurant, the number of people served and the date and amount of the expense. The District will not pay for any alcoholic beverage expenses.

Expenses will be submitted to the Superintendent's Administrative Assistant using the forms provided in the Procedure Manual.

An action item shall be listed on the agenda for the next applicable board meeting for the purpose of approving the itemized expenses.

Expense Report Form

The expense report is intended to summarize all expenditures related to a trip. The report must be submitted to the Business Office as soon as possible after incurring the charges.

Credit and Procurement Cards

Credit and Procurement cards shall not be issued to Board members.

Reporting

The CSBO will provide reports detailing T/E requests, reimbursements and outstanding issues or areas for improvement as part of any regular budget updates presented at Board meetings.

Steps For Approval

1. Read this document in its entirety and seek clarification if necessary
2. Get the appropriate travel approval per this policy document
3. Save all receipts from your business-related travel
4. Document the reimbursable miles driven for your travel
5. Gather all required documentation and submit to the Business Office

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel

expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/, Government Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: May 10, 2017

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

Yes (default)

No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302, 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

BOARD OF EDUCATION

2:160 Board Attorney

The Board of Education may enter into agreements for retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Superintendent or Board President;
2. Represent the District in any matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
5. Be available for telephone consultation.

The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney legal counsel on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

[Rule 1.7](#) (Conflict of Interest: Current Clients) and [Rule 1.13](#) (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED: November 18, 2015

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: Draft Update

General Personnel

5:150 Personnel Records

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

Adopted: August 14, 2018

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

Document Status: Draft Update

Educational Support Personnel

5:280 Duties and Qualifications

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 of Education 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.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. 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, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor

Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: January 11, 2017

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to amended III. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to their maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227. Gifted Education.](#) [PRESSPlus1](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: August 13, 2019

PRESSPlus Comments

PRESSPlus 1. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

Document Status: Draft Update

INSTRUCTION

6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) Partnership for Assessment of Readiness for College and Careers (PARCC) PRESSPlus1 and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: June 3, 2015

PRESSPlus Comments

PRESSPlus 1. Starting in 2019, PARCC was no longer used by the Ill. State Board of Education as the State assessment and accountability measure. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[*Tinker v. Des Moines Independent School District.*](#) 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: February 3, 2016

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: November 18, 2015

Document Status: Draft Update

COMMUNITY RELATIONS

8:110 Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals. ^{PRESSPlus1} All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

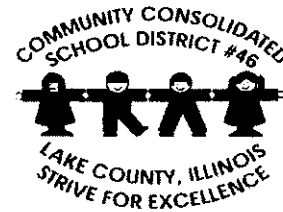
CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (*Access to Electronic Networks*), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

Adopted: August 14, 2018

PRESSPlus Comments

PRESSPlus 1. The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at www.iasb.com, for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

Community Consolidated School District 46



565 Frederick Road • Grayslake • Illinois • 60030 (847) 223-3650 FAX (847) 223-3695

To: Board of Education, Dr. Lynn Glickman
From: Mary Werling, Interim CSBO
Date: July 15, 2020
Memo: Chromebook Lease Agreement

Background

In order to address the instructional needs of Kindergarten, first and second grade students the District has placed an order for 1,150 Lenovo Chromebooks at a cost of \$419,750. CCSD46 expects to receive \$210,562 from the CARES Act Elementary and Secondary School Emergency Relief Grant to partially fund the expense and the administration has received a proposal from American Capital Financial Services, Inc., Lisle, IL, to finance the balance of this purchase.

Administrative Considerations

The proposed lease agreement represents a lease rate of -5.357% with the following payment schedule:

August 2020:	\$210,562.00
August 2021:	\$ 96,266.95
August 2022:	<u>\$ 96,266.95</u>
Total	\$403,695.90

The favorable rate is achieved due to a combination of current market conditions and the value of the devices at the end of the lease term and is typical in an operating lease agreement.

It is recommended that the Board of Education enter into a lease agreement with American Capital Financial Services, Lisle, IL for financing of the purchase of Lenovo Chromebooks.

BOARD RECOMMENDATION

BE IT RESOLVED: The CCSD46 Board of Education approves the lease agreement with American Capital Financial Services, Inc., Lisle, IL, for purposes of financing the purchase of Chromebooks for a total lease cost of \$403,695.90.

American Capital

2015 Ogden Avenue, Suite 400
Lisle, IL 60532
(630) 512-0066
Fax (630) 512-0070

July 1, 2020

PLEASE RETURN ALL ORIGINAL SIGNED DOCUMENTS TO THE ADDRESS ABOVE.

Ms. Mary Werling
Grayslake CCSD No. 46
565 Frederick Road
Grayslake, IL 60030

PLEASE PRINT SINGLE SIDED!

Dear Ms. Werling:

Thank you for choosing American Capital for your equipment rental needs. Please have the authorized person sign the following documents for Schedule B and return all copies to my attention. For verification of original documents, please execute in blue ink:

Rental Agreement: Authorized signer signs on page 4 where indicated

Exhibit A: for review, no signature required. Please print equipment location(s) at the bottom.

Exhibit B & Exhibit C: Authorized signer signs where indicated

Exhibit D: Type or print lease signer's name & title in paragraph 2 where indicated; (2) attest signatures required in paragraph 3.

Exhibit E: Authorized signer signs at the bottom where indicated. Do not complete the blanks at the top at this time.

Exhibit F: Authorized signer signs where indicated.

Exhibit G: Complete the vendor information.

Options of Renter: Authorized signer signs at the bottom where indicated.

Notice of Assignment: Authorized signer signs at the bottom where indicated

Insurance Requirements: Complete the information at the bottom. Please forward a copy to the insurance company.

Debit Authorization: preferred - Optional

Credit Application: Please have the authorized person sign and date where indicated.

Invoice for 1st payment: Due 8/1/2020 - Make payable to KS State Bank and return with the signed documents or send directly to KS StateBank.

Thank you for your prompt attention in this matter. If you have any questions, please do not hesitate to call.

Sincerely,

Suzanne Otto
630-512-0066 x 130
sotto@amcapfinance.com

RENTAL AGREEMENT

Renter

Grayslake Community Consolidated School District No. 46
565 Frederick Road
Grayslake, Illinois 60030
Federal ID#: 36-6004852

Owner

American Capital Financial Services, Inc.
2015 Ogden Avenue, Suite 400
Lisle, Illinois 60532
Federal ID#: 36-3735142

Dated as of August 1, 2020

This Rental Agreement dated as of the date listed above is between Owner and Renter listed directly above. Owner desires to rent the Equipment described in Exhibit "A" to Renter and Renter desires to rent the Equipment from Owner subject to the terms and conditions of this Agreement which are set forth below.

I. Definitions

Section 1.01 Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Agreement" means this Rental Agreement and all Exhibits and Addendums attached hereto, and all documents relied upon by Owner prior to the execution of this Agreement.

"Budget Year" means the Renter's fiscal year.

"Commencement Date" is the date when Renter's obligation to pay rent begins.

"Equipment" means all of the items of Equipment listed on Exhibit "A" and all replacements, restorations, modifications and improvements.

"Legally Available Funds" means funds that the governing body of Renter duly appropriates or are otherwise legally available for the purpose of making Rental Payments under this Agreement, including monies held in the Vendor Payable Account to the extent that such moneys are used to prepay Rental Payments or Stipulated Loss Value.

"Owner" means the entity originally listed above as Owner or any of its assignees.

"Original Term" means the period from the Commencement Date until the end of the Budget Year of Renter.

"Partial Prepayment Date" means the first Rental Payment date that occurs on or after the earlier of (a) the twenty-four month (24) anniversary of the Commencement Date or (b) the date on which Renter has accepted all the Equipment and all of the equipment has been paid for from the Vendor Payable Account.

"Purchase Price" means the total cost of the Equipment, including all delivery charges, installation charges, legal fees, financing costs, recording and filing fees and other costs necessary to vest full, clear legal title to the Equipment in Renter, subject to the security interest granted to and retained by Owner as set forth in this Agreement, and otherwise incurred in connection with the rental of this Equipment.

"Renewal Term" means the annual term which begins at the end of the Original Term and which is simultaneous with Renter's Budget Year.

"Rental Payments" means the payments Renter is required to make under this Agreement as set forth on Exhibit "B".

"Rental Term" means the Original Term and all Renewal Terms.

"Renter" means the entity listed above as Renter and which is renting the Equipment from Owner under the provisions of this Agreement.

"State" means the state in which Renter is located.

"Surplus Amount" means any amount on deposit in the Vendor Payable Account on the Partial Prepayment Date.

"Vendor Payable Account" means the separate account of that name established pursuant to Section X of this Agreement.

II. Renter Warranties

Section 2.01 Renter represents, warrants and covenants as follows for the benefit of Owner or its assignees:

- (a) Renter is authorized to enter into this Agreement, and has used such authority to properly execute and deliver this Agreement. Renter has followed all proper procedures of its governing body in executing this Agreement. The Officer of Renter executing this Agreement has the authority to execute and deliver this Agreement. This Agreement constitutes a legal, valid, binding and enforceable obligation of the Renter in accordance with its terms.
- (b) Renter has complied with all statutory laws and regulations that may be applicable to the execution of this Agreement.
- (c) Upon request by Owner, Renter will provide Owner with current financial statements, reports, budgets or other relevant fiscal information.
- (d) Renter presently intends to continue this Agreement for the Original Term and all Renewal Terms as set forth on Exhibit "B" hereto. The official of Renter responsible for budget preparation will include in the budget request for each Budget Year the Rental Payments to become due in such Budget year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Rental Payments coming due therein. Renter reasonably believes that moneys can and will lawfully be appropriated and made available for this purpose.
- (e) The indebtedness incurred under this Agreement when aggregated with existing indebtedness may not exceed the debt limits provided by applicable law under either/or the Local Government Debt Reform Act and the Illinois Municipal Code.

III. Use of Equipment and Rental Payments

Section 3.01 Installation and Acceptance. Renter shall be solely responsible for the ordering of the Equipment and for the delivery and installation of the Equipment. Renter has selected or will select all of the Equipment and the manufacturer or supplier thereof (the "Supplier(s)") and therefore acknowledges that Owner has not selected, manufactured, supplied or provided any Equipment. As soon as practicable after the date on which the Equipment has been delivered and determined by Supplier(s) to be ready for use at Renter's location (the "Acceptance Date"), Renter will execute a Certificate of Acceptance in the form attached and dated as of the Acceptance Date. If (i) no Event of Default has occurred, (ii) Owner receives such executed Certificate of Acceptance, all other documents and information required under this Agreement, and (iii) Owner receives appropriate invoices and related documents from Supplier(s), Owner shall pay the Supplier(s) for the Equipment. Renter shall arrange with the Supplier(s) for delivery and installation of Equipment. All Equipment shall be shipped directly from Supplier(s) to Renter. Owner shall have no liability for any delay or failure by the Supplier(s) to deliver and install Equipment, or to perform any services, or with respect to the selection, installation, testing, performance, quality, maintenance or support of the Equipment. Renter, at its expense, will pay all transportation, packing, taxes, duties, insurance, installation, testing, maintenance and other charges in connection with the delivery, installation and use of the Equipment. By making a Rental Payment after its receipt of the Equipment pursuant to this Agreement, Renter shall be deemed to have accepted the Equipment on the date of such Rental Payment for purposes of this Agreement. All Rental Payments paid prior to delivery of the Payment Request and Equipment Acceptance Form shall be credited to Rental Payments as they become due as shown on the Rental Payment Schedule attached as Exhibit B hereto.

Section 3.02 Rental Payments. Renter shall pay Rental Payments exclusively to Owner or its assignees in lawful, legally available money of the United States of America. The Rental Payments shall be sent to the location specified by the Owner or its assignees. Owner shall have the option to charge interest at the highest lawful rate on any Rental Payment received later than the due date, plus any additional accrual on the outstanding balance for the number of days that the Rental Payment(s) were late. Owner shall also have the option, on monthly payments only, to charge a late fee of up to 10% of the monthly Rental Payment that is past due. The Rental Payments will be payable without notice or demand. Renter shall pay or, if requested by Owner, reimburse Owner for any and all sales, use, personal property, or other taxes, fees or assessments levied against or imposed upon the Equipment, its value, use or operation. Furthermore, Renter agrees to pay any fees associated with the use of a payment system other than check, wire transfer, or ACH.

Section 3.03 Rental Payments Unconditional. THE OBLIGATIONS OF RENTER TO MAKE RENTAL PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS AGREEMENT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE. Renter understands and agrees that neither the manufacturer, seller or supplier of any Equipment, nor any salesman or other agent of any such manufacturer, seller or supplier, is an agent of Owner. No salesman or agent of the manufacturer, seller or supplier of any Equipment is authorized to waive or alter any term or condition of this Agreement, and no representation as to Equipment or any other matter by the manufacturer, seller or supplier of any Equipment shall in any way affect Renter's duty to pay the Rental Payments and perform its other obligations as set forth in this Agreement.

Section 3.04 Rental Term. The Rental Term of the Agreement shall be the Original Term and all Renewal Terms until all the Rental Payments are paid as set forth on Exhibit B.

Section 3.05 Disclaimers.

- (a) OWNER, NOT BEING THE SUPPLIER OR THE AGENT OF ANY SUPPLIER, MAKES NO WARRANTY, REPRESENTATION OR COVENANT, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO THE MERCHANTABILITY OF THE EQUIPMENT OR THEIR FITNESS FOR ANY PARTICULAR PURPOSE, THE DESIGN, QUALITY, CAPACITY OR CONDITION OF THE EQUIPMENT COMPLIANCE OF THE EQUIPMENT WITH THE REQUIREMENT OF ANY LAW, RULE, SPECIFICATION OR AGREEMENT, PATENT OR COPYRIGHT INFRINGEMENT, OR LATENT DEFECTS. OWNER SHALL HAVE NO LIABILITY WHATSOEVER FOR THE BREACH OF ANY REPRESENTATION OR WARRANTY MADE BY THE SUPPLIER(S). OWNER MAKES NO REPRESENTATION AS TO THE TREATMENT BY RENTER OF THIS AGREEMENT FOR FINANCIAL STATEMENT OR TAX PURPOSES. RENTER AGREES THE EQUIPMENT IS "AS IS." Renter agrees, regardless of cause, not to assert any claim whatsoever against Owner for any indirect, consequential, incidental or special damages or loss, of any kind, including, without limitation, any loss of business,

lost profits or interruption of service. Any action by Renter against Owner for any default by Owner under this Agreement shall be commenced within one (1) year after any such cause of action accrues.

- (b) Renter shall look solely to the Supplier(s) for any and all claims related to the Equipment. RENTER UNDERSTANDS AND AGREES THAT NEITHER SUPPLIER(S) NOR ANY SALESPERSON OR OTHER AGENT OF SUPPLIER(S) IS AN AGENT OF OWNER, NOR ARE ANY OF THEM AUTHORIZED TO WAIVE OR ALTER THIS AGREEMENT. No representation by Supplier(s) shall in any way affect Renter's duty to pay the Rental Payments and perform its obligations under this Agreement.

Section 3.06 End of Rental Term Options. Renter may, if no Event of Default then exists, (i) purchase all (but not less than all) of the Equipment by paying Owner the fair market value of the Equipment as determined by Owner, (ii) renew this Agreement for a period of not less than one (1) year at an annual Rental Payment to be determined at time of renewal, or (iii) return Equipment to the Owner pursuant to Section 3.07. Renter must provide Owner written notice of the option selected not less than 90 days prior to the end of the Rental Term. If such notice is not received, Agreement will automatically renew for one year at the current Rental Payment. If Renter elects to purchase Equipment, Renter shall, on the last day of the Rental Term, pay to Owner the purchase price for Equipment in cash; and upon receipt of such payment Owner shall transfer to Renter title to the Equipment, free and clear of any claim, lien or encumbrance (other than those held by parties claiming by, through or under Renter), but without recourse, representation or any other warranty, express or implied, "AS IS", in its then condition and location. Renter shall be responsible for all applicable sales, use, personal property and other taxes.

Section 3.07 Surrender. Once Renter has made all of the Rental Payments set forth under Exhibit B, Renter, at its sole expense, shall pay original supplier to teardown, remove, and for the return of Equipment to Owner's storage facility. Owner and Renter shall inspect the Equipment upon their removal, and the results of such inspections shall be conclusive as to any damage to the Equipment above ordinary wear and tear. Renter shall be responsible for the prompt payment of any and all damages to or reduction in value of the Equipment. At the conclusion of the Agreement, the Renter hereby grants to Owner a ninety (90) day rent free period of time after termination for the Owner to remove the Equipment.

IV. Appropriation

Section 4.01 Appropriation. Renter shall be obligated to appropriate sufficient money to make all the Rental Payments for the Original Term and each successive Renewal Term as each payment comes due. If Renter fails to make an appropriation of money to make any Rental Payment, then an Event of Default will be deemed to have occurred as set forth under Section IX below.

V. Insurance, Damage, Insufficiency of Proceeds Indemnification

Section 5.01 Insurance. Renter shall maintain property insurance and liability insurance at its own expense with respect to the Equipment. Renter shall be solely responsible for selecting the insurer(s) and for making all premium payments and ensuring that all policies are continuously kept in effect during the period when Renter is required to make Rental Payments. Renter shall provide Owner with a Certificate of Insurance which lists the Owner and/or assigns as a loss payee and additional insured on the policies with respect to the Equipment. Renter shall insure the Equipment against any loss or damage in an amount at least equal to the then applicable Stipulated Loss Value of the Equipment. Renter may self-insure against the casualty risks described above. If Renter chooses this option, Renter must furnish Owner with a certificate and/or other documents which evidences such self insurance. Each policy issued or affected by this Section shall contain a provision that the insurance company shall not cancel or materially modify the policy without first giving thirty (30) days advance notice to Owner or its assignees. Renter shall furnish to Owner certificates evidencing such coverage throughout the Rental Term.

Section 5.02 Damage to or Destruction of Equipment. Renter assumes the risk of loss or damage to the Equipment. If the Equipment or any portion thereof is lost, stolen, damaged, or destroyed by fire or other casualty, Renter will immediately report all such losses to all possible insurers and take the proper procedures to attain all insurance proceeds. At the option of Owner, Renter shall either (1) apply the Net Proceeds to replace, repair or restore the Equipment or (2) apply the Net Proceeds to the applicable Stipulated Loss Value. For purposes of this Section and Section 5.03, the term Net Proceeds shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

Section 5.03 Insufficiency of Net Proceeds. If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement, repair, restoration, modification or improvement of the Equipment, then Renter shall, at the option of Owner, either (1) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds or (2) apply the Net Proceeds to the Stipulated Loss Value and pay the deficiency, if any, to the Owner.

Section 5.04 Reimbursement. Renter assumes liability for, and agrees to and does hereby reimburse, protect and keep harmless, Owner, its successors and assigns, and their respective agents, employees, officers and directors from and against any and all claims, liability, loss, cost, damage or expense (including reasonable attorneys' fees), of whatsoever kind and nature including but not limited to those arising out of or caused by the negligence of Renter, and their respective agents or employees, arising out of the use, condition, operation, possession, control, selection, delivery or return of any item of Equipment, regardless of where, how, and by whom operated, and any failure by Renter to comply with this Agreement. The foregoing reimbursements (i) include, without limitation, claims, loss, cost, damage or expense suffered or incurred as a result of any defect in the Equipment, Software or Services (whether discoverable or not) or based upon any theory of liability (including strict liability doctrines or statutes) and (ii) shall only apply with respect to events prior to the return of the Equipment pursuant to Section 9.04.

VI. Title

Section 6.01 Title. Title to the Equipment shall vest in Owner upon execution of this Agreement. Title to the Equipment will remain with the Owner throughout the Rental Term. Renter shall be responsible for the filing fees, charges, and any other costs associated with the registration of the title. Renter agrees that Owner or its Assignee may execute any additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Renter which Owner deems necessary or appropriate to protect Owner's interest in the Equipment and in this Agreement.

Section 6.02 Owner. Renter acknowledges and agrees that Owner is sole and exclusive owner of the Equipment, and that by the execution of this Agreement, Renter shall not possess or obtain any ownership interest, legal or equitable, in the Equipment, except solely as Renter hereunder and subject to the terms hereof. The Equipment is and shall at all times be and remain, personal property, notwithstanding that the Equipment or any part thereof may now be, or hereafter become in any manner affixed or attached to real property.

VII. Assignment

Section 7.01 Assignment by Owner. All of Owner's rights, title and/or interest in the Rental Payments may be assigned and reassigned in whole or in part to one or more assignees or sub-assignees by Owner at any time without the consent of Renter. No such assignment shall be effective as against Renter until the assignor shall have filed with Renter written notice of assignment identifying the assignee. Renter shall pay all Rental Payments due hereunder relating to such Equipment to or at the direction of Owner or the assignee named in the notice of assignment. Renter shall keep a complete and accurate record of all such assignments.

Section 7.02 Assignment by Renter. None of Renter's right, title and interest under this Agreement and in the Equipment may be assigned by Renter unless Owner approves of such assignment in writing before such assignment occurs.

VIII. Maintenance of Equipment

Section 8.01 Maintenance. Renter shall pay any and all fees, property taxes or other taxes, charges and expenses and comply with all laws related to the use, possession, and operation of the Equipment while it is in Renter's possession, including obtaining all approvals and permits related to the use and/or possession of the Equipment. Renter shall maintain and keep the Equipment in good repair and safe operating condition during the term of this Agreement in accordance to Supplier's recommendations including but not limited to regular maintenance of all HVAC equipment. Renter will be liable for all damage to the Equipment, other than normal wear and tear, caused by Renter, its employees or its agents. Renter shall not during the term of this Agreement create, incur or assume any levies, liens or encumbrances of any kind with respect to the Equipment except those created by this Agreement. Renter shall allow Owner to examine and inspect the Equipment at all reasonable times.

IX. Default

Section 9.01 Events of Default defined. The following events shall constitute an "Event of Default" under this Agreement:

- Failure by Renter to pay any Rental Payment listed on Exhibit "B" for fifteen (15) days after such payment is due according to the Payment Date listed on Exhibit "B".
- Failure to pay any other payment required to be paid under this Agreement at the time specified herein and a continuation of said failure for a period of fifteen (15) days after written notice by Owner that such payment must be made. If Renter continues to fail to pay any payment after such period, then Owner may, but will not be obligated to, make such payments and charge Renter for all costs incurred plus interest at the highest lawful rate.
- Failure by Renter to observe and perform any warranty, covenant, condition, promise or duty under this Agreement for a period of thirty (30) days after written notice specifying such failure is given to Renter by Owner, unless Owner agrees in writing to an extension of time. Owner will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Renter. Subsection (c) does not apply to Rental Payments and other payments discussed above.
- Any statement, material omission, representation or warranty made by Renter in or pursuant to this Agreement which proves to be false, incorrect or misleading on the date when made regardless of Renter's intent and which materially adversely affects the rights or security of Owner under this Agreement.
- Any provision of this Agreement which ceases to be valid for whatever reason and the loss of such provision would materially adversely affect the rights or security of Owner.
- Renter admits in writing its inability to pay its obligations. Renter defaults on one or more of its other obligations. Renter applies or consents to the appointment of a receiver or a custodian to manage its affairs. Renter makes a general assignment for the benefit of Owners.

Section 9.02 Remedies on Default. Whenever any Event of Default exists, Owner shall have the right to take one or any combination of the following remedial steps:

- (a) With or without terminating this Agreement, Owner may declare all Rental Payments and other amounts payable by Renter hereunder to the end of the full Rental Term to be immediately due and payable.
- (b) With or without terminating this Agreement, Owner may require Renter at Renter's expense to redeliver any or all of the Equipment to Owner as provided below in Section 9.04. Such delivery shall take place within 15 days after the event of default occurs. If Renter fails to deliver the Equipment, Owner may enter the premises where the Equipment is located and take possession of the Equipment and charge Renter for cost incurred. Renter will be liable for any damage to the Equipment caused by Renter or its employees or agents. If Owner, in its discretion, takes possession and disposes of the Equipment or any portion thereof, Owner shall apply the proceeds of any such disposition to pay the following items in the following order: (i) all costs (including, but not limited to, attorneys' fees) incurred in securing possession of the Equipment; (ii) all expenses incurred in completing the disposition; (iii) any sales or transfer taxes; and (iv) the balance of any Contract Payments due. Any disposition proceeds remaining after the requirements of clauses (i), (ii), (iii), (iv) have been met shall be retained by Owner. If there is a deficiency in the disposition proceeds to cover the items listed in clauses (i), (ii), (iii), (iv), Renter shall still be obligated to pay any outstanding balance due to Owner.
- (c) Owner may retain all amounts credited to the Vendor Payable Account and Renter shall have no further interest therein.
- (d) Owner may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights. Renter shall be responsible to Owner for all costs incurred by Owner in the enforcement of its rights under this Agreement including, but not limited to, reasonable attorney fees.

Section 9.03 No Remedy Exclusive. No remedy herein conferred upon or reserved to Owner is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed to be a waiver thereof.

Section 9.04 Return of Equipment and Storage.

- (a) **Surrender:** The Renter shall, at its own expense, surrender the Equipment to the Owner in the event of a default by delivering the Equipment to the Owner to a location accessible by common carrier and designated by Owner.
- (b) **Delivery:** The Equipment shall be delivered to the location designated by the Owner by a common carrier unless the Owner agrees in writing that a common carrier is not needed. When the Equipment is delivered into the custody of a common carrier, the Renter shall arrange for the shipping of the item and its insurance in transit in accordance with the Owner's instructions and at the Renter's sole expense. Renter at its expense shall completely sever and disconnect the Equipment or its component parts from the Renter's property all without liability to the Owner. Renter shall pack or crate the Equipment and all of the component parts of the Equipment carefully and in accordance with any recommendations of the manufacturer. The Renter shall deliver to the Owner the plans, specifications operation manuals or other warranties and documents furnished by the manufacturer or vendor on the Equipment and such other documents in the Renter's possession relating to the maintenance and methods of operation of such Equipment.
- (c) **Condition:** When the Equipment is surrendered to the Owner it shall be in the condition and repair required to be maintained under this Agreement. It will also meet all legal regulatory conditions necessary for the Owner to sell or lease it to a third party and be free of all liens. If Owner reasonably determines that the Equipment or an item of the Equipment, once it is returned, is not in the condition required hereby, Owner may cause the repair, service, upgrade, modification or overhaul of the Equipment or an item of the Equipment to achieve such condition and upon demand, Renter shall promptly reimburse Owner for all amounts reasonably expended in connection with the foregoing.
- (d) **Storage:** Upon written request by the Owner, the Renter shall provide free storage for the Equipment or any item of the Equipment for a period not to exceed 60 days after the expiration of its lease term before returning it to the Owner. The Renter shall arrange for the insurance described to continue in full force and effect with respect to such item during its storage period and the Owner shall reimburse the Renter on demand for the incremental premium cost of providing such insurance.

X. Vendor Payable Account

Section 10.01 Establishment of Vendor Payable Account. On the date that the Owner executed this Agreement, which is on or after the date that the Renter executes this Agreement, Owner agrees to (i) make available to Renter an amount sufficient to pay the total Purchase Price for the Equipment by establishing a separate, non-interest bearing account (the "Vendor Payable Account"), as agent for Renter's account, with a financial institution that Owner selects that is acceptable to Renter (including Owner or any of its affiliates) and (ii) to deposit an amount equal to such Purchase Price as reflected on Exhibit B in the Vendor Payable Account. Renter hereby further agrees to make the representations, warranties and covenants relating to the Vendor Payable Account as set forth in Exhibit C attached hereto. Upon Renter's delivery to Owner of a Payment Request and Equipment Acceptance Form in the form set forth in Exhibit G attached hereto, Renter authorizes Owner to withdraw funds from the Vendor Payable Account from time to time to pay the Purchase Price, or a portion thereof, for each item of Equipment as it is delivered to Renter. The Payment Request and Equipment Acceptance Form must be signed by an authorized individual acting on behalf of Renter. The authorized individual or individuals designated by the Renter must sign the Signature Card which will be kept in the possession of the Owner.

Section 10.02 Down Payment. Prior to the disbursement of any funds from the Vendor Payable Account, the Renter must either (1) deposit all the down payment funds that the Renter has committed towards the purchase of the Equipment into the Vendor Payable Account or (2) Renter must provide written verification to the satisfaction of the Owner that all the down payment funds Renter has committed towards the purchase of the Equipment have already been spent or are simultaneously being spent with the funds requested from the initial Payment Request and Equipment Acceptance Form. For purposes of this Section, the down payment funds committed towards the Equipment from the Renter are the down payment funds that were represented to the Owner at the time this transaction was submitted for credit approval by the Renter to the Owner.

Section 10.03 Disbursement upon Default. If an Event of Default occurs prior to the Partial Prepayment Date, the amount then on deposit in the Vendor Payable Account shall be retained by the Owner and Renter will have no interest therein.

Section 10.04 Surplus Amount. Any Surplus Amount then on deposit in the Vendor Payable Account on the Partial Prepayment Date shall be applied to pay on such Partial Prepayment Date a portion of the Stipulated Loss Value then applicable.

Section 10.05 Recalculation of Rental Payments. Upon payment of a portion of the Stipulated Loss Value as provided in Section 10.03 above, each Rental Payment thereafter shall be reduced by an amount calculated by Owner based upon a fraction of the numerator of which is the Surplus Amount and the denominator of which is the Stipulated Loss Value on such Partial Prepayment Date. Within fifteen (15) days after such Partial Prepayment Date, Owner shall provide to Renter a revised Exhibit B to this Agreement, which shall take into account such payment of a portion of the Stipulated Loss Value thereafter and shall be and become thereafter Exhibit B to this Agreement. Notwithstanding any other provision of this Section 10, this Agreement shall remain in full force and effect with respect to all or the portion of the Equipment accepted by Renter as provided in this Agreement, and the portion of the principal component of Rental Payments remaining unpaid after the Partial Prepayment Date plus accrued interest thereon shall remain payable in accordance with the terms of this Agreement, including revised Exhibit B hereto which shall be binding and conclusive upon Owner and Renter.

XI. Miscellaneous

Section 11.01 Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 11.02 Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon Owner and Renter and their respective successors and assigns.

Section 11.03 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 11.04 Amendments, Addenda, Changes or Modifications. This Agreement may be amended, added to, changed or modified by written agreement duly executed by Owner and Renter. Furthermore, Owner reserves the right to directly charge or amortize into the remaining balance due from Renter, a reasonable fee, to be determined at that time, as compensation to Owner for the additional administrative expense resulting from such amendment, addenda, change or modification requested by Renter.

Section 11.05 Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 11.06 Captions. The captions or headings in this Agreement do not define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 11.07 ARTICLE 2A WAIVERS. In the event that Article 2A of the Uniform Commercial Code is adopted under applicable state law and applies to this Agreement, then Renter, to the extent permitted by law, waives any and all rights and remedies conferred upon a Renter by Sections 2A-508 through 2A 522 of such Article 2A, including, but not limited to, Renter's rights to: (i) cancel or repudiate this Agreement; (ii) reject or revoke acceptance of the Equipment, Software or Services; (iii) claim, grant or permit a security interest in the Equipment in Renter's possession or control for any reason; (iv) deduct from Rental payments or other amounts due hereunder, all or any part of any claimed damages resulting from Owner's default, if any, under this Agreement; (v) accept partial delivery of the Equipment; (vi) "cover" by making any purchase or lease of, or contract to purchase or lease equipment in substitution for Equipment designated in this Agreement; and (vii) obtain specific performance, replevin, detinue, sequestration, claim and delivery or the like for any Equipment identified to this Agreement. To the extent permitted by applicable law, Renter also hereby waives any rights now or hereafter conferred by statute or otherwise which may require Owner to sell, lease or otherwise use any Equipment in mitigation of Owner's damages or which may otherwise limit or modify any of Owner's rights or remedies.

Section 11.08 Master Rental. This Agreement can be utilized as a Master Rental Agreement. This means that the Owner and the Renter may agree to the rental of the additional Equipment under this Agreement at some point in the future by executing one or more Additional Schedules to Exhibit A, Exhibit B, Exhibit C and Exhibit D as well as other exhibits or documents that may be required by Owner. For purposes of this section, the term "Additional Schedule" refers to the proper execution of additional Schedules to Exhibit A, Exhibit B, Exhibit C and Exhibit D as well as other exhibits or documents that may be required by the Owner all of which relate to the renting of additional Equipment. Additional Schedules will be consecutively numbered on each of the exhibits which make up the Additional Schedule and all the terms and conditions of the Agreement shall govern to each Additional Schedule.

Section 11.09 Entire Writing. This Agreement constitutes the entire writing between Owner and Renter. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Agreement or the Equipment rented hereunder. Any terms and conditions of any purchase order or other documents submitted by Renter in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement will not be binding on Owner and will not apply to this Agreement.

Section 11.10 Choice of Law. This Agreement shall be governed according to the laws of the State of the Renter.

Owner and Renter have caused this Agreement to be executed in their names by their duly authorized representatives listed below.

**Grayslake Community Consolidated School District No.
46**

American Capital Financial Services, Inc.

Signature

Signature

Printed Name and Title

Printed Name and Title

EXHIBIT A

DESCRIPTION OF EQUIPMENT

RE: Rental Agreement dated as of August 1, 2020, between American Capital Financial Services, Inc. (Owner) and Grayslake Community Consolidated School District No. 46 (Renter)

Below is a detailed description of all the items of Equipment including quantity, model number and serial number where applicable:

One Thousand One Hundred Fifty (1,150) Lenovo Chromebooks

Physical Address of Equipment after Delivery : _____

EXHIBIT B

PAYMENT SCHEDULE

RE: Rental Agreement dated as of August 1, 2020, between American Capital Financial Services, Inc. (Owner) and Grayslake Community Consolidated School District No. 46 (Renter)

Date of First Payment:	At Closing
Total Number of Payments:	Three (3)
Number of Payments Per Year:	One (1)

Pmt No.	Due Date	Rental Payment	**Stipulated Loss Value
1	At Closing	\$210,562.00	\$212,611.42
2	01-Aug-21	\$96,266.95	\$123,807.13
3	01-Aug-22	\$96,266.95	\$31,885.81

Grayslake Community Consolidated School District No.
46

Signature

Printed Name and Title

**Assumes all Rental Payments due to date are paid*

†Stipulated Loss Value is not Fair Market Value (FMV), and should not be interpreted as same. FMV, as referenced in 3.06, can only be obtained from Owner at end of term.

EXHIBIT C
ACCEPTANCE OF OBLIGATION
TO COMMENCE RENTAL PAYMENTS UNDER EXHIBIT B

RE: Rental Agreement dated as of August 1, 2020, between American Capital Financial Services, Inc. (Owner) and Grayslake Community Consolidated School District No. 46 (Renter)

I, the undersigned, hereby certify that I am a duly qualified representative of Renter and that I have been given the authority by the governing body of Renter to sign this Acceptance of Obligation to commence Rental Payments with respect to the above referenced Agreement. I hereby certify that:

1. The Equipment described on Exhibit A has not been delivered, installed or available for use as of the Commencement date of this Agreement.
2. Renter acknowledges that Owner has agreed to deposit into a Vendor Payable Account an amount sufficient to pay the total purchase price (the "Purchase Price") for the Equipment so identified in such Exhibit A;
3. Renter agrees to execute a Payment Request and Equipment Acceptance Form authorizing payment of the Purchase Price, or a portion thereof, for each withdrawal of funds from the Vendor Payable Account.

Notwithstanding that the Equipment has not been delivered to or accepted by Renter on the date of execution of the Agreement, Renter hereby warrants that:

- (a) Renter's obligation to commence Rental Payments as set forth in Exhibit B is absolute and unconditional as of the Commencement Date and on each date set forth in Exhibit B thereafter, subject to the terms and conditions of the Agreement;
- (b) immediately upon delivery and acceptance of all the Equipment, Renter will notify Owner of Renter's final acceptance of the Equipment by delivering to Owner the "Payment Request and Equipment Acceptance Form" in the form set forth in Exhibit E attached to the Agreement;
- (c) in the event that any Surplus Amount is on deposit in the Vendor Payable Account when an Event of Non-appropriation under the Agreement occurs, then those amounts shall be applied as provided in Section 10 of the Agreement;
- (d) regardless of whether Renter delivers a final Payment Request and Equipment Acceptance Form, all Rental Payments paid prior to delivery of all the Equipment shall be credited to Rental Payments as they become due under the Agreement as set forth in Exhibit B.

**Grayslake Community Consolidated School District No.
46**

Signature

Printed Name and Title

EXHIBIT D

CERTIFICATE OF AUTHORIZATION

RE: Rental Agreement dated as of August 1, 2020, between American Capital Financial Services, Inc. (Owner) and Grayslake Community Consolidated School District No. 46 (Renter)

- 1. **Determination of Need.** The Governing Body of Renter, either through direct board action or indirectly through its officers, officials or other authorized representatives, has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Rental Agreement ("Agreement") dated as of August 1, 2020, between Grayslake Community Consolidated School District No. 46 (Renter) and American Capital Financial Services, Inc. (Owner).
- 2. **Approval and Authorization.** The Governing Body of Renter, either through direct board action or indirectly through its officers, officials or other authorized representatives has determined that it is in the best interest of the Renter to enter into a lease substantially in the form of the Agreement to finance the purchase of the Equipment described on Exhibit A of the Agreement. The Governing Body of Renter has duly authorized the individuals listed below to execute the Agreement and all documents related thereto on behalf of the Renter. Such authorization derives from either direct board action or indirectly through established policies and procedures or bylaws all as allowed by law.

Authorized Individual(s): _____
(Printed or Printed Name and Title of individual(s) authorized to execute the Agreement)

- 3. **Adoption.** The signatures below from the designated individuals of the Governing Body of the Renter evidence the adoption of this Certificate of Authorization

Signature: _____
(Signature of Secretary, Board Chairman or other member of the Governing Body)

Printed Name & Title: _____
(Printed Name and Title of individual who signed directly above)

Attested By: _____
(Signature of one additional person who can witness the passage of this Resolution)

Printed Name & Title: _____
(Printed Name and Title of individual who signed directly above)

EXHIBIT E

PAYMENT REQUEST AND EQUIPMENT ACCEPTANCE FORM

RE: Rental Agreement dated as of August 1, 2020, between American Capital Financial Services, Inc. (Owner) and Grayslake Community Consolidated School District No. 46 (Renter)

In accordance with Section 10.01, by executing this Payment Request and Equipment Acceptance Form the Renter hereby represents that the Payee or Payees listed below who are requesting payment have delivered the Equipment or a portion of the Equipment or performed the services to the satisfaction of the Renter and that the amounts requested below by the Payee or Payees are proportionate with the value of the Equipment delivered or services rendered by the Payee or Payees. The Renter hereby represents and warrants for all purposes that:

1. Pursuant to the invoice attached hereto, the amount to be disbursed is \$ _____ and this amount is consistent with the Contract between Renter and vendor.
2. Payment is to be made to: Payee: _____
3. The undersigned certifies that the following documents are attached to this Payment Request and Equipment Acceptance Form when there is a request for a release of funds from the Vendor Payable Account to pay for a portion, or all, of the Equipment: (1) Invoice from the vendor, (2) copy of the Contract between Renter and vendor (if requested by the Owner), (3) Insurance Certificate (if applicable), (4) front and back copy of the original MSO/Title listing KS StateBank and/or its assigns as the first lien holder (if applicable). By executing this Payment Request and Equipment Acceptance Form and attaching the documents as required above, the Renter shall be deemed to have accepted this portion of the Equipment for all purposes under the Agreement, including, without limitation, the obligation of Renter to make the Rental Payments with respect thereto in a proportionate amount of the total Rental Payment.
4. No amount listed in this exhibit was included in any such exhibit previously submitted.
5. Each disbursement hereby requested has been incurred and is a proper charge against the Vendor Payable Account. No amount hereby requested to be disbursed will be paid to Renter as reimbursement for any expenditure paid by Renter more than 60 days prior to the date of execution and delivery of the Agreement.
6. The Equipment referenced in the attached has been delivered, installed, inspected and tested as necessary and in accordance with Renter's specifications and accepted for all purposes.
7. Renter has obtained insurance coverage as required under the Agreement from an insurer qualified to do business in the State.
8. Renter has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Rental Payments required to be paid under the Agreement during the current Budget Year of Renter, and such moneys will be applied in payment of all Rental Payments due and payable during such current Budget Year.
9. No event or condition that constitutes or would constitute an Event of Default exists as of the date hereof.

I, the undersigned, hereby certify that I am a duly qualified representative of Renter and that I have been given the authority by the governing body of Renter to sign this Payment Request and Equipment Acceptance Form.

Please forward this document and any correspondence relating to vendor payment to:

Email: acfsinc@americancapital1.com
or
Fax: (630) 512-0070

Please call (630) 512-0066 if you have any questions.

Grayslake Community Consolidated School District No. 46

Signature

Printed Name and Title

EXHIBIT F
SIGNATURE CARD

RE: Rental Agreement dated as of August 1, 2020, between American Capital Financial Services, Inc. (Owner) and Grayslake Community Consolidated School District No. 46 (Renter)

The below signatures will be used for purposes of verifying the signature on a Payment Request and Equipment Acceptance Form prior to making payments from the Equipment Acquisition Fund or Vendor Payable Account. By signing below, the undersigned represents and warrants that s/he has received all appropriate authority from Grayslake Community Consolidated School District No. 46.

Grayslake Community Consolidated School District No. 46

Signature

Printed Name and Title

Signature of additional authorized individual (optional) of Renter

Signature

Printed Name and Title

EXHIBIT G

RENTER ACKNOWLEDGMENT

RE: Rental Agreement dated as of August 1, 2020, between American Capital Financial Services, Inc. (Owner) and Grayslake Community Consolidated School District No. 46 (Renter)

Renter hereby acknowledges that it has ordered or caused to be ordered the equipment that is the subject of the above-mentioned Agreement.

Please complete the below information, attach another page if necessary

Vendor Name: _____

Equipment: _____

Cost of Equipment: _____

Vendor Name: _____

Equipment: _____

Cost of Equipment: _____

Vendor Name: _____

Equipment: _____

Cost of Equipment: _____

Vendor Name: _____

Equipment: _____

Cost of Equipment: _____

Vendor Name: _____

Equipment: _____

Cost of Equipment: _____

Renter will immediately notify Owner if any of the information listed above is changed.

OPTIONS OF RENTER FMV PURCHASE OPTION

Rental Agreement dated August 1, 2020 between American Capital Financial Services, Inc. Owner,

and Grayslake Community Consolidated School District No. 46, Renter
(Full Legal Name of Renter)

Renter and Owner both affirmatively agree that Owner is owner of the property and is thereby entitled to the Investment Tax Credit (including Energy Tax Credit) as well as the depreciation derived from this property for income tax.

Provided the rental agreement has not terminated early and no event of default under the agreement has occurred and is continuing, Renter shall have the following option at the end of the original term.

Renter shall choose one of the three options listed below for each piece of equipment:

(1) BUY

EQUIPMENT:

Purchase the equipment for the fair market value at the end of the agreement term.
This amount payable in a single sum immediately upon termination of the agreement.

(1150) Lenovo 500e G2 Chromebooks

(2) RENEW

Renew on a month to month basis at normal payment amount.

(3) RETURN

Return the equipment to Owner with no further obligation.

Failure to notify Owner of which option is to be exercised shall constitute exercise of the renewal option.

The options provided for in this Agreement supersede all other options contained in the original Rental Agreement.

OWNER: American Capital Financial Services, Inc.

RENTER: Grayslake Community Consolidated School District No. 46

Signature

Signature

Printed Name and Title

Printed Name and Title

NOTE: SIGNATURE MUST BE SAME AS ON AGREEMENT

NOTICE OF ASSIGNMENT

AUGUST 1, 2020

American Capital Financial Services, Inc. (Owner/Assignor) hereby gives notice of an Assignment between Owner/Assignor and KS StateBank (Assignee) of the Rental Agreement (Contract) between Owner/Assignor and Grayslake Community Consolidated School District No. 46, dated as of August 1, 2020.

All Rental Payments coming due pursuant to the Contract shall be made to:

KS StateBank
P.O. Box 69
Manhattan, Kansas 66505-0069

American Capital Financial Services, Inc., Owner/Assignor

Signature

Printed Name and Title

ACKNOWLEDGEMENT OF AND CONSENT TO ASSIGNMENT

Grayslake Community Consolidated School District No. 46 (Renter) as party to a Rental Agreement dated as of August 1, 2020 between Renter and American Capital Financial Services, Inc. (Owner), hereby acknowledges receipt of a Notice of Assignment dated August 1, 2020 whereby Owner gave notice of its assignment to KS StateBank of its right to receive all Rental Payments due from Renter under the Contract and hereby consents to that Assignment. Pursuant to the Notice of Assignment from Owner, Renter agrees to deliver all Rental Payments coming due under the Contract to:

KS StateBank
P.O. Box 69
Manhattan, Kansas 66505-0069

**Grayslake Community Consolidated School District No.
46**

Signature

Printed Name and Title

INSURANCE REQUIREMENTS

Pursuant to Article V of the Rental Agreement, you have agreed to provide us evidence of insurance covering the Equipment.

A Certificate of Insurance listing the information stated below should be sent to us no later than the date on which the equipment is delivered.

Insured:

Grayslake Community Consolidated School District No. 46
565 Frederick Road
Grayslake, Illinois 60030

Certificate Holder:

KS StateBank
1010 Westloop, P.O. Box 69
Manhattan, Kansas 66505-0069

1. Equipment Description

- ◆ One Thousand One Hundred Fifty (1,150) Lenovo Chromebooks
- ◆ Please include all applicable VIN's, serial numbers, etc.

2. Physical Damage

- ◆ All risk coverage to guarantee proceeds of at least \$419,750.00.

3. Deductible

- ◆ The deductible amounts on the insurance policy should not exceed \$50,000.00.

4. Loss Payee

- ◆ KS StateBank AOIA (and/or Its Assigns) MUST be listed as loss payee.

Please forward certificate as soon as possible to:

Email: acfsinc@americancapital1.com
or
Fax: (630) 512-0070

Please complete the information below and return this form along with the Agreement.

Grayslake Community Consolidated School District No. 46

Insurance Company: _____

Agent's Name: _____

Telephone #: _____

Fax #: _____

Address: _____

City, State Zip: _____

Email: _____

PREFERRED

*As an additional payment option for Renter, we are now providing the option of ACH (Automatic Clearing House). By completing this form, Renter is authorizing Owner to withdraw said payment amount on said date.

DEBIT AUTHORIZATION

I hereby authorize KS StateBank Government Finance Department to initiate debit entries for the Payment Amount (including, but not limited to, any late fees, rate changes, escrow modifications, etc.). I acknowledge that KS StateBank Government Finance Department may reinstate returned entries up to two additional times, to the account indicated below at the financial institution named below and to debit the same to such account for:

Agreement Number 3357574	Payment Amount 1 @ \$210,562.00; 2-3 @ \$96,266.95	Frequency of Payments Annual
Beginning Month _____ Year _____	Day of Month Debits will be made according to Exhibit B of the Contract	

I acknowledge that the origination of ACH transactions to this account must comply with the provisions of U.S. law.

Financial Institution Name		Branch	
Address	City	State	Zip
Routing Number		Account Number	

Type of Account Checking Savings

If the account does not have sufficient funds, KS StateBank Government Finance Department may attempt, but shall have no obligation to continue to attempt to deduct the payment from the account. If the account has insufficient funds when KS StateBank Government Finance Department attempts to deduct a payment, KS StateBank Government Finance Department may terminate the automatic deduction of payments upon notice to borrower and me. Until such time as payment is made, borrower shall be responsible to make such payments, and all other payments that may be due to KS StateBank Government Finance Department regarding the above-referenced loan.

This authority is to remain in full force and effect until KS StateBank has received written notification from any authorized signer of the account of its termination in such time and manner as to afford KS StateBank a reasonable opportunity to act on it.

Renter Name on Agreement Grayslake Community Consolidated School District No. 46	
Signature	Printed Name and Title
Tax ID Number 36-6004852	Date

PLEASE ATTACH COPY OF A VOIDED CHECK TO THIS FORM!

USA Patriot Act

USA Patriot Act requires identity verification for all new accounts. This means that we may require information from you to allow us to make a proper identification.



AMERICAN CAPITAL FINANCIAL SERVICES SMALL TICKET APPLICATION

Return completed application with required financial information.

Legal Name of Lessee: Grayslake Community Consolidated School District No. 46		Fed. Tax ID #: 36-6004852	
Address: 450 N. Barron Blvd.			
City: Grayslake	County:	State: IL	Zip: 60030
Contact Person: Mary Werling		Title: Interim Business Manager	
Phone: (847) 543 - 5323		Fax: () -	
Email Address:			
Alternative Contact Person:		Title:	Phone: () -
Date municipal entity was established:		Does the lessee self-insure for property & liability insurance? No	
Total Cost of Equipment/Project: \$419,750.00		Term (years): 3	
*Down Payment: \$		Source of Down Payment (fund name):	
Trade In: \$	Payment Amount: \$	Delivery Date:	
Other: \$	Payment Due:	<input checked="" type="checkbox"/> Advance	<input type="checkbox"/> Arrears
Amount to Finance: \$	Payments:	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
		<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Annual
*Lessee's down payment should be made before or at delivery. Proof of down payment is required prior to payment of any lease proceeds, unless otherwise negotiated.			
Has the lessee paid the vendor for any portion of the equipment being financed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain.			
What fund will the remaining lease payments be made from? <input checked="" type="checkbox"/> General <input type="checkbox"/> Special (specify)			
Equipment Description: (1,150) Lenovo 500e G2 Chromebooks			
New Equipment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If no, list age of equipment or date manufactured:	
Refurbished:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Year:	
Replacement:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Age of current equipment: 4+ years	Year purchased:
If not a replacement, why is the equipment needed? Advancement of Technology in School			
Buyout Included:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount of buyout included: \$	
Soft Costs Included:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount of soft costs included (shipping, software, and sales tax): \$	
Physical location of equipment after delivery: Throughout the District			
Describe the essential use of the equipment: Technology			
Has the lessee ever defaulted or non-appropriated on a lease, bond, or legal obligation?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will the lessee issue more than \$10,000,000 in tax-exempt debt in this calendar year?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the project a building?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No If yes, who owns the land?
What is the physical address of the new building/project?			

Financial information required (for all funds):

Combined Total Funds of Lessee	Current Year	Prior Year
Total Revenue:	\$	
Total Expenditures:	\$	
Net Income:	\$	
Total Fund Balance:	\$	
If the lessee's expenditures exceeded revenues for any one of the last three years, explain why and what measures were taken to correct the shortfall:		

Completed By (signature):	Printed Name and Title:	Date:
---------------------------	-------------------------	-------

- **Additional financial information may be requested if deemed necessary during credit review.** A lost deal fee will be charged to the lessee if the transaction fails to fund once the transaction has been credit approved and lease documents delivered to the lessee. This fee will not be charged if the transaction is funded by American Capital Financial Services. **By signing this application lessee representative agrees to the following statement: "Everything stated in this application is correct to the best of my knowledge. I understand lessor will retain this application whether or not it is approved. Lessor is authorized to verify any information on this application with an appropriate third party as necessary to complete the credit review process."**

INVOICE

DATE SENT: 06-30-2020

BILL TO:

GRAYSLAKE COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 46
ATTN: ACCOUNTS PAYABLE
565 FREDERICK ROAD
GRAYSLAKE, ILLINOIS 60030

REMIT TO:

KS STATEBANK
GOVERNMENT FINANCE DEPARTMENT
PO BOX 69
MANHATTAN, KS 66505-0069
FOR INQUIRIES: (630) 512-0066

ACCOUNT NUMBER	PAYMENT DATE	PAYMENT DUE DATE	TOTAL AMOUNT DUE
3357574	At Closing	At Closing	\$210,562.00

DESCRIPTION	AMOUNT
RENTAL AGREEMENT DATED AS OF AUGUST 1, 2020	PAYMENT AMOUNT: \$210,562.00
ONE THOUSAND ONE HUNDRED FIFTY (1,150) LENOVO CHROMEBOOKS	
<i>Additional interest will be assessed on any payment received after the due date.</i>	
	\$210,562.00
	TOTAL DUE

RESOLUTION REGARDING SCHOOL RE-OPENING FOR THE 2020-2021 SCHOOL YEAR

WHEREAS, the Board of Education of Community Consolidated School District No. 46, Lake County, Illinois (the "School District"), adopts this Resolution for the purpose of planning for the 2020-2021 school year; and

WHEREAS, the COVID-19 global pandemic has impacted all aspects of life in the State of Illinois; and

WHEREAS, nowhere has the impact of the COVID-19 global pandemic been felt as significantly as in the delivery of educational services, programs, and activities to children attending public schools in the State, including the schools of the School District; and

WHEREAS, by Executive Order 2020-05, issued on March 13, 2020, the Governor of the State of Illinois mandated the closure of all schools in the State to in-person learning, requiring schools and students to transition to remote learning programs; and

WHEREAS, the continuation of remote learning was mandated for the remainder of the 2019-2020 school year by subsequent Executive Orders issued by the Governor due to continuing health and safety concerns presented by the COVID-19 pandemic in Illinois; and

WHEREAS, the Governor has authorized a phased re-opening of the State, also known as the "Restore Illinois Plan," which includes the re-opening of schools to in-person learning; and

WHEREAS, at this time, the Illinois State Board of Education highly encourages public schools to make plans for the return to in-person learning at the commencement of the 2020-2021 school year; and

WHEREAS, the Illinois State Board of Education issued guidance on June 23, 2020, with respect planning efforts by school districts for the return to in-person learning, but also for planning for the resumption of remote learning, blended remote learning, or e-learning if conditions warrant; and

WHEREAS, the Board of Education of the School District desires to authorize the Superintendent to prepare, amend, and implement plans for the return to in-person learning, remote learning, blended remote learning, and/or e-learning; and

WHEREAS, because the challenges presented by the ongoing COVID-19 pandemic are uncertain, unpredictable, and ever changing, the Board of Education desires to provide the Superintendent with reasonable direction regarding the re-opening of schools for the 2020-2021 school year, but also maximum flexibility in doing so.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education as follows:

1. **Incorporation of Recitals.** The foregoing recitals are set forth as though fully set forth herein.
2. **Authorization to Develop and Implement Plans.** The Superintendent is authorized to develop plans and procedures for in-person learning, remote learning, blended remote learning, and/or e-learning for the 2020-2021 school year.

- a. **Provision of Information to Board.** The Superintendent will periodically inform the Board of Education regarding the development, amendment, and implementation of such plans and procedures.
- b. **Considerations for Planning.** In developing the plans and procedures, the Superintendent should consider the following:
- Health and safety of students, School District staff, and the community;
 - Educational and social/emotional needs of students;
 - Transportation of students to and from school and school-related events;
 - Provision of educational programs and services to students, including special education students, English language learners, low income students, and other special student populations;
 - Staffing levels and assignments, whether for in-person or remote/e-learning;
 - Extracurricular, co-curricular, and interscholastic athletics, including performances, practices, and competitions;
 - Provision of meals to students;
 - Technology needs of students and staff for in-person and remote/e-learning;
 - Social distancing needs, including room capacity limits, and activity/event capacity limits;
 - Student and staff ingress and egress and movement throughout the school buildings;
 - Use of Personal Protective Equipment (PPE), including masks and face shields;
 - Screening of staff, students, and visitors for fever and coronavirus symptoms;
 - Personal hygiene needs (hand sanitizer, wipes, hand washing, etc.);
 - Sanitation and disinfection of school facilities, vehicles, materials, and equipment;
 - Back-to-school events, "Meet the Teacher" events, parent-teacher conferences, student assemblies, awards recognition, graduation ceremonies, etc.;
 - Staff in-service and training;
 - Other considerations deemed relevant by the Superintendent.
- c. **Consideration of Guidance.** In developing plans for return to school, the Superintendent may consider the guidance developed by the Illinois State Board of Education, the U.S. Department of Education, the Center for Disease Control (CDC), the American Academy of Pediatrics, the Illinois High Schools Association (IHSA), Illinois Elementary School Association (IESA), and other guidance within the Superintendent's discretion.
- d. **Consideration of Information; Assistance.** In developing the plans and procedures, the Superintendents may seek information, input, and assistance of such persons and constituencies as the Superintendent deems necessary, and in such form or format as determined in the discretion of the Superintendent.
- e. **Return to Remote Learning/E-Learning.** In the event that the School District offers in-person learning programs, the Superintendent is authorized to implement remote/e-learning programs for all students, groups of students, or individual students at any time the Superintendent deems necessary in order to respond to health and safety needs of students,

staff, and the School District. The Superintendent will notify the Board President whenever a decision is made to move all students or identified groups of students to remote/e-learning.

3. **Extracurricular, Co-Curricular, Interscholastic Activities and Athletics.** The Superintendent is authorized to determine which extracurricular activities, co-curricular activities, and interscholastic sports and activities will be offered to students. The Superintendent is further authorized to determine the terms and conditions governing participation in such activities, as well as to determine whether to discontinue any particular activity once commenced. The Superintendent will report to the Board President the decision to discontinue an activity.

4. **Resolution Precedence; Suspension of Board Policy; Limitation on Authority.** To the extent the authority granted by this Resolution conflicts with other Board of Education resolutions or Board of Education Policies, this Resolution shall govern. Additionally, the Superintendent may, upon notice to the Board of Education, suspend any conflicting Board policies to the extent necessary to the development and implementation of the in-person, remote learning, blended remote learning, or e-learning plans. After receipt of such notice, the Board of Education may take action to restore any Board Policy suspended by the Superintendent. However, this Resolution shall not authorize to take any action specifically reserved to the Board of Education by state or federal statute, regulation, or decisional law.

5. **Expiration of Authority.** The authority granted by this Resolution shall expire on at the completion of the last day of summer school/extended school year in 2021, unless earlier modified or terminated by the Board of Education.

Approved this ___ day of _____, 2020, upon a roll call vote at follows:

Ayes: _____

Nays: _____

Absent: _____

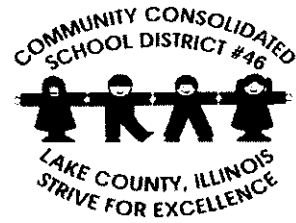
BOARD OF EDUCATION,
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 46,
LAKE COUNTY

By: _____
President

ATTEST: _____
Secretary

Unfinished Business

Community Consolidated School District 46



565 Frederick Road • Grayslake • Illinois • 60030 (847) 223-3650 FAX (847) 223-3695

To: Board of Education, Dr. Lynn Glickman
From: Mary Werling, Interim CSBO
Date: July 15, 2020
Memo: Cash Flow Projection Update

Background

As has been discussed at recent Board of Education meetings the COVID19 pandemic has triggered uncertainty about the timing of receipt of funds as well as the sustainability of funding for education from local, State and Federal sources. CCSD46 continues to pay staff salaries and benefits, bond payments, and vendors. The administration continues to monitor the District's cash position as new information regarding the revenue sources is made available.

Administrative Considerations

Property Tax Receipts -

As has been previously shared, in May the Lake County Board approved an ordinance creating four payment dates rather than the usual two installments. This ordinance applies to the 2019 levy collection only and will slow the traditional distribution cycle of property tax receipts. To date, the District has received four property tax distributions totaling \$17.7 million. These collections represent 95% of the first installment.

State Funding -

It has been communicated that the General Assembly approved a budget for next fiscal year with appropriations for Education equal to the current year appropriations. The budget provides sufficient appropriations for the Base Funding Minimum and school districts in Illinois will receive flat funding equal to the program year 2020 allocation. However, State budget does not provide for any new money for tier funding. In addition, the proposed budget also specifies flat funding levels for Early Childhood and mandated categorical payments. As for the current fiscal year, the administration is assuming one of four mandated categorical quarterly payments for transportation and private facility funding will not be received from the State this fiscal year. The CARE act stimulus money of \$240k will be received in fiscal year 2020-2021.

Next Steps -

The business office continues to monitor guidance and information from Lake County, the State of Illinois and the Federal government regarding possible changes in revenue streams for the school district for the current fiscal year and next fiscal year. The cash flow projection has been updated based on the most recent assumptions for property tax collection rates and distribution dates, and for the current assumption regarding State mandated categorical payments.

Cash Flow Projection
As of July 15, 2020

Cash Balance	Estimated Balance
June 30, 2020	\$17.0 million
August 31, 2020	\$13.1 million

BOARD RECOMMENDATION

Discussion only.

JULY 15TH, 2020

**RESOLUTION BY THE BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED
SCHOOL DISTRICT #46 URGING THE UNITED STATES CONGRESS TO PROVIDE
ADDITIONAL FEDERAL EDUCATIONAL FUNDING FOR PUBLIC SCHOOLS TO
MITIGATE THE ADVERSE FINANCIAL EFFECTS OF THE COVID-19 PANDEMIC ON
PUBLIC SCHOOLS**

WHEREAS, the COVID-19 pandemic is a monumental and unprecedented challenge, emerging quickly and demanding an immediate overhaul of the instructional plans and strategies of school systems across the country; and

WHEREAS, the nation's public schools remain committed to delivering high-quality instruction while ensuring the health and safety of our students and staff; and

WHEREAS, this challenge will persist and likely grow as COVID-19 affects our economy and destabilizes funding for public schools; and

WHEREAS, reputable economists have predicted the end of the nation's economic expansion and forecast a recession that may be deep and long-lasting; and

WHEREAS, any nationwide recession will severely affect the entire public education system including their most economically disadvantaged residents, and Black and Latinx communities that are disproportionately impacted by the pandemic and its economic repercussions; and

WHEREAS, the numbers of unemployment claims in the nation's big cities are already the highest we have seen since the Great Depression and may only grow; and

WHEREAS, public-school systems across the country are already incurring substantial unexpected costs to provide meal services and purchase and deploy digital instructional devices; and

WHEREAS, public-school systems are facing difficult decisions about how to allocate dwindling financial resources to sustain high-quality instruction and other essential services for students and families over the next several years; and

WHEREAS, these decisions will be happening at the same time that public school systems will be working to address the immense instructional challenge of unfinished learning that many students will face coming out of this school year; and

WHEREAS, the American Recovery and Reinvestment Act (ARRA) of 2009 provided \$100 billion in education funding with investments in both the education stabilization fund and various federal categorical programs for public schools, such as Title I and the Individuals with Disabilities Act; and

WHEREAS, Congress followed ARRA in 2010 with \$10 billion in additional funding for the Education Jobs Fund to help school districts retain existing employees, recall former employees, and hire new ones; and

WHEREAS, by comparison, the recent Coronavirus Aid, Relief, and Economic Security (CARES) Act provides only \$13 billion for education stabilization funding, which is less than half of one percent of the total \$2.2 trillion relief provided in the CARES Act and is far below the investment that the federal government provided in 2009 and 2010 in ARRA and the Education Jobs fund; and

WHEREAS, on May 15, 2020 the House voted to significantly increase this figure, passing the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act calling for \$3 trillion in additional funding including \$58 billion that would go to K-12 education that would flow through the states to be distributed local districts and \$3 billion for school meal providers and the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program but the Senate has refused to vote on the bill; and

WHEREAS, public education is one of the largest employers of any organization, public or private, in the nation; and

WHEREAS, published economic research has demonstrated a strong connection between a country's GDP growth and its investments in elementary and secondary education; and

WHEREAS, research has repeatedly found a strong causal relationship between levels of schooling and wages that individuals earn over a lifetime; and

WHEREAS, many students and their families experienced trauma prior to the pandemic, and are experiencing further trauma as a result of the pandemic and associated economic crises, which will require additional trauma-informed and healing-centered supports in the coming months and years for the development of the whole child; and

WHEREAS, for public schools to thrive and for our students to realize a bright and productive future, the federal government needs to make a substantial new investment in our wellbeing; and

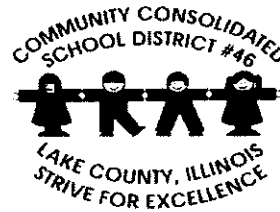
WHEREAS, the Council of the Great City Schools, the National Education Association, the American Federation of Teachers, the National School Boards Association, the American Association of School Administrators, and the National Parent Teachers Association, and others have called for some \$200 billion in relief for the nation's PK-12 public schools; and

WHEREAS, this level of funding is the minimum needed by the nation's public schools to care for our school communities and keep students healthy, safe, and engaged in order to sustain and accelerate their academic achievement trends over the past decade, including gains in reading and math achievement that outpace the national average, and close opportunity gaps for historically underserved students.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Community Consolidated School District #46 thanks our House of Representative Members for passing the HEROES Act and join our Senators in asking the Senate for a vote on the HEROES Act, and urge the President to sign it, and further, encourage them to continue to advocate for and approve additional federal education funding distributed to our nation's public schools at the local level through the Title I formula.

New Business

Community Consolidated School District 46



565 Frederick Road • Grayslake • Illinois • 60030 (847) 223-3650 FAX (847) 223-3695

To: Board of Education, Dr. Lynn Glickman
From: Mary Werling, Interim CSBO
Date: July 15, 2020
Memo: RJB Custodial Services Contract Extension

Background

The District entered into a three-year contract with RJB Properties, Inc. for custodial services in 2015. The initial contract term began October 1, 2015 and extended through September 30, 2018. Per the terms of the original request for proposal the Board of Education had the option to extend the contract for two years and upon completion of the two year period the contract may be extended on a yearly basis with Board of Education approval. The two-year contract extension was authorized by the Board in 2018. The Board now has the option to extend the contract for one year with RJB for custodial services.

Administrative Considerations

RJB currently provides fifteen night custodians and one night supervisor to CCSD46. Per the request of the District RJB has submitted a proposal for custodial services for a one year contract extension. The proposal represents a 4% increase in service charges due primarily to the required minimum wage rate increases on July 1, 2020 and January 1, 2021.

Monthly Janitorial Services -	\$33,246.95
Annual cost -	\$398,963.43

Additional services may be secured by the District at a custodial rate of \$18.50 and supervisor rate of \$27.00.

The District has been extremely satisfied with the quality of RJB's work. It is recommended that the Board of Education authorize a one-year extension of the contract with RJB for custodial services per the proposal submitted by RJB.

BOARD RECOMMENDATION

For Discussion Only



July 8, 2020

Mary Werling
Interim CSBO
Grays Lake School Dist. 46

Subject: One-year annual contract extension October 1, 2020 to September 30, 2021

Dear Mary,

We are submitting our cost increase for a one-year contract extension at an amount of:

Monthly Janitorial Services \$30,956.33
Monthly Health - 6 employees \$2290.62
Total Cost Monthly - \$33,246.95
Total Annual Contract Amount - \$398,963.43

See Questions answered in addendum:

Respectfully,
RJB Properties Inc.
Michael Johnson
Director of Operations
708-825-5828

A handwritten signature in black ink, appearing to read "Michael Johnson", with a long horizontal flourish extending to the right.

CC: Angela Shumpert
Vice President
RJB Properties Inc.



ADDENDUM 1 - RJB Contract Increase Proposal Oct. 2020 to Sept. 2021

Questions Answered:

1. Term- the original RFP specified a three-year term beginning August 1, 2015 and concluding July 31, 2018. The two-year extension should have been Aug 1, 2018 through July 31, 2020. Your proposal specifies the term Oct 1, 2020 through Sept 30, 2021. There seems to be a gap between Aug 1, 2020 through Sept 30, 2020. What am I missing?

(The bid went out in 2015 for Sept. 1st 2015 start and we were not the low bid and as a result lost to SCC Cleaning Co. they were poorly performing and D46 asked RJB return as of Oct 1, 2015. That is how we ended up on the Sept. to Oct. dates. We returned Oct. 1st 2015.)

2. Number of night custodians assigned to our account. The original RFP specified 15 night custodians. Please add the details indicating the number of staff assigned to each building. Are we still at 15?

(We are still at and will retain the 15 custodian count in D46 with one night supervisor. Assignments are as follows: 3 custodians Park, 2 at Frederick, 2 at Middle School, 2 at Prairie View, 2 at Meadowview, 1 at Avon and 1 at Woodview. We also have to floor/project guys who handle projects and floor cleaning and fill in for vacancies in case of a call-in.)

3. Rate- current rate is \$31,048.69 per month. The one year extension proposal specifies \$33,246.95 per month and represents a 7% increase. Please explain the 7% increase. The July 1, 2020 Minimum wage rate is \$10.00 and Jan 1, 2021 is \$11.00 and these increases may not account for the full 7% increase.

(The increase is not actually 7%. Our actual current rate monthly is \$29,762.89 plus 3 employee health cares at \$1285.80 for a total of \$31,048.69. (Which the district agreed we could bill for employees electing health care when we agreed to come back.) Now we are proposing a new Monthly rate of \$30,956.33 plus 6 employee health cares at \$2290.62 for a new Total billable monthly rate of \$33,246.95. This rate does account for wage increases for 2020 and 2021 and cost increases to supplies and materials as cost increases due to Covid19. I have attached documentation regarding the dist. allowing us to bill for healthcare.)

4. Option to add additional services and at what rate. Due to COVID the District may encounter a need to add additional services for deep cleaning, etc. Please quote a rate to add additional services on an as needed basis.

(Additional services rates are as follows: Custodian rate of \$18.50 per hour and Supervisor rate \$27.00 per hour.)

Community Consolidated
School District 46
Lake County, Illinois

The mission of School District 46 is to pursue excellence to shape the future.

565 Frederick Road • Grayslake • IL • 60030 • Tel: 847.223.3650 • Fax: 847.223.3695

To: Board of Education
From: Chris Bobek
Date: March 7, 2018
Memo: RJB Property Cleaning Service Extension

Board of Education:

The RJB Properties cleaning service contract comes due at the end of this school year. The District requested a quote from RJB for a 2-year extension and received the following figures:

Extension Year 1 – An increase of 2% over the prior year plus an additional \$1,285 per month for health insurance costs for three employees.

Extension Year 2 – An increase of 2% over the base cleaning proposal for Extension Year 1 plus an additional \$1,285 per month for health insurance costs for three employees.

Health insurance increases were anticipated after the results of the 2015 bid. RJB lost the bid as well as several employees when CCSD 46 initially decided to change providers. When the District requested that RJB come back, new employees were hired at a higher cost to RJB. The District and RJB were engaged in discussions in 2015 regarding this matter, but were unable to come to an agreement pertaining to any financial remedies. RJB made it clear that contract extension pricing would include additional health insurance fees.

Despite the increased cost, it is the recommendation of the District to sign a 2-year extension with RJB. The District has been extremely satisfied with the quality of RJB's work and would like to continue the relationship into the future.

Thank you,

Chris Bobek

Assistant Superintendent of Finance & Business Operations, CSBO
Community Consolidated School District 46
565 Frederick Rd.
Grayslake, IL 60030
(847) 543-5323



February 1, 2018

Keith Grinnell
Operations & Maintenance Coordinator
Community Consolidated School District 46
565 Frederick Road
Grayslake, Illinois 60030

Subject: Monthly Service Revenue Increase October 1, 2019 to September 30, 2020.

Dear Keith:

We are submitting our cost increase for renewal option year (5) at an amount of 2%.

Monthly Janitorial Services	\$29,762.89
Monthly Healthcare – 3 employees	\$1,285.80
Annual Contract Amount	\$372,584.35

Respectfully,

Mark A Bonk
Director of Operations

CC: Angela M Shumpert
Chris Bobek



CONTRACT FOR JANITORIAL SERVICES

OWNER: Community Consolidated School District #46

TERM: 9/1/12 – 8/31/13
\$28,656.62.00 – monthly

9/1/13 – 8/31/14
\$29,516.32 - monthly

9/1/14 – 8/31/15
\$30,401.81 - monthly

MANAGER: Anna S. Kasprzyk
Community Consolidated School District #46
565 Frederick Road
Grayslake, IL. 60030-3909
Phone: 847-543-5323
Fax: 847-223-3695

CONTRACTOR: RJB Properties, Inc.
11415 West 183rd Place, Suite B
Orland Park, IL 60467
Phone: 708/479-4422
Fax: 708/479-7722

PROJECT: JANITORIAL SERVICES - @ THE FOLLOWING LOCATIONS:
Avon Center Elementary School
1617 North Route 83
Round Lake Beach, IL. 60073

11415 W. 183rd Place, Suite B
708/479-4422 office

708/479-7722 fax

Orland Park, IL. 60467
www.rjb-properties.com



EDUCATION • RESEARCH • DEVELOPMENT

Sarah Hartwick
Executive Director

"The voice of suburban schools"

2601 Dempster Street
Park Ridge, IL 60068

June 2, 2020

Dear ED-RED Superintendent:

I write this annual membership dues request during the greatest public health crisis of our time. In recent months the dedication, innovation, creativity, and commitment of school districts to their students and families across the state has proven that our schools really do serve as the backbone of our communities.

On behalf of the ED-RED Executive Board, I once again thank you for your commitment to our organization. The fundamental goal of ED-RED is to advocate on behalf of suburban schools and that advocacy work is enhanced by the information and feedback provided by our member districts. This past year, we utilized new tools to help us engage with membership and inform our advocacy efforts around the topics of property tax reform, mandate relief, school construction, and the impact of the coronavirus. Each of those topics gained legislative attention because of **ED-RED's reputation of being a solution-oriented advocacy organization** and, because of that, we have continued to create real opportunities for positive change.

ED-RED is preparing to enter next year with the momentum gained from our successes this past year. We anticipate that the next couple of years are going to be particularly difficult for school districts across the state. While all districts will be impacted by this crisis, ED-RED is committed to working on those issues that significantly impact suburban public schools. We know that with economic crisis comes additional pressures and dependence on public schools. While our local communities have come to expect excellence from suburban public schools, the financial limitations expected at the federal, state and local levels in future years will challenge every aspect of education as we know it today.


However, with this challenge comes opportunity for change and ED-RED is preparing for those opportunities. The next couple of months will be spent on learning what ED-RED members need from the State in order to continue providing exceptional educational opportunities to students and to ensure that they have the resources to do so. While we don't anticipate that we are going to meet in person anytime soon, we are elevating our own community in unique ways to create a supportive culture to navigate these challenging times and find solutions. As it becomes more clear what future state budgets and legislative proposals will look like, we will be prepared and ready to work for the interests of our members.

Your membership and participation are important now more than ever. In recognition of the fiscal challenges our districts will be facing, our ED-RED Executive Board has decided to keep membership dues flat for the fourth year in a row. We will continue to look for additional opportunities to support our work at no additional cost from our members. It is important that throughout this time, we continue to be here for our members in each and every way.

Finally, I have included a summary of our highlights below. We look forward to your continued support and commitment. If you or your school board have any questions or need additional information, please do not hesitate to reach out. Additionally, if you know of another school district in Lake or Cook county that may benefit from membership in ED-RED, please feel free to pass along my contact information, as I am happy to reach out.

Thank you, as always, for everything that you do for suburban public schools and students. Please contact us at 847/692-8048 if you would like to arrange a meeting with you, your staff or school board members or if you have any questions or concerns that you would like to discuss. We look forward to working with you during the 2020-21 school year, and the remainder of the 101st General Assembly.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Hartwick", with a long horizontal flourish extending to the right.

Sarah Hartwick

ED-RED Executive Director

ED-RED 2019-2020 Highlights

ED-RED kicked off the year with high hopes of what was to come. The Annual Kick-Off Luncheon last October featured State Superintendent Dr. Carmen Ayala, who was new to the role after Governor Pritzker was sworn into office in January 2019. The Luncheon coincided with the subject matter hearings of the seven subcommittees of the Property Tax Relief Task Force, five of which ED-RED was specifically asked to speak before. It is clear that ED-RED's role in the Property Tax Relief Task Force caused the members of the task force to pause before making politically-motivated decisions to restrict or limit the role property taxes play in funding suburban public schools.

The 49th Annual Legislative Dinner featuring former-Senate President John Cullerton provided our school board members, school administrators, and ED-RED local legislators with the opportunity to hear the Springfield perspective on the biggest reforms to education policy in Illinois over the last four decades. Attendance at the dinner was one of the highest in recent years and we used the excitement and camaraderie of the dinner to help launch us into what was going to be an interesting session (even prior to COVID-19).

Our monthly membership meetings throughout the year featured many ED-RED local elected officials who spoke to the importance of advocacy, the property tax relief task force conversations, and an update on the work of the Cook County Assessor's Office, all pre-COVID. The March and April virtual member meetings had the highest attendance yet and included attorney panels and legislators to speak to the important issues and questions related to the mandated-closure period. The June virtual member meeting will feature Senate President Don Harmon who finished his first session as Senate President by overcoming some significant challenges in this unprecedented time.

Once again, ED-RED managed three ad-hoc committees last fall (and into this year) to develop guiding principles based on anticipated priorities of the upcoming legislative session. The finance ad-hoc committee served as our sounding board as we navigated the discussions of the property relief task force and the Governor's Office. The practitioner-legislative action team (PLAT) was positioned to manage unexpected legislative items typically filed during the month of May. Last, but definitely not least, was our mandates ad hoc committee. The members of this committee worked hard throughout the fall and in the early months of session to strategize a different way to approach the legislative mandate-relief conversation. This work was well-received by ED-RED legislators and even served as a foundation for a legislative solution which would address the burden that the numerous professional development mandates place on our districts. Unfortunately, when COVID suspended session for the year, progress on this issue stalled. However, before that happened we were even able to engage representatives of the teacher unions who are also working with their members to find potential relief and solutions around this issue. We are optimistic that this collaborative effort will continue next year.

As one of our members, your district amplifies the voice of a strong coalition of over eighty school districts, special education cooperatives, and Intermediate Service Centers in suburban Cook and Lake counties. Last year, ED-RED created a new communications arm of the organization to

elevate the way in which we engage with our members. ED-RED's Manager of Internal/External Affairs, Arabed Hernandez, led our work to create a more robust and meaningful presence through our social media platforms including Twitter, YouTube and Facebook (be sure you "like" us on Facebook)!

As always, we are happy to meet with your administrative team or school board members to discuss our advocacy work, our organizational structure, and the benefits of ED-RED membership.

Enclosed: ED-RED Vision, Mission, and Goals
 Copy of the Membership Dues Invoice
 ED-RED Dues Structure
 District Contact Information Form

Mission Statement

A united voice advocating for the diverse needs of suburban public schools.

Belief Statements

We Believe:

In a comprehensive education system that supports life-long learning.

1. It is the responsibility of public education to support all aspects of student learning.
2. A local school district must have the ability to make educational and fiscal decisions appropriate for its school community.
3. The State must provide adequate financial support for all public schools and that:
 - Funding for public schools must be stable, reliable, and predictable;
 - The state must fully fund the additional costs for programs that support special education and at-risk students; and
 - All state mandates should be fully funded.

Vision and Strategic Goals

1. To inform and communicate proactively with member districts on the legislative process and pending legislation;
2. To research, prioritize, develop and initiate legislation advantageous to member districts and to advocate for or against pending legislation affecting member districts;
3. To develop and nurture collaborative relationships with state agencies, advocacy groups, and other organizations to accomplish mutual objectives.

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2601 Dempster Street

Park Ridge, Illinois 60068

Office: 847/692-8048 Fax: 847/692-8055

[www.edred.org](http://www.edred.org)



# ED-RED

EDUCATION • RESEARCH • DEVELOPMENT

## INVOICE

"The Voice of Suburban Schools"

**ED-RED 2601 Dempster Street, Park Ridge, IL 60068** P: 847-692-8048 F: 847-692-8055

Sarah Hartwick, Executive Director [www.edred.org](http://www.edred.org) @EdRedNews

|                                                                                                  |
|--------------------------------------------------------------------------------------------------|
| <b>TO:</b>                                                                                       |
| Lynn Glickman<br>Superintendent<br>Grayslake - 46-L<br>565 Frederick Road<br>Grayslake, IL 60030 |

|              |
|--------------|
| <b>DATE:</b> |
| June 2, 2020 |

|                        |
|------------------------|
| <b>INVOICE NUMBER:</b> |
| 46-L                   |

| DESCRIPTION                                                                                              | AMOUNT        |
|----------------------------------------------------------------------------------------------------------|---------------|
| Membership fee for FY 2020-2021                                                                          | \$3500        |
| <b>TOTAL DUE</b> <i>Please make your check payable to ED-RED. Unable to accept credit card payments.</i> | <b>\$3500</b> |

Please note our new office address.

We look forward to working with you throughout the 2020-2021 school year to secure additional legislative victories for our suburban schools.

For more than 49 years, ED-RED has represented *"the voice of suburban schools"* in Springfield. Our mission is to advocate for the diverse needs of our member districts and to be a premier education policy resource for both Illinois legislators and suburban public schools. As a member of ED-RED your district amplifies our voice as a strong coalition of over eighty school districts, special education cooperatives, and Intermediate Service Centers in suburban Cook and Lake Counties.

Membership with ED-RED includes:

- Advocacy with local and State legislators, State policy leaders, and agency personnel on critical school issues such as, K-12 funding, education funding reform, pension reform, property taxes, and other key issues of concern;
- Legislative updates via the monthly From the Floor to Your Door (FTFTYD) Newsletters,
- Action Alerts on ED-RED Hot Topics;
- Invitation to our Fall Kick Off Luncheon;
- Invitation to our Annual Legislative Dinner (January);
- Invitation to our monthly Member Meetings;
- Access to ED-RED staff for research and presentations at member district school board meetings; and
- Access to ED-REDs Members Only Website publications and features.

### ED-REDs 2020-2021 Dues Structure

| Type of District               | Dues Rate |
|--------------------------------|-----------|
| Elementary Districts:          |           |
| Under 1,000 students           | \$1,500   |
| 1,001-1,999 students           | \$2,250   |
| 2,000 or more students         | \$3,500   |
| High School/Unit Districts     | \$5,000   |
| Special Education Cooperatives | \$3,000   |
| Intermediate Service Centers   | \$3,000   |

**Questions:** Contact – Sarah Hartwick, ED-RED’s Executive Director at 847/692-8048 or [shartwick@ed-red.org](mailto:shartwick@ed-red.org).



**ED-RED Member District Contact Information**

District: \_\_\_\_\_

**Superintendent:**

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

Email: \_\_\_\_\_

Office Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**Assistant to Superintendent:**

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

Email: \_\_\_\_\_

Office Number: \_\_\_\_\_

**Business Official:**

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

Email: \_\_\_\_\_

Office Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**Director of Communications:**

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

Email: \_\_\_\_\_

Office Number: \_\_\_\_\_

**School Board President:**

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

Email: \_\_\_\_\_

Office Number: \_\_\_\_\_

**School Board Members**

Names: \_\_\_\_\_

\_\_\_\_\_

Emails: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Closed Session