



## WEST NORTHFIELD SCHOOL DISTRICT 31

3131 Techny Road, Northbrook, Illinois 60062-5899

847-272-6880

Fax 847-272-4818

www.district31.net

### AGENDA FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION

**January 21, 2021 - 7:00pm**

Per SB2135 the District 31 Board Meeting will be held electronically and in-person in the Field School Learning Center, 3131 Techny, Northbrook, IL

[Link for Public Viewing of the Board of Education Meeting Via Zoom](#)

[Public Comment Link](#) - Link closed at 6:30 pm on January 21, 2021.

#### **7:00 PM**

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. ADDITIONS OR CHANGES TO THE AGENDA
- IV. RECOGNITION OF AUDIENCE
  - A. Visitors Requesting to Address the Board - no requests
- V. PRESENTATION
  - A. [EL Study Results](#) - Mrs. Veronica Gott-EL Coordinator, Magge Essig-IRC
  - B. [Student Services and Early Childhood Programming for 2021-2022 - Dr. Erin K. Murphy-Superintendent, Dr. Janine Gruhn-Assistant Superintendent for Student Services](#)
- VI. CONSENT AGENDA
  - A. [Approve the Open Session Minutes of the December 17, 2020 Regular Meeting of the Board of Education](#)
  - B. [Approve the Closed Session Minutes of the December 17, 2020 Closed Meeting of the Board of Education](#)
  - C. [Approve Minutes of the Supplemental Levy](#)
  - D. [Approve Warrants for the second half of the Month of December in the Amount of \\$470,367.94](#)
  - E. [Approve Warrants for the first half of the Month of January in the Amount of \\$65,871.05](#)

- F. [Approve Payroll for the first half of the Month of January in the Amount of \\$443,238.79](#)
- G. [Approve Personnel Report](#)
- H. Accept Donations - None
- I. Approve Policies - None

VII. ACTION ITEMS

- A. [Approve NorthShore Transit, Inc. Transportation Amendment](#)
- B. [Approve Fees for the 2021-2022 school year](#)

VIII. INFORMATION AND DISCUSSION ITEMS

A. Administrative Reports

- 1. [Return to School Update - metrics/dashboard information - Dr. Erin K. Murphy](#)
- 2. [Assumptions to Consider for Planning for the 2021-2022 School Year](#) - Dr. Erin K. Murphy, Superintendent and Administrative team

B. Cathy Lauria, Assistant Superintendent of Finance and Operations/CSBO

- 1. [Financial Reports - December 2020](#)
  - a) [Mid-Year Budget Report](#)
- 2. [P-Card - December 2020](#)

C. Board Reports - verbal

- 1. Melissa Choo Valentinas – Northfield Township Board Presidents
- 2. Daphne Frank – Glenview Plan Commission
- 3. Laura Greenberg – ED RED
- 4. Nancy Hammer – Education Foundation/Parent Teacher Organization
- 5. Bob Resis - Northbrook Economic Development Committee
- 6. Jeffrey Steres – Stakeholder Financial Advisory Committee, NSSD
- 7. Maria Vasilopoulos - Illinois Association of School Boards

D. [Student Enrollment](#)

E. Freedom of Information Act Requests

- 1. [Kaza Rahn - Elected Board Information](#)
- 2. [Ken Deloian - SmartProcure Vendor Information](#)

F. Discussion Items

- 1. [Policies](#) -

- a) [Student Activities and Fiduciary Funds](#)
  - b) [Accounting and Audits](#)
  - c) [Student Fundraising Activities](#)
  - d) [Student Testing and Assessment Program](#)
  - e) [Extracurricular Activities](#)
  - f) [Health, Eye and Dental Examinations; Immunizations, and Exclusion of Students](#)
  - g) [Substitute Teachers](#)
2. [Facilities Rental Information](#)

G. CLOSED SESSION TO CONSIDER PENDING LITIGATION, COLLECTIVE BARGAINING, THE APPOINTMENT, EMPLOYMENT, COMPENSATION, OR PERFORMANCE OF SPECIFIC EMPLOYEES, AND SCHOOL SAFETY MATTERS.

H. ACTION REGARDING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, OR PERFORMANCE OF SPECIFIC EMPLOYEES.

I. ADJOURN MEETING

Respectfully submitted,

Dr. Erin K. Murphy  
Superintendent of Schools



Illinois Resource Center

A Project of The Center: Resources for Teaching and Learning

2626 South Clearbrook Drive, Arlington Heights, IL 60005-4626

Phone: (224) 366-8555 • Fax: (847) 649-0551 • [www.thecenterweb.org/irc](http://www.thecenterweb.org/irc)

## **West Northfield School District 31**

### **Report of English Learner Program Evaluation**

Prepared by Maggie Essig, EL/Bilingual Education Specialist, Illinois Resource Center

December 8, 2020



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## **Introduction and Purpose of Report**

The purpose of this evaluation and report is to highlight the context of program components, English Learner student demographics, credentials of program teachers, and level of program effectiveness of the EL program in place at West Northfield District 31. Faculty interviews and document review occurred on November 10, 2020 and November 12, 2020.

District administrators and program leaders identified key areas of focus for the evaluation and report. Some of these key areas of focus included classroom instruction, curriculum, and service models. It is important to note that this report is not an audit or compliance check to assess whether or not the program fulfills federal and state requirements. However, when issues of compliance arise during the investigation of the key areas of focus, they will be noted so that the district is aware and can follow up at a later time.

Background information on the EL program at West Northfield School District 31 was obtained through interviews and a review of documents such as the West Northfield School District 3 Multilingual Program Handbook.

## **Identifying English Learners**

The Illinois Administrative Code (23 Ill. Adm. Code 228.15, 228.10, 228.40) and the U.S. Department of Education (2017) provide guidance for the identification of English Learners. The West Northfield School District 31 Multilingual Programs Handbook outlines the district's process for identifying ELs. The process for identifying ELs appears to comply with state and federal requirements. Specifically, the process meets the following requirements:

- All school districts are required to administer a Home Language Survey (HLS) to all new students in the district.
- The HLS is administered to all new students in English and their home language, if that language is available on the ISBE Multilingual website.
- The HLS asks the corrects two questions as defined in the Illinois Administrative Code (23 Ill. Adm. Code 228.15).
- The HLS provides a space for the parent to sign and date.
- The district enrollment forms do not ask about student's or their parent's immigration status.
- Parents or guardians are notified of program enrollment within the timeframes specified in the Illinois Administrative Code (23 Ill. Adm. Code 228.40).
- Notice of program enrollment meets criteria specified in the Illinois Administrative Code (23 Ill. Adm. Code 228.40).

Aside from compliance requirements, it appears that the district aims to make the enrollment process warm and welcoming for families. Interpreters are available for the district's high incidence languages. There



are standard and uniform procedures for administering and interpreting the HLS results and those procedures describe who is responsible for each step of the enrollment process as it relates to English Learners and the HLS.

Interviews with the registrar and office staff indicated that everyone in the process is knowledgeable about their role in the HLS and screening process. Additionally, they all expressed a desire to create a welcoming environment for families that speak languages other than English. One recommendation would be to arrange continuing education opportunities for staff that interact with students and/or families that speak languages other than English, such as office staff, registrar, or school nurse, to build skills that will help them understand and communicate with that population of families. This could include learning about cultures represented in the district, how to make communication comprehensible, or learning key phrases in high incidence languages.

### **Providing English Learners with Language Development Programs**

EL services and programs must be educationally sound in theory and effective in practice. They must be designed to enable ELs to attain both English proficiency and parity of participation in the standard instructional program within a reasonable length of time. A school district must offer EL services and programs, until ELs are proficient in English and can participate meaningfully in educational programs without EL support. Additionally, LEAs must provide appropriate special education services to ELs with disabilities who are found to be eligible for special education and related services. (U.S. Department of Education, 2017).

The following points were found to be strengths in West Northfield School District 31's programming for EL students:

1. Students who qualify for EL services are entered into the program and remain in the program until they meet Illinois exit criteria.
2. The district follows the Illinois guidelines for placement in full-time or part-time TBE, and documents part-time placements with a Part-Time TBE Rationale.
3. The district provides appropriate instructional materials consistent with program design and student needs. Nearly all teachers interviewed indicated that they had the instructional materials they needed to teach their EL students, and that the district is very accommodating when it comes to purchasing needed materials.
4. Teachers have a good basic understanding of the instructional needs of EL students. When asked about how they support their EL students, nearly all teachers mentioned using visuals and sentence starters/frames, among other strategies. This is a good foundation that can be built upon in future professional development opportunities.



The following points were found to be areas of improvement in West Northfield School District 31's programming for EL students:

1. The goals and values of the program are unclear for all stakeholders. While goals and values are stated in the program handbook, different people have different ideas of the purpose of the program and the values and education theories that guide the program.
2. EL/Bilingual services appear inconsistent across grades and classrooms. While some inconsistencies may be due to the challenges posed by COVID-19, others do not appear to be caused by the pandemic. Examples of these service inconsistencies include:
  - a. Teachers indicate that ELs are receiving minimal service by the EL or bilingual teacher, often due to scheduling issues.
  - b. While instruction by EL/bilingual teachers appears to be solid, there does not seem to be a cohesion to services EL students receive across grades. Domain focus and instructional materials used vary from year to year. While it is critical that EL/bilingual teachers have the resources and freedom to make instructional choices to meet the needs of their students, EL instruction from kindergarten through eighth grade should be consistent so that students are developing well-rounded English language skills.
  - c. The ELA curriculum has been in a state of redevelopment for many years. The changing focus of the curriculum has led to inconsistencies in EL services. When the main curriculum is in flux, there will be confusion in how best to support EL students in accessing that curriculum.
3. Students, including EL students, are not being offered interventions this year due to the pandemic. However, in a year of crisis and educational interruptions, EL students need more support to ensure that their instructional and social-emotional needs are met.
4. There are no accountability measures to make sure EL students who receive services from their general education teacher are actually receiving services. When asked how these students receive their services, many classroom teachers responded with scaffolds that all students receive such as visuals or sentence starters. EL students must be receiving ESL services within those general education classrooms in addition to what the entire class receives.
5. The model of service delivery at Field Middle School should be reevaluated. See *Creating an Inclusive Environment*.

### **Staffing and Professional Development**

Staff assigned to provide instruction in ESL meet state licensing requirements. The screener and ACCESS are administered by qualified staff.

Staff indicate a desire for more long-term professional learning relating to EL students. Rather than a one-time workshop, they would like to follow up with the themes they are learning instead of moving on to an entirely new topic. This desire is consistent with ISBE Multilingual Department's Compliance Self-Monitoring Tool for Districts that states programs should provide "professional development to classroom teachers



(including mainstream teachers), administrators, principals, and other personnel to improve the instruction and assessment of ELs and is of enough intensity and duration to have a lasting impact on teacher performance. The program does not consist only of one-day workshops and conferences.”

### Creating an Inclusive Environment

The Department of Education’s EL Toolkit states that “LEAs should not keep EL students in EL programs for periods that are longer or shorter than necessary to achieve the program’s educational goals. The degree of segregation should be necessary to achieve the stated goals of the program and required by each student’s level of English language proficiency (ELP) and his or her time and progress in the EL program.” Based on this and the following data, the service delivery model at Field Middle School should be reevaluated to make sure it is providing the best possible instruction to students.

The data below shows that the majority of the EL students at Field have been students in the district for many years, often since kindergarten. These students seem to make progress through fifth grade and then their ACCESS scores stagnate or decrease during the middle school years. This indicates that the programming at Field is not meeting the needs of the EL students.

Teachers indicated that due to the policy of putting all ELs in the same ELA class makes it difficult to select materials and plan instruction that promotes language development at all ELP levels. Teachers stated that they often choose materials and instructional strategies in the middle of the ELP range. That is ideal if you have a level 1 or 2 ELP because it is within your linguistic zone of proximal development and it challenges you to grow. It is not ideal generally for students with an ELP level of 3.0 or higher because there is significantly less productive struggle and challenge that results in linguistic growth. The service delivery model at Field should be investigated to make sure that it is providing students with the best possible opportunities for language growth and content learning.

Current 8th Grade ELs - ACCESS History

	Student A	Student B	Student C	Student D	Student E	Student F	Student G	Student H
2012 CPL					1.9			
2013 CPL	1			2.9	4.4		1.8	1.8
2014 CPL	1.9			3.6			2.9	2.9
2015 CPL	1.8			4.5			3.8	3.5
2016	3.7			4.9			4.9	4.8

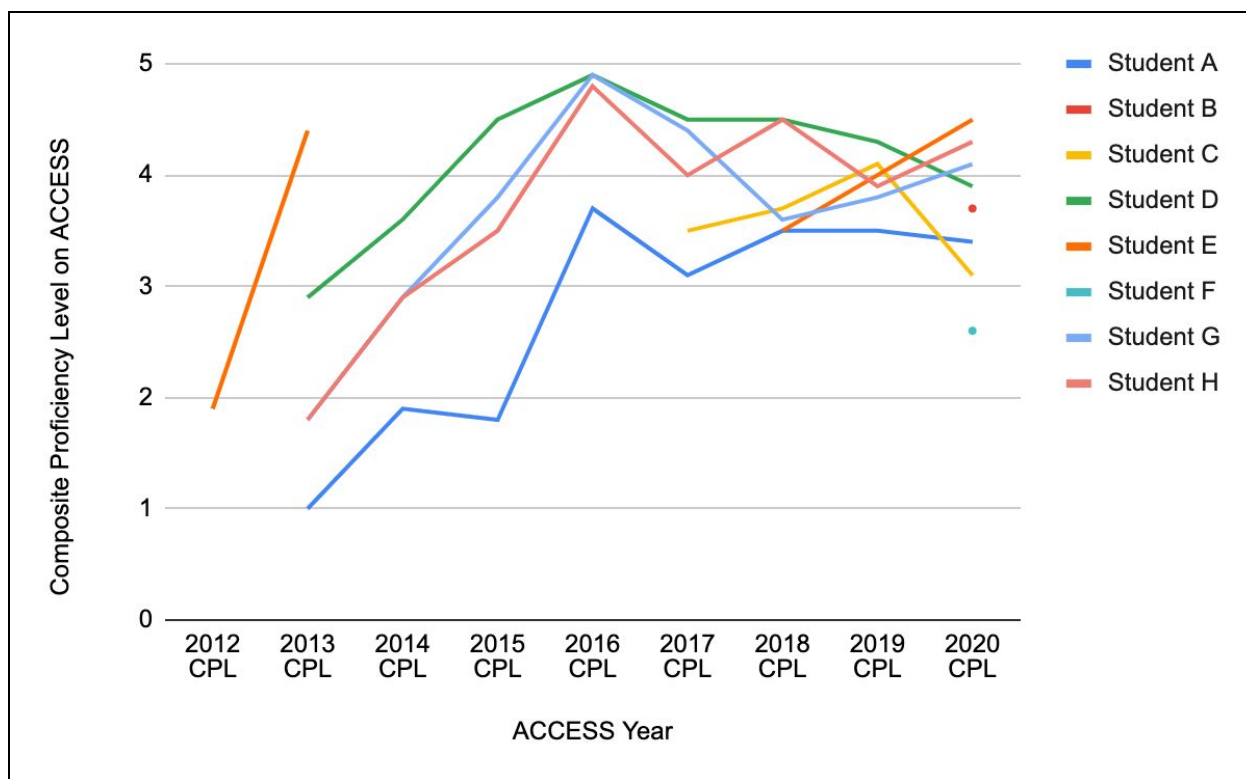




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CPL									
2017									
CPL	3.1		3.5	4.5			4.4	4	
2018									
CPL	3.5		3.7	4.5	3.5		3.6	4.5	
2019									
CPL	3.5		4.1	4.3	4		3.8	3.9	
2020									
CPL	3.4	3.7	3.1	3.9	4.5	2.6	4.1	4.3	

Current 8th Grade ELs - ACCESS History



Current 7th Grade ELs - ACCESS History

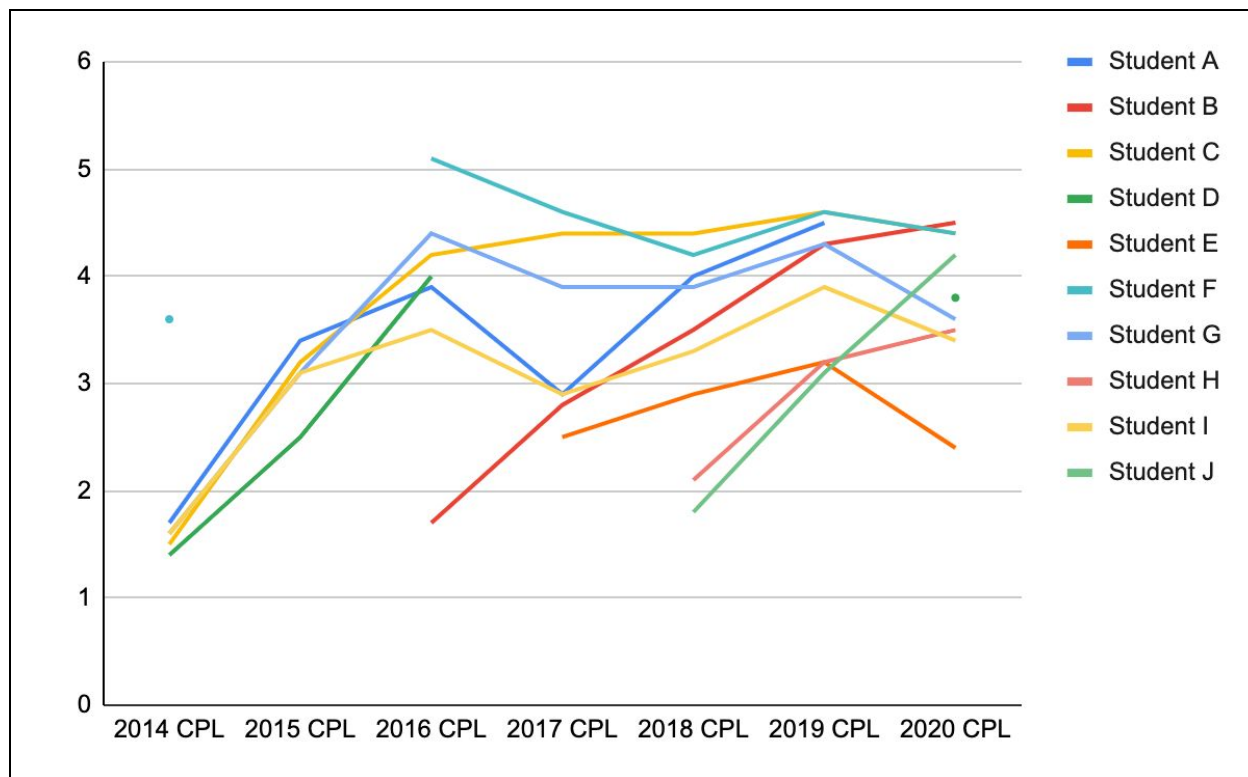
	Student	Student	Student	Student	Student	Student	Student	Student	Student I	Student
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	A	B	C	D	E	F	G	H		J
2014 CPL	1.7		1.5	1.4		3.6	1.6		1.6	
2015 CPL	3.4		3.2	2.5			3.1		3.1	
2016 CPL	3.9	1.7	4.2	4		5.1	4.4		3.5	
2017 CPL	2.9	2.8	4.4		2.5	4.6	3.9		2.9	
2018 CPL	4	3.5	4.4		2.9	4.2	3.9	2.1	3.3	1.8
2019 CPL	4.5	4.3	4.6		3.2	4.6	4.3	3.2	3.9	3.1
2020 CPL		4.5	4.4	3.8	2.4	4.4	3.6	3.5	3.4	4.2

Current 7th Grade ELs - ACCESS History



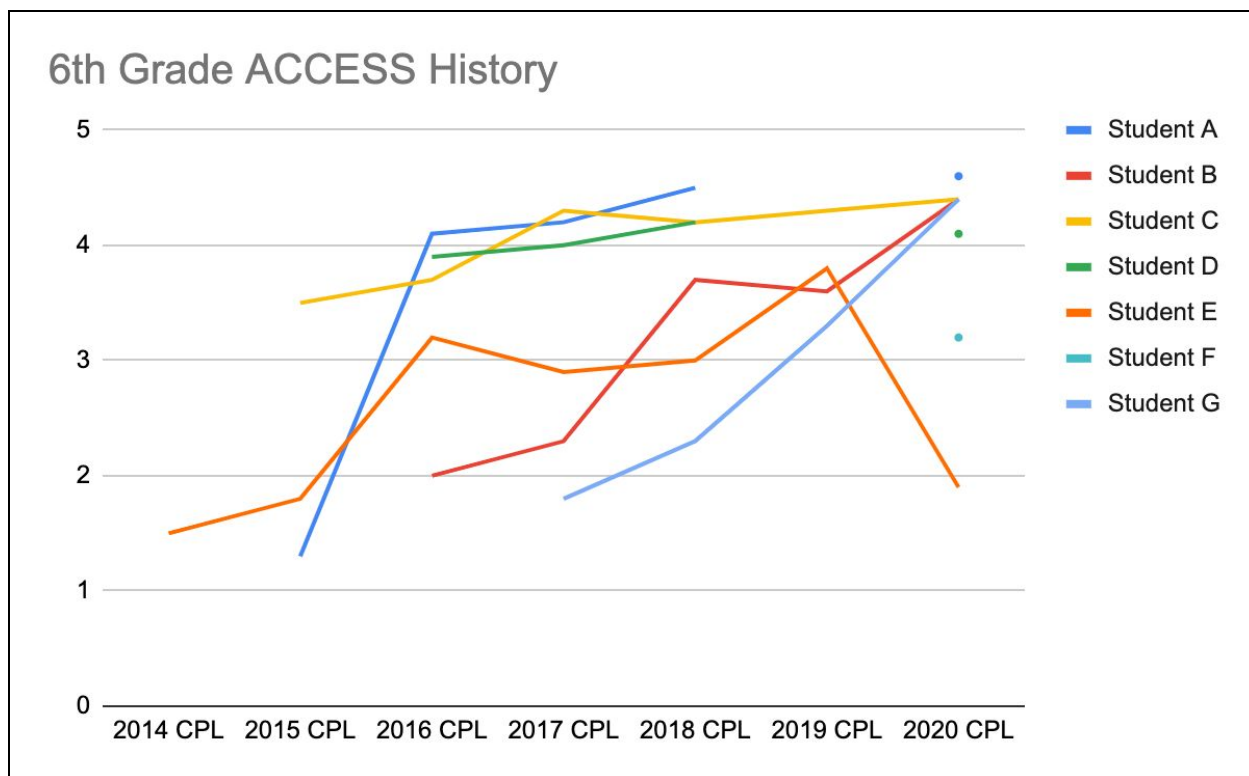
Current 6th Grade ELs - ACCESS History



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	Student A	Student B	Student C	Student D	Student E	Student F	Student G
2014 CPL					1.5		
2015 CPL	1.3		3.5		1.8		
2016 CPL	4.1	2	3.7	3.9	3.2		
2017 CPL	4.2	2.3	4.3	4	2.9		1.8
2018 CPL	4.5	3.7	4.2	4.2	3		2.3
2019 CPL		3.6	4.3		3.8		3.3
2020 CPL	4.6	4.4	4.4	4.1	1.9	3.2	4.4

Current 6th Grade ELs - ACCESS History



To: West Northfield School District 31 Board of Education  
From: Dr. Erin K. Murphy, Superintendent  
Dr. Janine Gruhn, Assistant Superintendent of Student Services  
Date: January 15, 2021  
Subject: Recommendation for Structured Learning Environment (SLE) and Early Childhood Programming for 2021-2022

It is the recommendation of Dr. Murphy and Dr. Gruhn that District 31 assume case management and program responsibilities for the Early Childhood program and the intermediate SLE classroom for the 2021-2022 school year. In December 2020, we formally introduced that this recommendation would be forthcoming in January 2021.

Currently NSSD manages the early childhood and SLE program on site at Winkelman. Not only do District 31 students participate in these programs, other students from member NSSD cooperatives are also participants in the program. District 31 pays NSSD, as a member of the cooperative, for these services.

In January 2020, the District 31 Board of Education approved an intergovernmental agreement with our neighboring township districts. This agreement provided a framework for future opportunities to collaborate as a township, maximize resources, and support students beginning on July 1, 2021. The agreement does not specify specific actions. Rather it is a structure for collaboration for programs and services in many different areas

District 31 will continue to be a member of the NSSD cooperative and utilize many of their programs and supports. We remain anxious to partner with the cooperative to ensure the success of this transition. District 31 has already experienced success with assuming case management of the middle school SLE program. Our partner districts have also had success assuming case management of early childhood and other programs.

This transition will provide financial savings to District 31. There is no doubt that the excellent programming already begun by District 31 will be maintained, and even enhanced, by this change.

During the Board of Education meeting, Dr. Gruhn and Dr. Murphy will present more details about this recommendation

**WEST NORTHFIELD SCHOOL DISTRICT 31**  
**MINUTES OF THE PUBLIC HEARING OF THE BOARD OF EDUCATION**  
**Per SP2135 the District 31 Board Meeting was held electronically and in-person in the**  
**Field Learning Center, 3131 Techny Road, Northbrook, Illinois**  
**December 17, 2020 7:00 PM**

**CALL TO ORDER**

The public hearing of the Board of Education was called to order by President Melissa Choo Valentinas at 7:01pm.

**ROLL CALL**

Board Members:

Present:

Laura Greenberg	Virtual
Daphne Frank	Virtual
Nancy Hammer	Virtual
Robert Resis	Virtual
Jeffrey Steres	Virtual
Maria Vasilopoulos	Virtual
Melissa Choo Valentinas	Virtual

District Administration:

*Present:*

Dr. Erin K. Murphy, Superintendent of Schools

Mrs. Catherine M. Lauria, Asst Superintendent Finance & Operations/CSBO

*Virtual:*

Dr. April Miller, Principal Field Middle School

Mrs. Shaton Wolverton, Principal Winkelman School

Dr. Janine Gruhn, Director of Special Education

Mrs. Becky Mathison, Assistant Superintendent of Curriculum & Instruction

A quorum of the Board was confirmed by President, Melissa Choo Valentinas

## COMMENTS FROM AUDIENCE

None

## PRESENTATION

Assistant Superintendent of Finance and Operations, Catherine Lauria, presented the tax levy highlighting the following:

- The public hearing presents the final proposed levy to the public for the opportunity to comment or ask questions. The tentative levy was approved by the Board of Education in November. There have been no changes to the tentative levy and it was posted in the newspaper, as required. The final levy presentation was attached if needed for any questions or comments. In summary, approval of the final levy is being requested at \$17.4 million plus \$846,000 for debt service for a total of approximately \$18.3 million. The resolutions and certifications for all the documents for the levy are included as action items. We will also be requesting approval of the supplemental levy.

## ADJOURN

Secretary Daphne Frank made a motion to adjourn the public hearing for the tax levy. Member Nancy Hammer seconded the motion.

Final Resolution:

Aye: Robert Resis, Daphne Frank, Laura Greenberg, Nancy Hammer, Maria Vasilopoulos, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0 at 7:10PM.

**WEST NORTHFIELD SCHOOL DISTRICT 31**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Per SP2135 the District 31 Board Meeting was held electronically and in-person in the**  
**Field Learning Center, 3131 Techny Road, Northbrook, Illinois**  
**December 17, 2020 7:00 PM**

**CALL TO ORDER**

The regular meeting of the Board of Education was called to order by President Melissa Choo Valentinas at 7:12pm.

**ROLL CALL**

Board Members:

Present:

Laura Greenberg	Virtual
Daphne Frank	Virtual
Nancy Hammer	Virtual
Robert Resis	Virtual
Jeffrey Steres	Virtual
Maria Vasilopoulos	Virtual
Melissa Choo Valentinas	Virtual

District Administration:

*Present:*

Dr. Erin K. Murphy, Superintendent of Schools  
Mrs. Catherine M. Lauria, Asst Superintendent Finance & Operations/CSBO

*Virtual:*

Dr. April Miller, Principal Field Middle School  
Mrs. Shaton Wolverton, Principal Winkelman School  
Dr. Janine Gruhn, Director of Special Education  
Mrs. Becky Mathison, Assistant Superintendent of Curriculum & Instruction

A quorum of the Board was confirmed by President, Melissa Choo Valentinas

**COMMENTS FROM AUDIENCE**

Dear Dr. Murphy and Board Members,

I have to say, I am sorely disappointed as a resident, parent, life-long educator and tax-payer to see that you are approving contract extensions for all administrators, without any input from the constituents you serve, and without regard to ongoing potential budget impact and needs brought on by COVID-19. There is

no reason to make these contract extensions right now, and by doing so, you are putting the schools and the district at a disadvantage – unable to make important budgetary and staffing changes and decisions for the coming year when more is known about student and staff need, and the options required for learning in 2021-2022.

As a district with less than 900 students, District #31 is an extremely "top heavy" district -- a Superintendent, 3 Assistant Superintendents, 5 Fully released curriculum coordinators (and no currently coordinated curriculum in my experience), a principal and assistant principal in each school, and multiple other central office team members. And, while we spend MUCH more on our administration than like demographic districts of our size, we do not have significantly higher outcomes in any area to point to as a result of these investments. Given the uncertainty of the needs of the upcoming year both in terms of resources needed for meeting student need, and for meeting teacher need through negotiation of a new teacher contract, it would be prudent to wait to make these decisions to complete the equity audit and to assess the full impact of what we anticipate for the 2021-2022 school year would need. What if we need additional expertise in socio-emotional learning? An equity officer? More focus on the needs of our bilingual students? Additional lead teachers or a new structure to accommodate the ongoing impact of remote learning on our students? How about utilizing a coaching model? What about a Director of Technology and Innovation? As a board and superintendent, it is your responsibility to ask and answer these questions.

In addition to this being an extremely short sighted decision in terms of meeting student and staff need, it is unconscionable to not obtain feedback directly from the constituents you serve. Good evaluations provide growth opportunities for everyone and we have not had this for any principal at Winkelman throughout the last 4 principals in 6 years. There are many valid and reliable assessments that can be given to staff and the community to gauge fit, and there is other data related to attendance, student and family engagement and teacher retention that could and should be used to both evaluate and grow these leaders. Given the amount of turnover specifically at Winkelman, it is critical to ensure that we find and retain a leader that is a right fit to provide transformational leadership. If there is something we've all learned in the past few years, it's that good leadership is critical to creating positive outcomes.

Again, given the uncertainty we are in, this board's focus should be on the return to school plan, ongoing work with staff to meet student need during the pandemic, providing robust summer opportunities for students who need them, and planning for classroom based transformation in 2021-2022, not on continuing to build an administrative team without evaluation on their performance and need.

I urge you to delay these decisions until at least February, potentially later, in order to be responsive to student, staff and family need. Take this time to create and administer a survey so you begin to make decisions based on locally obtained data!



Thank you,

Allison Slade, Ed.D. -- parent, educator, school board candidate

To the board, administration, staff, and faculty: 2020 has been a year like no other. Thank you for everything you have done! Like many families, I was a little apprehensive about the transition to remote learning a few weeks ago, but it has given me a keener appreciation for all that our teachers do, both on site and remote, and has provided a unique opportunity to witness my kid in a class setting. As I see silver linings in this mess, I continue to be grateful for everyone in the district and all you do to provide the best for our kids. Many, many thanks, and we wish you all a wonderful holiday season with many moments to breathe and simply "be." - Margo Schwartz-Newton

### **CONSENT AGENDA**

Secretary Daphne Frank made a motion to approve items A-I of the consent agenda.

Member Maria Vasilopoulos seconded the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Nancy Hammer, Daphne Frank, Jeffrey Steres, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

### **ACTION ITEMS**

Member Jeffrey Steres made a motion to approve the following:

1.
  - a. Resolution of West Northfield School District 31, Cook County, Illinois, Providing for the Levy of Taxes for the Year 2020/Certificate of Secretary.
  - b. Resolution to Levy Certain Special Taxes/Certification
  - c. Certificate of Compliance with the Truth in Taxation Law
  - d. Approve 2020 Certificate of Tax Levy
  - e. Approve Resolution to Instruct County Clerk How to Apportion 2020 Tax Levy Extension Reductions for West Northfield School District331, Cook County, Illinois

Secretary Daphne Frank seconded the motion.

Final Resolution:

Aye: Daphne Frank, Jeffrey Steres, Maria Vasilopoulos, Robert Resis, Nancy Hammer, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

Vice President Laura Greenberg made a motion to approve the Resolution Authorizing a Supplement Tax Levy to Pay the Principal of and Interest on Outstanding Limited Bonds of the School District 31, Cook County Illinois. Member Maria Vasilopoulos seconded the motion.

Final Resolution:

Aye: Nancy Hammer, Maria Vasilopoulos, Robert Resis, Daphne Frank, Jeffrey Steres, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

Secretary Daphne Frank made a motion to approve the extension of the summer food service meals program through the end of 2020-2021. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Laura Greenberg, Robert Resis, Nancy Hammer, Maria Vasilopoulos, Daphne Frank, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

Secretary Daphne Frank made a motion to approve the contracts with West Ed to assist with the development of the District 31 MTSS framework and guiding manual. Member Maria Vasilopoulos seconded the motion.

Final Resolution:

Aye: Laura Greenberg, Robert Resis, Nancy Hammer, Maria Vasilopoulos, Daphne Frank, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

## INFORMATION AND DISCUSSION ITEMS

Superintendent Erin Murphy updated the Board of Education on the [metrics/dashboard information](#):

Celebrated all things going well this year, which included in person options education and an educational platform choice for parents.

Reviewed categories in terms of how we know when we are okay to be in school:

- Operations - needed safety supplies/PPE - the district is prepared.
- School Based Public Health - Field and Winkelman have been in an adaptive pause for in person attendance. Our schools never had outbreaks and our safety procedures were really working.
- Scheduling and Procedures - the district is prepared.
- State of Illinois Phase - currently we are in Phase 4. It is believed that if we return to Phase 3, schools would move to remote.
- IDPH Mitigation Strategies - allows schools and daycares to be open at this point.
- Student Attendance - currently we are virtual and continue to monitor.
- Glenview/Northbrook Ordinances - have not made ordinances that impact schools.
- CCDPH School Metrics for North Cook - This is in orange which is a warning but does not mean we cannot be open.
- Community Public Health/Region 10 Public Health - Northfield Township has just been updated and the numbers are decreasing and going the direction we want them to go even though they are still considered high.
- Staffing and Subs - the sub pool has increased to 17 and is still growing. We have done recruitment efforts such as:
  - Mailer to all homes in D31 community
  - Ad in paper - 65,000+homes
  - Facebook Ad
  - Partnership with Kelly
  - Pre lined up subs as much as possible
  - Developed partnership with Raden Wellness to provide opportunities for quicker testing for staff.
- The CDC has adjusted their guidelines for quarantining from 14 days to 10 days. With an option for staff to get tested after 5 days with a negative test to come back in 7. This allowed us to get back to school one week earlier. January 11th is the recommended date to return to in-person learning.

Superintendent Erin Murphy and Assistant Superintendent of Student Services updated the Board of Education on the Intergovernmental Agreement for Student Services wherein they stated that District 31 entered into this agreement with our neighboring township schools in January 2020. The agreement opens up the possibility for us to collaborate as a township in a way that can be beneficial for all of us. An area that we talked about applying this is with our Student Services department. Right now we have a wonderful collaboration with NSSD. However, there has been a movement to keep our students local and cut back costs but with high quality services but more locally controlled programming in our district. We are working with District 27, 28 and 30 to see if we can do that in our township. Our ultimate goal is to ensure high quality programming and support for students in a way that is also beneficial to our district.

Assistant Superintendent Janine Gruhn stated that she has been collaborating with other township districts to see what services can be programmed locally. For the school year 2021-2022 the focus is on case management for our early childhood programming. We have four classrooms in our district and District 27 and 28 feed into our program as well. We all feel this area is in high need. This is a good collaboration and an area where we can start and focus on building our district program. We would still need NSSD for our support such as OT and PT and psychologists. As we take over case management, we will still have township students in our classrooms, only District 31 will be collecting the tuition as opposed to NSSD. The cost is not a huge savings but it is a significant savings over time.

Superintendent Erin Murphy stated that the district has a deadline of February 1st to let NSSD know which services we would be using next year. At the January Board of Education meeting, the Board would need to direct Superintendent Erin Murphy with where we are going with this recommendation and which questions the Board would want the Administration to ask.

## **Finance**

Assistant Superintendent of Finance and Operations, Catherine Lauria, stated that the Monthly Budget Reports for November 2020 were included in the packet however some comments were made:

- Treasurer's report - The bank reconciliation summary report shows \$1.8 million decrease from the prior month to \$15.9 million. Of that, \$12 million is invested and we have \$2.8 million in PMA accounts as we have some maturities that we weren't able to invest until December 15th.
- General Ledger Summary - The revenues reflect about \$230,000 greater than last month. This is mostly due to grant reimbursements. Overall, the expenses are \$2 million over the prior month. \$1.2 million was from expenses in the Ed Fund. This is half of what they were last month due to a \$1.3 million payment to NSSD. There was an increase in transportation expenses over the prior month due to the timing of the invoices.
- Budget Summary - The operating revenues show no percentage variances with the exception of working cash. This is basically due to interest earned which will remain below budget by the end of the year as interest rates have not rebounded. In the Ed Fund there are local receipts of \$230,000 lower than the previous year. This is due to lower tax receipts from numerous refunds. State receipts are about 22% lower in the Ed Fund while Federal receipts are slightly higher. The operating expenses are within range except for the transportation due to a delayed invoice. The non-operating funds have large variances compared to last year due to the capital projects that we were involved in. When the entire budget was reviewed, there were a few areas that were over budget, mainly supplies, subscriptions, and technology assistant hours.
- The Linear Chart - Reflects less receipts mentioned mainly due to less tax receipts.
- P-Card statement is available for review.

Assistant Superintendent of Finance and Operations, Catherine Lauria reviewed the potential need for an amendment to transportation contract. She stated that while we are on adaptive pause, NorthShore furloughed most of their bus drivers as the opportunity was there for them to have access to additional funds through the unemployment system. Since the drivers and aids have been furloughed, which is 43% of their costs, the district may want to consider sharing some fixed cost expenses such as benefits and labor of office and shop workers, bus leases and facility costs. If the Board of Education is interested, we would have an amendment created. Should the Board want to move forward, an effective date of the amendment could also cover the costs of meal deliveries within this 37%. Currently, the adaptive pause involves 31 days of no transportation services for Field students and 26 days for Winkelman students. Total cost was calculated at approximately \$22,230. Assistant Superintendent of Finance and Operations, Catherine Lauria, requested the Board of Education state whether or not they would want an amendment created for the next Board of Education meeting. After further discussion, the Board of Education directed her to bring an amendment to the January Board of Education meeting.

Assistant Superintendent of Finance and Operations, Catherine Lauria, reviewed the fees for the 2020-2021 school year. She stated that each year at this time, fees are reviewed and approved in January for the following year. Previous discussions with the Board included the need to revisit the fee structure along with a possible reduction of certain fees. This year has changed many things. Back in February of 2020 we collected an activity fee for a number of activities that did not occur. We also collected a milk fee for Winkelman school which we did not use except for the first couple of months. A chart was shared and reviewed with the Board of Education that showed the fees collected in the past years and the FY22 Sample Option. This included adjustments to grade level fees, activity fees, and transportation fees.

Member Maria Vasilpoulos expressed her concern on the transportation fees and would like to see a reduction in the fees for families. The idea of a sibling discount was mentioned.

## **BOARD REPORTS**

### **NSSSED**

- President Melissa Choo Valentinas stated that NSSSED did a culture survey through Humanex and shared the information with the members. NSSSED also shared what the adaptive pause looks like for them.

### **The Education Foundation:**

- Holiday Boutique was fun and had 22 vendors, 8 which supported the live show case. It was a fun event even though the registration was low. This new program has raised over \$1,500 and we expect to raise \$2,000 after the vendors submit their additional support.
- The Ed Foundation is working with Superintendent Erin Murphy to raise \$80,000 to update equipment for a new science room at Field and art room at Winkelman

### **PTO**

- Thanked everyone for purchases from the Book Fair. Orders all year will benefit

District 31. Visit [abcfairs.com](http://abcfairs.com) to place your orders.

- Project Reach is working with the staff to make sure kids that need winter coats will receive them.
- Restaurant Fundraiser at Butterfields. Mention District 31 on Tuesday December 29th between 7:00am and 3:00pm and receive a 20% discount. Proceeds will go to District31.
- New Spirit Wear will roll out in January with orders taken online. Current inventory is available at [d31ptostore.square.sight](http://d31ptostore.square.sight)
- Art to Remember which adds your artwork on mugs. Details coming out on Friday.

### **Illinois Association of School Boards**

- Member Jeffrey Steres stated that the Triple I virtual conference was disappointing this time due to not being able to choose your schedule and not enough sessions to choose from.

### **STUDENT ENROLLMENT**

Superintendent Erin Murphy reported enrollment.

### **FREEDOM OF INFORMATION ACT REQUESTS**

- Nick Hoover - Amazing Educational Resources

### **DISCUSSION ITEMS**

- Superintendent Erin Murphy summarized the rental information regarding what we charge for using our facilities. Due to COVID, we are not renting out our facilities. Member Maria Vasilopoulos stated that our parking lots have been used very frequently and would like to see more language attached showing portions of the parking lot and fees attached. The Board of Education agreed to revisit this with more information provided. Assistant Superintendent of Finance and Operations, Catherine Lauria agreed and stated that after speaking with the property liability insurance that unless there were barriers up in the parking lots, on weekends and different times we are not here we can't keep people off our property but if we had an agreement we would ascertain certificate of insurance which would help our liability. The Board of Education requested to come back with some proposals on what our expectations and goals for this agreement could be.

### **MOVE INTO CLOSED**

Secretary Daphne Frank made a motion to move into closed session to consider pending litigation, collective bargaining, and the appointment, employment, compensation, or performance of specific employees and school security matters. Vice President Laura Greenberg seconded the motion.

Final Resolution:

Aye: Robert Resis, Nancy Hammer, Maria Vasilopoulos, Daphne Frank, Laura Greenberg, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

## **ACTION ITEMS FROM CLOSED**

Member Jeffrey Steres made a motion to approve the settlement and release agreement between the Northshore University Health System and Board of Education of Northbrook School District 28, the Board of Education, West Northfield School District 31, the Board of Education of Glenbrook High School District 225 but expressly conditioned on the possible revisions of actual tax dollars reimbursed being based on actual taxes paid to the districts.

Vice President Laura Greenberg seconded the motion.

Final Resolution:

Aye: Robert Resis, Nancy Hammer, Daphne Frank, Laura Greenberg, Maria Vasilopoulos, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

Secretary Daphne Frank made a motion to approve one year contract extensions for the following administrators:

- Assistant Superintendent of Curriculum and Instruction, Becky Mathison
- Assistant Superintendent of Student Services, Dr. Janine Gruhn
- Winkelman Principal, Shaton Wolverton
- Field Principal, Dr. April Miller
- Winkelman Assistant Principal, Nino Alvarez
- Field Assistant Principal, Justin Cooper
- Manager of Technology and Infrastructure, Dave Del Boccio
- Director of Buildings and Grounds, Edmund Blankenheim

Vice President Laura Greenberg seconded the motion.

Final Resolution:

Aye: Nancy Hammer, Maria Vasilopoulos, Jeffrey Steres

Robert Resis, Daphne Frank, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

Member Jeffrey Steres made a motion to approve the compensation of unused vacation for members of the administrative team at a rate of 25% per day. Vice President Laura Greenberg seconded the motion.

Final Resolution:

Aye: Daphne Frank, Laura Greenberg, Maria Vasilopoulos, Jeffrey Steres,  
Nancy Hammer, Robert Resis, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

Secretary Daphne Frank made a motion to approve the termination of support staff employee, Julie Raab. Vice President Laura Greenberg seconded the motion.

Final Resolution:

Aye: Daphne Frank, Laura Greenberg, Maria Vasilopoulos, Jeffrey Steres,  
Nancy Hammer, Robert Resis, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

## ADJOURN

Secretary Daphne Frank made a motion to adjourn. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Daphne Frank, Laura Greenberg, Robert Resis, Nancy Hammer, Maria  
Vasilopoulos, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0 at 9:57PM.

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**Board President**

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**Board Secretary**

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**Date**



**ITEM VI. B. of the Consent Agenda – Will be reviewed by the Board of Education under during confidential review of Board Packet. There is not a closed session for the month of January, 2021**

MINUTES of a regular public meeting of the Board of Education of School District Number 31, Cook County, Illinois, held in the Learning Center of Field School, 2055 Landwehr Road, Northbrook, Illinois, in said School District at 7:00 o'clock P.M., on the 17<sup>th</sup> day of December, 2020.

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called. Melissa Choo Valentinas, the President, and the following members were physically present at said location: Per SP2135 the District 31 Board meeting was held electronically.

The following members were allowed by majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: Melissa Choo Valentinas, Laura Greenberg, Daphne Frank, Robert Resis, Jeffrey Steres, Maria Vasilopoulos, Nancy Hammer.

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: None

The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of the District.

Whereupon Melissa Choo Valentinas presented and the Board President read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

Member Jeffrey Steres moved and Daphne Frank, Board Secretary seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: Melissa Choo Valentinas, Laura Greenberg, Daphne Frank, Robert Resis, Jeffrey Steres, Maria Vasilopoulos, Nancy Hammer

The following members voted NAY: None

Whereupon the President declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of School District Number 31, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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Secretary, Board of Education

**TO SCHOOL TREASURER  
TOWNSHIP 42, RANGE 12 EAST  
COOK COUNTY, ILLINOIS**

This will certify that the attached list of warrants for the **second half of December**, dated **December 30, 2020**, totaling **\$470,367.94** was on this day ordered paid. This list includes:

Warrants numbered **69113** through **69159**, **202102686** through **202102688**, **20002744**, and **20002745**.

This will certify that the same attached list includes warrants numbered \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ which was approved on \_\_\_\_\_, was this day ordered canceled.

This will certify that the attached list of imprest checks for the **second half of December**, dated \_\_\_\_\_, totaling \$ \_\_\_\_\_ was on this day ordered paid. This list includes:

Warrant numbered \_\_\_\_\_

This will certify the attached payment to BMO Corporate MasterCard in the amount of \$ \_\_\_\_\_ on \_\_\_\_\_.

The amended warrant total, which includes accounts payable, imprest account and BMO Corporate MasterCard payment is **\$470,367.94**.

**BOARD OF EDUCATION, DISTRICT NO. 31**

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
202102686	GOTT, VERONICA	12/30/2020	35.88
202102687	MURPHY, ERIN K	12/30/2020	100.00
202102688	PALANCK, ERIC	12/30/2020	99.00
3	ACH	Check(s) For a Total of	234.88

Check Nbr	Vendor Name	Check Date	Check Amount
69113	ABLE FIRST AID	12/30/2020	199.00
69114	Vendor Continued Check	12/30/2020	0.00
69115	Vendor Continued Check	12/30/2020	0.00
69116	Vendor Continued Check	12/30/2020	0.00
69117	AMAZON CAPITAL SERVICES	12/30/2020	1,016.21
69118	BUSINESS SOLVER	12/30/2020	73.50
69119	CALL ONE	12/30/2020	1,169.34
69120	CHICAGO TRIBUNE	12/30/2020	330.00
69121	COMCAST	12/30/2020	4,585.39
69122	DIRECT ENERGY BUSINESS	12/30/2020	11,468.87
69123	DUBIEL, IVETTE	12/30/2020	3,275.00
69124	Vendor Continued Check	12/30/2020	0.00
69125	FSS TECHNOLOGIES	12/30/2020	2,546.25
69126	GRAINGER	12/30/2020	370.81
69127	H-O-H WATER TECHNOLOGY	12/30/2020	130.00
69128	HEINEMANN	12/30/2020	299.90
69129	HOME DEPOT CREDIT SERVICES	12/30/2020	223.28
69130	KLN MUSICAL SERVICES	12/30/2020	390.00
69131	LANGUAGE LINE SERVICES INC	12/30/2020	23.91
69132	LEARNING A-Z	12/30/2020	277.10
69133	METRO PREP SCHOOL	12/30/2020	4,479.82
69134	MILLER COOPER & CO., LTD	12/30/2020	4,640.00
69135	NORTHBROOK HARDWARE	12/30/2020	1,560.49
69136	NORTHWEST SUBURBAN SPECIAL ED	12/30/2020	2,266.56
69137	NSSD	12/30/2020	406,101.54
69138	OFFICE DEPOT	12/30/2020	177.59
69139	PAC-VAN, INC	12/30/2020	216.00
69140	Vendor Continued Check	12/30/2020	0.00
69141	Vendor Continued Check	12/30/2020	0.00
69142	PALOS SPORTS INC	12/30/2020	1,114.80
69143	QUAGLIA, BRIANNE	12/30/2020	1,750.00
69144	QUENCH USA, INC	12/30/2020	175.00
69145	QUINLAN & FABISH MUSIC	12/30/2020	20.20

Check Nbr	Vendor Name	Check Date	Check Amount
69146	REALLY GOOD STUFF	12/30/2020	174.93
69147	RELIANCE STANDARD LIFE INSURAN	12/30/2020	709.93
69148	SANTUCCI PLUMBING, INC	12/30/2020	540.00
69149	Vendor Continued Check	12/30/2020	0.00
69150	SCHOOL SPECIALTY	12/30/2020	120.18
69151	SIMPLY BEE - SBC	12/30/2020	2,500.00
69152	SPECIALTY FLOORS INC	12/30/2020	2,845.00
69153	Vendor Continued Check	12/30/2020	0.00
69154	THE HOME DEPOT PRO	12/30/2020	2,549.49
69155	TOTAL AUTOMATION CONCEPTS, INC	12/30/2020	1,321.00
69156	VANGUARD ENERGY SERVICES, LLC	12/30/2020	2,925.42
69157	VERIZON WIRELESS	12/30/2020	1,337.05
69158	VILLAGE OF NORTHBROOK	12/30/2020	20.00
69159	WESTED	12/30/2020	3,500.00

47	Computer	Check(s) For a Total of	467,423.56
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Check Nbr	Vendor Name	Check Date	Check Amount
20002744	EDUCATIONAL BENEFIT COOPERATIV	12/28/2020	2,571.27
20002745	GUARDIAN	12/28/2020	138.23
2	Manual	Check(s) For a Total of	2,709.50



2	Manual	Checks For a Total of	2,709.50
0	Wire Transfer	Checks For a Total of	0.00
3	ACH	Checks For a Total of	234.88
47	Computer	Checks For a Total of	467,423.56
Total For 52	Manual, Wire Tran, ACH & Computer Checks		470,367.94
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	470,367.94

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	1,750.00	439,974.84	441,724.84
20	OPERATIONS & MAI	0.00	0.00	28,643.10	28,643.10

**TO SCHOOL TREASURER  
TOWNSHIP 42, RANGE 12 EAST  
COOK COUNTY, ILLINOIS**

This will certify that the attached list of warrants for the **first half of January**, dated **January 15, 2021**, totaling **\$69,871.05** was on this day ordered paid. This list includes:

Warrants numbered **69161** through **69185**,

This will certify that the same attached list includes warrant numbered **68398** and **69043** in the amount of **\$1,500.00** and **\$2,500**, respectively which were approved on **12/15/2020** were this day ordered canceled.

This will also certify that the same attached list includes imprest check numbered in the amount of **\$** which was approved on  was this day ordered canceled.

This will certify that the attached list of imprest checks for the **first half January**, dated , totaling **\$ 0** was on this day ordered paid. This list includes:

Warrants numbered

This will certify the attached payment to BMO Corporate MasterCard in the amount of **\$** on .

The amended warrant total, which includes accounts payable, imprest account and BMO Corporate MasterCard payment is **\$65,871.05**.

**BOARD OF EDUCATION, DISTRICT NO. 31**

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
69161	Vendor Continued Check	01/15/2021	0.00
69162	Vendor Continued Check	01/15/2021	0.00
69163	AMAZON CAPITAL SERVICES	01/15/2021	658.99
69164	CANON FINANCIAL SERVICES	01/15/2021	5,069.63
69165	EDUCATIONAL BENEFIT COOPERATIV	01/15/2021	1,051.28
69166	FOLLETT	01/15/2021	474.54
69167	GENESIS TECHNOLOGIES, INC	01/15/2021	3,249.31
69168	GLENVIEW CHAMBER OF COMMERCE	01/15/2021	325.00
69169	GROOT INDUSTRIES INC	01/15/2021	1,320.80
69170	HB OBOE REEDS	01/15/2021	148.50
69171	HEINEMANN	01/15/2021	97.90
69172	ISCORP-INTEGRATED SYSTEMS CORP	01/15/2021	432.00
69173	JCD REPAIR	01/15/2021	213.00
69174	MILLER MARKETING	01/15/2021	169.00
69175	NORTHBROOK PUBLIC LIBRARY	01/15/2021	233.24
69176	PITNEY BOWES INC	01/15/2021	598.65
69177	QUEST FOOD MANAGEMENT SERVICES	01/15/2021	51,337.73
69178	QUINLAN & FABISH MUSIC	01/15/2021	249.90
69179	RAISING DIGITAL NATIVES	01/15/2021	2,500.00
69180	RZYSKI, SHARON	01/15/2021	400.00
69181	Vendor Continued Check	01/15/2021	0.00
69182	SCHOOL SPECIALTY	01/15/2021	34.08
69183	TCI	01/15/2021	210.00
69184	THE HOME DEPOT PRO	01/15/2021	547.50
69185	VT SERVICES, INC	01/15/2021	550.00
25	Computer	Check(s) For a Total of	69,871.05

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	25	Computer	Checks For a Total of	69,871.05
Total For	25	Manual, Wire Tran, ACH & Computer	Checks	69,871.05
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	69,871.05

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	61,881.84	61,881.84
20	OPERATIONS & MAI	0.00	0.00	2,919.58	2,919.58
32	Capital Leases	0.00	0.00	5,069.63	5,069.63

Check Nbr	Vendor Name	Check Date	Check Amount
68398	ED RED	01/14/2021	1,500.00
69043	RAISING DIGITAL NATIVES	01/14/2021	2,500.00
2	Void	Check(s) For a Total of	4,000.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	2	Voided	Checks For a Total of	4,000.00
			Net Amount	-4,000.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	-4,000.00	-4,000.00

TO SCHOOL TREASURER

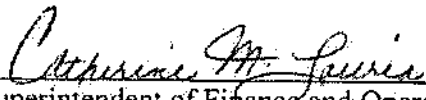
TOWNSHIP 42, RANGE 12 EAST  
COOK COUNTY, ILLINOIS

This will verify that employee salaries for the **first half of January**, dated **January 15, 2021**, in the amount of **\$443,238.79** as outlined in detail on this Payroll Summary, were this day ordered paid.

This approval includes:

- (1) Payroll checks numbered:
- (2) Direct deposit payroll checks numbered: 900067239 thru 900067393
- (3) Voided payroll checks numbered:
- (4) Payroll deduction checks numbered:  
20002747 thru 20002754 and 69160
- (5) Wire transfer of FICA, Medicare, and F.I.T. Taxes and other deductions and benefits dated: January 15, 2021

This is to certify that I have reviewed this payroll and found it to be accurate and correct.

  
Assistant Superintendent of Finance and Operations/CSBO

January 15, 2021  
Dated

BOARD OF EDUCATION, DISTRICT NO. 31

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_

CHK DATE: 01/15/2021 CHK NBR: 006069160 PAY POST DATE: 01/15/2021 RET POST DATE: 01/15/2021 BOD POST DATE: 01/15/2021

DEP NBR: 000067239 PAY POST QTR: 01 BANK: BNK1

PAYMENTS	AMOUNT	DEDUCTIONS	AMOUNT	BASE GROSS	BENEFITS	AMOUNT	BASE GROSS
ADMINISTRATOR	51,376.75	LINCOLN 457	1,187.50	18,894.75	THIS ADMIN	474.36	48,322.55
AMSS	416.67	PLANMEMBER 457	816.07	4,550.92	TRS ADMIN	309.02	48,322.55
AFT SCH ACTIVIT	553.43	AA CREDIT UNION	125.00	4,636.37	DENTAL PPO	43.89	8,625.00
SPECIAL ED STIP	525.63	AAEC CR UNION	1,780.00	7,055.35	EMPLOYER THIS	2,964.49	122,225.45
BOOKKEEPER	2,709.48	AXA PLANMEMBERS	8,181.07	49,577.78	FICA TAX	4,330.19	69,842.27
BOARD SECRETARY	146.23	AXA EQUITABLE	4,230.50	94,551.75	HMO FAMILY INS	559.85	5,407.50
CLUB SPONSOR	3,215.64	AXA-Roth 403B	50.00	2,019.73	HMO SINGLE INS	10,291.02	84,600.45
COVID 26+	210.00	MORGAN/CHASE	4,074.60	21,944.19	IL MUNIC RETIRE	6,433.76	67,098.12
CUSTODIAN-OVIM	34.18	Bank One 1	189.22	1,892.18	TAXABLE LIFE IN	37.43	56,007.16
COMMUNICATIONS	2,589.30	MORGAN CHASE	100.00	800.80	Life Insurance	229.59	419,462.58
CUSTODIAN-REG	11,721.62	CONSUMERS CU	214.96	5,177.73	MEDICARE TAX	6,081.46	419,415.00
CURRICULUM MTS	767.28	DENTAL HMO	126.22	57,322.65	PPO SINGLE INS	53,829.41	407,125.53
DEDUCT OYS/HRS	-135.24	DENTAL PPO	2,580.91	230,743.54	FAMILY PPO	3,725.30	31,012.88
DEDUCT OYS/HRS	-1,432.23	DEPO CARE-S125	873.36	14,255.26	THIS ADMIN	637.20	48,322.55
DIST LEADERSHIP	500.00	UNION DUES	5,355.90	308,593.11	TEACHER RETIRE	1,868.90	122,225.45
LUNCHROOM - T	844.67	EE PPO-S PAYMET	993.79	219,134.15	TRS ADMIN BENEF	4,779.15	48,322.55
NURSE	1,822.25	FICA TAX	4,330.19	69,842.27			
RETIREMENT	1,860.48	FIRST MIDWEST	905.00	4,176.38			
SECRETARY/CLERK	25,300.39	FIRST MIDWEST 2	150.00	4,126.38			
SECRETARY/CLERK	2,400.19	FED ADD-ON AMT	1,001.00	0.00			
SUB TCH LG TERM	3,770.34	FEDERAL TAX	18,578.78	169,675.67			
SUBSTITUTE TCHR	1,930.19	GLENVIEW STATE	700.00	2,363.92			
CLASS SUPPORT	800.80	HARRIS BF 2	505.78	9,392.16			
TEACHER ASSTNT	164.85	HMO-FAMILY	3,359.17	17,691.90			
TEACHER ASSTNT	19,142.32	Huntington	600.00	1,444.56			
TEACHER	308,673.11	IL MUNIC RETIRE	7,018.58	67,098.12			
TRANSLATION	645.60	IMRF CONTRIBUTI	219.34	4,942.68			
TEACH EX DAYS	3,162.97	LINCOLN INVESTM	5,295.00	59,081.36			
		LEGAL SHIELD	7.98	4,062.38			
		LINCOLN R-403B	1,128.33	6,463.94			
		MEDICARE TAX	6,081.46	419,415.00			
		MISCELLANEOUS	1,457.61	10,385.72			
		MORG STANLEY	200.00	3,159.29			
		MED SPEND S125	931.02	24,628.34			
		NORTHSHORE	400.00	4,358.96			
		PPO-FAMILY	9,089.71	43,741.00			
		PREMIER CR UN	350.00	8,009.86			
		STATE ADD-ON IL	271.00	0.00			



CHK DATE: 01/15/2021 CHE NBR: 000060160 PAY POST DATE: 01/15/2021 RET POST DATE: 01/15/2021 BUD POST DATE: 01/15/2021

DEP NBR: 000067219 PAY POST QTR : 01 BANK : BNK1

PAYMENTS	AMOUNT	DEDUCTIONS	AMOUNT	BASE GROSS	BENEFITS	AMOUNT	BASE GROSS
		STATE TAX - IL	17,751.75	369,675.61			
		TSS THIS	3,595.56	322,225.45			
		Think Mutual	400.00	3,406.46			
		TERM LIFE	245.45	30,752.23			
		TEACHERS RETIRE	29,000.25	322,225.45			
		WELLS FARGO	100.00	3,233.13			

CHECKS	CUR GROSS	YTD GROSS	CUR DEP	YTD DEP	CUR BEN	YTD BEN
155	443,239.79	443,239.79	160,498.81	160,498.81	98,592.92	98,592.92

FED TX GRS	STA TX GRS	FICA GROSS	MED GROSS	NET PAY
369,675.61	369,675.61	69,242.27	419,435.00	282,739.98

CHK NET PAY	DEP NET PAY	NET PAY	NET PAY	ACH DEDS	TOT NET PAY
0.00	282,739.98	282,739.98	282,739.98	10,714.96	293,454.94

NOTE: ABOVE YTD TOTALS REFLECT AMOUNTS PAID ONLY FOR PEOPLE INCLUDED IN THIS PAYROLL RUN

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY + BENEFIT	TAXABLE - SHELTER	FED TAX - GROSS	FED TAX - TAX	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE - BENEFIT	NET - PAY
AXIUM-GIBSON, DEENA	SEC	900067239	2,733.37		929.93	1,803.44	118.09	84.41	144.46					1,456.16
BLANKENHEIM, EDMUND M	MAINT	900067240	3,394.19		2.87	217.15	3,679.91	161.01	182.16	294.55			2.87	2,836.32
DEL BOCCIO, DAVID J	TECHN	900067241	4,630.41		2.87	708.37	3,924.91	397.36	194.38	354.23	250.00		2.87	2,726.17
GARARD, HAYLEY	COMMU	900067242		2,589.30		2,589.30	1.97	93.88	158.08					2,295.17
GRUHN, JANINE	AA	900067243	5,407.50	415.67	2.87	75.87	5,751.17	799.11	284.58	83.35			2.87	4,581.18
KORSNAK, CORY	CUS	900067244	1,415.79			79.56	1,438.23	344.55	71.19	115.21	150.50			956.58
KUJAWINSKI, SHERI L	BKE	900067245	2,709.48			121.93	2,587.55	164.42	113.39	207.28	114.96			1,983.50
LAURIA, CATHERINE	AA	900067246	7,055.35	423.32	2.87	893.89	6,587.65	983.16	326.89	167.80	3150.00		2.87	2,617.71
LE-MON, JACQUELYN	TCH	900067247	2,911.03			312.25	2,598.78	279.54	129.74	42.00	54.10			2,024.40
LORKIEWICZ, ANDRE	CUS	900067248	1,758.54			89.89	1,678.65	130.40	98.19	134.47				1,335.59
MATHISON, REBECCA	AA	900067249	6,041.57		2.87	2005.53	4,037.91	263.41	195.27	82.07	500.00		2.87	2,554.49
MURPHY, ERIN K	AA	900067250	3,625.00		11.50	250.00	3,385.50	1932.14	410.23	125.00			11.50	6,007.57
NIELSEN, CHRISTINA M	SEC	900067251	3,535.25			244.93	3,282.22	469.42	157.57	262.92	68.74			2,323.57
PETERS, JAMES N	CUS	900067252	1,585.72	34.18		72.90	1,547.90	107.68	76.58	133.42				1,198.90
REDMOND, RITA	SEC	900067253	1,896.17			135.84	1,760.33	71.45	72.44	141.01				1,475.43
STEINBERG, WENDY	SEC	900067254	2,083.13			91.75	1,999.53	151.17	95.48	150.98				1,597.55
STONE, JULIE M	TCH	900067255	4,558.02			199.16	3,158.86	279.98	161.47	51.07	54.10			2,622.22
SWIFT, MEGHAN	SEC	900067256	1,987.59			99.75	1,887.84	261.97	91.45	151.22				1,441.20
BISHOP, KRISTINA	TCH	900067257	4,107.52			529.18	3,577.34	382.60	177.57	59.02	62.02			2,443.71
BLACEMAN, JACQUELINE	TCH	900067258	2,699.74			162.07	2,428.67	259.54	120.37	38.49	54.10			1,866.17
BRAJE, BARBARA	TCH	900067259	5,033.75	338.03		1648.04	4,323.74	749.97	211.62	46.06	54.10			3,224.46
BRANSIL, ERIN	TCH	900067260	2,199.46			161.72	1,829.14	191.45	92.94	31.22	54.10			1,461.83
BURNS, ALLISON	TCH	900067261	2,887.31			318.19	2,549.12	308.04	121.28	41.25	54.10			2,024.45
CARVELL, CASE	TCH	900067262	2,887.31			318.23	2,568.08	351.62	127.12	41.82	54.10			1,997.72
CERNIGLIA, ALLISON	AST	900067263		800.60		36.04	764.76	13.73	37.86	61.26	120.00			551.91
CERNIGLIA, KRISTINA	TCH	900067264	3,444.31			589.23	2,955.09	254.03	136.38	49.41	454.10			1,862.16
CIRI, JOENN I	TCH	900067265	3,724.44			324.34	2,910.09	387.45	169.15	53.82	54.10			2,275.57
COOPER, JUSTIN	AA	900067266	4,545.37		2.87	210.79	4,428.45	826.50	219.21	67.97	125.00		2.87	3,187.80
CIMBLAD, LISA	TCH	900067267	2,702.98	549.51		257.04	1,896.43	178.03	38.97	30.70	54.10			1,544.63
DAMON, JONATHAN M	TCH	900067268	3,558.02	1,215.65		1554.04	5,215.67	294.61	218.64	89.70	54.10			4,562.55
DELEHANTY, PAULA W	TCH	900067269	3,451.94	207.24		367.87	3,273.16	427.95	162.01	52.90	54.10			2,576.35
ELLIS, ALEXIS	TCH	900067270	3,444.31			1211.25	2,233.02	279.10	110.53	37.86	54.10			1,751.43
FERNANDEZ, JULIA	TCH	900067271	3,524.51			1292.85	2,231.66	168.75	105.58	39.48	54.10			1,864.99
FREGA, MARTIN D	TCH	900067272	4,548.36			651.54	3,896.82	359.54	187.99	65.79	504.10			2,770.40
GANDHI, NISHA	TCH	900067273	2,333.90			283.52	2,050.38	161.96	86.80	33.20	54.10			1,772.32

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY	TAXABLE + BENEFIT	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE - BENEFIT	NET = PAY
GASTELUM, TANTA	NURSE	900067274	1,622.25			74.82	1,545.43	67.88	66.79	124.79				1,287.06
HILL, KAREN	AST	900067275	1,224.17	58.50		66.36	1,222.31	124.03	69.50	97.91				940.87
HULTING, MARY BETH	TCH	900067276	4,407.19			471.03	3,936.16	190.28	170.36	67.52	54.10			3,118.00
JACOBY, JULIE	TCH	900067277	2,628.01			1154.53	1,473.48	260.63	68.04	29.62	54.10			1,041.04
JEZUIT, DEBORAH	TCH	900067278	2,042.23			259.12	1,783.11	142.93	81.37	29.61	104.10			1,623.10
KIM, NANCY C	TCH	900067279	1,691.49			948.64	2,742.35	311.24	116.13	49.25	104.10			1,956.08
KOLODZIEJ, CAITLIN	TCH	900067280	2,744.94			430.06	2,314.88	259.70	115.08	49.76	54.10			1,857.24
KONDELA, DAVID J	TCH	900067281	4,133.85	500.00		2051.34	2,579.51	266.76	121.86	55.15	54.10			2,081.64
LANDER, KATHERINE T	TCH	900067282	3,047.12	41.50		751.67	2,357.05	206.74	116.67	42.06	54.10			1,937.48
MAHER, ELIZABETH	TCH	900067283	4,863.70			1579.63	3,284.07	509.14	162.56	59.13	54.10			2,459.06
MAJONEY, ANNETTE	SEC	900067284	3,462.25	2,109.19		241.39	4,330.05	752.03	214.63	147.34	100.00			2,922.05
MEHOLD, JESSE	TCH	900067285	2,517.24			257.76	2,259.48	193.55	111.84	36.50	54.10			2,051.49
MILLER, APRIL	AA	900067286	5,643.33		2.87	23.67	5,612.63	1015.41	272.93	81.34			2.87	4,240.08
MILLER, MICHAEL J	TCH	900067287	4,444.09	266.65		596.94	4,204.76	745.52	206.13	67.95	214.43			1,044.71
MON, SURJEN	TCH	900067288	1,197.17			169.84	2,034.53	222.30	145.41	49.07	54.10			2,555.64
NAGY, KATHLEEN	TCH	900067289	2,628.01			381.04	2,246.97	280.95	111.22	47.59	54.10			1,763.10
NEWMAN, SANDI R	TCH	900067290	4,222.78	277.60		579.11	3,821.27	380.97	189.15	64.63	1103.10			2,007.12
PAULEY, ANAN	TCH	900067291	2,295.07			271.54	2,023.51	171.73	100.16	32.75	54.10			1,861.72
PETRIELLO, KATHRYN	AST	900067292	905.15	58.50		44.36	920.29	85.28	44.69	71.72				777.61
PRINCIPI, MARGARET	TCH	900067293	2,148.69			277.23	2,071.56	202.99	102.55	33.53	54.10			1,678.49
ROCHE, TRISTAN	TCH	900067294	2,955.42			345.18	2,610.24	214.15	119.41	42.24	54.10			2,190.44
RUIZ, ERNESTO	TCH	900067295	2,242.10			349.46	1,702.64	97.31	79.09	28.96	54.10			1,452.74
SACKLEY, MICHAEL	TCH	900067296	4,104.19			150.86	2,943.53	263.64	140.75	45.97	254.10			2,139.07
SARRAFIAN, EDWIN	AST	900067297	960.23	58.50		72.85	945.98	12.09	40.94	75.77				817.08
SIMS, JEREMY	AST	900067298	974.64	58.50		78.08	956.96	80.96	47.28	24.56				750.12
SFRANDEL, THERESA	TCH	900067299	3,243.98	1,170.50		465.00	3,349.48	173.77	180.55	61.02	54.10			3,267.24
STODOLA, HEATHER MILES	TCH	900067300	2,970.64	91.50		432.20	2,568.94	314.84	122.87	43.34	54.10			2,044.06
VOGELSBERG, KAI	TCH	900067301	2,042.23			209.12	1,833.11	148.93	90.74	29.61	104.10			1,164.73
WOLNEY, PAMELA J	TCH	900067302	3,898.53			606.07	4,292.56	471.59	158.08	55.71	54.10			2,554.08
EGAN, AMBER	SUB	900067303		3,770.54		386.08	3,384.26	452.35	167.52	54.67				2,709.72
PASHOS, GEORGIA	SUB	900067304		164.85			164.85		8.16	13.61				144.68
TOMA, DALARA	SUB	900067305		560.00		57.34	502.64		24.88	6.22				469.66
WEISS, ANITA I	SUB	900067306		1,406.50			1,406.00	59.23	63.54	20.10				1,256.93
ALLEVA, KELLY	TCH	900067307	2,643.87			109.22	2,341.65	181.91	111.01	17.89	54.10			1,956.74
ALVAREZ, NORA	AA	900067308	4,684.67		2.47	323.57	4,345.97	711.41	210.23	67.32			2.87	3,354.14

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY	TAXABLE + BENEFIT	FED TAX - SHELTER	FED TAX - GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE BENEFIT	NET - PAY
AMREIN, ALEXANDRA	TCH	900067309	2,754.94			188.95	2,365.99	267.79	117.12	39.12	54.10			1,887.90
ANZALDI, JESSICA BLAIR	TCH	900067310	3,423.50			612.10	2,811.48	365.75	129.37	49.11	54.10			2,211.15
AYDT, ALICIA A	TCH	900067311	3,558.02	81.20		1200.00	2,441.22	423.31	120.84	40.80	54.10			1,801.77
BARRAHENTE, LAURA H	TCH	900067312	3,423.58			453.53	2,970.05	278.82	147.02	49.45	54.10			2,440.66
BAUMANN, JACKELINE J.	TCH	900067313	3,659.28			422.24	3,247.04	290.56	160.73	53.01	54.10			2,688.64
BERGEN, KATHLEEN P	SEC	900067314	2,755.51			146.73	2,611.78	161.68	129.38	209.38				1,913.49
BERKOWSKY, JEMMA	TCH	900067315	2,139.85			219.12	1,920.73	209.21	95.08	31.03	54.10			1,531.31
BOROLEY, HEATHER	TCH	900067316	2,628.01			927.53	1,700.48	104.97	79.28	29.50	54.10			1,482.03
BORST, SHAWN	CUS	900067317	1,439.22			89.52	1,359.70	96.92	64.39	112.12				1,126.27
BYRNE, GINA	TCH	900067318	2,459.74			302.34	2,157.40	159.80	101.89	34.93	54.10			1,806.68
CHANKIN, FRIN	TCH	900067319	1,444.31			389.23	1,055.08	458.76	151.23	49.41	54.10			2,341.58
CHERKASSKY, GEORGIY	AST	900067320	945.99	57.63		45.16	858.46		41.57	70.77				840.12
CHINITZ, LISA G	TCH	900067321	4,836.78	311.83		529.26	4,639.33	670.03	264.55	74.94	54.10			4,575.61
CHLEBEK, ALYSSA	TCH	900067322	2,490.19			250.76	2,145.43	219.32	108.20	34.66	54.10			1,731.25
CISE, ALYSSA	TCH	900067323	2,090.47			216.06	1,874.41	195.39	97.89	30.28	54.10			1,529.76
DASKAS-SAMARINOTIS, CHR	AST	900067324	1,019.16			72.87	946.29	51.64	46.84	75.80				790.02
DEATON-LEV, JOAN	TCH	900067325	2,690.74			2425.54	265.20	17.54	12.15	30.03	54.10			142.25
DIMOFPOPOUS-GRANDS, DEMET	TCH	900067326	2,517.24			424.29	2,092.95	173.57	101.60	35.47	54.10			1,725.71
DHA, ZHEEN NZAR	AST	900067327	907.11			40.82	866.29		25.28	69.39				771.05
EWALD, KALLIE	TCH	900067328	2,826.71			419.52	2,381.19	310.61	117.87	39.64	54.10			1,559.05
FALZONE, CHRISTINA	TCH	900067329	2,936.50			1273.39	1,704.15	176.82	81.50	31.14	54.10			1,360.59
FIORENZA, DAVID	CUS	900067330	1,289.04			80.82	1,208.22	116.98	59.82	96.91				934.91
FISHER, KARRIE	TCH	900067331	3,288.81			381.10	2,909.71	386.49	139.53	47.02	54.10			2,379.17
GEARY, MICHELE	TCH	900067332	2,911.03			578.88	2,332.15	226.89	115.44	42.05	54.10			1,890.67
GEBERT, ALLISON K	TCH	900067333	4,407.39	81.20		1243.42	3,247.17	290.58	154.84	54.75	54.10			2,192.90
GLEN, CHARLES	CUS	900067334	1,282.04			68.31	1,213.73	118.49	50.63	97.78				953.87
GOMBODORJ, AMUNZAYA	AST	900067335	950.22	660.60		73.16	1,556.67	20.77	75.86	124.77				1,321.07
GROCH, TRISHA	TCH	900067336	3,269.05			521.28	2,747.77	391.16	135.01	46.87	54.10			2,019.63
GOTT, VERONICA	TCH	900067337	2,935.63			485.51	2,450.12	202.73	119.60	43.04	275.10			1,870.60
GREENE, CALI	TCH	900067338	3,050.15			148.86	2,701.29	229.07	128.87	43.70	54.10			2,249.60
GREENFIELD, LISA H	TCH	900067339	4,821.74			1484.31	3,335.43	477.77	165.10	55.62	309.98			2,127.16
GRIVA, OUKANIA	AST	900067340	912.56			41.94	870.62	28.01	44.06	71.16				746.75
GUGGENHEIM, JANICE	AST	900067341	1,081.69			75.68	1,006.01	18.10	43.52	80.58				863.41
HEUBERGER, ALLISON	TCH	900067342	3,194.10			375.86	2,818.24	406.72	139.62	45.87	54.10			2,172.22
HONG, DEBORAH N	TCH	900067343	3,243.99			368.72	2,875.26	269.79	112.68	46.51	243.39			1,702.96

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY	TAXABLE + BENEFIT	FED TAX - SHELTER	FED TAX - GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE - BENEFIT	NET - PAY
ITURRALDE, RENE	CUS	900067344	1,337.29			82.69	1,254.60	98.01	47.41	100.50				1,048.68
JENKINS, QUINCY	TCH	900067345	1,444.31			469.83	2,974.44	403.91	147.24	48.24	54.10			2,321.09
JOHNSON, LISA	TCH	900067346	2,628.91			872.85	1,756.06		72.98	29.15	54.10			1,594.63
KALOTIHOS, EATHY	TCH	900067347	1,930.65			619.58	1,311.07	319.74	161.90	55.80	54.10			2,717.53
KIM, KYUNG SHIN	AST	900067348	1,013.24			46.77	966.47	85.45	49.13	79.50				798.32
KULBEDA, MELISSA	TCH	900067349	2,582.11			1092.29	1,497.04		240.51	26.55	54.10			1,186.88
LAPALERMO, ELIZABETH A.	TCH	900067350	2,517.25			275.72	2,241.53	279.56	110.91	45.33	54.10			1,759.73
LEBLANC, JAMES M	TCH	900067351	2,394.54			590.89	2,312.65	235.43	114.48	41.76	54.10			1,896.88
LEE, SCOTT	SEC	900067352	1,846.17			107.84	1,738.33	196.66	39.62	143.25				1,370.00
LEPINE, KATHRYN	TCH	900067353	2,711.12			577.62	2,133.50	179.44	105.61	10.31	54.10			1,756.04
LES, DIANE	AST	900067354	1,034.84	54.50		45.18	1,043.76	43.18	51.67	83.61				865.10
LEVY, KELLI D	TCH	900067355	4,988.61	40.60		1270.62	2,669.61	373.96	132.19	45.14	54.10			2,064.26
LIST, GABRIELLE	TCH	900067356	2,472.42			235.31	2,177.11	275.61	117.77	45.34	1,754.10			394.39
MACING, DANIELLE	TCH	900067357	1,754.94			319.63	2,475.31	214.77	120.66	19.42	54.10			2,007.42
MARTINEZ, ADINA	TCH	900067358	2,042.23			222.08	1,820.15	147.38	90.70	29.42	54.10			1,439.15
MCCRATH, KAREN	TCH	900067359	2,005.63			585.85	2,124.83	136.46	94.81	40.10	404.10			1,348.58
MERRILL, LYNN	PSY	900067360	1,238.81			173.30	2,515.51	428.36	104.32	47.16	54.10			2,241.47
MINON, ADELINE	TCH	900067361	2,105.80			122.19	1,983.61	317.45	48.39	32.19	54.10			1,691.48
MOUSAKI, SARAH	AST	900067362	216.24			57.56	142.25		1.19	11.39				129.70
MUELLER, COLLEEN	AST	900067363	960.24			43.21	917.02	30.70	45.39	73.45				762.48
NORMAN, JENNA	TCH	900067364	3,917.24			284.29	2,222.95	236.35	109.14	35.97	54.10			1,791.48
PALANCK, ERIC	TCH	900067365	2,190.18			567.50	1,622.68	177.06	84.76	32.81	754.10			810.46
PAUL, LISA	AST	900067366	966.50			42.59	923.91	29.39	44.74	72.40				757.38
PEARCE, VINA	TCH	900067367	1,288.51	81.19		181.25	1,985.76	259.74	147.94	48.71	54.10			2,407.27
PERRYMAN, JENNIFER	TCH	900067368	2,754.94	790.52		358.20	1,457.22	186.93	137.69	28.17	54.10			1,160.94
RAAB, JULIE	AST	900067369									42.39			42.39
REDMOND, LESLIE	TCH	900067370	1,288.51	41.60		185.57	2,544.85	211.10	111.03	47.45	54.10			2,500.72
REYES, KAREN	TCH	900067371	3,558.02			579.34	2,978.68	441.96	147.44	51.59	54.10			2,233.59
RICORDATI, JANE H	TCH	900067372	4,580.94			1667.97	3,912.97	482.65	165.44	66.37	54.10			2,749.41
RISTIC, BORDANA	AST	900067373	1,652.46	58.52		49.90	1,659.06	23.41	45.56	84.84				904.26
RIXIE, CLAIRE	TCH	900067374	2,252.58	93.20		175.21	1,960.07	163.71	92.09	33.34	54.10			1,816.81
RIZKALLA, ROSE MERY	AST	900067375	989.26	58.50		47.15	1,030.61	30.06	49.50	89.15				851.67
RODZIEWICZ, KANCKY A	AST	900067376	1,064.22			47.98	1,016.24	40.82	58.40	81.57				895.45
ROHRER, BETH	TCH	900067377	5,013.75	318.03		635.08	5,116.70	691.18	259.27		54.10			4,132.15
RUDOLPH, AMY	TCH	900067378	2,690.74	83.23		284.05	2,189.99	221.20	121.25	40.22	54.10			2,051.12

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY	TAXABLE + BENEFIT	FED TAX - SHELTER	FED TAX - GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE - BENEFIT	NET = PAY
SACK, AMY R	TCH	900067379	2,925.78			315.26	2,610.52	177.18	129.22	42.20	54.10			2,213.82
SCOTT, DANIEL	TCH	900067380	2,754.54			982.51	1,772.03	134.55	87.74	31.24	54.10			1,414.70
SHAMES, LORI B	TCH	900067381	3,755.01			1737.71	2,017.30	213.32	119.86	52.41	54.10			1,977.81
SHOEMAKER, CAROLYN K	TCH	900067382	3,243.98			1113.78	2,130.20	156.54	100.50	35.70	54.10			1,753.31
SMOCEZYNSKI, ANNE	TCH	900067383	3,190.34			612.10	2,578.24	303.44	125.15	44.95	54.10			2,000.60
SOLOVY, BOSE	TCH	900067384	2,543.23			345.65	1,796.58	144.55	84.03	29.68	54.10			1,484.82
SONEN, HEIDI	AST	900067385	959.26	98.50		47.15	1,000.61	17.55	43.65	50.15				859.26
SULLIVANT, KATHRYN	SEN	900067386	1,464.50			65.91	1,398.59	160.79	43.63	112.04	600.00			462.19
SYMONS, TARA	TCH	900067387	2,539.33			286.11	2,303.22	134.30	99.31	17.24	54.10			1,978.27
URGO, ANTHONY	CUS	900067388	1,445.98			96.94	1,349.04	133.84	66.78	105.06				1,040.36
VAJNAVONS, LIDIA	TCH	900067389	2,042.23			245.65	1,796.58	75.07	34.03	29.68	54.10			1,554.30
WILKIN, CLARE	TVH	900067390	2,055.52			2289.18	666.34	53.72	31.17	42.33	54.10			485.03
WOJCIECHOWSKI, AMANDA	TCH	900067391	1,670.47			2924.10	1,668.39	101.60	82.89	51.44	54.10			1,170.51
WHEVERTON, SHATON	AA	900067392	5,475.67		2087	43.89	5,325.65	707.20	250.30	77.31			2.87	4,329.37
YEE, ELENA	AST	900067393	945.04	44.93		54.93	936.02		22.82	64.64				848.56

## SUMMARY TOTALS

\$453,845.12

\$17.33

\$169,675.61

\$17,972.75

\$18,743.12

\$17.13

\$10,334.57

\$73,400.61

\$39,579.78

\$10,311.65

\$282,719.96

CHECK(S) REPORTED

\$1.00

DEPOSIT(S) REPORTED

\$282,719.96

TOTAL

\$282,719.96

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

Check Nbr	Vendor Name	Check Date	Check Amount
69160	NORTH SUBURBAN TEACHERS UNION	01/15/2021	5,355.90
1	Computer	Check(s) For a Total of	5,355.90

Check Nbr	Vendor Name	Check Date	Check Amount
20002747	EDUCATIONAL BENEFIT COOPERATIV	01/15/2021	84,275.57
20002748	GUARDIAN	01/15/2021	2,951.02
20002749	IL DEPT OF REVENUE	12/26/2020	17,972.75
20002750	NORTHBROOK BANK & TRUST CO	12/26/2020	60,403.08
20002751	TEACHER'S HEALTH INSURANCE SEC	01/15/2021	8,071.61
20002752	TEACHERS RETIREMENT SYSTEM	01/13/2021	35,999.70
20002753	TSA CONSULTING	01/13/2021	23,888.47
50002754	WEST NORTHFIELD SD FSA ACCOUNT	01/15/2021	1,364.38
8	Manual	Check(s) For a Total of	234,926.58



	8	Manual	Checks For a Total of	234,926.58
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	5,355.90
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	240,282.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	240,282.48

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	221,203.85	0.00	43.38	221,247.23
20	OPERATIONS & MAI	8,623.60	0.00	0.00	8,623.60
51	FICA -SOCIAL SEC	10,411.65	0.00	0.00	10,411.65

**Appointments - Ratify/Approve**

Last Name	First Name	Position	Location	FTE	Lane/Step	Annual Base Salary	Anticipated Total Cost	Effective Hire Date	Replacing or New
Black	Madeline	Classroom Supervisor	Field	1.0	\$14.00 per hour	\$7,917.00	\$14,590.93	1/19/2021	New
Livaditis	Anastasia	1st Grade Assistant	Winkelman	1.0	Group 2/ Step 8	\$10,417.16	\$18,586.19	1/11/2021	Replacing

**Resignations**

Last Name	First Name	Position	Location	FTE	Effective Date of Resignation	Reasons or Remarks
Mouaraki	Sarah	First Grade Instructional Assistant	Winkelman	1.0	January 4, 2021	Became an Intern

**Retirees**

Last Name	First Name	Position	Location	FTE	Effective Date of Retirement	Reasons or Remarks

**FMLA Requests (not to exceed 12 weeks)/Leave of Absence**

Last Name	First Name	Position	Location	FTE	Length of Leave Requested	Anticipated Start Day of Leave	Reasons or Remarks

**West Northfield School District 31**  
**Assistant Superintendent of Finance & Operations**



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**Regular Meeting – Thursday, January 21, 2021**

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**TO:** Dr. Erin K. Murphy, Superintendent  
**FROM:** Catherine M. Lauria  
**RE:** NorthShore Contract Amendment – Adaptive Pause

**BACKGROUND INFORMATION**

In mid-November, District 31 participated in an Adaptive Pause from November 16<sup>th</sup> through January 8<sup>th</sup>. This translated into 25 days of remote learning for all students at Field and 20 days for Winkelman students. After some discussion at the December board meeting, the district was directed to present an amendment to the transportation contract with NorthShore Transit, Inc., for the Board of Education to consider. The percentage being offered at this time was 37% which covered some of the fixed costs.

**RECOMMENDATION**

Based on the current situation regarding unemployment, drivers were furloughed as it was to their advantage. This provided us the ability to use the Long-Term Remote clause in the contract, which is normally reserved for a break in service of 30 or more days.

The amendment is also crafted to provide terms should another adaptive pause occur. Should the Short-Term Remote Learning clause come into effect, less than 30 days, the daily rate of 80% is included to cover wages and certain fixed costs. The Long-Term Remote clause expects payment of 37%.

Exhibit A was created by the district and provides payment details. Based on the updated number of days from last month's estimate, the total cost from this adaptive pause is \$17,223.50. Outside of the contract, the company has offered to waive the charges for delivery of meals for each Monday during the break from in person learning.

It is recommended that the Board of Education approve this amendment.

Attachment: Amendment to NorthShore Transit's Contract including Exhibit A

## **AMENDMENT TO AGREEMENT FOR TRANSPORTATION SERVICES**

**THIS AMENDMENT** is made by and between the Board of Education of West Northfield School District #31, Cook County, Illinois (the "District"), and North Shore Transit, Inc. (the "Contractor" and, collectively, the "Parties").

WHEREAS, the District and the Contractor are parties to a Contract for Transportation Services for the 2020/2021 school year ("Contract"); and

WHEREAS, Illinois Governor J.B. Pritzker issued several Executive Orders during the 2019/2020 school year mandating that all public and private schools close due to COVID-19 (the "EOs"); and

WHEREAS, the Parties acknowledge that due to the Coronavirus, the schedule for student transportation services may be altered during the course of the 2020/2021 school year and the Parties desire to amend the Agreement to provide for assurances of the continuation of transportation services and payment to the Contractor under different transportation scenarios during the 2020/2021 school year; and

WHEREAS, the Parties acknowledge that furloughing drivers after a short term school closure of less than 30 days, poses a greater risk to the quick resumption of in person learning as it will impact Contractor's ability to hire, train, and certify the correct number of drivers to service the Agreement; and

NOW, THEREFORE, the Parties mutually agree as follows:

a. **Adaptive Pause**

District began in-person learning from the first day of school. There was an adaptive pause in in-person learning from November 16, 2020 through January 8, 2021. District agrees that they shall pay Contractor the long term rate of thirty-seven percent (37%) for these adaptive pause days as set forth in Exhibit A, attached and incorporated into this amendment.

b. **In Person Learning**

In the event that students return to in person learning, whereby students require transportation to school on any day during the week, the District shall pay Contractor a daily rate of either 80% (eighty percent) of the contracted daily rate for regular routes set forth in the Contract based on service levels at the start of the 2020-2021 school year or 100% (one hundred percent) of the actual number of routes provided to the District during the in person school day, whichever is greater. The amount for the total routes run for in person learning shall be based on the route rate set forth in the Agreement for the 2020/2021 school year notwithstanding that

the District may implement a hybrid schedule of in person and remote learning or may run less routes than under a normal schedule. In addition, disinfecting cost will be \$7.35 per bus per day.

c. **Short Term Remote Learning**

If after the District implements in person learning, the District determines that it will return to remote learning whereby students do not require any daily transportation to school for a period of less than 30 school days, the District shall pay Contractor per scheduled calendar school days a daily rate of 80% (eighty percent) of the contracted daily rate for regular routes set forth in the Contract based on service levels at the start of the 2020-2021 school year. These payments are to compensate Contractor for wages and certain fixed costs paid to Contractor employees and shall not include any profit realized by the Contractor.

d. **Long-Term Remote**

If after the District implements in person learning, the District determines that it will return to remote learning for 30 or more school days, the District shall pay Contractor a daily rate of 37% (thirty-seven percent) per scheduled calendar school days of the contracted daily rate for regular routes set forth in the Contract based on service levels at the start of the 2020-2021 school year. The payments are to compensate Contractor for certain fixed costs and shall not include any overhead or profit realized by the Contractor. During this period, Contractor is expected to furlough District assigned drivers, unless assigned to another district that is providing in person learning. These Long term remote payments shall take effect seven (7) days after the School District provides notice to Contractor that extended remote learning will be utilized.

2. **District Payment of Daily Amount.** Contractor shall not provide any invoices for the applicable daily amount until the last day of each month (the "Invoice"). In the event of remote learning, Contractor's invoices shall include sufficient evidence that it has paid its employees and that it has retained the employees, staff and technicians and drivers/monitors, so that the District may return to in person learning ("Supporting Documents"). Within 30 days after the District's receipt of the Invoice and Supporting Documents, if applicable, in a form and substance acceptable to the District, the District shall make payment to Contractor. The District reserves the right to audit the Contractor's payroll records to confirm payments have been made to Affected Employees in the event of remote learning.
3. **Continuation of Amendment.** The Parties may negotiate a continuation to this Amendment or a new Amendment. Any such continuation or new Amendment shall be agreed in writing and signed by the Parties.
4. **Reimbursements to District or Contractor.**

- a. Should Contractor receive payment from the State of Illinois, the Federal government, or any other source under a recovery, benefit, bailout, or subsidy program, excluding loans, for the period covered by this Amendment ("Relief Payment"), Contractor and District agree to meet and negotiate in good faith an allocation between the District and Contractor. Contractor shall provide written notification to the District within seven calendar days after Contractor receives the Relief Payment. Contractor and District shall agree to a credit that would be given to the District during the 2020-2021 school year.

The District shall have the right to audit Contractor's records related to paragraphs 4a for the duration of the Agreement.

5. **Governing Law.** The Agreement and this Amendment shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Cook County, Illinois, or the federal District court for the Northern District of Illinois.
6. **Relationship of Agreement to Amendment.** Except as amended herein, all other terms and conditions of the Agreement shall remain in full force and effect. If there is any conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall control.
7. **Effective and Termination Date.** This Amendment shall be deemed dated and become effective on the date the District implemented remote learning and shall terminate upon the expiration of the Agreement, provided that the payment obligations of the Parties shall survive the termination of the Agreement.

IN WITNESS WHEREOF, this Amendment has been signed and executed in duplicate on behalf of the Parties hereto by persons duly authorized on the day and year first written above.

NORTH SHORE TRANSIT, INC.

WEST NORTHFIELD SCHOOL  
DISTRICT #31

By: Thomas M. O'Sullivan

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

Title: V.P. CONTRACTS + BIDS

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

Date: JANUARY 14, 2021

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

**Exhibit A**

**NorthShore Transit, Inc. & West Northfield School District 31**

**Payment Detail - 2020-2021 Adaptive Pause Amendment**

PAYMENT DETAIL							
School	# of Buses	Paired Routes	Single Routes	# of Days	Per Route Cost	Route Cost	37%
Winkelman	5 AM / 5 PM	10		20	\$95.00	19,000.00	7,030.00
Winkelman	1 AM / 1 PM		2	20	\$95.00	3,800.00	1,406.00
Field	5 AM / 5 PM	10		20	\$95.00	19,000.00	7,030.00
Field	5 AM / 5 PM		10	5	\$95.00	4,750.00	1,757.50
Total						46,550.00	17,223.50

**"No Service" Days**

Field: Total 25  
November 16 - 20, 23, 30 (7 Days)  
December 1 - 18 (14 Days)  
January 5 - 8 (4 Days)

Winkelman: Total 20  
November 23, 30 (2 Days)  
December 1 - 18 (14 Days)  
January 5 - 8 (4 Days)

T. J. McQuillan  
NORTHSHORE TRANSIT, INC.

\_\_\_\_\_  
WEST NORTHFIELD SCHOOL DISTRICT 31

V. P. CONTRACTS & BIDS  
TITLE

\_\_\_\_\_  
TITLE

JANUARY 14, 2021  
DATE

\_\_\_\_\_  
DATE



**West Northfield School District 31**  
**Assistant Superintendent of Finance & Operations**

**Regular Meeting – Thursday, January 21, 2021**

**TO:** Dr. Erin K. Murphy, Superintendent  
**FROM:** Catherine M. Lauria  
**RE:** 2021-2022 Fee Schedule

**BACKGROUND INFORMATION**

At the December Board of Education meeting, the discussion in regards to the 2021-2022 student fees included reductions in particular areas. This was to address the fees paid for the 2020-2021 school year, as some items were not provided and most activities did not occur. This refers to the milk fee, sports, Field play, field trips, and afterschool activities. This also included no change in fees for late submission as well as reducing transportation fees and including a sibling discount.

**RECOMMENDATION**

Fees are meant to offset a portion of supplies, subscriptions, programs, field trips, activities, etc., so annual fee reviews will be continued. For the 2021-2022 school year, we are recommending approval of the fees listed below as well as the Preschool Program fees following this chart. This chart indicates the reductions and fee schedule being recommended:

Fee Type	2020-2021	Early Registration	Milk	Activity	Field Trips	Bus	TOTAL Deduct	2021-2022
K	305	50	20		25		95	210
1	305	50	20		25		95	210
2	305	50	20		25		95	210
3	320	50	20		25		95	225
4	335	50	20		25		95	240
5	320	50	20		25		95	225
6	345	50			25		75	270
7	290	50			25		75	215
8	380	50			25		75	305
Activity W	50			25			25	25
Activity F	160			80			80	80
	3115	450	120	105	225		900	2215
Round Trip	705					5	5	700
Sibling	705					205	205	500
RT - 2 Pay	375					25	25	350
One Way	410					60	60	350
	2195	0	0	0		295	295	1900
<b>TOTAL</b>	<b>5310</b>	<b>450</b>	<b>120</b>	<b>105</b>	<b>225</b>	<b>295</b>	<b>1195</b>	<b>4115</b>

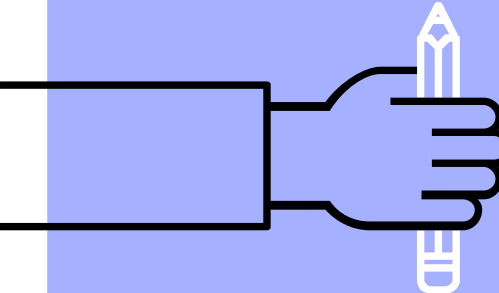
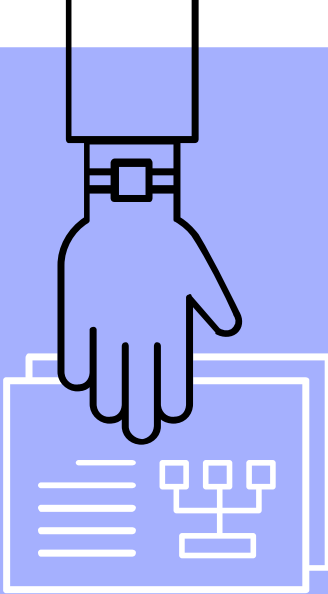


Preschool fees for the will be added to the annual approval now that it is becoming a district program. We are recommending the following tuition rates and fees for approval, as well, for the 2021-2022 Little Wildcats Preschool Program.

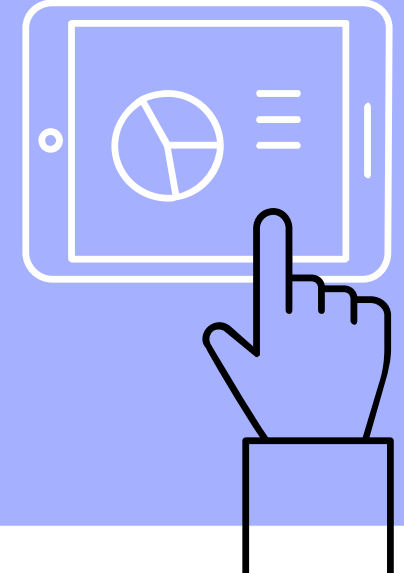
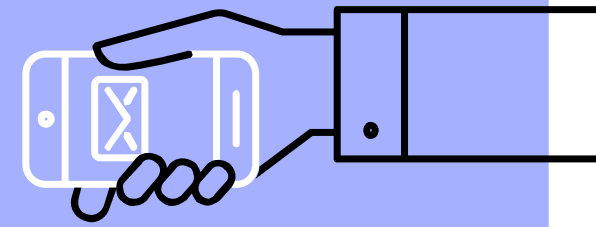
Half Day Tuition	\$3,800
Full Day Tuition	\$5,000

Regular Fees:

Supplies	\$ 50
Technology	\$ 100
Yearbook	\$ 25



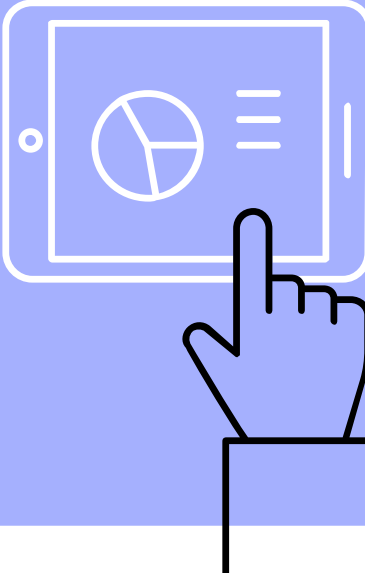
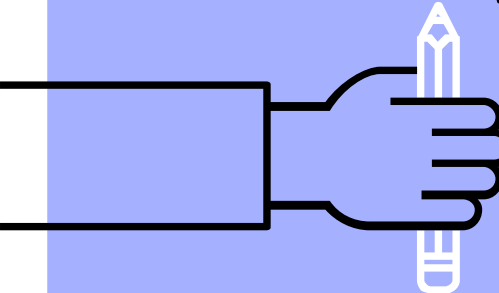
Note: This presentation is current as of 1/15/2021. It will be updated prior to the Board of Education meeting to ensure the most up-to-date information





# Updated Health and Safety Information

West Northfield School District 31  
January 2021



# Operations



PAGE 60

## Needed Safety Supplies/PPE

Note: This was especially relevant when we were looking at opening this school year. There were many shortages at that point. While not a concern at this point, it is still a necessity to keep open.

This should only become a factor if there is widespread shortage of any necessary items.

# School Based Public Health

**Note: Field and Winkelman have been in an adaptive pause for in person attendance.**



## Outbreaks at Field and Winkelman

IDPH defines outbreak as 5 cases in a classroom/grade over a 14 day period. CCDPH has the flexibility to determine additional cases as outbreaks

Based on the outbreak, does the CCDPH recommend school stay open or are they recommending or mandating a partial or full closure?

# Scheduling and Procedures



## Scheduling and Procedures

Generally Allow for Six Feet Social Distancing Per IDPH, ISBE, AAP, CDC.

Note: This was a concern over the summer as we were planning for the re opening of school. At this point in the year, we feel that our scheduling and procedures have been successful.

# State of Illinois Phase



## State of Illinois Phases

Currently, we are in Phase 4. It is believed that if we return to Phase 3, schools would move to remote

# IDPH Mitigation



**RESTORE  
ILLINOIS**

**Tier 3 mitigations begin in all regions on Friday, Nov. 20.**

## OPEN



**BARS AND RESTAURANTS**  
OUTDOOR SERVICE, PICKUP & DELIVERY



**CRITICAL INFRASTRUCTURE  
AND TRADES**



**GROCERY**  
AT 50% CAPACITY



**HEALTH AND FITNESS CENTERS**  
AT 25% CAPACITY



**HOTELS**  
LIMITED TO REGISTERED GUESTS



**MANUFACTURING**  
WITH SAFETY GUIDELINES



**OUTDOOR SPORTS & RECREATION**  
WITH 10 PERSON GATHERING LIMITS



**PERSONAL CARE SERVICE**  
AT 25% CAPACITY



**PHARMACY**  
AT 50% CAPACITY



**RETAIL**  
AT 25% CAPACITY



**SCHOOLS AND DAY CARE**  
(LOCAL DECISION)

## PAUSE



**BANQUET HALLS  
& EVENT SPACES**



**CULTURAL  
INSTITUTIONS**



**GAMING AND  
CASINOS**



**INDOOR  
FITNESS CLASSES**



**INDOOR GROUP SPORTS &  
RECREATIONAL ACTIVITIES**



**OFFICES SHOULD WORK  
REMOTELY IF POSSIBLE**



**LIMIT GATHERINGS TO  
YOUR HOUSEHOLD**

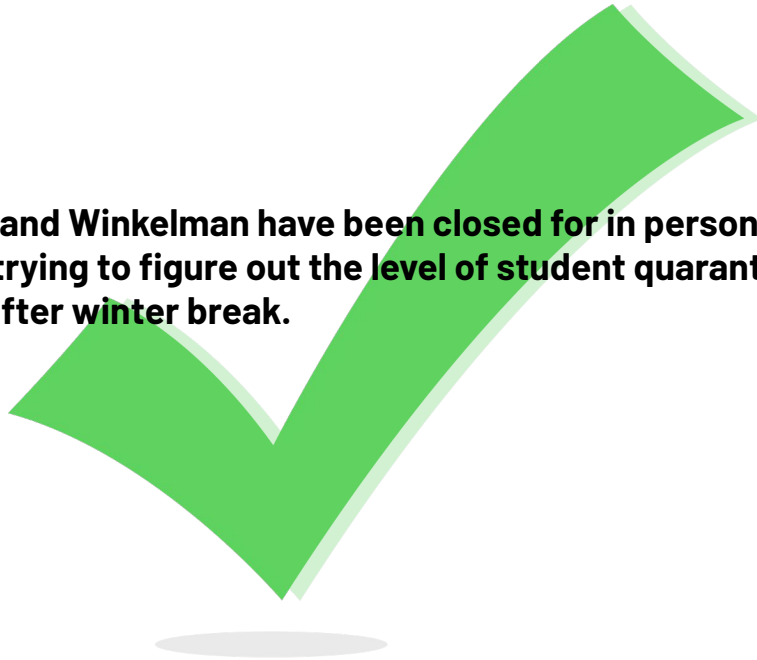
## IDPH Mitigation Strategies

Currently Mitigation strategies are evolving and contain three tiers. At this point, schools have been excluded from this guidance.



# Student Attendance

**Note: Field and Winkelman have been closed for in person attendance. We are still trying to figure out the level of student quarantine that will be necessary after winter break.**

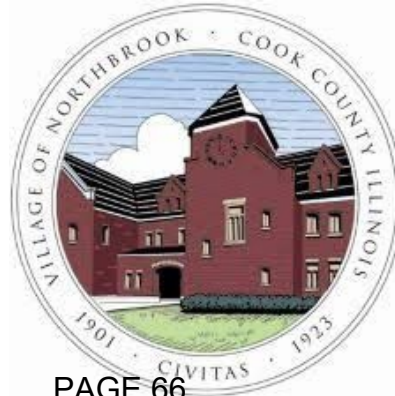


## Student Attendance

Are students attending school? If they are not attending school, is it related to Covid or Covid- related restrictions.

At this point, student absences have not impacted programming. We are continuing to develop live streaming to help with any concerns about student attendance.

# Glenview/Northbrook Ordinances



## Glenview/Northbrook Ordinances

Currently Glenview and Northbrook have not made ordinances that impact schools.

# CCDPH School Metrics for North Cook

312

Weekly Case Rate per  
100,000



9%

Test Positivity Last  
Week



**Warning (Orange)**

Current IDPH Risk  
Level for Suburban



4

Number of Times IDPH Risk Level  
was Warning (Orange) in Last 4  
Weeks



## Cook County Department of Public Health School

### Metrics

- Youth Cases
- Cases by report week
- Test Positivity last week
- Weekly case rate per 100K
- Number of times at level orange for the last 4 weeks

Currently the IDPH has placed the North Cook region at a level orange, which is a warning.

	Weekly Cases per 100,000	Weekly Test Positivity Rate	Weekly Overall Case Number Increase	Weekly Youth (under age 20) Case Number Increase
<b>Minimal Community Transmission</b>	$\leq 50$ per 100,000	$\leq 5\%$	Case number increases for 2 weeks, by $>5\%$ each week and $\leq 10\%$	Case number increases for 2 weeks, by $>5\%$ each week and $\leq 10\%$
<b>Moderate Community Transmission</b>	$>50$ but $\leq 100$ per 100,000	$>5\%$ but $\leq 8\%$	Case number increases for 2 weeks, by $>10\%$ each week and $\leq 20\%$	Case number increases for 2 weeks, by $>10\%$ each week and $\leq 20\%$
<b>Substantial Community Transmission</b>	$>100$ per 100,000	$>8\%$	Case number increases for 2 weeks, by $>20\%$ each week	Case number increases for 2 weeks, by $>20\%$ each week

Trend data will be monitored by Northfield Township elementary districts. If metrics trend up or reach substantial levels, guidance will be sought from the Cook County Department of Public Health regarding shifting instructional models. Northfield Township communicates regularly with the Cook County Department of Public Health (CCDPH) and is following the metrics closely

# Community Public Health

	Weekly Cases per 100,000	Weekly Test Positivity Rate	Weekly Overall Case Number Increase	Weekly Youth (under age 20) Case Number Increase
Northfield Township <sup>3</sup> 1/3 - 1/9	281	5.9%	260 (1/3 - 1/9) = 3.2% 252 (12/27 - 1/2) = 42.4% 177 (12/20 - 12/26)	84 (1/3 - 1/9) = 40.0% 60 (12/27 - 1/2) = 42.9% 42 (12/20 - 12/26)



## Northfield Township Public Health Status (three zip codes related to Northfield Township)

- Weekly Cases per 100,000
- Weekly Test Positivity Rate
- Weekly Overall Case Number Increases
- Weekly Youth Case Number Increases

The determination of minimal, moderate, and substantial community transmission is defined by IDPH

# Region 10 Public Health

	Weekly Cases per 100,000	Weekly Test Positivity Rate	Weekly Overall Case Number Increase	Weekly Youth (under age 20) Case Number Increase
Region 10 - Suburban Cook County <sup>1</sup> 1/3 - 1/9	362	9.8%	8952 <sup>2</sup> (1/3 - 1/9) = 19.8% 7470 <sup>2</sup> (12/27 - 1/2) = 6.4% 7024 <sup>2</sup> (12/20 - 12/26)	1501 <sup>2</sup> (1/3 - 1/9) = 29.0% 1164 <sup>2</sup> (12/27 - 1/2) = 5.5% 1103 <sup>2</sup> (12/20 - 12/26)



## Region 10 Public Health Status (three zip codes related to Northfield Township)

- Weekly Cases per 100,000
- Weekly Test Positivity Rate
- Weekly Overall Case Number Increases
- Weekly Youth Case Number Increases

The determination of minimal, moderate, and substantial community transmission is defined

# Staffing and Subs



- Increased sub pool from 4 to 17 and still growing
- Recruitment efforts
  - Mailer to all homes in D31 community
  - Ad in paper - 65,000+ homes
  - Facebook Ad
  - Partnership with Kelly
- Pre lined up subs as much as possible
- Still looking for permanent/semi permanent and monitors.

- Developed partnership with Raden Wellness to provide opportunities for quicker testing for staff.
- Partnership has proven successful. We are consistently getting back swift test results. They even came on site one day to provide some testing for staff.



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## Staffing and Subs

Is the building safely staffed for in person learning?

If teachers are not able to be present, do we have the subs and support needed to provide safety and supervision to students?

We, along with Kelly, are currently actively recruiting subs.

100% Filled	Short 1-2 Subs	Short 3+ Subs				
Week of	School	Monday	Tuesday	Wednesday	Thursday	Friday
January 11-15	Field					
	Winkelman					



In January of any school year, attention turns to planning the next school year. It is essential conversation begins in the winter as there are mandated staffing deadlines in the spring as well as desire to be thoughtful about needs and next steps for Field and Winkelman schools. Like much of what has happened during the last year due to the pandemic, this is an even more difficult task this school year because there are still so many unknowns related to the future organization and safety protocols for schools.

Dr. Murphy and the administrative team will discuss assumptions that may help guide this planning process, as well as questions that will need to be considered by the Board of Education and the administrative team. In addition, any “knowns” for the next school year will be identified and goals articulated. By having this discussion in January, it is the administrative hope that a more comprehensive plan outline can be presented in February for discussion and review.

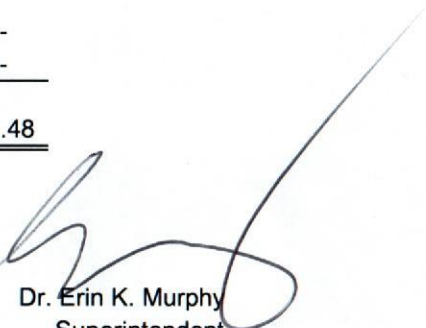
# TREASURER'S REPORT FOR THE MONTH OF December 2020

## Bank Reconciliation Summary

<i>Northbrook Bank &amp; Trust</i>	
Payroll/Vendor	752,525.69
Reconciling Item	-
AP Liability	-
Money Market	124,811.82
Imprest Fund	1,899.88
Flexible Spending	9,840.77
<i>Illinois Bank - Acct 201</i>	
Credit Card Account	163,394.93
Deposits in Transit	-
<i>ISDLAF</i>	
ISDLAF - Acct 111 Liq	4,507,746.38
Property Tax deposit in transit	-
ISDLAF deposit in transit	-
Investment purchase in transit (D225 error)	-
ISDLAF - Acct 218 Liq	2.49
ISDLAF - Acct 218 MAX	67,903.96
ISDLAF - Acct 219 Liq	-
ISDLAF - Acct 219 MAX	0.56
 MM	
CDs	999,400.00
IL Trust Term Series	3,125,000.00
PMA	4,649,545.00
 Northbrook Bank	
ISDLAF	-
Deferred Revenues	-
<b>Ending Fund Balance</b>	<u><u>14,402,071.48</u></u>



Catherine M. Lauria  
Asst. Superintendent of Finance & Operations



Dr. Erin K. Murphy  
Superintendent

<b>Investment Summary as of December 31, 2020</b>					
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**West Northfield School District 31**  
**General Ledger Summary**

**December 31, 2020**

FUND	DEBT SERVICE												TOTAL
	10	20	30	31	32	40	IMRF/SOCIAL SECURITY		60	70	79	80	
	Education	Operations & Maintenance	Bond Issuance	Bond Issuance	Capital Leases	Transportation	50	51 FICA/MED SS	Capital Projects	Working Cash	Escrow	Tort	
<b>Beginning Fund Balance</b>	6,596,028.26	900,258.68	(1,264,680.17)	1,974,067.80	(381,687.85)	448,639.17	118,431.88	41,608.79	514,467.12	5,844,370.71	-	33.76	14,791,538.15
Receipts	7,577,144.99	619,659.08	-	385,908.82	52,589.76	560,444.75	74,649.45	106,385.90	45,117.88	511.06	-	-	9,422,411.69
Expenses	7,842,337.27	695,887.22	623,153.75	475.00	120,044.01	243,615.11	77,471.91	107,967.56	100,926.53	-	-	-	9,811,878.36
Balance	(265,192.28)	(76,228.14)	(623,153.75)	385,433.82	(67,454.25)	316,829.64	(2,822.46)	(1,581.66)	(55,808.65)	511.06	-	-	(389,466.67)
Abatement from WC to ED	-	-	-	-	-	-	-	-	-	-	-	-	-
Abatement from WC to O&M	-	-	-	-	-	-	-	-	-	-	-	-	-
Add'l transfer O&M to Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	6,330,835.98	824,030.54	(1,887,833.92)	2,359,501.62	(449,142.10)	765,468.81	115,609.42	40,027.13	458,658.47	5,844,881.77	-	33.76	14,402,071.48
Cash 1010	31,241,742.75	(11,535,519.75)	(3,319,433.05)	(4,055,964.62)	(1,762,034.06)	(4,897,702.09)	(1,387,138.44)	(2,022,364.64)	(5,252,611.28)	3,771,113.87	-	(27,563.00)	752,525.69
Cash 3105	(1,226,186.62)	348,648.78	-	-	58,000.00	258,867.27	379.65	1.60	685,101.14	-	-	-	124,811.82
Cash 3130	(145,896.61)	-	-	-	-	309,291.54	-	-	-	-	-	-	163,394.93
Cash 3145	(32,404,004.72)	11,986,453.01	1,285,796.23	6,414,740.24	1,254,891.96	5,030,604.62	1,404,394.84	2,062,390.17	4,870,231.61	2,670,155.44	-	-	4,575,653.40
Imprest 1050	3,612.37	(1,712.50)	-	-	-	-	-	-	-	-	-	-	1,899.87
FSA 1051	9,840.77	-	-	-	-	-	-	-	-	-	-	-	9,840.77
Investments 1803	8,851,728.04	26,161.00	145,802.90	726.00	-	64,407.47	97,973.37	-	155,937.00	(596,387.54)	-	27,596.76	8,773,945.00
Loans													-
Transfer													-
Liability													-
Accounts Payable													-
Defer Rev Preschool FY21 - Cumulative													-
Cumulative Deferred Revenue FY21													-
Refund of Fees													-
<b>Total</b>	6,330,835.98	824,030.54	(1,887,833.92)	2,359,501.62	(449,142.10)	765,468.81	115,609.42	40,027.13	458,658.47	5,844,881.77	-	33.76	14,402,071.48

Monthly Budget Summary - 2020-2021

YTD December 31, 2020

% of Fiscal Yr

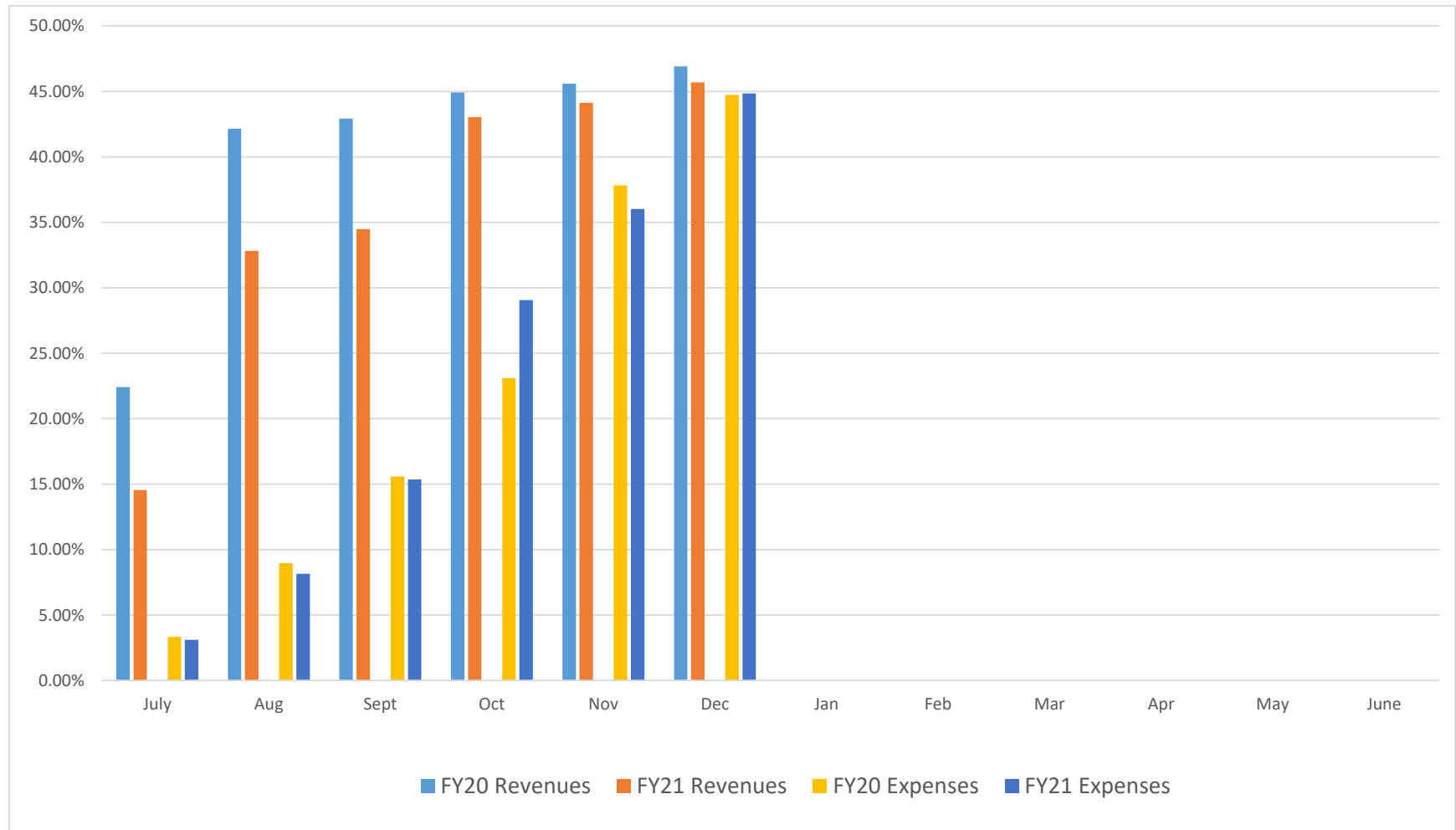
50.00%

BASED ON FINAL BUDGET

		2019-2020 Current Year			2020-2021 Prior Year			
REVENUES by Fund		FUND	BUDGET	YTD RECEIPTS	% of Budget	BUDGET	YTD RECEIPTS	% of Budget
Education	10	16,341,049.00	7,608,923.96	46.56%	16,405,738.00	7,577,144.99	46.19%	
Operations & Maintenance	20	1,501,247.00	649,391.20	43.26%	1,499,420.00	619,659.08	41.33%	
Transportation	40	960,974.00	562,326.51	58.52%	1,222,730.00	560,444.75	45.84%	
IL Municipal Retirement Fund	50	219,731.00	104,250.33	47.44%	164,427.00	74,649.45	45.40%	
Social Security - FICA/MED	51	210,731.00	94,357.46	44.78%	248,618.00	106,385.90	42.79%	
Working Cash	70	30,527.00	19,418.12	63.61%	20,603.00	511.06	2.48%	
Tort Immunity	80	0.00	0.00	N/A	0.00	0.00	0.00%	
		19,264,259.00	9,038,667.58	46.92%	19,561,536.00	8,938,795.23	45.70%	
Debt Service - Property Tax Levy	30/31	855,802.00	395,968.55	46.27%	889,154.00	385,908.82	43.40%	
Debt Service - Capital Leases	32	150,000.00	25,000.00	16.67%	150,000.00	52,589.76	35.06%	
Capital Projects	60	1,090,000.00	45,111.66	4.14%	75,000.00	45,117.88	60.16%	
		2,095,802.00	466,080.21	22.24%	1,114,154.00	483,616.46	43.41%	
Total Revenue Budget	Total	21,360,061.00	9,504,747.79	44.50%	20,675,690.00	9,422,411.69	45.57%	
EXPENSES by Fund		FUND	BUDGET	YTD EXPENSES	% of Budget	BUDGET	YTD EXPENSES	% of Budget
Education	10	15,754,209.03	7,552,429.19	47.94%	16,936,323.00	7,842,337.27	46.30%	
Operations & Maintenance	20	1,537,993.00	688,758.38	44.78%	1,512,496.00	695,887.22	46.01%	
Transportation	40	868,750.00	335,326.71	38.60%	1,104,000.00	243,615.11	22.07%	
IL Municipal Retirement Fund	50	150,151.00	66,370.55	44.20%	180,193.00	77,471.91	42.99%	
Social Security - FICA/MED	51	252,453.00	108,610.62	43.02%	258,818.00	107,967.56	41.72%	
Working Cash	70	1,000,000.00	0.00	N/A	0.00	0.00	N/A	
Tort Immunity	80	0.00	0.00	N/A	0.00	0.00	N/A	
		19,563,556.03	8,751,495.45	44.73%	19,991,830.00	8,967,279.07	44.85%	
Debt Service - Property Tax Levy - Bonds	30/31	896,848.00	608,348.79	67.83%	826,988.00	623,628.75	75.41%	
Debt Service - Capital Leases	32	179,953.00	152,706.11	84.86%	178,505.00	120,044.01	67.25%	
Capital Projects	60	6,550,000.00	5,251,262.13	80.17%	300,000.00	100,926.53	33.64%	
		7,626,801.00	6,012,317.03	78.83%	1,305,493.00	844,599.29	64.70%	
	Total	27,190,357.03	14,763,812.48	54.30%	21,297,323.00	9,811,878.36	46.07%	
		6,500,000.00						
		20,690,357.03						

### 2019-2020 & 2020-2021 Budget Summary Comparison

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>FY20 Revenues</b>	22.41%	42.15%	42.93%	44.92%	45.61%	<b>46.92%</b>						
<b>FY21 Revenues</b>	14.55%	32.82%	34.48%	43.04%	44.13%	<b>45.70%</b>						
<b>FY20 Expenses</b>	3.33%	8.96%	15.59%	23.10%	37.83%	<b>44.73%</b>						
<b>FY21 Expenses</b>	3.11%	8.15%	15.36%	29.06%	36.03%	<b>44.85%</b>						



**INVOICE**

December 05, 2020

West Northfield Dist 31  
3131 Techny Road  
Northbrook, IL 60062  
ATTN:

**Invoice Number: 0702521-2012**

**Invoice Amount: \$ 11,070.82**

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending December 05, 2020.

Your payment is due **January 01, 2021**.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16 digit card numbers and the total amount to be paid to each individual card.

BMO Harris Accounts	Diners Club Accounts
Payment By Mail	Payment By Mail
BMO Harris P.O. Box 5732 Carol Stream, IL 60197-5732	Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732
Payment By Overnight Delivery	Payment By Overnight Delivery
FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Harris Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com	By e-mail: dinersclub.service@bmo.com

Thank you for your continued business.

Please attach a copy of this invoice or the information below this line with your cheque payment.

West Northfield Dist 31  
3131 Techny Road  
Northbrook, IL 60062

Invoice Number: 0702521-2012  
Amount Paid: \$ 11,070.82  
Payment Due Date: January 01, 2021

RUN DATE: 12/07/2020



## P-Card Expense Report

Cardholder: Catherine Lauria

Last 4 # of P-Card: 2478

Billing Cycle: **Nov 6 - Dec 5, 2020**

Page: 1 of 1

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD/ Subscript	Travel	Misc.	Total
11/9/20	10E000 2212 4400 00 002212	You Can Book	Mathison	1 calendar						\$ 75.60	\$ 75.60
11/16/20	10E000 2212 4400 00 002212	You Can Book	Mathison	2 Calendars						\$ 74.16	\$ 74.16
11/16/20	10E000 2212 4400 00 002212	You Can Book	Mathison	3 Calendars						\$ 74.17	\$ 74.17
11/20/20	10E000 2320 4400 00 002320	Nemnet Recruitment	Nielsen	Minority recruitment						\$ 395.00	\$ 395.00
11/20/20	10e000 2320 3320 00 002320	Lake Co ROE	Nielsen	Title IX PD - Erin				\$ 200.00			\$ 200.00
11/20/20	20E0002542 3230 00 002542	Fields Jeep	Blankenheim	Repairs on Jeep						\$ 1,361.64	\$ 1,361.64
11/20/20	20E0002542 3230 00 002542	Fields Jeep	Blankenheim	Tires for Jeep						\$ 1,300.00	\$ 1,300.00
11/30/20	10E002 2220 4400 00 002220	NY Times Digital	Cerniglia	New York Times digital subscription				\$ 7.50			\$ 7.50
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
						\$ -	\$-	\$ 207.50	\$ -	\$3,280.57	

Approved and  
Date:

District Approved  
and Date:

Page 1 total	\$ 3,488.07
--------------	-------------

Page 2 total	\$ -
--------------	------

<b>Grand Total</b>	<b>\$ 3,488.07</b>
--------------------	--------------------

FUND 10 - 826.43  
FUND 20 - 2661.64



## P-Card Expense Report

Cardholder: April Miller

Last 4 # of P-Card:

1334

Billing Cycle: October- November

Page: 1 of 1

[illegible]

Approved and  
Date:  
District  
Approved and  
Date:

Amie Miller 12/10/2020  
C. M. Gauria 12/11/2020

\$ -	[2]	\$ -	\$ -	\$ -	\$ 2,339.35
------	-----	------	------	------	-------------

Page 1  
total

\$ 2,538.35

Page 2  
total

\$ 2,538.35

Grand Total

## P-Card Expense Report

Cardholder **Janine Gruhn**

Last 4 # of P-Card: 1619

Billing Cycle	11/6/20-12/5/20
---------------	-----------------

Page: 1 of X

[illegible]

Approved  
and Date:

JG - see email approval attached 12/9/2020

Approved  
and Date:

Cafeteria 12/11/2020

Page 1	
total	\$ 19.96
Page 2	
total	\$ -
<b>Grand Total</b>	<b>\$ 19.96</b>

## P-Card Expense Report

**Cardholder:** **Shaton Wolverton**

**Last 4 # of P-Card:** 6587

**Billing Cycle:** Nov 6-Dec 5, 2020

Page: 1 of 1 X[illegible]



P-CARD N 5550-0800-0081-7432 BILLING PERIOD: From 11/6/2020  
To 12/5/2020

Name Dave Del Boccio

SSN

Supervisor \_\_\_\_\_

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## P-Card Expense Report

Cardholder: Erin Murphy

Last 4 # of P-Card: 0645

Billing Cycle: **Nov 6 - Dec 5, 2020**

Page: 1 of X

[illegible]

Approved and  
Date:

District Approved  
and Date:

Catherine M. Garcia 1/6/2021

####	\$ -	\$ 137.01	\$ -	##	
				total	\$ 2,985.68
				2	
				total	\$ -
				<b>Grand Total</b>	<b>\$ 2,985.68</b>

FUND 10: 1967.01 / FUND 20: 1018.<sup>67</sup>

**Student Enrollment 2020-2021**

Grade	Aug 2020 (day 1)	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	# of Classes	In- Person	Remote	Class Size K-5 Oct	Class Size Guide
Pre-K	45 <sup>2</sup>	46 <sup>2</sup>	51 <sup>2</sup>	55 <sup>2</sup>	54 <sup>2</sup>	56 <sup>2</sup>										N/A
K	80	83	84	84	85	85						6	55	30	14,16,14,13,14,14	19
1	99	97	96	98	97	98						7	57	41	12,16, 13,15,15,13, 14	20
2	83	82	82	83	81	82						6	59	23	14,15,15, 8, 15, 15	20
3	91	90	90	90	90	91						6	59	32	14, 13,13,13,18,12	22
4	98	98	98	99	99	99 <sup>3</sup>						6	63	36	16, 16,16,16,15, 20	23
5	88	90	90	90	90	91						6	55	36	16,7,12,16,16, 11, 13	23
Pre-K-5 Total	584 <sup>2</sup>	586 <sup>2</sup>	591 <sup>2</sup>	599 <sup>2</sup>	596 <sup>2</sup>	602 <sup>2</sup>	0 <sup>2</sup>	0 <sup>2</sup>	0 <sup>2</sup>	0 <sup>2</sup>						
6	88	88	88	88	88	88							59	32		
7	117	117	118	118	118	117							60	58		
8	85	85	86	87	87	87							56	34		
6-8 Total	290	290	292	293	293	292							175	124		
Pre K-8 Total	874 <sup>2</sup>	876 <sup>2</sup>	883	892 <sup>2</sup>	889	894										
Out of Dist K-8	24 <sup>3</sup>	24 <sup>3</sup>	24 <sup>3</sup>	24 <sup>3</sup>	24 <sup>3</sup>	23 <sup>3</sup>										
Pre K-8 Total	898 <sup>2</sup>	900 <sup>2</sup>	907	916	913	917										

2: 32-in-District. 24 out of District, an additional 2 speech/language only - The students are assigned within AM half day, PM half day, 1 full day, and extended blended classrooms.

Out-of-District G 4-1Female

3: PK-2, K-3\*, 1st - 2\*, 2nd -1, 3rd -3\*, 4th -1\*, 2, 5th -1\* ,1, 6th -3, 7th -0, 8th -3 \*Serviced at Winkelman

Winkelman Student Enrollment 2020-2021																		
New Winkelman Students by Grade Level								New Winkelman Student District #31 Residential Zones										
Pre-K	K	1	2	3	4	5	K-5 Total			1	2	3	4	5	6	7	Total	
0	81	19	8	3	5	7	123		K	11	26	2	10	2	16	14	81	
									1	3	5	4	1	1	3	2	19	
									2	1	6	1	0	0	0	0	8	
Previous Locations of New Students									3	0	0	1	1	0	1	0	3	
In State		Out of State		Out of Country					4	1	2	0	0	0	1	0	4	
D21	5	Florida		1	Korea		1		5	1	4	0	1	0	1	0	7	
D34	2	AL		1					T	17	43	8	13	3	22	17	123	
D54	1								Residential Zones Codes:									
D59	3								1 Stonegate, 2 Unincorporated NB, 3 Mission Hills,									
D63	1								4 Indian Ridge, 5 Brookview Apt, 6 Salem Walk, 7 Ot									
D68	1																	
D96	1																	
D109	1																	
CHA	3																	
CPS	5																	
St. Benedict's Prep	1																	
Passages Charter, Chg	1																	
St. John Brebeuf	1																	
St. Catherine L	2																	
Children's Land, GV	1																	
Little Hands NB	2																	
CountrySide Day NB	1																	
Christian Heritage NField	1																	
Don't Know	2																	
Westdatem Northlake, Il	1																	
Portage Pk School, Chg	2																	

	Total	38			2		1											



Student Transfer Locations Summer 2019 Through Present					
In State		Out of State		Out of Country	
D23	1	KS	1		
D28	2	MN	1		
D30	3	IN	2		
D34	2	NC	1		
D54	1				
D63	1	ND	2		
D73	2	TX	1		
D102	1	FL	1		
D202	2	MI	1		
OLPH	2				
Science&Arts Acamdemy - Des f	1				
Home Schooled	2				
Total	20		10		0

Field Enrollment 2019-2020																
New Field Students by Grade Level								New Field Student District #31 Residential Zone								
6	7	8	Total					1	2	3	4	5	6	7	Total	
9	6	6	21					6	4	2	1	0	0	1	1	9
								7	1	0	1	0	0	3	1	6
								8	0	5	0	0	0	0	1	6
Previous Locations of New Students								Total	5	7	2	0	0	4	3	21
In State		Out of State		Out of Country												
Solomon Schechter	2			Mexico	1											
Steeple Run Naperville	2			Ukraine	1											
CHA	1							Residential Zones Codes:								
D34	3							1 Stonegate, 2 Unincorporated NB, 3 Mission Hills,								
CPS	2							4 Indian Ridge, 5 Brookview Apt, 6 Salem Walk, 7 Other								
D62	1															
D54	1															
Park View Mtn. Grove	2															
St. Catherines	1															
Isaliam Fndt. Villa Pk	1															
D146	1															
D140	1															
NBJH	1															
Total	19			0	2											

Student Transfer Locations Summer 2019 Through Present							
In State		Out of State		Out of Country			
Unknown	4						
Northbrook Jr.	1						
Holmes Jr	1						
D23	1						
D27	1						
Football Middle	1						
Total	9		0			0	



Cathy Lauria &lt;clauria@district31.net&gt;

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**Re: FOIA Request - Elected Boards and Officials**

1 message

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**Cathy Lauria** <clauria@district31.net>

Fri, Dec 18, 2020 at 4:04 PM

To: Kaza Rhan &lt;news@news.locallabs.com&gt;

Good Afternoon ~

Attached please find the information you requested in the format mentioned in your email.

Thank you,

Cathy

On Mon, Dec 14, 2020 at 6:44 PM Kaza Rhan &lt;news@news.locallabs.com&gt; wrote:

To whom it may concern,

I am writing to you on behalf of LocalLabs which is the publisher of Prairie State Wire, an online publication that reports on and informs the public about local government activities. We are requesting data on your elected boards and officials.

Additionally, we are requesting electronic (preferably non-PDF such as CSV, Excel, Txt) data with the following data points:

- 1) Name
- 2) Term start date
- 3) Term end date
- 4) Salary
- 5) Email Address

The purpose of the request is to access and disseminate information as a matter of public interest and is not for the principal purpose of personal or commercial benefit. I qualify as media under the definition in Section 2 (c-10) ("Commercial purpose"), Section 2 (f) ("News media"), Section 2 (g) ("Recurrent requester"), and Section 2 (h) ("Voluminous request") of the Freedom of Information Act, for the purposes of being exempt to the provisions of Section 3.1 (Requests for commercial purposes), Section 3.2 (Recurrent requesters), Section 3.6 (Voluminous requests), and Section 6 (Authority to charge fees). Therefore, I request you furnish any responsive documents and items without charge.

Thank you,

Kaza Rhan

Manager

LocalLabs

--  
Catherine M. Lauria, CSBO

Assistant Superintendent of Finance &amp; Operations

12/18/2020

School District 31 Mail - Re: FOIA Request - Elected Boards and Officials

West Northfield School District 31  
3131 Techny Road, Northbrook, IL 60062  
(847) 313-4413  
(847) 272-4818 FAX



**FOIA response to Kaza Rahn 12 14 2020 Request.xlsx**

12K

**FOIA RESPONSE to 12.14.2020 Request**

Kaza Rahn

<b>Name</b>	<b>Most Recent Term start date</b>	<b>Term end date</b>	<b>Salary</b>	<b>Email Address</b>
Melissa Choo Valentinas	04/16/19	April of 2023	N/A	<a href="mailto:mcvalentinas@district31.net">mcvalentinas@district31.net</a>
Laura Greenberg	04/09/17	April of 2021	N/A	<a href="mailto:lgreenberg@district31.net">lgreenberg@district31.net</a>
Daphne Frank	04/16/19	April of 2023	N/A	<a href="mailto:dfrank@district31.net">dfrank@district31.net</a>
Nancy Hammer	04/09/17	April of 2021	N/A	<a href="mailto:nhammer@district31.net">nhammer@district31.net</a>
Robert Resis	04/09/17	April of 2021	N/A	<a href="mailto:rresis@district31.net">rresis@district31.net</a>
Jeffrey Steres	04/09/17	April of 2021	N/A	<a href="mailto:jsteres@district31.net">jsteres@district31.net</a>
Maria Vasilopoulos	04/16/19	April of 2023	N/A	<a href="mailto:mvasilopoulos@district31.net">mvasilopoulos@district31.net</a>



Cathy Lauria <clauria@district31.net>

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**Re: SmartProcure FOIA Request to West Northfield School District #31 For PO/Vendor Information**

1 message

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**Cathy Lauria** <clauria@district31.net>

Mon, Dec 28, 2020 at 10:17 AM

To: [kdeloian@smartprocure.com](mailto:kdeloian@smartprocure.com)

Good Morning, Ken -

Please see the attached in response to your 12.23.2020 FOIA request.

Thank you,

Cathy

On Wed, Dec 23, 2020 at 1:09 PM Ken Deloian <[kdeloian@smartprocure.com](mailto:kdeloian@smartprocure.com)> wrote:

Dear Cathy Lauria,

SmartProcure is submitting a commercial FOIA request to the West Northfield School District #31 for any and all purchasing records from 09/19/2020 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

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

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

Please email or click on the button below to upload the information. There is no file size limitation:

[Click Here To Upload](#)

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

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

Regards,

Ken Deloian  
Data Acquisition Specialist

**SmartProcure**

Direct: 561-609-6943  
Email: [kdeloian@smartprocure.com](mailto:kdeloian@smartprocure.com)

--  
Catherine M. Lauria, CSBO  
Assistant Superintendent of Finance & Operations  
West Northfield School District 31  
3131 Techny Road, Northbrook, IL 60062  
(847) 313-4413  
(847) 272-4818 FAX

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## 2 attachments

 **FOIA - Smart Procure Part I - 12.23.2020 Request - PO LISTING 09 19 2020 to PRESENT.xlsx**  
34K

 **FOIA - Smart Procure Part II - 12.23.2020 Request - Current vendor list.xlsx**  
356K



## **Operational Services**

### **Student Activity and Fiduciary Funds**<sup>1</sup>

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.<sup>2</sup> The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.<sup>3</sup>

#### **Student Activity Funds**

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code.<sup>4</sup> The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, including the authority to make loans between activity funds.<sup>5</sup>

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<sup>1</sup> State law controls this policy's content. See 105 ILCS 5/10-20.19 and 23 Ill.Admin.Code §§100.80, 100.85. Due to their decentralized nature, student activity funds have historically been an area ripe for fraud, waste, and abuse. This policy supports a board member's fulfillment of his or her fiduciary duty and oath to protect the assets of the district by directing the proper maintenance and control of student activity and fiduciary funds. 105 ILCS 5/10-16.5; see policy 2:80, *Board Member Oath and Conduct*. Adoption of this policy also aligns with mandatory board member training on fiduciary and financial oversight responsibilities. 105 ILCS 5/10-16a(b).

ISBE's rules in Part 125 (Student Activity Funds and Convenience Accounts) were in effect only through 6-30-08 after which they were replaced by Part 100. The rules in Part 100 do not provide for *convenience accounts*. The rules in Part 100 were subsequently amended to recognize *fiduciary funds* separately from *student activity funds* in response to *Governmental Accounting Standards Board Statement No. 84*, available at: [www.gasb.org](http://www.gasb.org). Policy, 7:325, *Student Fundraising Activities*, contains the elements required by State law for a policy on student fundraising activities.

<sup>2</sup> Student activity funds are established to account for money used to support the activities of student organizations and clubs, e.g., homeroom, yearbook, class year, choral or band group, class projects, student clubs, student council, and student-sponsored bookstore. 23 Ill.Admin.Code §100.20. Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to *fiduciary funds* (see f/n 7, below), the board, superintendent, or other district employees have direct involvement in how *student activity funds* are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with *Governmental Accounting Standards Board Statement No. 84*. 23 Ill.Admin.Code §§100.80(e), 100.85.

<sup>3</sup> See f/n 7, below.

<sup>4</sup> 105 ILCS 5/8-2. A board's insurance carrier can assist the board with obtaining bonds for these individuals.

<sup>5</sup> See 23 Ill.Admin.Code §100.80(c) for the treasurer's duties. ISBE's rule permits the activity fund treasurer to make loans between funds "if and as authorized by the board's policy." 23 Ill.Admin.Code §100.80. A board that does not want to allow loans between activity funds should choose one of these alternatives:

- Alternative 1: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.
- Alternative 2: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer must have the Board's approval before making a loan between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose. <sup>6</sup>

#### Fiduciary Funds <sup>7</sup>

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. <sup>8</sup> The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds. <sup>9</sup>

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.  
23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

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

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<sup>6</sup> The authority for this paragraph's first sentence is 23 Ill.Admin.Code §100.80(c)(7); the second sentence is up to the local board's discretion. The following option may be inserted after the first sentence: "However, money remaining in any Senior Class fund after graduation will automatically transfer to the next year's class."

<sup>7</sup> Fiduciary funds are funds "received from an independent, outside source in which the school board is acting in an administrative capacity." 23 Ill.Admin.Code §100.20, e.g., outside, independent scholarship funds in which the district has no authority to decide how the funds are attained or awarded. Id. Unlike student activity funds, where "[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained," a district has no control over how fiduciary funds are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85. See 23 Ill.Admin.Code §100.85 for the specific characteristics and permitted activities of a fiduciary fund. Boards must take a number of specific actions for fiduciary funds that are delegated to the superintendent or designee in this policy and align with IASB's *Foundational Principles of Effective Governance*, at [www.iasb.com/principles\\_popup.cfm](http://www.iasb.com/principles_popup.cfm). 23 Ill.Admin.Code §100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

<sup>8</sup> See f/n 4, above.

<sup>9</sup> See 23 Ill.Admin.Code §100.85(d) for the treasurer's duties.

## Operational Services

### Accounting and Audits <sup>1</sup>

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

### Annual Audit <sup>2</sup>

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

### Annual Financial Report <sup>3</sup>

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

### Inventories <sup>4</sup>

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location,

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<sup>1</sup> State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash. 23 Ill.Admin.Code §100.70. This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. The *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing* at 23 Ill.Admin.Code Part 100 replaced 23 Ill.Admin.Code Part 110, *Program Accounting Manual* and 23 Ill.Admin.Code Part 125, *Student Activity Funds and Convenience Accounts*.

<sup>2</sup> Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs. 31 U.S.C. §7501 *et seq.*

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center."

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." **Note:** All board committees are subject to the Open Meetings Act (5 ILCS 120/).

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

<sup>3</sup> Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.

<sup>4</sup> The Ill. Program Accounting Manual (IPAM) was repealed and replaced with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*. While these rules contain much of the IPAM information, the information about inventories was not included. That information is still useful and may be found at [www.isbe.net/Documents/ipam.pdf](http://www.isbe.net/Documents/ipam.pdf). The last sentence of this section should be modified to align with local conditions.

purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable.<sup>5</sup> The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.<sup>6</sup>

### Capitalization Threshold<sup>7</sup>

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

### Disposition of District Property<sup>8</sup>

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

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<sup>5</sup> 2 C.F.R. §200.313. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through the Grant Accountability Transparency Act (GATA) (30 ILCS 708/), unless exempted in whole or in part by the Governor's Office of Management of Budget. 30 ILCS 708/55. See [www.isbe.net/gata](http://www.isbe.net/gata) for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by the Ill. State Board of Education (ISBE). See 4:80-AP3, *Inventory Management for Federal and State Awards*. ISBE guidance is available at: [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf) and [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx).

<sup>6</sup> Id. In connection with ISBE's grant monitoring function, ISBE published a *Checklist for Equipment and Inventory Review* which requires an approved policy (or procedure) related to the management of equipment at [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx).

<sup>7</sup> Optional. 23 Ill.Admin.Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. 2 C.F.R. §§200.33 and 200.313(e). The Government Accounting Standards Board (GASB) Statement No. 34 at para. 115(e) states that a government should disclose its policy "for capitalizing assets and for estimating the useful lives of those assets." See GASB Statement 34 and *Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28), both available at [www.gasb.org](http://www.gasb.org). There are no specific requirements for such policies; however, district auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

<sup>8</sup> The requirements in this section are specified in 105 ILCS 5/5-22 (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements), 5/10-22.8; and 2 C.F.R. §200.313(e) for federal awards and State awards governed by GATA. See f/n 5, above, regarding grant award requirements. A board that desires to act on the disposition of property having *any* value should use the following alternative to this section's last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

The recipient (through either sale or donation) of any discarded school bus must immediately: (1) remove, cover, or conceal the "SCHOOL BUS" signs and any other insignia or words indicating the vehicle is a school bus; (2) render inoperable or remove entirely the stop signal arm and flashing signal system; and (3) paint the school bus a different color from those under Sec. 12-801 of the Ill. Vehicle Code. 625 ILCS 5/12-806(b), added by P.A. 100-277.

### Taxable Fringe Benefits<sup>9</sup>

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

### Controls for Revolving Funds and Petty Cash<sup>10</sup>

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

### Control Requirements for Checks<sup>11</sup>

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

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<sup>9</sup> The intent of this optional section is twofold: (1) to control personal use of district property and equipment; and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec. 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (2019), *Employer's Tax Guide to Fringe Benefits*, [www.irs.gov/pub/irs-pdf/p15b.pdf](http://www.irs.gov/pub/irs-pdf/p15b.pdf).

<sup>10</sup> 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the \$500 cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

The School Code defines petty cash as a type of revolving fund. *Id.* It and other revolving funds carry a standard balance and are regularly reimbursed to maintain the standard balance amount (generally referred to as an *imprest system* of financial accounting). In practice, petty cash is paid out of a de minimis cash amount maintained by a fund custodian. Disbursement from a revolving fund other than petty cash is typically made against an imprest checking account, by an authorized signor who is readily available in the district, e.g., a superintendent or building principal. The authorized signor manages the revolving fund and requests the board to reimburse the fund for expenses incurred to bring the imprest account back to its standard balance.

<sup>11</sup> This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

Two of the following individuals: the Treasurer, Board President, and/or Board Vice-President, shall sign all checks issued by the School District, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks. Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/. Electronic records and signatures are governed by the Electronic Commerce Security Act. 5 ILCS 175/5. Attorneys disagree about the applicability of these laws to school districts.

## Internal Controls <sup>12</sup>

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse,<sup>13</sup> as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

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<sup>12</sup> This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure." 23 Ill.Admin.Code §100.110. This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system. In addition, ISBE has issued guidance on internal controls pursuant to its administration of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. See the *Fiscal Procedures Handbook*, at: [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf), which states that "to establish a strong control environment, grantees must...[d]esign internal controls that are in compliance with guidance in *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States" (a free resource, available at: [www.gao.gov/assets/670/665712.pdf](http://www.gao.gov/assets/670/665712.pdf)) or the *Internal Control Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (a fee-based resource, available at: <https://www.coso.org/Pages/ic.aspx>). Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-API, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

<sup>13</sup> Unless specifically exempted, grantees receiving funds from any State agency, including ISBE, must comply with GATA and annually complete a *Fiscal and Administrative Internal Controls Questionnaire* (ICQ). The ICQ covers a number of different topics related to internal controls. Districts that are identified as having one or more areas of elevated risk based on their answers to the ICQ are required to develop and implement corrective action to address the area(s). Districts that fail to take necessary corrective action to address weak areas of internal control put their grant funding at risk. One of the sections of the ICQ addresses a grantee's internal controls for fraud, waste, and abuse, including whether the grantee has a *fraud awareness program*. See 4:80-API, *Checklist for Internal Controls*, and 4:80-AP2, *Fraud, Waste, and Abuse Awareness Program*, which incorporate ISBE-recommended practices related to fraud, waste, and abuse.



LEGAL REF.: 2 C.F.R. §200 et seq.  
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.  
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.  
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

## **Students**

### **Student Fundraising Activities**<sup>1</sup>

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:<sup>2</sup>

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.<sup>3</sup>
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.<sup>4</sup>
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.

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<sup>1</sup> State law requires this subject matter be covered by policy. 105 ILCS 5/10-20.19(3) requires districts to have rules governing: (1) "conditions under which school classes, clubs, and associations may collect or acquire funds," and (2) "the safekeeping of such funds for the educational, recreational, or cultural purposes they are designed to serve."

<sup>2</sup> Except for #2 (see f/n 3, below), all numbered directives are optional and may be deleted or amended. These directives are intended to comply with 105 ILCS 5/10-20.19(3) by stating the conditions under which funds may be collected and by providing for their safekeeping.

<sup>3</sup> Selling popular food items to raise funds is restricted by federal and State rules. ISBE limits the sale of competitive food and beverages sold to students on the school campus of any school that participates in the School Breakfast Program or the National School Lunch Program (*participating schools*). 23 Ill.Admin.Code §305.15(a). *Competitive foods* are all food and beverages that are offered by any person, organization, or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. 7 C.F.R. §210.11(a)(2); 23 Ill.Admin.Code §305.5. *Participating schools* with grades 8 and below have *zero exempted fundraising days*, and *participating schools* with grades 9-12 may have no more than nine *exempted fundraising days*. 23 Ill.Admin.Code §305.15 (b)(2)(A)-(B). *Exempted fundraising day* means a school day on which foods and/or beverages not meeting the "general nutrition standards for competitive foods" may be sold to students on the school campus. 7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5. See 4:120, *Food Services*; 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

<sup>4</sup> Two alternatives follow:

- |                |   |
|----------------|---|
| Alternative 1: | 4. Student safety must be paramount <u>and door-to-door solicitations are prohibited</u> .  |
| Alternative 2: | 4. Student safety must be paramount <u>and door-to-door solicitations are discouraged</u> . |



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:<sup>5</sup>
- 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 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

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<sup>5</sup> The issue of soliciting or receiving donor messages is an unsettled area of the law that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution’s Free Speech, Establishment, and Equal Protection Clauses may be triggered. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate on the basis of viewpoint. Requiring that donor messages go through a thorough review process prior to their permanent placement on any medium can avoid issues that may occur when messages are reviewed after placement and found to be unacceptable. For sample cases discussing the issue of a district’s exclusion of donor messages on school property, see Fleming v. Jefferson Cnty. Sch. Dist. R-1, 298 F.3d 918 (10th Cir. 2002), *cert. denied* (school’s restriction on the use of religious symbols on tiles that would become a part of the rebuilt school allowed because the messages were school-sponsored speech, and the restrictions had a reasonable relation to legitimate teaching concerns); DiLoreto v. Downey Unified Sch. Dist. Bd. of Educ., 196 F.3d 958 (9th Cir. 1999), *cert. denied* (school district’s refusal to post an advertisement featuring the text of the Ten Commandments on its baseball field upheld because the field was a nonpublic forum for a limited purpose); Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied* (school district disallowed religious symbols on Bible Club’s mural so it would not have to allow speech that would cause a disruption like white supremacists who wanted to display the swastika); and Kiesinger v. Mexico Acad. and Central Sch., 427 F.Supp. 2d 182 (N.D.N.Y. 2006)(school district’s removal of bricks inscribed with a donor’s religious messages from a walkway in front of a school was viewpoint discrimination because the district allowed messages about God generally, but not a specific religious viewpoint on God).

## **Instruction**

### **Student Testing and Assessment Program**<sup>1</sup>

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

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

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.<sup>2</sup>
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.<sup>3</sup>

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.<sup>4</sup> All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup>

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

105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7 and 101-643, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

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

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

<sup>2</sup> Required by 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643.

<sup>3</sup> 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(b).

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

day of each school year, and (2) made publicly available to parents/guardians of students.<sup>5</sup> Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.<sup>6</sup>

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

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

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

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

<sup>6</sup> 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, governs recording assessment results in school student records. See also the Ill. School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code §375.10.

## **Students**

### **Extracurricular Athletics**

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.<sup>1</sup>
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.<sup>2</sup>
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.<sup>3</sup>
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.<sup>4</sup>
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School

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<sup>1</sup> State or federal law controls this policy's content.

A comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The building principal usually develops the Handbook, subject to review and approval by the superintendent and board.

Each board in a district that maintains any of grades 9 through 12 must have a *no pass-no play* policy. 105 ILCS 5/10-20.30. See policy 6:190, *Extracurricular and Co-Curricular Activities*, for complete details.

For purposes of clarity, the IASB uses a curricular-extracurricular dichotomy. All classes are included in the category *curricular* as well as what was formally known as *co-curricular*, e.g., band and choral performances that are a required part of the class. The category *extracurricular* includes all school-sponsored activities that are not a part of a student's educational program as reflected in the student's class schedule. Examples include football, cheerleading, French club, Key Club, and student government. Note that extracurricular activities may be curriculum-related or non-curriculum-related for purposes of determining access to school facilities under the federal Equal Access Act. See **PRESS** sample policy 7:330, *Student Use of Buildings - Equal Access*.

<sup>2</sup> At a minimum, schools should: (1) fully inform and warn students and their parents/guardians of risks inherent in a sport, (2) assist their understanding and appreciation of these risks, and (3) document the school's efforts. See 7:300-E1, *Agreement to Participate*. This form's provision concerning waiver of liability and hold harmless should be reviewed with the board attorney. The district may not be able to waive gross negligence or recklessness on its part, but the waiver language in the form serves to alert the student and his/her parents/guardians to the seriousness of potential injuries.

<sup>3</sup> Students participating in interscholastic athletics must have an annual physical exam. 23 Ill.Admin.Code §1.530(b). IHSA by-law 2.150 requires schools to have on file for each student participating in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician assistant, or nurse practitioner not more than 395 days preceding any date of participation; a form is available on the IHSA website at: [ihsa.org/Resources/DownloadCenter.aspx](https://www.ihsa.org/Resources/DownloadCenter.aspx).

<sup>4</sup> This item ensures that students are covered by insurance for medical expenses up to \$50,000 (before the district's catastrophic accident insurance kicks in) and that students who are not covered by the district's catastrophic insurance are otherwise covered by insurance.

105 ILCS 5/22-15 requires (with limited exceptions) each school district having grades 9-12 to maintain catastrophic insurance coverage for student athletes who sustain an accidental injury while participating in interscholastic athletic events sanctioned by IHSA that results in medical expenses in excess of \$50,000. A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. For more information see 4:100, *Insurance Management*.

Athletic Association),<sup>5</sup> and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.<sup>6</sup>

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.  
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

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<sup>5</sup> Participants in an IHSA-sponsored or sanctioned athletic event are subject to testing for banned substances. For a list of banned substances, the testing program, and other related resources, see the IHSA Sports Medicine website, [www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx).

The sponsoring organization's rules/bylaws/policies control transgender student participation in extracurricular athletic activities. See:

1. IESA *Policy and School Recommendations for Transgender Participation* at: [www.iesa.org/documents/handbook/IESA-Policies.pdf](http://www.iesa.org/documents/handbook/IESA-Policies.pdf);
2. IHSA policy #34, *Policy and School Recommendations for Transgender Participation*, at: [www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies](http://www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies); and
3. SIJHSAA *Transgender Participation Policy* at: [www.sijhsaa.com/images/stories/pdf/TRANSGENDER\\_PARICIPATION\\_POLICY\\_Revised\\_10-17-18.pdf](http://www.sijhsaa.com/images/stories/pdf/TRANSGENDER_PARICIPATION_POLICY_Revised_10-17-18.pdf).

For further information on accommodating transgender students, see **PRESS** sample procedure 7:10-AP1, *Accommodating Transgender Students or Gender Non-Conforming Students*. See also two Ill. State Board of Education non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures*, at:

[www.isbe.net/supportallstudents](http://www.isbe.net/supportallstudents).

<sup>6</sup> IHSA eligibility information and required forms are available at: [www.ihsa.org/Resources/Download-Center](http://www.ihsa.org/Resources/Download-Center).

A district must include information concerning the board's concussion policy in any agreement, contract, code, or other written instrument that the district requires a student athlete and his or her parent(s) or guardian(s) to sign before participating in practice or interscholastic competition. 105 ILCS 5/10-20.54 and 23 Ill.Admin.Code §1.530(b). The form 7:300-E1, *Agreement to Participate*, contains the requirements in this policy. In addition, the student and student's parent/guardian must sign a form approved by IHSA acknowledging receiving and reading written information on concussions. 105 ILCS 5/22-80(e).

The IHSA website contains many helpful resources, e.g.:

1. [www.ihsa.org/Resources/Download-Center](http://www.ihsa.org/Resources/Download-Center) (see consent form under subhead **Sports Medicine Forms**)
2. [www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx) (performance-enhancing drugs)
3. [www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx) (concussions)

Concussion information is available from the Ill. Elementary School Assoc. at: [www.iesa.org/activities/concussion.asp](http://www.iesa.org/activities/concussion.asp).

## **Students**

### **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**<sup>1</sup>

#### **Required Health Examinations and Immunizations**

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;<sup>2</sup>
2. Entering the sixth and ninth grades;<sup>3</sup> and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).<sup>4</sup>

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.<sup>5</sup>

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.<sup>6</sup>
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.<sup>7</sup>
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.<sup>8</sup> A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.<sup>9</sup>

<sup>1</sup> State or federal law controls this policy's content. The policy restates 105 ILCS 5/27-8.1, amended by P.A.s 100-513, 100-977, and 101-643. Immunization requirements are found in 77 Ill.Admin.Code §665.240. A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health (IDPH) as having a high incidence of Tuberculosis. See also *Questions & Answers Regarding School Health Record Issues*, revised May 2013, and available at: [www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq\\_2013.pdf](http://www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq_2013.pdf).

<sup>2</sup> 105 ILCS 5/27-8.1(1); 77 Ill.Admin.Code §§665.140 and 665.240 *et seq.*

<sup>3</sup> *Id.*

<sup>4</sup> *Id.* If grade levels are not assigned, examinations must be completed within one year prior to the school year in which the child reaches the ages of five, 11, and 15. 77 Ill.Admin.Code §665.140(b).

<sup>5</sup> 410 ILCS 315/1.10; 77 Ill.Admin.Code §665.240(l). For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, students must show proof that they have received one dose of meningococcal conjugate vaccine in the school year in which the child reaches age 11 and a second dose in the school year in which the child reaches age 16 (but if the first dose is administered when the child is 16 years of age or older, only one dose is required). Students eligible to remain in public school beyond grade 12 (special education) shall meet the requirements for 12th grade.

<sup>6</sup> 105 ILCS 5/27-8.1(2), amended by P.A. 100-513; 77 Ill.Admin.Code §665.130 *et seq.*

<sup>7</sup> *Id.* at f/n 6 above and §665.700 *et seq.*

<sup>8</sup> 105 ILCS 5/27-8.1(2), amended by P.A.s 100-513 and 100-1011. The IDPH is to develop rules to implement these new screening requirements and revise the Child Health Examination form. *Id.* The health care provider must only record whether or not the social and emotional screening was completed.

<sup>9</sup> 105 ILCS 5/27-8.1(2.5). Item #3 may be supplemented with any of the following options:

**Option 1:** If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.<sup>10</sup>
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.<sup>11</sup>
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.<sup>12</sup>

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.<sup>13</sup> New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.<sup>14</sup> If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.<sup>15</sup>

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**Option 2:** Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

**Option 3:** (The use of both Option 1 and 2.)

- a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
- b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

**Note:** Even if the district does not offer the above optional services, consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

<sup>10</sup> Required by 410 ILCS 45/7.1. Physicians are required to screen children over 7 years of age for lead poisoning when, in the physician's judgment, a child is at risk. 410 ILCS 45/6.2, amended by P.A. 100-513.

<sup>11</sup> This sentence restates the requirement in the Communicable Disease Prevention Act regarding HPV-related cancer prevention. 410 ILCS 315/2e, amended by P.A. 100-741.

<sup>12</sup> 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977.

<sup>13</sup> 105 ILCS 5/27-8.1(5), amended by P.A. 101-513, requires compliance by October 15 unless a district establishes an earlier date with 60 days notice. If an earlier date is established, replace "October 15" in this paragraph with the earlier locally established date. During any student's exclusion from school for non-compliance with this policy, the student's parents/guardians shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/27-8.1. 105 ILCS 5/27-8.1(2.5) exempts developmental or social and emotional screenings from the exclusion from school requirement.

**Note:** 77 Ill.Admin.Code §665.240(n) states "It is not the intent of this Part that any child whose parents comply with the intent of this Part, the Act or the School Code should be excluded from a child care facility or school. A child or student shall be considered in compliance with the law if there is evidence of the intent to comply. Evidence may be: 1) a signed statement from a health care provider that he or she has begun, or will begin, the necessary immunization procedures; or 2) the parent's or legal guardian's written consent for the child's participation in a school or other community immunization program." Consult with the board attorney about the impact this regulation may have on the district's ability to and procedures for excluding students for non-compliance with this policy.

<sup>14</sup> This sentence is optional. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations after 30 days must be excluded until such proof is properly submitted. 105 ILCS 5/27-8.1(5), amended by P.A. 100-513. Consult the board attorney about establishing timeframes other than 30 days.

<sup>15</sup> This sentence and the following sentence restate 105 ILCS 5/27-8.1(5), amended by P.A. 100-513.



The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations.<sup>16</sup> If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.<sup>17</sup>

#### Eye Examination<sup>18</sup>

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.<sup>19</sup>

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

#### Dental Examination<sup>20</sup>

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

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<sup>16</sup> Id. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/. There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.

<sup>17</sup> 105 ILCS 5/27-8.1, amended by P.A.s 100-513, 100-977, and 101-643.

<sup>18</sup> Required by 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(2). The IDPH's rules are published at 77 Ill.Admin.Code §665.610 et seq. §665.150 and 630 prescribe the statewide eye examination report form, available at: [www.idph.state.il.us/HealthWellness/EyeExamReport.pdf](http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf) or 77 Ill.Admin.Code §665, Appendix A.

<sup>19</sup> While 105 ILCS 5/27-8.1 requires eye examinations for students entering kindergarten or an Illinois school for the first time, it still encourages parents/guardians to have their children undergo eye examinations at the same points in time as their required health examinations. The IDPH must require that individuals conducting vision screenings give a child's parent/guardian a written notification stating (105 ILCS 5/27-8.1(2)):

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

<sup>20</sup> Required by 105 ILCS 5/27-8.1(1.5), amended by P.A.s 100-829 and 101-643. The IDPH's rules are published at 77 Ill.Admin.Code §665.410 et seq. §§665.150 and 430 prescribe the statewide dental examination report form, available at: [www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf](http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf) or 77 Ill.Admin.Code §665, Appendix D.



## Exemptions <sup>21</sup>

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.  
<sup>22</sup>
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

## Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.<sup>23</sup> School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

<sup>21</sup> Id.; 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(8), amended by P.A. 100-513.

<sup>22</sup> Id.; 77 Ill.Admin.Code §665.510. The Certificate of Religious Exemption form is available on IDPH's website at: [www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf](http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf). To direct parents/guardians to the detailed exclusionary requirements pursuant to 77 Ill.Admin.Code Part 690, see 7:280-E2, *Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases*. The IDPH maintains a helpful school health communicable diseases chart detailing mode of transmission, symptoms, incubation period, period of communicability, criteria for exclusion from school, reporting requirements, and prevention and control measures at: [www.dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf](http://www.dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf).

<sup>23</sup> Required by 105 ILCS 45/1-20 (Education for Homeless Children Act). Also required by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11432(g)(3)(C)(i).

## **Professional Personnel**

### **Substitute Teachers** <sup>1</sup>

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board.<sup>2</sup> There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows: <sup>3</sup>

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License<sup>4</sup> or Educator License with Stipulations<sup>5</sup> may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. <sup>6</sup>

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.<sup>7</sup>

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. <sup>8</sup>

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<sup>1</sup> State law controls this policy's content. Policy 5:30, *Hiring Process and Criteria*, contains the requirements for pre-employment investigations, e.g., a fingerprint based criminal history records check. See also 5:30-AP2, *Investigations*. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. *Id.* A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. *Id.*

<sup>2</sup> 23 Ill.Admin.Code §1.790(a)(2), requires that any individual who serves as a substitute teacher for driver's education be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(k).

<sup>3</sup> Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3), amended by P.A. 100-596; 23 Ill.Admin.Code §§1.790 and 25.520.

<sup>4</sup> Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25.

<sup>5</sup> Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A. 100-596, and 23 Ill.Admin.Code Part 25. 105 ILCS 5/21B-20(2)(E), amended by P.A. 100-13, permits an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms. Similarly, 105 ILCS 5/21B-20(2)(F), amended by P.A. 100-13, permits an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms.

<sup>6</sup> 105 ILCS 5/21B-20(4), added by P.A. 100-596. Districts may not hire a short-term substitute teacher for teacher absences lasting six or more days. *Id.*

<sup>7</sup> 40 ILCS 5/16-118, amended by P.A.s 100-596 and 101-645 (specifying permissible paid days and hours for TRS annuitants), and 16-150.1, amended by P.A. 101-49 (TRS annuitants may return to teaching in a subject shortage area until 6-30-21). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

<sup>8</sup> If a board provides substitute teachers other benefits, it may consider listing them here.

### Short-Term Substitute Teachers <sup>9</sup>

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program.<sup>10</sup> Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board. <sup>11</sup>

### Emergency Situations <sup>12</sup>

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).  
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

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<sup>9</sup> 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. Id. 105 ILCS 5/21B-20(4) repeals on 7-1-23.

<sup>10</sup> 105 ILCS 5/10-20.68, added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23.

<sup>11</sup> See f/n 6.

<sup>12</sup> 105 ILCS 5/21B-20(3). An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."



**West Northfield School District 31**  
**Assistant Superintendent of Finance & Operations**

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**Regular Meeting – Thursday, January 21, 2021**

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**TO: Dr. Erin K. Murphy, Superintendent**  
**FROM: Catherine M. Lauria**  
**RE: Facilities Rental Information**

**DISCUSSION ITEM**

A member of the Board of Education requested information regarding facilities rentals, or use of the district's buildings and/or grounds. The district's documents were included in the December board packet. The request was made to see more language attached to the building use information which showed portions of the parking lots wanting to be used and the fees attached to that usage.

In addition to the fees to rent the grounds, it was noted that use of the parking lots should be requested by completing an application and including a certificate of insurance which names the district as additionally insured for liability purposes. On numerous occasions, requests are not being made, yet the property is being used. This is especially difficult with weekend usage.

The current agreement the district provides to those requesting use of the grounds, has the rate of \$20.00 per hour for use of the outside grounds. It also notes that a Certificate of Insurance is required and does not allow for the use for grills, tents, bonfires, inflatables, and animals. Alcohol consumption, smoking, gambling, and weapons are not permitted, as well. Any damage to the property would incur an additional charge.

Other districts were surveyed for their fee structure of outdoor space. From those that responded, we received the following information:

District A – Outdoor spaces are owned by the park district; their use is limited to school times and functions so there is no option for them to allow use to others.

District B – Parking Lot Only – Per Day – Free for one, \$75 for 2, \$150 for 3

District C – No mention of renting outdoor space in their documents

District D – No charge for use of outdoor space, including parking lots

District E – Outdoor space is unavailable for usage

Input from the Board regarding the cost associated with renting the grounds would be helpful in determining refining our practices, allocating certain areas, and determining the amount to charge if the current rate is not acceptable.