



## WEST NORTHFIELD SCHOOL DISTRICT 31

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

**March 18, 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 March 18, 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. [Continued Planning for the 2021-2022 school year](#) - Dr. Erin K. Murphy, Superintendent
- VI. CONSENT AGENDA
  - A. [Approve the Open Session Minutes of the February 25, 2021 Regular Meeting of the Board of Education](#)
  - B. [Approve the Closed Session Minutes of the February 25, 2021 Closed Meeting of the Board of Education](#)
  - C. [Approve Warrants for the second half of the Month of February in the Amount of \\$96,639.76](#)
  - D. [Approve Payroll for the second half of the Month of February in the Amount of \\$446,687.98](#)
  - E. [Approve Personnel Report](#)
  - F. Accept Donations - None
  - G. Approve Policies - None

## VII. ACTION ITEMS

- A. [Approve Appointment of Kathleen Ipsen as Director of Support Services](#) (Early Childhood programming)
- B. [Appoint Catherine Lauria, Asst Supt of Finance & Operations, as the Assistant Township School Treasurer for FY22 and FY23.](#)
- C. Approve 2021-2022 School Calendar
  1. [Draft Revised Calendar](#)
  2. [Calendar Memo](#)

## VIII. INFORMATION AND DISCUSSION ITEMS

- A. Administrative Reports
  1. [Return to School Update - metrics/dashboard information](#) - Dr. Erin K. Murphy
  2. [Audit Updates](#)
    - a) Curriculum Audit Update/Progress - Becky Mathison, Assistant Superintendent of Curriculum and Instruction
    - b) Special Ed Audit/Progress - Dr. Janine Gruhn, Assistant Superintendent of Student Services
    - c) EL Audit/Progress - Dr. Janine Gruhn, Assistant Superintendent of Student Services
    - d) Timeline for Equity Audit Presentation - Dr. Erin K. Murphy, Superintendent - Verbal
  3. Summer School Update - Dr. April Miller, Field Principal and Ms. Shaton Wolverson, Winkelman Principal Verbal
  4. Field Middle School Update - Dr. April Miller, Field Principal
    - a) June 2021 Graduation - verbal
    - b) Track Season - verbal
- B. Cathy Lauria, Assistant Superintendent of Finance and Operations/CSBO
  1. [Financial Reports - February 2021](#)
  2. [P-Card - February 2021](#)
  3. [TRS Supplemental Savings Plan](#)
    - a) [Resolution](#)
- 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
  - a) NSSED Update
7. Maria Vasilopoulos - Illinois Association of School Boards

D. Student Enrollment

E. Freedom of Information Act Requests

1. [JSutton - Public Records Requester](#)

F. Discussion Items

1. [Strategic Plan Update and Calendar](#)

G. CLOSED SESSION TO CONSIDER PENDING LITIGATION AND THE APPOINTMENT, EMPLOYMENT, COMPENSATION, OR PERFORMANCE OF SPECIFIC EMPLOYEES.

H. Action on Appointment, Employment, Compensation, or Performance of Specific Employees

1. Approve Leave Request

I. ADJOURN MEETING

Respectfully submitted,

Dr. Erin K. Murphy  
Superintendent of Schools

Dr. Murphy will present updated plans for Fall 2021 reopening, including possible class sizes. The impacts of the new *Revised Public Health Guidance for Schools*, issued March 9, 2021, will be discussed. The presentation will be available following the BOE meeting.

**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**  
**February 25, 2021 at 7:00PM**

**CALL TO ORDER**

The regular meeting of the Board of Education was called to order by Vice President Laura Greenberg at 7:00pm.

**ROLL CALL**

Board Members:

Present:	Laura Greenberg	Virtual
	Robert Resis	Virtual
	Jeffrey Steres	In-Person
	Maria Vasilopoulos	Virtual
	Nancy Hammer	Virtual

Absent: Melissa Choo Valentinas  
Daphne Frank

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

Arlana Bedard, Director of Consortium for Education Change  
Terri Carman, Consultant of Consortium for Education Change  
Julie Stone, K-8 Math Coordinator  
Jacquelyn Le-Mon, 5th -8th Social Studies and ELA Coordinator  
Leslie Redmond, K-4 Social Studies and ELA Coordinator  
*dismissed after the Curriculum Audit.*

A quorum of the Board was confirmed by Vice President, Laura Greenberg

## COMMENTS FROM AUDIENCE

None

## PRESENTATION

Assistant Superintendent of Curriculum and Instruction Becky Mathison and the staff from the Consortium for Education Change (CEC) presented the curriculum audit results wherein they stated the following: [Curriculum and Instruction Link](#)

- Summarized the Audit Process
  - Rating Rubric which shows an improvement process.
    - Continuum of progress and growth for each of the different areas that are included in the audit. It shows a continuous improvement process and it starts with an awareness level and moves up to sustainability level where practice has become part of the school and the district culture.
- Reviewed the finding the three main focuses on learning: Curriculum, Assessment and Instruction
  - Curriculum - What is being taught and how it is planned out.
    - Strengths of the district for curriculum:
    - The district is in the process of building a standards-based written curriculum that will eventually be in place for all grade levels with unit plans, pacing guides and common assessments.
      - Curriculum coordinators have been hired to support teachers and students and are developing curriculum maps.
      - Some grade level teachers (and co-curricular teachers) feel good about the work they have done. These teachers report that their instruction is more aligned with their grade level teams.
      - Teachers in the grade levels where the maps are further along believe they flow better and are more user-friendly than the old ones. It is easier for those not teaching the particular subject/grade level to see what is being taught.
      - Arts Plus/Co-Curricular/Algebra classes that are taught by the same teacher over multiple years seem to have spiraling curricula that build upon previously taught concepts.
      - Some teachers communicate frequently through e-newsletters, including the use of recordings to show parents what and how their children are learning.
      - Staff members recognize that the district's curriculum development process is heading in the right direction with qualified support personnel in place and it's just going to be a matter of time.

- Opportunities for the district for curriculum:
  - There is little to no consistency with how the Curriculum Maps are designed and vary between subjects and grade levels.
  - There isn't a cyclical process in place for curriculum review.
  - Curriculum Maps/Units of Study aren't formally shared between grade levels and across schools so vertical alignments can take place.
  - Specialists find it challenging to push into classrooms when they don't know what the teacher is doing and each teacher is at a different place teaching different things.
  - It can be challenging for parents to know what students are doing in certain subjects.
- Assessment - What formal assessments are given and what in house formative assessments are being used and how are these results being used to adjust teaching and planning?
  - Strengths of System Assessment
    - Students report that their teachers make sure everyone understands the concepts before taking the test.
    - Some teachers use a variety of methods including study guides, polling of the students, reteaching of the whole class or in small groups to determine what students know.
    - Prior to COVID, there were scheduled Data Days and there was an on-going effort to teach teachers how to interpret data.
    - Prior to COVID, practices were in place to use assessment data to identify students who needed additional supports or enrichment.
  - Opportunities of System Assessment:
    - There are limited to no common assessments or individual goal setting.
    - General assessment data is used for initial placement but ongoing formative assessments are not used throughout each unit of instruction.
    - There are limited conversations between teachers and with students about their assessment results and growth targets.
    - Parents understand letter grades on the report cards more than the standards-based descriptions. They believe that almost all students receive "Meets Expectations".
- Instruction - Master teachers design lessons and adjust them as needed so students can learn and grow in that year.
  - Strengths: Instruction
    - Prior to COVID, students were placed into higher level/fast paced classes for math in the elementary school.
    - Some students use online resources such as Khan

Mappers that correlate to their MAP scores for extra help.

- There are many physical resources available.
- Students and parents expressed positive feelings toward the teachers and school.
- Curriculum coordinators meet with grade level teams to improve instruction and work on curriculum and assessment.
- Meetings are held at the beginning of the year where individual "IEPs -at-a-glance" are shared to help co-curricular/Arts Plus teams learn about students who have IEPs or 504s.
- Prior to COVID interventionists were used to support student's learning in the classroom through a push-in/co-teaching model.
- An awards program is in place at the middle school (LEAF) to recognize a student's academic growth, effort, and/or leadership accomplishments.
- Some teachers believe their student's scores went up as a result of team collaboration and analysis of assessment data to create student goals and adjust instruction.
- The Rotation Schedule of teaching the same group of students in art, music, STEM and Family/Consumer science for a consecutive number of days/weeks seems to help with instructional continuity and relationship building.

■ Opportunities for Instruction

- Differentiation of instruction is not systematic to address the needs of all learners and the understanding of whose responsibility it is, varies between teachers.
  - There are limited enrichment opportunities within classes.
  - It is difficult for teachers to plan together since the curriculum maps, pacing guides, common units or assessments are not defined for all grade levels.
  - Specialists do not have collaboration/common planning time with classroom teachers so it is difficult to support instruction effectively and or efficiently.
- Focus on Learning: Support
    - Opportunities: Support
      - Time is not designated for all teams of teachers to work with the curriculum coordinators to develop curriculum and assignments.
      - Initial training is given for new programs or resources but ongoing systemic support for curriculum, standards and assessment does not appear to be present.
      - The district schedules times for professional learning teams to meet but most teachers don't meet in addition to that time to support grade-wide needs, review data, plan instructions, etc.
  - Possible Next Steps:
    - Curriculum Work:



- Identify a common Curriculum Map template to use across subject areas. Include common vocabulary, identified assessments, differentiation strategies for struggling/advanced students for each grade level/subject area.
- Create an on-going schedule for implementing a cyclical process for curriculum review. Prioritize the content areas by need.
- Clarify and/or examine systems for identifying and providing Tier 2 and 3 students with research-based interventions as part of the MTSS in the district.
- Consider adding a goal-setting process for students to select attainable targets determined by their individual assessment data and for teachers/schools based on group assessment data.
- Look into offering/expanding upon summer intervention and enrichment programs for students.
- Social Emotional Learning:
- Three Recurring Themes:
  - Consistency
  - Constancy - rebuilding trust and avoiding the idea that this will pass.
  - Communication - stability. In the past there has been a revolving door with administrators. The audit team commended the work of this new team.

Superintendent Erin Murphy summarized the initial plans, proposals and information for FY 2021-2022: [Planning for 2021-2022](#)

- Recognition that unlike many districts, the conversations are not about how to reopen schools this year. Instead we are planning for 2021-2022 six months early.
- Review
  - Field and Winkelman have been open to the in person learning since the first day of school, minus a brief adaptive pause.
  - Concurrent and consistent remote learning for families.
  - Staff has been a key component of our success. Parents showed true grace to support students through the oddness of this year. For the most part, we accomplished this by reallocating staff, adjusting schedules and pausing some programs.
- Key component to the success was our ability to follow 6-feet social distancing. It helped prevent school spread of COVID 19 and keep students and staff safe.
- School Year Planning Goals
  - 2020-2021
    - Create a daily, safe in-school option for students.
    - Create a remote option for all students who prefer to stay home.
  - 2021-2022
    - Ensure that we continue to have SAFE daily in-person instruction with remote options (if required).
    - Begin returning to "normal" programming.
    - Strengthen academic and social emotion support and programming.

- Begin looking beyond the COVID years and begin building for the future.
- Remote Learning Conundrum:
  - Need commitments from parents as to whether they prefer to be remote or in person.
  - People need to know information:
    - Class sizes
    - Safety protocols
  - Enrollment information makes better plans and schedules that can be developed. However, parents want/need that information to make decisions.
  - Unsure of how guidelines may evolve.
  - Schedules cannot be made until we know our sections and staffing.
- Remote Learning Questions:
  - Will it be required in Illinois or is it a choice that the District 31 Board can Make?
  - What will remote learning look like?
  - When will we know what it looks like?
  - How long is the remote learning commitment?
- What does this mean for Winkelman:
  - Restore Accelerated Programing
  - Restore Elementary Intervention Position
  - Restore EL Program
  - Assume Management of EC and 3-5 SEL
  - Determine Classroom Sections
  - Impact of Increasing Sections
- Winkelman decisions:
  - Do we restore programs?
  - What sectioning guidelines do we use?
- Three possible timelines for Winkelman sectioning decisions:
  - Make a decision to plan for six feet social distancing now - or
  - Plan for Normal - or
  - Delayed Decision Until April/May when we get more information- or
- Field decisions:
  - Social Distancing
    - Additional Section of ELA/SS/SCI
    - Additional Sections of Spanish
    - Bring Back Math Minutes
- Timeline challenges:
  - Big financial commitment if guidance changes to less than six feet.
  - Ultimately would prefer to go back to normal staffing/scheduling.
  - Math positions are extraordinarily difficult to find as well as Spanish.
  - Creating a schedule that will work is time consuming.
- Considering cost:
  - Worst case scenario 14-16 additional FTE at a cost \$1,122,130 - \$1,282,433 assuming \$65K Salary plus benefits.
    - Includes restoration of programs, absolute needs, and

- accommodating small class sizes.
- Adjusted timeline may reduce “worst” case scenario.
- We did not have the worst case scenario in FY21.
- District Needs:
  - Reorganize Technology Department
    - Manager of Infrastructure
      - Managing devices, security, repairs, copiers, printers, phone, internet, etc.
    - Manager of Data Systems and Reporting
      - Managing rostering, assessment management, Skyward, CIS/state reporting, etc
    - Instructional Technology Coordinator
      - Help teachers effectively use tech, help with integrating technology, professional development, etc.
  - How do we pay for this change:
    - Eliminate other positions in order to create a cost neutral scenario
      - Field Secretary position
      - Technology Clerk position
      - Stipend work for current data management overage
      - Science lab support position

Superintendent Erin Murphy stated that some questions need to be answered this evening:

- Do we reinstate programming to normalize schedules moving forward?
  - Board agreed to reinstate Winkelman Programs
  - Board approved one additional Field Math teacher and will delay decisions on the other two until a later time
- Do we plan for social distancing?
  - Board agreed to the delayed decision making that would result in fewer RIF's but would not move to the process of hiring new classroom teachers at this time.
- Do we move forward with technology reconfiguration plan (with science coordinator)
  - The Board agreed to move forward with the cost neutral plan.

## CONSENT AGENDA

Member Jeffrey Steres made a motion to approve items A-K of the consent agenda.

Member Maria Vasilopoulos seconded the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Jeffrey Steres, Laura Greenberg, Nancy Hammer

Nay: None.

The motion passed 5:0.

Member Maria Vasilopoulos made a motion to approve the following policies:

1. [Student Activities and Fiduciary Funds](#)
2. [Accounting and Audits](#)
3. [Student Fundraising Activities](#)
4. [Student Testing and Assessment Program](#)
5. [Extracurricular Activities](#)
6. [Health, Eye and Dental Examinations; Immunizations, and Exclusion of Students](#)
7. [Substitute Teachers](#)

Member Nancy Hammer seconded the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Jeffrey Steres, Laura Greenberg, Nancy Hammer

Nay: None.

The motion passed 5:0.

## **ACTION ITEMS**

Member Nancy Hammer second the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Jeffrey Steres, Laura Greenberg, Nancy Hammer

Nay: None.

The motion passed 5:0.

Superintendent Erin Murphy read the Resolution Recognizing the District 31 staff.

Member Robert Resis made a motion to approve the resolution recognizing the District 31 staff. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Robert Resis, Maria Vasilopoulos, Jeffrey Steres, Laura Greenberg, Nancy Hammer

Nay: None.

The motion passed 5:0.

Assistant Superintendent Catherine Lauria summarized the Annual Determination of Transportation Fee Subsidy wherein she stated that it is recommended that the Board of Education approve its annual determination for the free and reduced cost of transportation services for the 2021-2022 school year. The numbers have been consistent for the last three years regarding the number of students qualifying as free or reduced. We are recommending the Board approve the same pattern of waivers as we have done for many years. Based on all round trip routes and FY21 fees, the cost of the waiver would be approximately \$66,270.

Member Maria Vasilopoulos made a motion to approve the Annual Determination of Transportation Fee Subsidy. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Jeffrey Steres, Laura Greenberg, Nancy Hammer

Nay: None.

The motion passed 5:0.

## INFORMATION AND DISCUSSION ITEMS

Superintendent Erin Murphy briefly updated the Board of Education on the return to school update changes and offered updates on vaccination efforts and current travel guidelines.

[Dashboard](#)

### Finance

Assistant Superintendent of Finance and Operations, Catherine Lauria, stated that the Monthly Budget Reports for January 2021 were included in the packet, however, some comments were made:

- Treasurer's Report, which includes the Bank Reconciliation Summary, shows a cash balance, shows our fund balance, is \$13.6 million which is \$800,000 less than December, which is typical.
- The investment summary shows \$11.7 million invested and we can expect \$1,400 in interest through May. The district is taking a hit on the interest income like everyone else.
- The General Ledger Summary- We have all positive fund balances in the operating funds and the net of the funds for debt service are also positive. Capital projects show we have a balance of \$459,000 and \$183,000 left to pay for the projects we have not been billed for yet. Working cash fund balance is \$5.8 million which is post the abatement to complete capital projects.
- Monthly Budget Summary - the operating revenue received to date is similar to prior year except for working cash which is due to the interest income. The capital projects are completed so there are no longer any funds to invest from there. Refunds to taxpayers are 23% higher than last year. When the larger refund that is anticipated is returned, that is excluded from this calculation, but when counted it will result in a 35% decrease in refunds. For the nonoperating revenues, the percentages are quite different than the prior year for our capital leases and capital projects. If you look at the prior year for capital projects and excluded the \$1 million for the abatement, the percentages would be within 2 percent of each other. The expenses are also similar to prior year with the operating expenses with the exception of transportation which has been discussed. We have less with both general ed and special ed transportation due to hybrid programs instead of the students being transported to the buildings. For capital projects, we are at 33% for this year and were at 81% last year. If we make the outstanding payments as well as possible camera purchases we would be meeting the

expectations.

- The Linear Chart - The percentages show similarities with the expenses but the revenues have caught up which is due to our property tax receipts, which is a positive outcome.
- The district had one day of distributions that was a larger amount of refunds which was \$88,000 so will check into this with the county. For February, we are scheduled to receive over \$2.3 million in tax receipts
- P-Card statement is available for review.

Assistant Superintendent of Finance and Operations, Catherine Lauria, reviewed the 2019-2020 Audit Review: [2019-2020 Audit Review](#)

- First Four Pages:
  - Independent auditor's review noting their responsibility to assure that the statements are free from material misstatement which was the case. They further their opinion stating that District 31 financial statements are fairly represented in all material aspects. When this happens it results in unmodified opinion which means no changes for FY20. There were also no disagreements with management. Page two has a section on emphasis on the matter of \$858,306. This is in regards to the construction in FY19, which was adjusted (restated) to more accurately reflect construction in progress. This changed what we considered to be a current year addition, to an addition to the prior year. In our books, it is paid and recorded on a cash basis for FY20 but the construction in progress for audit is more accurately reflected in prior year due to the modified accrual process. To avoid this in the future years, a minor change in procedures for capital projects has been implemented by accumulating invoices for a longer period of time in the summer to determine the percentage considered construction in progress as well as the percentage considered as an addition for the next year.
- Page 5:
  - Management discussion Analysis (MD&A) is developed by both the district and the auditors. This part provides financial highlights from the information presented throughout the report.
    - General revenues, which are considered income and are in our ed fund and working cash fund, increased by \$462,000 from the prior year or 2.5%.
    - The expenses related to instruction increased by 8% while most of the other larger operating expenses declined.
    - Our principal balance for long term debt remaining at year end is \$11.8 million.
    - Tax rate went down from 2.8% to 2.57% due mainly to 12.8% increase in the equalized assessed valuation of the property tax base.
    - Operating costs by pupil declined by 6.3% and the tuition charge per pupil declined 5.7% over the prior year.
- Page 7:

- Example Overview of the Financial Statement
  - District-Wide Financial Analysis reports that the Governmental Activities, cash and investments decreased from \$21,907 as of June 30, 2019 to \$15,053. This was anticipated because this was money that was spent in FY20.
- Page 13:
  - Factors bearing on the District's Future
    - This is an important piece for investors to review since they have an interest in our district from the bonds purchased.
    - COVID-19 pandemic year has created unprecedented challenges. The cost of resources were able to partially offset by the funds provided through the Federal CARES Act.
    - Changes to revenues from various sources - local, state, and federal, that we also anticipated due to the economy. This also includes information on anticipating what the CPI may be this year based on economic conditions of the businesses.
    - Efforts to minimize and succeed with minimizing the financial impact of large property tax appeals, which remains a priority for the District. We have had positive growth in the tax base property developments. We have done a comprehensive review to address our buildings and grounds as well as the strategy on how we made those improvements.
    - Also a section on property developments.
- Page 17:
  - Statement of Activities:
    - Under expenses, it has the governmental activity which shows over \$27 million, there is a \$7.3 million dollar state retirement contribution which has to be included in the audit but it is an in and out amount. It is not included in our books. We never receive the money. This has to be completed in the audit piece.
    - The net position at the end of the was a slight decline of 1.2% from the prior year.
- Page 45:
  - Pension liability for TRS which is the pension plan for certified/licensed staff, decreased from last year by \$39,000 to \$884,000. State's proportionate share shows a decrease by \$296,000 to almost \$63,000,000. Also reported was a few of the changes made by TRS to begin reducing this liability.
- Page 55:
  - IMRF is the pension plan for non-certified employees and is reported on a calendar year. In December of 2018, the net pension liability was \$1.167 million and by December 2019 the liability decreased to \$385,000. This was the exact opposite the year before. Some of the calculations are estimated based on calculations and the returns they are receiving at the time.

- Page 125:
  - Shows the last five years of tax levies. It shows the assessed valuation amounts (EAV) for the last five years. It reflects that when the assessed valuation goes up our tax rates go down.
- Page 126:
  - This is a calculation for operating costs per pupil. FY20 operating costs went down from \$19,790 to \$18,534 and our tuition charge per pupil also decreased.

## **BOARD REPORTS**

### **The Education Foundation:**

- They are working on a Walk the School" fundraiser for this spring at Winkelman. Heather Bordley and Pam Marlantis are leading the organization effort and working with the administration on the structure and time of the event and will introduce the idea at the March Board meeting.
- There are funds left to have a teacher and staff application gift which is a joint effort from the Foundation and PTO.
- The next Zoom meeting will be held on Tuesday, March 9th at 7:30pm.

### **PTO**

- New Spirit wear will be on sale through Tuesday
- Art To Remember is underway. Hang on to drawings and paintings to be on the lookout for the instructions on uploading your artwork to create your memorabilia.
- The Restaurant Fundraisers will continue and will be at Grill house, Tuesday March 7th and Noodles and Company in the Glen on Tuesday March 30th.

### **NSSSED**

- Member Jeffrey Steres stated that from their January meeting wherein there was a lot of discussion around the Northfield Township taking back some of our Early Childhood Programs. At this last NSSSED meeting, they did not discuss that at all. NSSSED is concerned about their deficit spending for the 2020-2021 impact larger due to COVID. They stated that they are not eligible for the CARES funds. They are trying to recoup that wherein they are trying to have a percentage added to the bill of member districts to cover Covid costs and lost revenue due to low enrollment.
- Superintendent Erin Murphy stated that the superintendents were shocked. Essentially this was a 2.5% COVID tax and a 3.5% percent for declining enrollments to recoup that loss. It would be about a 6% tax and for District31 it estimates to be about \$150,000. We would argue that we have not decreased our usage of NSSSED. We also have provided PPE to the NSSSED employees that work at District31. The Northfield Township Superintendents met with Superintendent Kurt Schneider from NSSSED wherein they stated that NSSSED needs to use their reserves. Superintendent Kurt Schneider stated that by using the reserves, it would make them low in the



summer and districts may not pay their bills on time in the summer. Superintendent Erin Murphy stated that if they tell us we need to pay our bills on time in the summer, we need to make sure those bills are accurate so we need to review in length due to past errors on them. The Superintendents requested another meeting but there is not a meeting on the calendar. The Northfield Township Superintendents do not approve of this tax increase and Member Jeffrey Steres and Superintendent Erin Murphy will be prepared to express that for District 31.

## **STUDENT ENROLLMENT**

Superintendent Erin Murphy reported enrollment.

## **FREEDOM OF INFORMATION ACT REQUESTS**

- Jonathan Fagg, WLS-TV - Enrollment Information August through mid February

## **DISCUSSION ITEMS**

### **Summer School Plans**

Superintendent Erin Murphy stated that it is the intent to offer summer programming this year. We traditionally have not had a summer school program other than the Special Education extended school year that NSSD runs. This is a recommendation in the curriculum audit but we have already started the process of discussion. Some discussion has been:

- This would be an at risk program for our incoming kindergarteners through incoming 8th graders focusing on ELA and Math.
- Would be using winter aims and winter maps scores, teacher feedback, attendance from the school year, possible retention status for the middle school to determine who would be eligible to attend.
- Class sizes would be small groups of 5 to 8 students maximum of 10.
- Busing provided
- Anticipation of 100 students would be invited which would be 25 teachers at a cost of \$3,000 teachers.
- No charge to families.
- Total cost would be \$100,000 inclusive of the teachers salary. This could be an overestimating because we do not have the exact amount of participation.
- Most of the cost can be absorbed by some grants.
- Buses and teacher salary can be absorbed through CARES funds.
- Need to recruit staff.
- Spend March analyzing the data so that we can invite students and get commitments by April.

After further discussion the Board of Education requested to also look into having a bootcamp for certain levels of students along with creating the summer school programming.

**Proposed FY22 School Calendar for March Approval**

Superintendent Erin Murphy reviewed the draft proposal for the FY22 school calendar. After further discussion the Board of Education wants Superintendent Erin Murphy to provide for the next draft the following:

- Better understand the number of education days from the last three years.
- What it would look like with half days versus full days.

**Possible April Board Meeting Adjustment**

Superintendent Erin Murphy stated that since the Board of Education meeting calendar was created the school calendar has been amended multiple times in response to this COVID defining year. Thus, in order to be in legal compliance, an adjustment of the Board of Education dates were proposed. After further discussion, the Board of Education moved the regular meeting of the Board of Education to April 15, 2021 instead of April 22. The reorganization would be April 28, 2021 at 8pm.

**MOVE INTO CLOSED**

Member Jeffrey Steres 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. Member Nancy Hammer seconded the motion.

Final Resolution:

Aye: Robert Resis, Nancy Hammer, Maria Vasilopoulos, Laura Greenberg, Jeffrey Steres

Nay: None.

The motion passed 5:0.

**ADJOURN**

Member Robert Resis made a motion to adjourn. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Jeffrey Steres, Laura Greenberg, Nancy Hammer

Nay: None.

The motion passed 5:0 at 10:53pm.

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**Board President**

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**Board Secretary**

**Date**

## **ITEM VI.b. Refer to Closed Packet**

**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 February**, dated **February 26, 2021**, totaling **\$87,962.17** was on this day ordered paid. This list includes:

Warrants numbered **69299** through **69344, 202102705 ,**  
**20002775**, and **20002776**.

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 February**, 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 **\$8,677.59** on **March 4, 2021**.

The amended warrant total, which includes accounts payable, imprest account and BMO Corporate MasterCard payment is **\$96,639.76**.

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

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
202102705	SHAMES, LORI B	02/26/2021	29.35
1	ACH	Check(s) For a Total of	29.35

Check Nbr	Vendor Name	Check Date	Check Amount
69299	Vendor Continued Check	02/26/2021	0.00
69300	Vendor Continued Check	02/26/2021	0.00
69301	Vendor Continued Check	02/26/2021	0.00
69302	Vendor Continued Check	02/26/2021	0.00
69303	Vendor Continued Check	02/26/2021	0.00
69304	Vendor Continued Check	02/26/2021	0.00
69305	AMAZON CAPITAL SERVICES	02/26/2021	896.21
69306	AMBER MECHANICAL CONTRACTORS I	02/26/2021	2,187.10
69307	Vendor Continued Check	02/26/2021	0.00
69308	Vendor Continued Check	02/26/2021	0.00
69309	BERTOGLANDSCAPE CO	02/26/2021	4,330.00
69310	BUSINESS SOLVER	02/26/2021	73.50
69311	CALL ONE	02/26/2021	1,179.88
69312	Vendor Continued Check	02/26/2021	0.00
69313	Vendor Continued Check	02/26/2021	0.00
69314	CDW GOVERNMENT INC	02/26/2021	13,539.64
69315	CITI CARDS	02/26/2021	692.35
69316	COMCAST	02/26/2021	4,620.52
69317	DIRECT ENERGY BUSINESS	02/26/2021	12,257.31
69318	H-O-H WATER TECHNOLOGY	02/26/2021	130.00
69319	HAUSER, IZZO, PETRARCA, GLEASON&S	02/26/2021	759.00
69320	HIMES, PETRARCA & FESTER	02/26/2021	4,550.00
69321	HODGES, LOIZZI, EISENHAMMER, R	02/26/2021	1,709.78
69322	HOME DEPOT CREDIT SERVICES	02/26/2021	247.60
69323	HYDE PARK DAY SCHOOL	02/26/2021	4,942.47
69324	LANGUAGE LINE SERVICES INC	02/26/2021	57.87
69325	METRO PREP SCHOOL	02/26/2021	4,479.82
69326	NORTHBROOK HARDWARE	02/26/2021	11.02
69327	NORTHWEST SUBURBAN SPECIAL ED	02/26/2021	550.00
69328	PAC-VAN, INC	02/26/2021	216.00
69329	Vendor Continued Check	02/26/2021	0.00
69330	QUINLAN & FABISH MUSIC	02/26/2021	188.70
69331	REFRIG SYSTEMS OF ILLINOIS	02/26/2021	513.80

Check Nbr	Vendor Name	Check Date	Check Amount
69332	RELIANCE STANDARD LIFE INSURAN	02/26/2021	742.56
69333	RESERVE ACCOUNT	02/26/2021	1,000.00
69334	SANTUCCI PLUMBING, INC	02/26/2021	243.00
69335	SCHOLASTIC TEACHER RESOURCES	02/26/2021	9,591.90
69336	Vendor Continued Check	02/26/2021	0.00
69337	SCHOOL SPECIALTY	02/26/2021	200.83
69338	Vendor Continued Check	02/26/2021	0.00
69339	THE HOME DEPOT PRO	02/26/2021	3,476.65
69340	TOPLINE TRANSPORTATION CO.	02/26/2021	5,200.00
69341	VANGUARD ENERGY SERVICES, LLC	02/26/2021	4,233.98
69342	VERIZON WIRELESS	02/26/2021	1,326.83
69343	Vendor Continued Check	02/26/2021	0.00
69344	VT SERVICES, INC	02/26/2021	1,075.00
46	Computer	Check(s) For a Total of	85,223.32



Check Nbr	Vendor Name	Check Date	Check Amount
20002775	EDUCATIONAL BENEFIT COOPERATIV	02/19/2021	2,571.27
20002776	GUARDIAN	02/19/2021	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
	1	ACH	Checks For a Total of	29.35
	46	Computer	Checks For a Total of	85,223.32
Total For	49	Manual, Wire Tran, ACH & Computer	Checks	87,962.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	87,962.17

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	53,318.47	53,318.47
20	OPERATIONS & MAI	0.00	0.00	29,443.70	29,443.70
40	TRANSPORTATION F	0.00	0.00	5,200.00	5,200.00

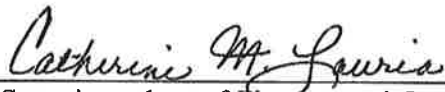
TO SCHOOL TREASURER  
TOWNSHIP 42, RANGE 12 EAST  
COOK COUNTY, ILLINOIS

This will verify that employee salaries for the **second half of February**, dated **February 26, 2021**, in the amount of **\$446,687.98** 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: **900067726** thru **900067891**
- (3) Voided payroll checks numbered: **900067530**
- (4) Payroll deduction checks numbered:  
**2002781** and **20002777** thru **20002785** and **69297** and **69298**
- (5) Wire transfer of FICA, Medicare, and F.I.T. Taxes and other deductions and benefits dated: **February 26, 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

March 1, 2021  
Dated

BOARD OF EDUCATION, DISTRICT NO. 31

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_

CHK DATE: 02/26/2021 CHK NBR: 000069297 PAY POST DATE: 02/26/2021 RET POST DATE: 02/26/2021 BUD POST DATE: 02/26/2021  
 DEP NBR: 900067726 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	3,650.92	TRS ADMIN	308.02	48,322.55
AFT SCH ACTIVIT	194.24	AA CREDIT UNION	125.00	4,636.37	DENTAL PPO	43.89	8,625.00
SPECIAL ED STIP	525.63	AAEC CR UNION	1,700.00	7,055.35	EMPLOYER THIS	2,966.52	322,447.79
BOOKKEEPER	2,709.48	AXA PLANMEMBERb	7,931.07	45,577.78	FICA TAX	4,617.42	74,475.12
BOARD SECRETARY	146.23	AXA EQUITABLE	4,230.50	94,651.75	HMO FAMILY INS	559.85	5,407.50
CERT NURSE	2,024.14	AXA Roth 403B	50.00	2,019.79	HMO SINGLE INS	10,291.02	87,002.38
COVID1-25	22.50	MORGAN/CHASE	4,075.00	21,944.19	IL MUNIC RETIRE	6,371.83	66,442.31
COVID 26+	423.65	bank one %	189.22	1,892.18	TAXABLE LIFE IN	37.33	56,007.16
CUSTODIAN-OVTM	838.92	MORGAN CHASE	100.00	800.80	Life Insurance	233.27	419,373.96
COMMUNICATIONS	1,068.60	CONSUMERS CU	214.96	5,177.73	MEDICARE TAX	6,131.52	422,866.19
CUSTODIAN-REG	749.60	DENTAL HMO	326.22	57,322.65	PPO SINGLE INS	59,453.96	312,198.36
CUSTODIAN-REG	11,721.62	DENTAL PPO	2,544.87	232,341.56	FAMILY PPO	3,725.30	31,032.88
CURRICULUM WRTG	1,164.80	DEPD CARE-S125	833.36	14,255.26	THIS ADMIN	637.20	48,322.55
DEDUCT DYS/HRS	-187.02	UNION DUES	5,355.90	308,714.71	TEACHER RETIRE	1,870.17	322,447.79
DEDUCT DYS/HRS	-1,335.18	EE PPO-S PAYMNT	938.62	222,750.47	TRS ADMIN BENEF	4,779.15	48,322.55
LUNCH ROOM DUTY	2,541.50	FICA TAX	4,617.42	74,475.12			
LUNCHROOM - T	2,983.88	FIRST MIDWEST	905.00	4,176.38			
RETIREMENT	1,863.48	FIRST MIDWEST 2	150.00	4,176.38			
SECRETARY/CLER	25,300.39	FED ADD-ON AMT	1,040.15	0.00			
SECRETARY/CLERK	531.25	FEDERAL TAX	38,620.90	373,382.97			
SUBSTITUE TCHR	3,648.03	GLENVIEW STATE	700.00	2,363.92			
CLASS SUPPORT	1,520.53	HARRIS BK 2	505.78	9,399.16			
TEACHER ASTNT	1,061.30	HMO-FAMILY	3,359.10	17,691.90			
TEACHER ASTNT	19,879.10	Huntington	600.00	1,464.56			
TEACHER	312,289.43	IL MUNIC RETIRE	2,989.93	66,442.31			
TEACH EX DAYS	3,208.46	IMRF-CONTRIBUTI	244.18	5,191.28			
		LINCOLN INVESTM	5,295.00	59,081.36			
		LEGAL SHIELD	7.98	4,062.38			
		LINCOLN R-403B	1,128.33	6,463.84			
		MEDICARE TAX	6,131.52	422,866.19			
		MORG STANLEY	200.00	3,159.29			
		MED SPEND S125	531.02	24,628.34			
		NORTHSHORE	400.00	4,358.96			
		PPO-FAMILY	9,089.73	43,741.00			
		PREMIER CR UN	350.00	8,009.88			
		STATE ADD-ON IL	271.00	0.00			
		STATE TAX - IL	17,848.17	373,382.97			

CHK DATE: 02/26/2021 CHK NBR: 000069297 PAY POST DATE: 02/26/2021 RET POST DATE: 02/26/2021 BUD POST DATE1: 02/26/2021  
DEP NBR: 900067726 PAY POST QTR : 01 BANK : BNK1

<u>PAYMENTS</u>	<u>AMOUNT</u>	<u>DEDUCTIONS</u>	<u>AMOUNT</u>	<u>BASE GROSS</u>	<u>BENEFITS</u>	<u>AMOUNT</u>	<u>BASE GROSS</u>
		TRS THIS	3,998.36	322,447.79			
		Think Mutual	400.00	3,406.46			
		TERM LIFE	250.66	94,770.44			
		TEACHERS RETIRE	29,020.33	322,447.79			
		WELLS FARGO	100.00	3,233.13			

CHECKS	CUR GROSS	YTD GROSS	CUR DED	YTD DED	CUR BEN	YTD BEN
166	446,687.98	1,783,502.78	159,372.85	639,367.21	102,500.81	405,767.19

FED TX GRS	STA TX GRS	FICA GROSS	MED GROSS	NET PAY
373,382.97	373,382.97	74,475.12	422,866.19	287,315.13

CHK NET PAY +	DEP NET PAY	=	NET PAY	NET PAY	+ ACH DEDS	=	TOT NET PAY
0.00	287,315.13	=	287,315.13	287,315.13	10,714.96	=	298,030.09

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

CHECK DATE 02/26/2021 - Check Number Sequence

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
AXIUM-GIBSON, DEENA	SEC	900067726	2,733.37			929.93	1,803.44	118.09	84.41	144.46				1,456.48
BLANKENHEIM, EDMUND M	MAINT	900067727	3,894.19		2.87	217.15	3,679.91	364.01	182.16	294.55			2.87	2,835.32
DEL BOCCIO, DAVID J	TECHN	900067728	4,630.41		2.87	708.37	3,924.91	397.36	194.28	354.23	250.00		2.87	2,726.17
GARARD, HAYLEY	COMMU	900067729		1,068.60			1,068.60		18.61	81.74				968.25
GRUHN, JANINE	AA	900067730	5,407.50	416.67	2.87	75.87	5,751.17	799.13	284.68	83.35			2.87	4,581.14
KORSHAK, CORY	CUS	900067731	1,516.79	248.40		89.74	1,675.45	173.01	82.93	134.21	175.44			1,109.86
KUJAWINSKI, SHERI L	BKK	900067732	2,709.48			121.93	2,587.55	168.42	113.39	207.28	114.96			1,983.50
LAURIA, CATHERINE	AA	900067733	7,055.35	423.32	2.87	893.89	6,587.65	983.16	326.09	107.80	3150.00		2.87	2,017.73
LE-MON, JACQUELYN	TCH	900067734	2,911.03	41.60		316.51	2,636.12	287.07	125.58	42.61	54.10			2,126.76
LORKIEWICZ, ANDRE	CUS	900067735	1,768.54	55.91		92.40	1,732.05	136.80	80.84	138.75				1,375.66
MATHISON, REBECCA	AA	900067736	6,041.67		2.87	2006.63	4,037.91	263.41	195.07	82.07			2.87	3,494.49
MURPHY, ERIN K	AA	900067737	8,625.00		11.50	250.00	8,386.50	1832.14	410.23	125.06			11.50	6,007.57
NIELSEN, CHRISTINA M	SEC	900067738	3,526.25			244.03	3,282.22	469.32	157.57	262.92	68.74			2,323.67
PETERS, JAMES N	CUS	900067739	1,585.72	239.25		82.12	1,742.85	181.10	86.27	139.61				1,335.87
REDMOND, RITA	SEC	900067740	1,896.17			135.84	1,760.33	71.45	72.44	141.01				1,475.43
STEINBERG, WENDY	SEC	900067741	2,083.34			93.75	1,989.59	161.17	98.48	159.38				1,570.56
STONE, JULIE M	TCH	900067742	3,558.02			399.16	3,158.86	279.98	151.47	51.09	54.10			2,622.22
SWIFT, MEGHAN	SEC	900067743	1,987.59			99.75	1,887.84	201.97	93.45	151.22				1,441.20
BISHOP, KRISTINA	TCH	900067744	4,107.52	41.60		524.44	3,624.68	357.38	179.42	59.62	62.08			2,966.18
BLACKMAN, JACQUELINE	TCH	900067745	2,690.74	-785.67		281.61	1,623.46	148.62	75.79	27.09	54.10			1,317.86
BLACK, MADELINE	SEC	900067746		719.73		32.39	687.34	8.97	34.02	55.06				589.29
BRAJE, BARBARA	TCH	900067747	5,633.75	338.03		1648.04	4,323.74	749.07	214.02	86.06	54.10			3,220.49
BRASSIL, ERIN	TCH	900067748	2,190.36	151.17		376.70	1,964.83	218.91	97.26	33.42	54.10			1,561.14
BURNS, ALLISON	TCH	900067749	2,887.31	242.78		363.05	2,767.04	352.62	132.00	44.77	54.10			2,183.55
CARVELL, CASE	TCH	900067750	2,887.31			319.23	2,568.08	351.62	127.12	41.52	54.10			1,993.72
CERNIGLIA, ALLISON	AST	900067751		800.80		36.04	764.76	13.73	37.86	61.26	100.00			551.91
CERNIGLIA, KRISTINA	TCH	900067752	3,444.31	284.38		718.35	3,010.34	282.90	149.01	53.54	454.10			2,070.79
CHOI, JOENN I	TCH	900067753	3,724.43	41.60		818.60	2,947.43	395.66	141.00	54.42	54.10			2,302.25
COOPER, JUSTIN	AA	900067754	4,636.37		2.87	210.79	4,428.45	826.50	219.21	67.07	125.00		2.87	3,187.80
CUMBLAD, LISA	TCH	900067755	2,702.98	-507.91		261.31	1,933.76	182.35	90.81	31.30	54.10			1,575.20
DAMON, JONATHAN M	TCH	900067756	3,558.02	41.60		1229.03	2,370.59	120.89	97.75	43.71	54.10			2,054.14
DELEHANTY, PAULA W	TCH	900067757	3,453.99	207.24		387.87	3,273.36	427.95	162.03	52.90	54.10			2,576.38
ELLIS, ALEXIS	TCH	900067758	3,444.31			1211.29	2,233.02	279.10	110.53	37.86	54.10			1,751.43
FERNANDEZ, JULIA	TCH	900067759	3,524.81			1292.85	2,231.96	168.75	105.58	39.48	54.10			1,864.05
FREGA, MARTIN D	TCH	900067760	4,548.36	560.97		708.99	4,400.34	462.53	212.92	73.93	504.10			3,146.86

	EMPL	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE	SOC SEC	OTHER	REIMBRS	TAXABLE	NET
EMPLOYEE NAME	TYPE	NUMBER	PAY	+ PAY	+ BENEFIT	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENEFIT	= PAY
GANDHI, NISHA	TCH	900067761	2,333.90			283.52	2,050.38	103.96	86.80	33.20	54.10			1,772.32
GASTELUM, TANIA	NURSE	900067762	2,069.63			215.93	1,853.70	101.86	81.96	29.95				1,639.93
HILL, KAREN	AST	900067763	1,224.17	58.50		60.36	1,222.31	123.03	60.50	97.91				940.87
HULTING, MARY BETH	TCH	900067764	4,407.39			471.03	3,936.36	330.28	170.36	63.62	54.10			3,318.00
JACOBY, JULIE	TCH	900067765	2,628.01			1154.53	1,473.48	260.68	68.04	29.62	54.10			1,061.04
JEZUIT, DEBORAH	TCH	900067766	2,042.23	41.60		263.38	1,820.45	147.41	85.21	30.22	104.10			1,453.51
KIM, NANCY C	TCH	900067767	3,691.49	41.60		952.91	2,780.18	319.45	118.03	45.86	304.10			1,992.74
KOLODZIEJ, CAITLIN	TCH	900067768	2,754.94			430.06	2,324.88	258.70	115.08	39.76	54.10			1,857.24
KONDELA, DAVID J.	TCH	900067769	4,130.85			2000.14	2,130.71	215.99	100.57	47.90	54.10			1,712.15
LAUDER, KATHERINE T	TCH	900067770	3,067.12			747.41	2,319.71	202.49	114.83	41.45	54.10			1,906.84
MAHER, ELIZABETH	TCH	900067771	4,863.70	41.60		1583.90	3,321.40	517.35	164.41	59.79	54.10			2,525.75
MALONEY, ANNETTE	SEC	900067772	2,468.25	531.25		170.38	2,829.12	409.05	140.04	226.63	100.00			1,953.40
MENOLD, JESSE	TCH	900067773	2,517.24			257.76	2,259.48	193.55	111.84	36.50	54.10			1,863.49
MILLER, APRIL	AA	900067774	5,633.33		2.87	23.57	5,612.63	1015.41	272.93	81.34			2.87	4,240.08
MILLER, MICHAEL J	TCH	900067775	4,444.05	266.65		505.94	4,204.76	745.52	208.14	67.96	1137.43			2,045.71
MOON, SUEJIN	TCH	900067776	3,397.37			360.85	3,036.52	222.30	145.41	49.07	54.10			2,565.64
NAGY, KATHLEEN	TCH	900067777	2,628.01	41.60		385.29	2,284.32	288.61	113.07	38.17	54.10			1,790.37
NEWMAN, SANDI R	TCH	900067778	4,222.78			650.69	3,572.09	351.07	176.82	60.60	1109.10			1,874.50
PAULEY, ADAM	TCH	900067779	2,295.05	41.60		275.80	2,060.85	176.26	102.01	33.35	54.10			1,695.13
PETRILLO, KATHRYN	AST	900067780	905.15	220.94		50.67	1,075.42	44.79	47.36	86.15				897.12
PRINCIPI, MARGARET	TCH	900067781	2,348.69	41.60		281.30	2,108.99	211.21	104.39	34.13	54.10			1,705.16
ROCHE, TRISTAN	TCH	900067782	2,955.52			345.18	2,610.34	214.16	119.41	42.24	54.10			2,180.43
RUIZ, ERNESTO	TCH	900067783	2,242.10	194.22		559.35	1,876.97	107.91	88.14	31.78	54.10			1,595.04
SACKLEY, MICHAEL	TCH	900067784	3,194.39			350.86	2,843.53	263.64	140.75	45.97	254.10			2,139.07
SARRAFIAN, EDWIN	AST	900067785	960.23	58.50		72.85	945.88	12.09	40.94	75.77				817.08
SIMS, JEREMY	AST	900067786	974.64	58.50		78.08	955.06	80.96	47.28	76.50				750.32
SPRANDEL, THERESA	TCH	900067787	3,243.98	199.73		365.59	3,078.12	270.06	147.46	49.75	54.10			2,556.75
STODOLA, HEATHER MILES	TCH	900067788	2,970.64			427.95	2,542.69	306.62	120.96	42.73	54.10			2,018.28
VOGELSBURG, KAI	TCH	900067789	2,042.23			209.12	1,833.11	148.93	90.74	29.61	399.10			1,164.73
WOLNEY, PAMELA J	TCH	900067790	3,898.63			606.07	3,292.56	471.59	158.08	55.71	54.10			2,553.08
EGAN, AMBER	SUB	900067791		2,660.00		272.38	2,387.62	233.05	118.19	38.57				1,997.77
EISENSTADT, LOWELL	SUB	900067792		65.00		6.66	58.34			0.94				57.40
KOPINSKI, PHILIP	SUB	900067793		65.00		6.66	58.34		2.89	0.94				54.51
MATGOUS, EMILY	LUNCH	900067794		762.11			762.11	23.92	37.72	58.30				642.17
MCMILLIN, MEGHAN	SUB	900067795		195.00		19.97	175.03		3.77	2.83				168.43

05.21.02.00.00-010006

## Check Summary (Gross and Net Amounts) for Payroll Run Number REGUL / REGUAR PAYROLL

PAGE: 3

CHECK DATE 02/26/2021 - Check Number Sequence

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
MUNIZ, FRANK	LUNCH	900067796		357.00			357.00		17.67	27.31				312.02
NEELY, ELISEO	LUNCH	900067797		110.50			110.50		0.57	8.45				101.48
PASHOS, GEORGIA	AST	900067798		240.68			240.68		11.91	18.41				210.36
PIERRE, ASTRIDE	LUNCH	900067799		716.89			716.89		20.79	54.84				641.26
SLUTZKY, LINDSAY	SUB	900067800		260.00		26.62	233.38			3.77				229.61
THOMAS, DESMOND	LUNCH	900067801		484.50			484.50	36.15	23.98	37.07				387.30
TOMA, DALARA	SUB	900067802		1,224.03		61.34	1,162.69	56.48	57.55	56.50				992.16
WEST, DWAYNE	LUNCH	900067803		110.50			110.50		5.47	8.45				96.58
ALLEYA, KELLY	TCH	900067804	2,649.87			308.22	2,341.65	181.91	111.01	37.89	54.10			1,956.74
ALVAREZ, NINO	AA	900067805	4,666.67		2.87	323.57	4,345.97	711.41	210.23	67.32			2.87	3,354.14
AMREIN, ALEXANDRA	TCH	900067806	2,754.94			388.95	2,365.99	267.75	117.12	39.12	54.10			1,887.90
ANZALDI, JESSICA BLAIR	TCH	900067807	3,423.58			612.10	2,811.48	365.75	129.37	49.11	54.10			2,213.15
AYDT, ALICIA A	TCH	900067808	3,558.02			1191.48	2,366.54	407.28	117.14	39.60	54.10			1,748.42
BARBANENTE, LAURA R	TCH	900067809	3,423.58			453.53	2,970.05	278.82	147.02	49.45	54.10			2,440.66
BAUMANN, JACKELINE J	TCH	900067810	3,669.28			422.24	3,247.04	290.56	160.73	53.01	54.10			2,688.64
BERGEN, KATHLEEN P	SEC	900067811	2,760.51			146.73	2,613.78	361.68	129.38	209.38				1,913.34
BERKOWSKY, JENNA	TCH	900067812	2,139.85			219.12	1,920.73	209.21	95.08	31.03	54.10			1,531.31
BORDLEY, HEATHER	TCH	900067813	2,628.01			927.53	1,700.48	154.52	79.28	29.50	54.10			1,383.08
BORST, SHAUN	CUS	900067814	1,489.22	222.56		99.54	1,612.24	119.33	74.69	129.15				1,289.07
BYRNE, GINA	TCH	900067815	2,459.74	41.60		306.60	2,194.74	164.00	103.73	35.54	54.10			1,837.37
CHANKIN, ERIN	TCH	900067816	3,444.31	280.65		417.97	3,306.99	511.44	163.70	53.48	54.10			2,524.27
CHERKASSKY, GEORGIY	AST	900067817	945.99	57.63		45.16	958.46		41.57	76.77				840.12
CHINITZ, LISA G	TCH	900067818	4,836.78	290.21		525.00	4,601.99	661.81	262.80	74.34	54.10			3,548.94
CHLEBEK, ALYSSA	TCH	900067819	2,390.19	41.60		249.01	2,182.78	227.44	108.05	35.26	54.10			1,757.93
CISS, ALYSSA	TCH	900067820	2,090.47	241.33		240.77	2,091.03	207.26	98.61	33.78	54.10			1,697.28
DASKAS-SAMARINIOTIS, CHR	AST	900067821	1,019.16			72.87	946.29	33.63	46.84	75.80				790.02
DEATON-LEV, JOAN	TCH	900067822	2,690.74			2425.54	265.20	17.68	12.15	39.02	54.10			142.25
DIMOPOULOS-GRANDE, DEMET	TCH	900067823	2,517.24	41.60		428.56	2,130.28	178.05	105.45	36.57	54.10			1,756.11
DNHA, ZHEEN NZAR	AST	900067824	907.11			40.82	866.29		25.25	69.39				771.65
EWALD, KALLIE	TCH	900067825	2,820.71	41.60		443.78	2,418.53	318.72	119.72	40.26	54.10			1,885.73
FALZONE, CHRISTINA	TCH	900067826	2,980.50	41.60		1277.60	1,744.50	181.20	86.35	31.74	54.10			1,391.11
FIORENZA, DAVID	CUS	900067827	1,289.04	285.21		93.35	1,480.90	149.67	73.30	118.62				1,139.31
FISHER, KARRIE	TCH	900067828	3,288.81			383.10	2,905.71	386.49	138.93	47.02	54.10			2,279.17
GEARY, MICHELLE	TCH	900067829	2,911.03	161.85		595.45	2,477.43	252.85	122.63	44.40	54.10			2,003.45
GEBERT, ALLISON G	TCH	900067830	4,407.39			1234.91	3,172.48	281.61	152.14	52.55	554.10			2,132.08



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
GILLESPIE, ALEXANDRIA	TCH	900067831	1,808.16			43.42	1,764.74	141.45	82.51	135.00				1,405.78
GLEN, CHARLES	CUS	900067832	1,289.04	201.89		77.40	1,413.53	141.58	60.17	113.23				1,098.55
GOMBODORJ, ARIUNZAYA	AST	900067833	960.23			43.21	917.02		45.39	73.45				798.18
GOOCH, TRISHA	TCH	900067834	3,269.05			521.28	2,747.77	391.16	136.01	46.87	154.10			2,019.63
GOTT, VERONICA	TCH	900067835	2,995.63			480.51	2,515.12	202.73	119.60	43.09	279.10			1,870.60
GREENE, CALI	TCH	900067836	3,050.15	41.60		353.13	2,738.62	229.55	130.66	44.30	54.10			2,280.01
GREENFIELD, LISA H	TCH	900067837	4,821.74	41.60		1490.57	3,372.77	485.98	166.95	56.13	309.88			2,353.83
GRIVA, OURANIA	AST	900067838	932.06	18.22		46.78	903.50	30.10	44.72	68.36				760.32
GUGGENHEIM, JANICE	AST	900067839	1,081.69			75.68	1,006.01	18.10	43.92	80.58				863.41
HEUBERGER, ALLISON	TCH	900067840	3,194.39			375.86	2,818.53	406.72	139.52	45.97	54.10			2,172.22
HONG, DEBORAH N	TCH	900067841	3,243.98			868.72	2,375.26	269.79	112.68	46.51	243.32			1,702.96
ITURRALDE, RENE	CUS	900067842	1,337.29	169.10		90.30	1,416.09	75.58	55.11	113.43				1,171.97
JENKINS, QUINCY	TCH	900067843	3,444.31			469.83	2,974.48	219.09	132.67	48.24	54.10			2,520.38
JOHNSON, LISA	TCH	900067844	2,628.01			872.85	1,755.16		77.08	29.35	54.10			1,594.63
KALOTIHOS, KATHY	TCH	900067845	3,930.65	41.60		623.84	3,348.41	324.23	165.75	56.41	54.10			2,747.92
KIM, KYUNG SHIN	AST	900067846	1,039.24			46.77	992.47	85.45	49.13	79.50				778.39
KULBEDA, MELISSA	TCH	900067847	2,589.33			1092.29	1,497.04		230.51	25.55	54.10			1,186.88
LAPALERMO, ELIZABETH A	TCH	900067848	2,517.25			276.72	2,240.53	279.56	110.91	36.23	54.10			1,759.73
LEBLANC, JAMES M	TCH	900067849	2,903.54	323.70		624.04	2,603.20	355.31	128.86	46.45	54.10			2,018.48
LEE, SCOTT	SEC	900067850	1,896.17			107.84	1,788.33	186.56	88.52	143.25				1,370.00
LEPINE, KATHRYN	TCH	900067851	2,711.12			327.62	2,383.50	208.44	117.98	39.31	54.10			1,963.67
LES, DIANE	AST	900067852	1,034.44	58.50		49.18	1,043.76	43.38	51.67	83.61				865.10
LEVY, KELLI L	TCH	900067853	3,898.63	41.60		1270.62	2,669.61	373.96	132.15	45.14	54.10			2,064.26
LIST, GABRIELLE	TCH	900067854	2,472.42			295.31	2,177.11	275.61	117.77	35.24	1354.10			394.39
LIVADITIS, ANASTASIA	AST	900067855	947.02			42.62	904.40		33.57	72.45				798.38
MACINO, DANIELLE	TCH	900067856	2,754.94	41.60		322.90	2,473.64	219.06	122.44	40.02	54.10			2,038.02
MARTINEZ, ALINA	TCH	900067857	2,042.23			222.08	1,820.15	147.38	90.10	29.42	54.10			1,499.15
MCGRATH, KAREN	TCH	900067858	2,995.63			886.80	2,108.83	196.46	99.61	40.10	404.10			1,368.56
MERRILL, LYNN	PSY	900067859	3,288.81			373.30	2,915.51	428.06	144.32	47.16	54.10			2,241.87
MIRON, ADELINE	TCH	900067860	2,305.80	41.60		326.46	2,020.94	121.93	90.24	32.79	54.10			1,721.88
MUELLER, COLLEEN	AST	900067861	960.23			43.21	917.02	30.70	45.39	73.45				767.48
NORMAN, JENNA	TCH	900067862	2,517.24	41.60		298.56	2,260.28	244.49	106.99	36.57	54.10			1,818.13
PALANCK, ERIC	TCH	900067863	2,390.19	280.65		536.24	2,134.60	219.89	100.82	36.87	754.10			1,022.92
PAUL, LISA	AST	900067864	946.50			42.59	903.91	29.39	44.74	72.40				757.38
PEARCE, GINA	TCH	900067865	3,288.81			374.73	2,914.08	272.11	144.25	47.50	54.10			2,396.12

05.21.02.00.00-010006

Check Summary (Gross and Net Amounts) for Payroll Run Number REGUL / REGUAR PAYROLL

PAGE: 5

CHECK DATE 02/26/2021 - Check Number Sequence

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
PERRYMAN, JENNIFER	TCH	900067866	2,754.94	41.60		484.33	2,312.21	305.23	164.45	40.36	54.10			1,748.07
REDMOND, LESLIE	TCH	900067867	3,288.81	41.60		385.57	2,944.84	211.30	131.07	47.65	54.10			2,500.72
REYES, KAREN	TCH	900067868	3,558.02			579.34	2,978.68	441.96	147.44	51.59	54.10			2,283.59
RICORDATI, JANE H	TCH	900067869	4,589.94			1067.97	3,521.97	482.65	169.44	66.37	54.10			2,749.41
RISTIC, GORDANA	AST	900067870	1,050.46	91.68		51.40	1,090.74	26.57	48.11	87.37				928.69
RIXIE, CLAIRE	TCH	900067871	2,252.58			367.19	1,885.39	155.21	88.43	32.13	54.10			1,555.52
RIZKALLA, ROSE MERY	AST	900067872	989.26	58.50		47.15	1,000.61	39.06	49.53	80.15				831.87
RODZIEWICZ, NANCY A	AST	900067873	1,066.22			47.98	1,018.24	40.82	50.40	81.57				845.45
ROHRER, BETH	TCH	900067874	5,633.75	338.03		635.08	5,336.70	691.18	259.27		54.10			4,332.15
ROSENZWEIG, ALEXA	TCH	900067875	1,808.16			15.87	1,792.29	144.32	88.72	137.11				1,422.14
RUDOLPH, AMY	TCH	900067876	2,690.74	41.60		279.79	2,452.55	216.72	121.40	39.62	54.10			2,020.71
SACK, AMY R	TCH	900067877	2,925.78			315.26	2,610.52	171.18	129.22	42.20	54.10			2,213.82
SCOTT, DANIEL	TCH	900067878	2,754.94	339.89		1017.32	2,077.51	238.34	102.84	36.17	54.10			1,646.06
SHAMES, LORI B	TCH	900067879	3,755.01			1337.71	2,417.30	213.32	119.66	52.41	54.10			1,977.81
SHOEMAKER, CAROLYN K	TCH	900067880	3,243.98			1113.78	2,130.20	156.54	100.55	35.70	54.10			1,783.31
SMOCZYNSKI, ANNE	TCH	900067881	3,140.34			612.10	2,528.24	303.44	125.15	44.95	54.10			2,000.60
SOLOVY, ROSE	TCH	900067882	2,042.23			245.65	1,796.58	144.55	84.03	29.08	54.10			1,484.82
SONEN, HEIDI	AST	900067883	989.26	58.50		47.15	1,000.61	17.56	43.65	80.15				859.25
SULLIVANT, KATHRYN	SEC	900067884	1,464.56			65.91	1,398.65	160.79	63.63	112.04	600.00			462.19
SYMONS, TARA	TCH	900067885	2,589.33			286.11	2,303.22	134.30	99.31	37.24	54.10			1,978.27
URGO, ANTHONY	CUS	900067886	1,445.98	166.20		104.42	1,507.76	152.89	74.63	120.78				1,159.46
VANNAVONG, LIDDA	TCH	900067887	2,042.23			245.65	1,796.58	75.07	84.03	29.08	54.10			1,554.30
WILKIN, CLARE	TCH	900067888	2,955.52			2289.18	666.34	53.72	31.17	42.33	54.10			485.02
WOJCIECHOWSKI, AMANDA	TCH	900067889	3,691.49			2023.10	1,668.39	101.55	82.59	53.34	54.10			1,376.81
WOLVERTON, SHATON	AA	900067890	5,416.67		2.87	43.89	5,375.65	709.20	256.30	77.91			2.87	4,329.37
YEE, ELENA	AST	900067891	946.04	44.91		54.93	936.02		22.82	64.64				848.56

SUMMARY TOTALS		\$428,655.60		\$37.33		\$373,382.97		\$18,119.17		\$17,501.35			\$37.33	
			\$18,032.38		\$73,342.34		\$39,661.05		\$10,748.94					\$287,315.13
0 CHECK(S) REPORTED		\$0.00												
166 DEPOSIT(S) REPORTED		\$287,315.13												
TOTAL		\$287,315.13												

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

## Check Summary (Gross and Net Amounts) for Payroll Run Number MVCLC / MANUAL VOID

CHECK DATE 02/24/2021 - Check Number Sequence

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
MOUARAKI, SARAH	AST	000000224	-946.04		-42.57	-903.47	-49.10	-38.84	-72.37					-743.16
SUMMARY TOTALS			\$-946.04			\$-903.47	\$-49.10	\$-38.84						\$-743.16
1	CHECK(S) REPORTED		\$-743.16											
0	DEPOSIT(S) REPORTED		\$0.00											
	TOTAL		\$-743.16											

#900067530

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

Check Nbr	Vendor Name	Check Date	Check Amount
69297	LEGAL SHIELD	02/26/2021	15.96
69298	NORTH SUBURBAN TEACHERS UNION	02/26/2021	5,355.90
2	Computer	Check(s) For a Total of	5,371.86

Check Nbr	Vendor Name	Check Date	Check Amount
2002781	NORTHBROOK BANK & TRUST CO	02/26/2021	60,965.09
20002777	EDUCATIONAL BENEFIT COOPERATIV	02/26/2021	87,938.84
20002778	GUARDIAN	02/26/2021	2,914.98
20002779	IL DEPT OF REVENUE	02/26/2021	18,080.33
20002780	IL MUNICIPAL RETIREMENT FUND	02/26/2021	19,020.34
20002782	TEACHER'S HEALTH INSURANCE SEC	02/26/2021	8,076.44
20002783	TEACHERS RETIREMENT SYSTEM	02/24/2021	36,064.43
20002784	TSA CONSULTING	02/26/2021	20,638.47
20002785	WEST NORTHFIELD SD FSA ACCOUNT	02/26/2021	1,364.38
9	Manual	Check(s) For a Total of	255,063.30

	9	Manual	Checks For a Total of	255,063.30
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	5,371.86
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	260,435.16
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	260,435.16

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	226,142.34	0.00	86.76	226,229.10
20	OPERATIONS & MAI	10,912.77	0.00	0.00	10,912.77
50	IL MUNICIPAL RET	12,616.72	0.00	0.00	12,616.72
51	FICA -SOCIAL SEC	10,676.57	0.00	0.00	10,676.57

West Northfield School District 31

Personnel Report

Prepared for March, 2021

**Appointments - Ratify/Approve**

Last Name	First Name	Position - Two Tchrs are replacing and one is new	Location	FTE	Lane/Step	Annual Base Salary	Anticipated Total Cost	Effective Hire Date	
Correll	Megan	MATH Teacher	Field	1.0	Lane 3, Step 6	\$62,292.00	\$76,998.49	8/16/21	
Hene	Nada	MATH Teacher	Field	1.0	Lane 3, Step 8	\$65,348.00	\$80,144.65	8/16/21	
Macklin	Emily	MATH Teacher	Field	1.0	Lane 3, Step 3	\$57,973.00	\$72,552.09	8/16/21	
Baron	Rachel	School Nurse	Winkelman	1.0		\$43,225.00	\$63,202.10	8/2/21	

**Resignations**

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

**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
Wilkin	Clare	Special Ed Tchr	Winkelman	1.0		8/26/21	

**PROPOSAL:** Ratify employment of Kathleen (Kate) Ipsen as Director of Support Services, effective July 1, 2021. This position will serve as director of the Early Childhood program as well as support the SLE programs at Field and Winkelman, in addition to other responsibilities assigned by the Assistant Superintendent of Student Services.

Kate Ipsen was chosen amongst the candidates considered for the Director of Support Services. She comes to us with many years of experience in education. She started her career as a Speech-Language Pathologist. In recent years, she served as the Student Service Coordinator/District Case Manager in Itasca School District 10. In that position, she coordinated the Early Childhood program. Ms. Ipsen earned her Bachelor Degree in Speech Language Pathology from Saint Xavier University. Also at Saint Xavier she earned a Masters of Science in Communication Sciences. She earned her Educational Specialist degree in Administration and Supervision from National Louis University.

Ms. Ipsen will earn an annual salary of \$92,000.00.

**Cost of Director of of Support Services**

Salary	\$ 92,000.00
Health Insurance	\$ 13,145.24
Medicare	\$ 1,334.00
TRS	\$ 11,868.00
Life Insurance	<u>\$ 138.00</u>
	\$ 118,485.24

**Total Cost of Director of Support Services for FY22: \$118,485.24**

Respectfully submitted,

Dr. Erin K. Murphy  
Superintendent of Schools

March 11, 2021



# **NORTHFIELD TOWNSHIP SCHOOL TRUSTEES**

3801 West Lake Avenue, Suite 301, Glenview, Illinois 60026

RE: Appointment of Assistant Township School Treasurer

The following named individual was designated as the Assistant Township School Treasurer for the 2021/2022 and 2022/2023 fiscal years starting July 1, 2021.

Name: Catherine M. Lauria

FY22 Salary: \$500.00

FY23 Salary: \$500.00

School District: West Northfield School District 31

Date Board Approved: March 18, 2021

This appointment is contingent on the named individual satisfying all of the requirements for the position to include the procurement of a surety bond.

---

Signature of Secretary of Board

Date

# DRAFT 2021-2022 School Calendar



West Northfield School District 31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Considered for Board Approval on March 11, 2021

Calendar Subject to Change by the Board of Education

**First Day of School for Students (Half Day) – Thursday, August 19, 2021**      **Anticipated\* Last Day for Students – Wednesday, June 1, 2022**  
 \*If emergency days are needed, the anticipated last day of school may be adjusted accordingly.

State/Federal Holiday – No School

Not in Attendance – No School

Emergency Day – Proposed

Teacher Institute Day/ Professional Development Day –No Student Attendance

Half Day Student Attendance



Winkelman Fall Conferences – Oct TBD  
 Winkelman Spring Conferences – Feb TBD

Field Fall Conferences – Oct TBD  
 Field Spring Conferences – Feb TBD



## DRAFT 2020-2021 School Calendar West Northfield School District 31

### August

Teacher Institute Days ..... August 16 - 18, 2021  
First Day of School for Students (Half Day) ..... Thursday, August 19, 2021

### September

Labor Day – No School ..... Monday, September 6, 2021  
No School – Recognition of Rosh Hashanah ..... Tuesday, September 7, 2021  
No School – Recognition of Yom Kippur ..... Thursday, September 16, 2021

### October

Columbus Day – Professional Development Day – No School for Students ..... Monday, October 11, 2021

### November

No School – Recognition of Diwali ..... Thursday, November 4, 2021  
District Holiday – No School ..... Wednesday, November 24, 2021  
Thanksgiving Day – No School ..... Thursday, November 25, 2021  
District Holiday – No School ..... Friday, November 26, 2021

### December

Professional Development Day – No School for Students ..... Friday, December 17, 2021  
First Day of Winter Break ..... Monday, December 20, 2021  
Winter Break: December 20, 2021 – January 1, 2022

### January

No School – Comp Day for Fall Conferences ..... Monday, January 3, 2022  
School Resumes ..... Tuesday, January 4, 2022  
Martin Luther King, Jr. Day – No School ..... Monday, January 17, 2022

### February

No School – Comp Day for Spring Conferences ..... Friday, February 18, 2022  
President's Day – No School ..... Monday, February 21, 2022

### March

First Day of Spring Break ..... Monday, March 21, 2022  
Spring Break: March 21, 2022 – March 25, 2022  
Professional Development Day – No School for Students ..... Monday, March 28, 2022  
School Resumes ..... Tuesday, March 29, 2022

### April

No School – Recognition of Good Friday ..... Friday, April 15, 2022  
No School – Recognition of Orthodox Good Friday ..... Friday, April 22, 2022

### May

No School – Recognition of Eid al-Fitr ..... Tuesday, May 3, 2022  
Professional Development Day – No School for Students ..... Friday, May 27, 2022  
Memorial Day – No School ..... Monday, May 30, 2022

### June

Tentative Last Day of School (unless additional emergency days are needed due to inclement weather and/or other weather conditions) ..... Wednesday, June 1, 2022  
Proposed Emergency Days ..... June 2 – 8, 2022

Winkelman Fall Conferences – October TBD      Winkelman Spring Conferences – February TBD

Field Fall Conferences – October TBD      Field Spring Conferences – February TBD

Considered for Board Approved on March 11, 2021  
Calendar Subject to Change by the Board of Education

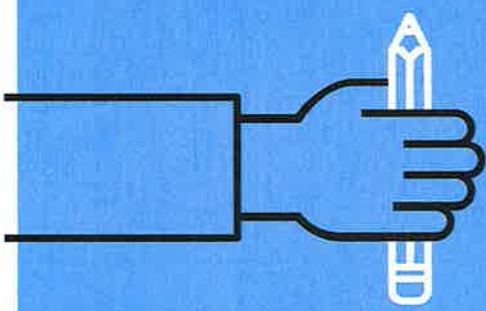
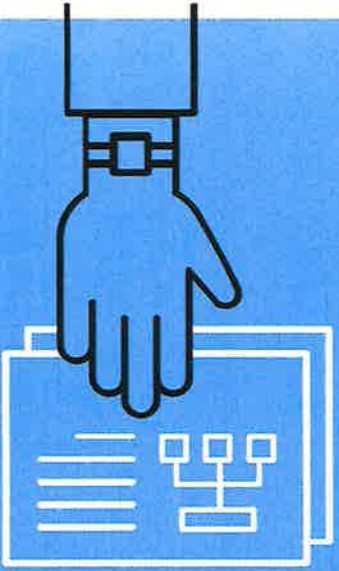
To: West Northfield Board of Education  
From: Dr. Erin K. Murphy, Superintendent  
Date: March 11, 2021  
Subject: Revised FY21 calendar

Based on the feedback from the February board meeting and after consultation with the calendar committee, the following revised calendar has been submitted for approval.

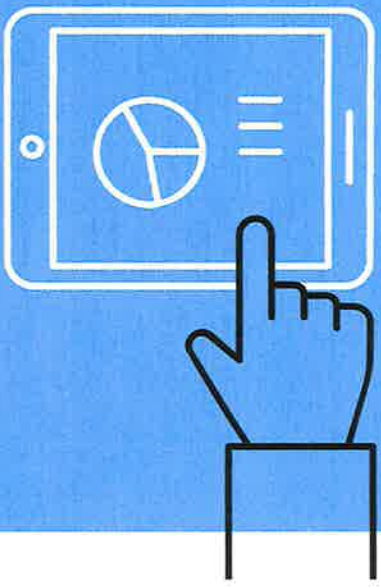
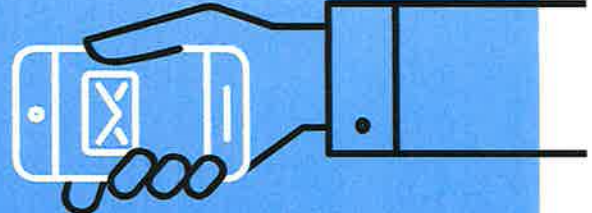
- Parent teacher conferences will again be two evenings in the spring and fall. This allows to place the “comp” days for those evenings in strategic places in the calendar instead of having “random” days off for students so staff can participate in conferences. Per our prior practice, both building School Leadership Team will determine conference nights in October and November. Conference nights do not need to be approved by the board.
- Monday, October 11 (Columbus Day) will become a PD day for teachers. Students will not have school.
- Monday, January 3 will be no school for students and staff. This is the fall conference “comp” day. This reflects the recommendation that much of corporate America may take Monday, January 3 as New Year’s Day observed.
- The comp day for fall conference will be Friday, February 18. This will follow our long time practice of making President’s Day weekend a 3 day weekend for students and staff.
- The other PD days are the day before winter break (Friday, December 17), the day after spring break Monday, March 28, and the day before Memorial Day weekend (Friday, May 27). For the last several years Memorial Day has been a four day weekend and there was a preference in the surveys to extend winter and spring break. We can take these as full days because of *Blended Remote Learning Days* allowed in the school calendar guidelines. If the Board prefers, these three days could easily become half days.
- The new last day of school would be Wednesday, June 1.
- Since the last day of school is a Wednesday, we would propose that the first two of any Emergency Days used be a “snow day” and the time would be made up on June 2 and 3. If any additional snow days were needed, we would transition to remote learning in order to prevent moving the last day to the following week of school.

#### Calendar Information

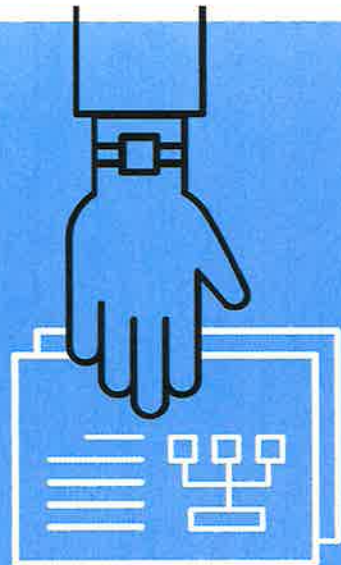
- 180 days for teachers
  - 3 teacher institute days
  - 2 parent teacher conference days
- 175 considered student attendance
- 170.5 actual student attendance
  - 4.5 Blended remote learning days
- 5 Emergency Days



Note: This presentation is current  
as of 3/11/2021. It will be updated  
prior to the Board of Education  
meeting to ensure the most  
up-to-date information

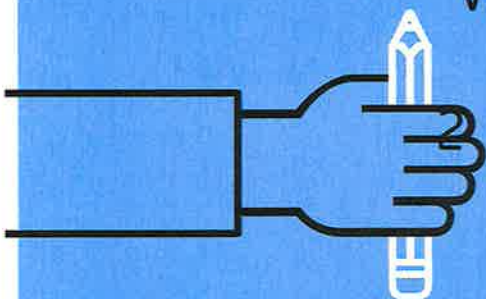
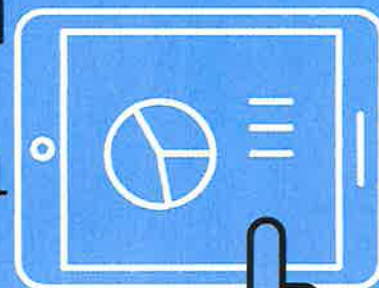
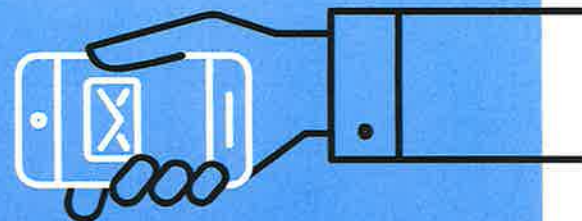






# Updated Health and Safety Information

West Northfield School District 31  
March 2021



# Operations



## 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



## Tier 2 Resurgence Mitigations

As detailed in the July 15 Restore Illinois resurgence plan, Tier 2 mitigations may be applied if a region's positivity rate remains above the 8 percent positivity threshold after 14 days under Tier 1 mitigations. If a region continues to experience a sustained resurgence of COVID-19 after 14 days with Tier 2 mitigations in place, stricter measures may be necessary to curtail further spread.

Regions experiencing a sustained resurgence of COVID-19 after 14 days in Tier 1 mitigations will operate under these Tier 2 mitigation requirements:

SETTING	MITIGATION REQUIREMENTS
<b>Bars</b>	<ul style="list-style-type: none"> <li>All bars close at 11pm and may reopen no earlier than 6am the following day</li> <li>No indoor service</li> <li>All bar patrons should be seated at tables outside</li> <li>No ordering, seating, or congregating at bar (bar stools should be removed)</li> <li>Tables should be 6 feet apart</li> <li>No standing or congregating indoors or outdoors while waiting for a table or exiting</li> <li>No dancing or standing indoors</li> <li>Reservations required for each party</li> <li>No seating of multiple parties at one table</li> <li>No tables exceeding 6 people *</li> </ul>
<b>Restaurants</b>	<ul style="list-style-type: none"> <li>All restaurants close at 11pm and may reopen no earlier than 6am the following day</li> <li>No indoor dining or bar service</li> <li>Tables should be 6 feet apart</li> <li>No standing or congregating indoors or outdoors while waiting for a table or exiting</li> <li>Reservations required for each party</li> <li>No seating of multiple parties at one table</li> <li>No tables exceeding 6 people *</li> </ul>
<b>Meetings, social events and gatherings (including weddings, funerals, potlucks, etc.)</b>	<ul style="list-style-type: none"> <li>Limit to 10 guests in both indoor and outdoor settings *</li> <li>Applicable to professional, cultural and social group gatherings</li> <li>Not applicable to students participating in-person classroom learning, sports or polling places</li> <li>This does not reduce the overall facility capacity dictated by general business guidance such as office, retail, etc.</li> <li>No party buses</li> </ul>
<b>Organized group recreational activities (including sports, but excluding fitness centers*)</b>	<ul style="list-style-type: none"> <li>Gaming and Casinos close at 11:00pm, are limited to 25 percent capacity, and follow mitigations for bars and restaurants, if applicable</li> <li>Limit to lesser of 25 guests or 25% of overall room capacity both indoors &amp; outdoors *</li> <li>Groups limited to 10 or fewer people *</li> <li>All Sports Guidance effective August 15, 2020, remains in effect</li> <li>Outdoor Activities (not included in the above exposure settings) continue per current DCEO guidance</li> </ul>

\* DENOTES NEW MITIGATION TO TIER 2

## 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

81

Weekly Case Rate per  
100,000

3.8%

Test Positivity Last  
Week

**Stable (Blue)**

Current IDPH Risk  
Level for Suburban

0

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>	≤50 per 100,000	≤5%	Case number increases for 2 weeks, by >5% each week and ≤10%	Case number increases for 2 weeks, by >5% each week and ≤10%
<b>Moderate Community Transmission</b>	>50 but ≤100 per 100,000	>5% but ≤8%	Case number increases for 2 weeks, by >10% each week and ≤20%	Case number increases for 2 weeks, by >10% each week and ≤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> 2/28 - 3/6	109	3.3%	101 (2/28 - 3/6) = 13.5% 89 (2/21 - 2/27) = -14.4% 104 (2/14 - 2/20)	36 (2/28 - 3/6) = 24.1% 29 (2/21 - 2/27) = 0.0% 29 (2/14 - 2/20)



## 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> 2/28 - 3/6	78	3.2%	1931 <sup>2</sup> (2/28 - 3/6) = -9.0% 2123 <sup>2</sup> (2/21 - 2/27) = -8.6% 2324 <sup>2</sup> (2/14 - 2/20)	417 <sup>2</sup> (2/28 - 3/6) = -8.6% 456 <sup>2</sup> (2/21 - 2/27) = -6.6% 488 <sup>2</sup> (2/14 - 2/20)



## 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 by IDPH

## 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.



## 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.

West Northfield School District 33- Substitute fill rat

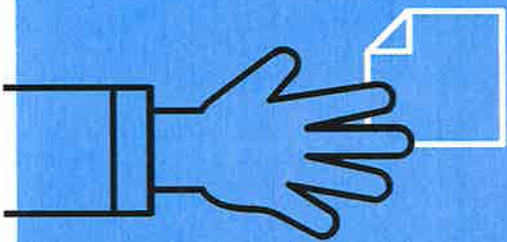
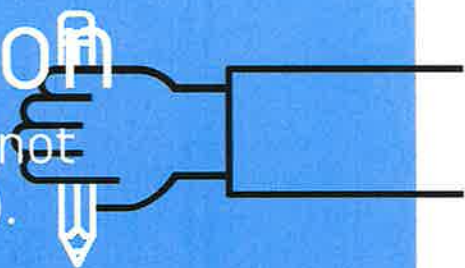
Week of	School	Monday	Tuesday	Wednesday	Thursday	Friday
January 11-15	Field					
	Windsor					
January 18-22	Field					
	Windsor					
January 25-29	Field					
	Windsor					
February 1-5	Field					
	Windsor					
February 8-12	Field					
	Windsor					
February 15-19	Field					
	Windsor					
February 22-26	Field					
	Windsor					
March 1-5	Field					
	Windsor					
March 8-12	Field					
	Windsor					



# Vaccination Information

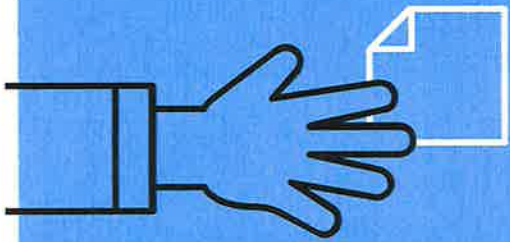
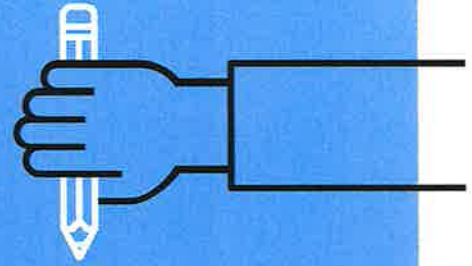
Approximately 80% of District 31 employees (not including bus drivers, food service or subs).

Currently looking for approximately 25 vaccines to finish with our staff, NSSD affiliates, bus drivers and food service.



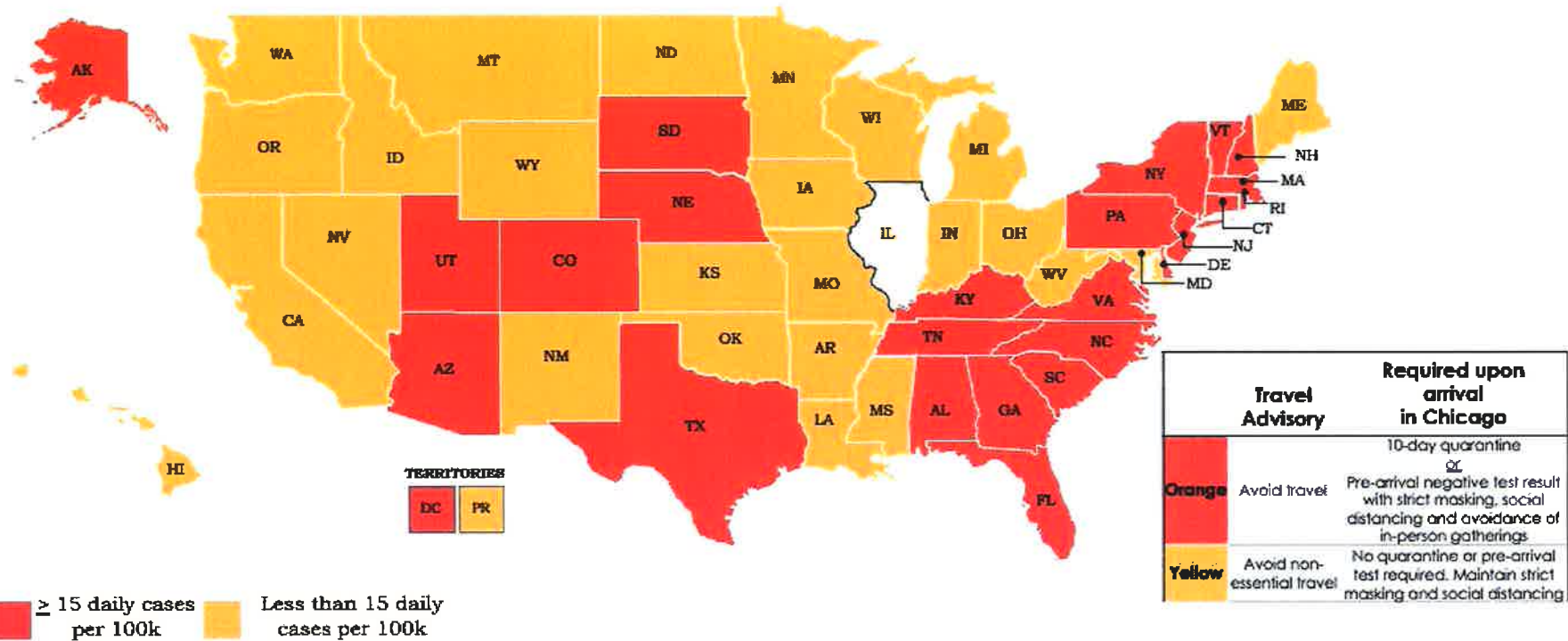
# Current Travel Guidance

Subject to Change at  
Anytime as CCDPH guidance  
changes





## Chicago's travel order includes 24 states and 1 territory



All other U.S. Territories are categorized as yellow

Last updated February 9. Will be updated next on March 23



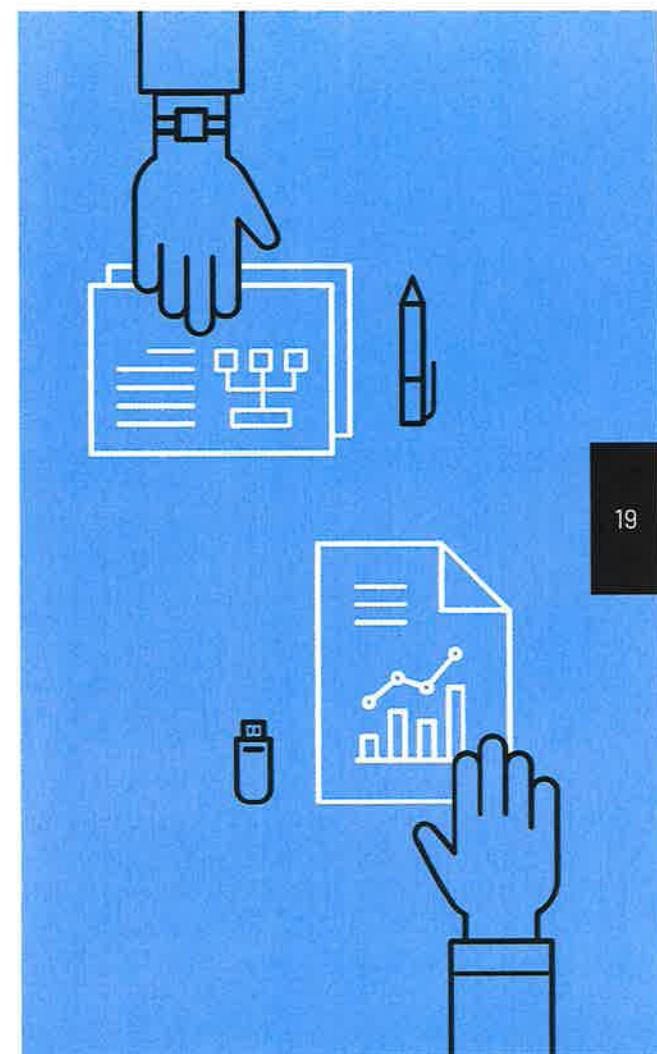
# NEW CCDPH Guidelines

Any **INDIVIDUAL** traveling from a state on the Orange list is directed to obtain a Covid test result (Rapid or PCR) no more than 72 hours prior to arrival in suburban Cook County. If unable to meet the testing requirements while out of state, they can be tested (Rapid or PCR) after they arrive home and quarantine until they receive a negative result.

Any **INDIVIDUAL** traveling less than 24 hours to a state on the Orange list should be tested (Rapid or PCR) after the arrive home and quarantine until they receive a negative test result.

Any **INDIVIDUAL** traveling internationally should be be tested (Rapid or PCR) 3-5 days after they arrive home and continue to quarantine for a full 7 days after their return.

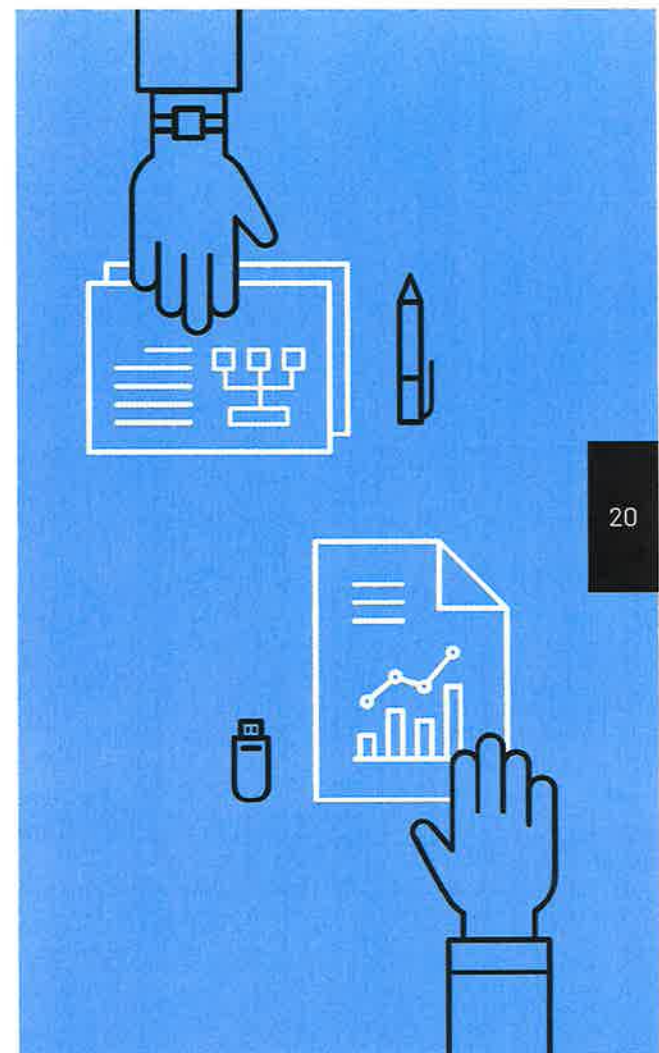
~~Children under the age of 18 are exempt for the guidelines above if they have traveled with adults who receive a negative Covid test (Rapid or PCR). We are still trying to ascertain what would happen if the adults were vaccinated.~~



# Vaccinated Adults

Those who are fully vaccinated and have no symptoms are exempt from the travel quarantine and testing requirements.

- ▶ Two weeks after the second dose of a two-dose Covid vaccination (Moderna and Pfizer)
- ▶ Two weeks after the single dose of a one-dose Covid vaccine (Johnson and Johnson)



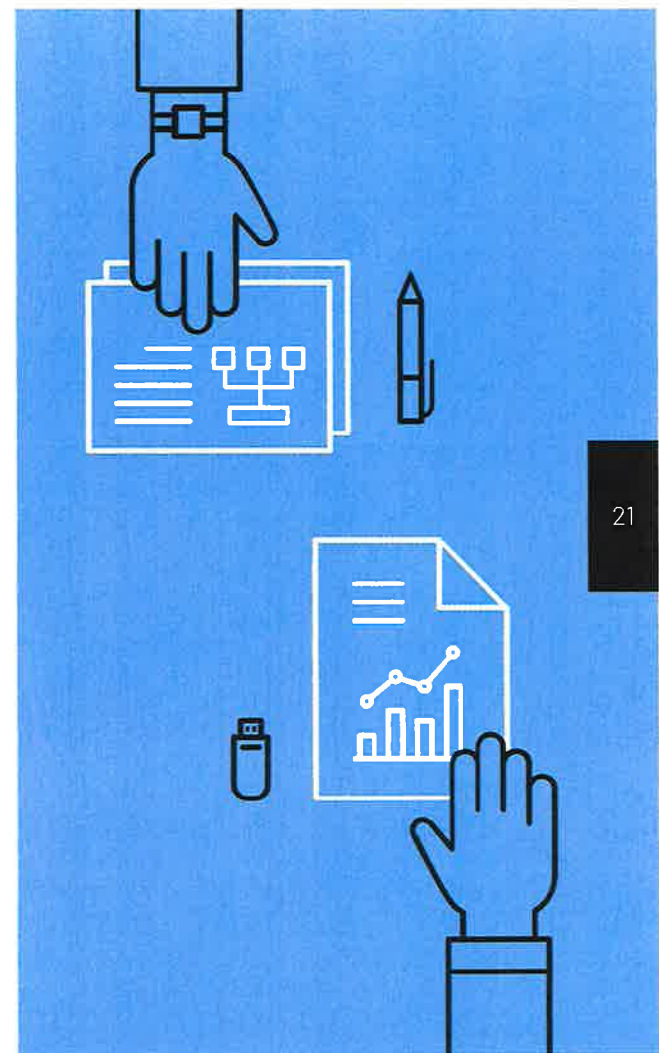


## Spring Break - so far

- ▶ Yellow state - no restrictions
- ▶ Fully Vaccinated Adult - no restrictions
- ▶ Orange State - follow testing requirements described previously

Language on self screener has been adjusted to refer to travel to orange states. Will flag you as unable to attend school. You will need to submit any testing/travel information to the school offices.

Hard to track. Need the help of our parents to keep everyone safe.



Over the last year, District 31 has engaged in a number of audits in order to determine current status and to better inform next steps and to measure progress in multiple areas. The administrative team is preparing updates showing current progress/next steps towards meeting recommendations.

The special education audit was completed and reported on during the spring of 2020.

The EL audit was conducted in the fall of 2020 and the audit results presented in January 2021.

The Curriculum audit began in the winter of 2020 but due to the pandemic was paused until January 2021. The results were presented last month at the February 2021 meeting.

The equity audit, which is a year long audit, is still being processed. The audit facilitator plans to have the results, and present at a board meeting in the spring of 2021.

All audit results will be used to help build the next District 31 strategic plan, which is scheduled to begin in May 2021.

All audit reports can be found on the [District 31 website](#) (scroll to the bottom for the links). The updates that are provided during the board meeting will be added to this page, as well as being linked in the Board Brief.

# TREASURER'S REPORT FOR THE MONTH OF February 2021

## Bank Reconciliation Summary

### Northbrook Bank & Trust

Payroll/Vendor	909,202.85
Reconciling Item	-
AP Liability	-
Money Market	146,484.26
Imprest Fund	1,899.91
Flexible Spending	9,841.26
Illinois Bank - Acct 201	
Credit Card Account	190,436.77
Deposits in Transit	-

### ISDLAF

ISDLAF - Acct 111 Liq	2,190,239.24
Property Tax deposit in transit	7,028.55
ISDLAF deposit in transit	-
Investment purchase in transit (D225 error)	-
ISDLAF - Acct 218 Liq	2.49
ISDLAF - Acct 218 MAX	67,907.32
ISDLAF - Acct 219 Liq	-
ISDLAF - Acct 219 MAX	0.56

### MM

CDs	1,250,000.00
IL Trust Term Series	6,775,000.00
PMA	2,999,843.34

### Northbrook Bank

### ISDLAF

Deferred Revenues	(19,248.00)
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### Ending Fund Balance

14,528,638.55

  
Catherine M. Lauria  
Asst. Superintendent of Finance & Operations

  
Dr. Erin K. Murphy  
Superintendent

Investment Summary as of February 28, 2021
--

Type	Purchase Date	Maturity Date	# of Days Invested	Purchase Amount	Interest%	Total Interest	Total
Treasury Bill	1/15/2021	3/25/2021	69	1,499,942.50	0.020	56.71	1,499,999.21
Treasury Bill	2/12/2021	6/10/2021	118	999,936.67	0.020	64.65	1,000,001.32
Treasury Bill	2/26/2021	7/8/2021	132	499,964.17	0.020	36.16	500,000.33
<b>TOTAL PMA</b>				<u>2,999,843.34</u>	<b>0.02</b>	<u>157.52</u>	<u>3,000,000.86</u>
CD	2/26/2021	6/14/2021	108	1,250,000.00	0.010	36.99	1,250,036.99
<b>TOTAL CD/ISDLAF</b>				<u>1,250,000.00</u>	<b>0.010</b>	<u>36.99</u>	<u>1,250,036.99</u>
<b>TOTAL MM</b>				<u>-</u>		<u>-</u>	<u>-</u>
IL Trust Liq	1/15/2021	3/11/2021	55	2,000,000.00	0.080	241.10	2,000,241.10
IL Trust Liq	12/15/2020	3/11/2021	86	500,000.00	0.08	94.25	500,094.25
IL Trust Term	1/15/2021	4/29/2021	104	500,000.00	0.020	28.49	500,028.49
IL Trust Liq	1/29/2021	4/29/2021	90	1,000,000.00	0.050	123.29	1,000,123.29
IL Trust Liq	2/12/2021	5/13/2021	90	500,000.00	0.05	61.64	500,061.64
IL Trust Liq	1/29/2021	5/13/2021	104	1,000,000.00	0.050	142.47	1,000,142.47
IL Trust Liq	1/29/2021	5/27/2021	118	1,275,000.00	0.050	206.10	1,275,206.10
<b>Total IL TRUST</b>				<u>6,775,000.00</u>	<b>0.044</b>	<u>897.34</u>	<u>6,775,897.34</u>
				<u>11,024,843.34</u>		<u>1,091.85</u>	<u>11,025,935.19</u>
			PMA =	2,999,843.34			
			CDs =	1,250,000.00			
			MM=	-			
			IL TRUST=	<u>6,775,000.00</u>			
				<u>11,024,843.34</u>	<b>0.041</b>		

**West Northfield School District 31  
General Ledger Summary**

**February 28, 2021**

FUND	DEBT SERVICE				IMRF/SOCIAL SECURITY								TOTAL
	10	20	30	31	32	40	50	51	60	70	79	80	
	Education	Operations & Maintenance	Bond Issuance	Bond Issuance	Capital Leases	Transportation	IMRF	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	9,885,399.33	804,662.11	-	495,342.18	87,589.76	747,092.29	93,910.10	138,291.80	45,117.88	604.13	-	-	12,298,009.58
Expenses	10,249,229.75	871,762.78	623,153.75	475.00	130,183.27	331,162.07	103,279.14	150,736.89	100,926.53	-	-	-	12,560,909.18
Balance	(363,830.42)	(67,100.67)	(623,153.75)	494,867.18	(42,593.51)	415,930.22	(9,369.04)	(12,445.09)	(55,808.65)	604.13	-	-	(262,899.60)
Abatement from WC to ED	-	-	-	-	-	-	-	-	-	-	-	-	-
Abatement from WC to O&M	-	-	-	-	-	-	-	-	-	-	-	-	-
Add'l transfer O&M to Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	6,232,197.84	833,158.01	(1,887,833.92)	2,468,934.98	(424,281.36)	864,569.39	109,062.84	29,163.70	458,658.47	5,844,974.84	-	33.76	14,528,638.55
Cash 1010	31,739,509.53	(11,712,446.59)	(3,319,433.05)	(4,055,964.62)	(1,772,173.32)	(4,983,149.05)	(1,412,945.67)	(2,065,133.97)	(5,252,611.28)	3,771,113.87	-	(27,563.00)	909,202.85
Cash 3105	(1,207,260.46)	349,700.06	-	-	58,000.00	260,562.27	379.65	1.60	685,101.14	-	-	-	146,484.26
Cash 3130	(127,202.77)	-	-	-	-	317,639.54	-	-	-	-	-	-	190,436.77
Cash 3145	(35,272,830.51)	12,171,456.04	1,285,796.23	6,524,173.60	1,289,891.96	5,208,259.16	1,423,655.49	2,094,296.07	4,870,231.61	2,670,248.51	-	-	2,265,178.16
Imprest 1050	3,612.41	(1,712.50)	-	-	-	-	-	-	-	-	-	-	1,899.91
FSA 1051	9,841.26	-	-	-	-	-	-	-	-	-	-	-	9,841.26
Investments 1803	11,102,626.38	26,161.00	145,802.90	726.00	-	64,407.47	97,973.37	-	155,937.00	(596,387.54)	-	27,596.76	11,024,843.34
Loans	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-
Liability	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	-
Defer. Rev Preschool FY22 - Cumulative	(11,868.00)	-	-	-	-	-	-	-	-	-	-	-	(11,868.00)
Cumulative Deferred Revenue FY22	(4,230.00)	-	-	-	-	(3,150.00)	-	-	-	-	-	-	(7,380.00)
Refund of Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	6,232,197.84	833,158.01	(1,887,833.92)	2,468,934.98	(424,281.36)	864,569.39	109,062.84	29,163.70	458,658.47	5,844,974.84	-	33.76	14,528,638.55

Monthly Budget Summary - 2020-2021

YTD February 28, 2021

% of Fiscal Yr

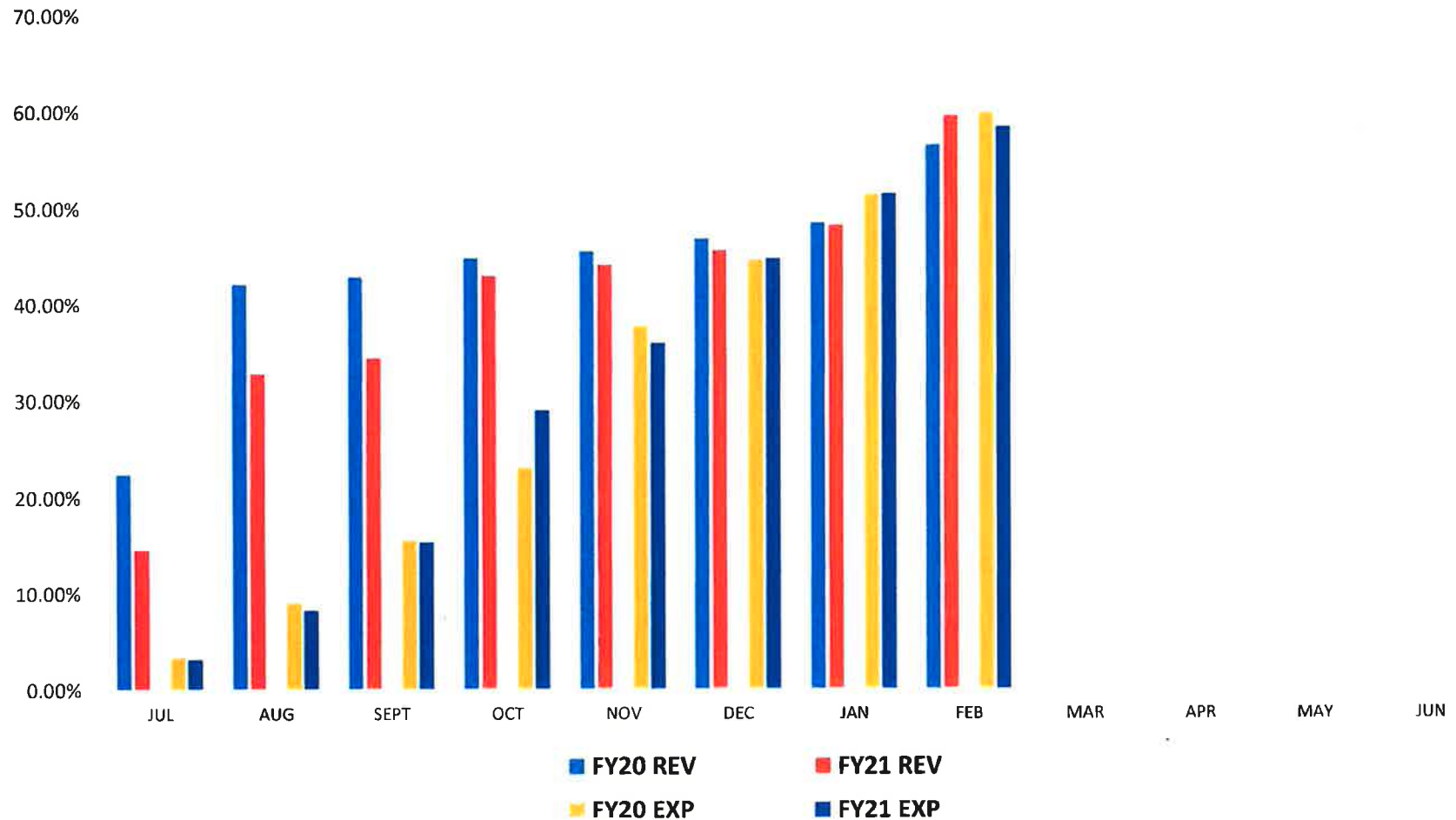
66.67%

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	9,254,512.36	56.63%	16,405,738.00	9,885,399.33	60.26%	
Operations & Maintenance	20	1,501,247.00	770,904.86	51.35%	1,499,420.00	804,662.11	53.66%	
Transportation	40	960,974.00	640,422.86	66.64%	1,222,730.00	747,092.29	61.10%	
IL Municipal Retirement Fund	50	219,731.00	115,859.56	52.73%	164,427.00	93,910.10	57.11%	
Social Security - FICA/MED	51	210,731.00	115,385.50	54.75%	248,618.00	138,291.80	55.62%	
Working Cash	70	30,527.00	24,531.91	80.36%	20,603.00	604.13	2.93%	
Tort Immunity	80	0.00	0.00	N/A	0.00	0.00	0.00%	
		19,264,259.00	10,921,617.05	56.69%	19,561,536.00	11,669,959.76	59.66%	
Debt Service - Property Tax Levy	30/31	855,802.00	465,331.65	54.37%	889,154.00	495,342.18	55.71%	
Debt Service - Capital Leases	32	150,000.00	25,000.00	16.67%	150,000.00	87,589.76	58.39%	
Capital Projects	60	1,090,000.00	51,924.66	4.76%	75,000.00	45,117.88	60.16%	
		2,095,802.00	542,256.31	25.87%	1,114,154.00	628,049.82	56.37%	
Total Revenue Budget	Total	21,360,061.00	11,463,873.36	53.67%	20,675,690.00	12,298,009.58	59.48%	
EXPENSES by Fund		FUND	BUDGET	YTD EXPENSES	% of Budget	BUDGET	YTD EXPENSES	% of Budget
Education	10	15,754,209.03	9,935,521.06	63.07%	16,936,323.00	10,249,229.75	60.52%	
Operations & Maintenance	20	1,537,993.00	893,155.16	58.07%	1,512,496.00	871,762.78	57.64%	
Transportation	40	868,750.00	670,770.59	77.21%	1,104,000.00	331,162.07	30.00%	
IL Municipal Retirement Fund	50	150,151.00	93,888.63	62.53%	180,193.00	103,279.14	57.32%	
Social Security - FICA/MED	51	252,453.00	148,913.35	58.99%	258,818.00	150,736.89	58.24%	
Working Cash	70	1,000,000.00	0.00	0.00%	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	11,742,248.79	60.02%	19,991,830.00	11,706,170.63	58.55%	
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	163,605.35	90.92%	178,505.00	130,183.27	72.93%	
Capital Projects	60	6,550,000.00	5,686,184.03	86.81%	300,000.00	100,926.53	33.64%	
		7,626,801.00	6,458,138.17	84.68%	1,305,493.00	854,738.55	65.47%	
	Total	27,190,357.03	18,200,386.96	66.94%	21,297,323.00	12,560,909.18	58.98%	
		6,550,000.00						
		20,640,357.03						

**WEST NORTHFIELD SCHOOL DISTRICT 31 - OPERATING BUDGET**  
**2019-2020 & 2020-2021 Budget Summary Comparison**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>FY20 REV</b>	22.41%	42.15%	42.93%	44.92%	45.61%	46.92%	48.65%	56.69%				
<b>FY21 REV</b>	14.55%	32.82%	34.48%	43.04%	44.13%	45.70%	48.36%	59.66%				
<b>FY20 EXP</b>	3.33%	8.96%	15.59%	23.10%	37.83%	44.73%	51.54%	60.02%				
<b>FY21 EXP</b>	3.11%	8.15%	15.36%	29.06%	36.03%	44.85%	51.66%	58.55%				





A part of BMO Financial Group

## INVOICE

February 05, 2021

West Northfield Dist 31  
3131 Techny Road  
Northbrook, IL 60062

ATTN:

**Invoice Number: 0702521-2102**

**Invoice Amount: \$ 8,677.59**

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending February 05, 2021.

Your payment is due **March 04, 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: 0702521-2102  
Amount Paid: \$ 8,677.59  
Payment Due Date: March 04, 2021

RUN DATE: 02/10/2021

02JE01

*Handwritten signatures and dates:*  
2/25/21  
2/26/21



# P-Card Expense Report

Cardholder: Catherine Lauria

Last 4 # of P-Card: 2478

Billing Cycle: Jan 5, 2021 - Feb 5, 2021

Page: 1 of 1

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD/ Subscript	Travel	Misc.	Total
1.7.2021	10E002 1100 4400 00 001000	Garbanzo	Wolney	1 year license - Spanish online subscription		\$ 149.00					\$ 149.00
1.10.2021	10E000 2130 3190 00 002130	Raden Wellness	Murphy	COVID-19 TESTS District						\$ 1,758.00	\$ 1,758.00
1.22.2021	10E000 2130 3190 00 002130	Raden Wellness	Murphy	COVID-19 TESTS District						\$ 59.00	\$ 59.00
1.25.2021	10E002 2220 4400 00 002220	NY Times Digital	Cerniglia	New York Times digital subscription				\$ 7.50			\$ 7.50
1.27.2021	10E000 2130 3190 00 002130	Raden Wellness	Murphy	COVID-19 TESTS District						\$ 1,131.00	\$ 1,131.00
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
						####	\$-	\$ 7.50	\$ -	\$2,948.00	

Approved and  
Date:

District Approved  
and Date:

Page 1 total \$ 3,104.50

Page 2 total \$ -

**Grand Total** \$ 3,104.50

# P-Card Expense Report

**PURPOSE:** Summary Report

P-CARD N 5550-0800-0081-7432

**BILLING PERIOD:** From 1/6/2021

To 2/5/2021

**EMPLOYEE IN**

Name Dave Del Boccio

Position \_\_\_\_\_

SSN

Supervisor \_\_\_\_\_

[illegible]

## P-Card Expense Report

**Cardholder:** Shaton Wolverton

Last 4 # of P-Card: 6587

**Billing Cycle:** Jan 6-Feb 5, 2021

Page: 1 of 1 X[illegible]

Approved  
and Date: 2/22/21  
District  
Approved  
and Date: 2/22/21

Page 1 total	\$ 1,711.50
--------------	-------------

Page 2 total \$

Grand Total	5,576.50
-------------	----------



## P-Card Expense Report

Cardholder: April Miller

Last 4 # of P-Card: 1334

**Billing Cycle:** January 6 -February 5

Page: 1 of 1

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD	Travel	Misc.	Total
1/16/21	10E0021100410900001020	Target	Cerniglia	Books		-				\$ 89.90	\$ 89.90 [1]
1/16/21	10E0021100410900001020	Target	Cerniglia	Books						\$ 89.90	\$ 89.90
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
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											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
						\$ - [2]	\$ -	\$ -	\$ -	\$ 179.80	

Approved and  
Date:  
District  
Approved and  
Date:

Amo & Mees 2/17/21  
Cattaine M. Lauria 2/18/21

Page 1 total	\$ 179.80
Page 2 total	
<b>Grand Total</b>	<b>\$ 179.80</b>

# P-Card Expense Report

Cardholder: Erin Murphy

Last 4 # of P-Card: 0645

Billing Cycle Jan 6 - Feb 5, 2021

Page: 1 of X

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD	Travel	Misc	Total
1/2/21	10E000 2320 4100 00 002320	Facebook	Hayley	Ads - Date Ranges 12/27/20 to 1/2/21		\$ 25.00					\$ 25.00
1/19/21	10E000 2320 4400 00 002320	Employee Crossing	Tina	Job Posting (last payment) -cancelled on 2/18/21 Con#FM2182117685		\$ 199.00					\$ 199.00
1/21/21	10E000 2210 3320 00 004620	Rvt-New Trier District 203	Tina	SBauer PD- Adolescent Hlth Summit 2021 - North Shore (GRANT)	X			\$ 30.00			\$ 30.00
1/21/21	10E001 2210 3320 00 002320	AEP Connections	Tina	Advanced Training in Collaborative & Proactive Solutions				\$ 345.00			\$ 345.00
1/29/21	20E002 2542 4800 00 002542	A Mobile Service	Ed	Field Supplies - Snow Blower Tune Ups		\$ 244.71					\$ 244.71
1/29/21	20E001 2542 4800 00 002542	A Mobile Service	Ed	Winkelman Supplies - Snow Blower Tune Ups		\$ 155.00					\$ 155.00
1/29/21	20E002 2542 4800 00 002542	DEHNE	Ed	Field Supplies - 2 Pulleys		\$ 30.00					\$ 30.00
1/30/21	10E000 2320 4100 00 002320	Quality LOGO Products	Hayley	Tote Bags		\$ 1,189.72					\$ 1,189.72
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
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											\$ -
											\$ -
											\$ -
											\$ -
						\$1,843.43	\$ -	\$ 375.00	#	#	

Approved and  
Date:

Approved and  
Date:

*Catherine M. Lauria 2/18/21*

ge	
1	\$ 2,218.43
ge	
2	\$ -
<b>1 Total</b>	<b>\$ 2,218.43</b>

## P-Card Expense Report

Cardholder: Erin Murphy

Last 4 # of P-Card: 0645

Billing Cycle Jan 6 - Feb 5, 2021

Page: 1 of X

## P-Card Expense Report

Cardholder: **Janine Gruhn**

Last 4 # of P-Card: 1619

**Billing Cycle:** **1/6/21-2/5/21**

Page: 1 of X

[illegible]

Approved and  
Date:

District Approved  
and Date:

Page 1 total \$ 632.95

Page 2 total \$ -

**Grand Total** \$ 632.95

A handwritten signature in blue ink, appearing to read "J. A. Jones". The signature is fluid and cursive, written across the bottom right portion of the page.

**TEACHERS' RETIREMENT SYSTEM  
OF THE STATE OF ILLINOIS**

**457(b) DEFERRED COMPENSATION  
SUPPLEMENTAL SAVINGS PLAN ("SSP")**

**Effective October 29, 2019  
Amended October 30, 2020**

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## **ARTICLE I: ESTABLISHMENT OF PLAN**

### **Section 1.01. Plan Establishment, History, and Purpose.**

(a) Pursuant to Section 16-204 of the Illinois Pension Code, 40 ILCS 5/16-204, the Board of Trustees ("Board") of the Teachers' Retirement System of the State of Illinois ("System") establishes the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan ("SSP" or "Plan"), effective October 29, 2019, for the benefit of eligible members.

(b) The Plan is an eligible deferred compensation plan under Section 457(b) of the Internal Revenue Code ("Code") and is a governmental plan within the meaning of Code Section 414(d) and Section 3(32) of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"). As a governmental plan, ERISA does not apply.

(c) The purpose of the plan is to provide eligible individuals the opportunity to save on a regular and long-term basis for their retirement by allowing participants to designate a portion of their compensation to be deferred and invested until such time as the participants may withdraw such amounts as provided under the terms of this Plan.

### **Section 1.02. Plan Funding.**

The Plan is funded exclusively through Contributions, which shall be used for the purchase of Investment Funds from the Fund Sponsor(s) identified in Appendix A attached hereto, as that Appendix may be amended from time to time.

## **ARTICLE II: CONSTRUCTION AND DEFINITIONS**

### **Section 2.01. Construction and Governing Law.**

(a) This Plan shall be interpreted, enforced and administered in accordance with the Code and, when not inconsistent with the Code, or expressly provided otherwise herein, the laws of the State of Illinois without regard to conflict of law principles.

(b) Words used herein in the masculine gender shall be construed to include the feminine gender where appropriate, and *vice versa*, words used herein in the singular or plural shall be construed as being in the plural or singular where appropriate, and *vice versa*.

(c) The headings and subheadings in the Plan are inserted for convenience of reference only and are not to be considered in the construction of any provision of the Plan.

(d) If any provision of the Plan shall be held to violate the Code or be illegal or invalid for any other reason, that provision shall be deemed to be null and void, but the invalidation of that provision shall not otherwise impair or affect the Plan.

(e) In resolving any conflict between provisions of the Plan and in resolving any other uncertainty as to the meaning or intention of any provision of the Plan, the interpretation that

causes the Plan to (i) constitute an eligible deferred compensation plan under the provisions of Code Section 457(b), (ii) be a "governmental" plan as defined in ERISA Section 3(32) and Code Section 414(d), and (iii) comply with all applicable requirements of the Code shall prevail over any different interpretation.

## **Section 2.02. Definitions.**

When the initial letter of a word or phrase is capitalized herein the meaning of such word or phrase shall be as follows:

(a) "Account" means the following separate accounts maintained for each Participant reflecting his or her interest under the Plan as follows:

(1) "Pre-Tax Contribution Account" means the account maintained to reflect the Participant's interest under the Plan attributable to his or her Pre-Tax Contributions pursuant to Section 4.01.

(2) "Roth Contribution Account" means the account maintained to reflect the Participant's interest under the Plan attributable to his or her Roth Contributions pursuant to Section 4.01.

(3) "Discretionary Nonelective Contribution Account" means the account maintained to reflect the Participant's interest under the Plan attributable to his or her Discretionary Nonelective Contributions, if any, pursuant to Section 4.02.

(4) "Rollover Contribution Account" means the account maintained to reflect the Participant's interest under the Plan attributable to his or her Rollover Contributions pursuant to Section 4.04.

(b) "Administrator" means the System; provided, however, that to the extent that the System has delegated any of its responsibilities as Administrator to any other person, persons or entities, the term Administrator shall be deemed to refer to that person, persons, or entity.

(c) "Alternate Payee" means any spouse, former spouse, child or dependent of a Participant who is recognized by a Qualified Illinois Domestic Relations Order (QILDRO) issued in accordance with the Illinois Pension Code, 40 ILCS 5/1-119, as having a right to receive all, or a portion of, the benefit payable under the Plan with respect to such Participant.

(d) "Applicable Form" means the appropriate form as designated and furnished by the Administrator or the Fund Sponsor to make any election or provide any notice required by the Plan. In those circumstances where a written election or consent is not required by the Plan or the Code, the Administrator and/or the Fund Sponsor may prescribe an electronic or telephonic form in lieu of or in addition to a written form.

(e) "Beneficiary" means the person, company, trustee or estate designated by the Participant on the Applicable Form to receive any benefits payable under the Plan in the event of the Participant's death. If the designated Beneficiary does not survive the Participant or there is

no Beneficiary designated, the Participant's surviving Spouse or, if applicable, the Participant's civil union partner within the meaning of 750 ILCS 75, shall be the Beneficiary. If there is no surviving Spouse or civil union partner, the Participant's estate shall be the Beneficiary. Beneficiary also means an alternate payee within the meaning of Code Section 414(p)(8).

(f) "Board" means the System's Board of Trustees.

(g) "Code" means the Internal Revenue Code of 1986, as amended from time to time.

(h) "Compensation" means all cash compensation for services to the Employer, including salary, wages, fee, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year and amounts that would be cash compensation includible in gross income but for a reduction election under Code Section 125, 132(f) 401(k), 403(b), or 457(b) (including any Elective Deferrals under the Plan). Compensation does not include amounts "picked up" by the Employer within the meaning of Code Section 414(h). Compensation includes any compensation described in subsection (1) or (2), provided it is paid by the later of two and one-half months (2½) months after the Employee's Severance from Employment with the Employer or the end of the calendar year in which the Employee has a Severance from Employment with the Employer:

(1) a payment would have been paid to the Employee prior to a Severance from Employment if the Employee continued in employment with the Employer and that otherwise satisfies the definition of Compensation; and

(2) a payment for unused accrued *bona fide* sick, vacation, or other leave, but only if the Employee would have been able to use the leave if employment had continued and the payment would be Compensation if paid prior to the Employee's severance from Employment, and only if the Employee separately elects for such payment to be reduced on his or her Salary Reduction Agreement pursuant to Section 4.01.

Any payment that is not described in subsection (1) or (2) is not considered Compensation if paid after Severance from Employment. Thus, for example, Compensation does not include amounts paid after Severance from Employment that are severance pay or unfunded nonqualified deferred compensation.

(i) "Contributions" mean Pre-Tax Contributions, Roth Contributions, Discretionary Nonelective Contributions, and Rollover Contributions.

(j) "Cost-of-Living Adjustment" means the cost-of-living adjustment prescribed by the Secretary of the Treasury under Code Section 401(a)(17), 414(v), or 457(e)(15) for any applicable year.

(k) "Discretionary Employer Contributions" means Discretionary Nonelective Contributions.

(l) “Discretionary Nonelective Contributions” means any contributions made to the Plan by the Employer in accordance with Section 4.02 that are not related to a Participant’s contributions to this Plan or another retirement plan.

(m) “Effective Date” means October 29, 2019.

(n) “Elective Deferral” means Pre-Tax Contributions and Roth Contributions.

(o) “Employee” means an individual who is a teacher (as defined in Section 16-106 of the Illinois Pension Code) of an Employer. An Employee does not include an individual who is a leased employee under Code Section 414(n)(2).

(p) “Employer” means each employing unit subject to Article 16 of the Illinois Pension Code, who is an eligible employer within the meaning of Code Section 457(e)(1)(A) and which has adopted this Plan by executing an adoption agreement provided by the System.

(q) “Fund Sponsor” means a bank, insurance company, regulated investment company, or another entity that has been approved by the Administrator to make Investment Funds available to Participants under this Plan, and that is set forth in Appendix A hereto, as amended from time to time. The Administrator, in its sole and absolute discretion, shall select the Fund Sponsor(s) and may add or delete Fund Sponsor(s).

(r) “HEART Act” means the Heroes Earnings Assistance and Relief Tax Act of 2008, as amended from time to time.

(s) “Illinois Pension Code” means 40 ILCS 5 *et seq.*, as amended from time to time.

(t) “Includible Compensation” means all compensation received by an Employee from the Employer that is includible in his or her gross income for federal income tax purposes (computed without regard to Code Section 911) for that taxable year. Includible Compensation also includes any amounts excludable from taxable income because of an election under Code Sections 401(k), 403(b), 457(b), 125, and 132(f). Includible Compensation includes any compensation described in paragraphs (1) and (2), provided the compensation is paid by the later of two and one-half (2½) months after the Employee’s Severance from Employment or the end of the calendar year in which the Employee has a Severance from Employment:

(1) any payment that would have been paid to the Employee prior to a Severance from Employment if the Employee had continued in employment with the Employer and that is regular compensation for services during the Employee’s regular working hours, compensation for services outside the Employee’s regular working hours (such as overtime or shift differential), commissions, bonuses, or other similar payments; and

(2) a payment for unused accrued bona fide sick leave, vacation or other leave, but only if the Employee would have been able to use the leave if employment had continued and the payment would have been included in the definition of Earnings if paid prior to the Employee’s Severance from Employment.

Includible Compensation is determined without regard to any community property laws. Includible Compensation shall not exceed the limits under Code Section 401(a)(17), to the extent applicable, increased by the Cost-of-Living Adjustment.

(u) "ILCS" means the Illinois Compiled Statutes, as amended from time to time.

(v) "Ill. Admin. Code" means the Illinois Administrative Code, as amended from time to time.

(w) "Investment Funds" means the mutual funds, collective investment funds, insurance company separate accounts, annuity contracts, or other investment vehicles made available to Participants for the investment of their Accounts. The Administrator, in its sole and absolute discretion, shall select the Investment Funds and may add or delete Investment Funds.

(x) "Normal Retirement Age" means for purposes for Section 5.01(c), any age designated by a Participant (i) beginning no earlier than the earliest age at which a Participant has the right to retire under the System's pension plan and to receive immediate retirement benefits without actuarial or similar reduction because of retirement before some later age specified in such basic pension plan and (ii) ending no later than age 70½. In the case of a Participant who continues to work beyond age 70½ and who, upon the attainment of age 70½, had not made the catch-up election provided for under Section 5.01(b), the Normal Retirement Age shall be the age designated by the Participant, which shall not be later than the age at which the Participant Separates from Service.

(y) "Participant" means any Employee or Alternate payee who is or may become eligible to receive a benefit of any type under the Plan. A Participant shall also mean, when appropriate to the context, a former Employee who is eligible to receive a benefit of any type under the Plan.

(z) "Plan" or "SSP" means the "Teachers' Retirement System of the State of Illinois Supplemental Savings Plan" as amended from time to time.

(aa) "Plan Year" means July 1 through June 30.

(bb) "Pre-Tax Contributions" mean contributions made to the Plan by the Employer at the election of a Participant pursuant to a Salary Reduction Agreement in accordance with Section 4.01.

(cc) "Qualified Distribution" means a distribution from a Roth Contribution Account after the Participant has satisfied a five (5) year tax holding period and has attained age fifty nine and one-half (59½), died, or become Disabled, in accordance with Code Section 402A(d). The five (5) year tax holding period is the period of five (5) consecutive taxable years that begins with the first day of the first taxable year in which the Participant makes a designated Roth Contribution under the Plan or to another retirement plan which amount was directly rolled over to the Plan and ends when five (5) consecutive taxable years have been completed.



(dd) “Rollover Contributions” mean an amount contributed to the Plan pursuant to Section 4.04.

(ee) “Roth Contributions” means contributions made to the Plan by the Employer at the election of a Participant under a Salary Reduction Agreement that have been (i) designated irrevocably by the Participant as a Roth Contribution being made in lieu of all of a portion of the Pre-Tax Contributions the Participant is otherwise eligible to make under the Plan, and (ii) treated by the Employer as includible in the Participant’s gross income at the time the Participant would have received that amount in cash if the Participant had not made such an election.

(ff) “Salary Reduction Agreement” means an agreement entered into between an Employee and the Employer pursuant to Section 4.01. Such agreement shall not be effective with respect to Compensation made available prior to the effective date of such agreement and shall be binding on the parties and irrevocable with respect to Compensation earned while it is in effect.

(gg) “Section” means, when not preceded by the word Code, a section of the Plan.

(hh) “Severance from Employment” means the complete termination for four consecutive months of the employment relationship between the Employee and all Employers. Notwithstanding the preceding, for purposes of Section 9.01 only, a Participant shall be treated as having had a Severance from Employment during any period the Participant is performing service in the uniformed services described Code Section 3401(h)(2)(A).

(ii) “Spouse” means the person to whom a Participant is legally married under federal law or civil union partner within the meaning of 750 ILCS 75.

(jj) “TRS” or “System” means the Teachers’ Retirement System of the State of Illinois, a retirement system established under Article 16 of the Illinois Pension Code.

(kk) “Trust” means any trust that satisfies the requirements of Code Section 457(g) (including a custodial account or annuity contract described in Code Section 401(f) that satisfies the requirements of Code Section 457(g)(3)) established to hold the Trust Fund, and as maintained pursuant to a trust agreement, custodial account, or annuity contract.

(ll) “Trust Fund” means the assets of the Plan held pursuant to the terms of the Plan and the Trust.

(mm) “Trustee” means the trustee or any successor trustee designated and appointed by the System and includes a custodian under a custodial account or annuity contract under Code Section 457(g)(3).

(nn) “Unforeseeable Financial Emergency” means a severe financial hardship of the Participant resulting from:

- (1) an illness or accident of the Participant, the Participant’s Spouse, or the Participant’s dependent (as defined in Code Section 152, without regard to Code Sections 152(b)(1), (b)(2), and (d)(1)(B));

(2) loss of the Participant's property due to casualty (including the need to rebuild a home following damage to a home not otherwise covered by homeowner's insurance, *e.g.*, as a result of a natural disaster); or

(3) other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant.

(oo) "USERRA" means the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended from time to time.

(pp) "Vested" means the interest of the Participant or Beneficiary in his or her Accounts which is unconditional, legally enforceable, and nonforfeitable at all times.

### **ARTICLE III: ELIGIBILITY AND PARTICIPATION**

#### **Section 3.01. Participation.**

(a) An Employee employed by an Employer prior to the Effective Date of the Plan may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions, if any, upon the Effective Date of the Plan.

(b) An Employee employed or reemployed by an Employer on or after the Effective Date of the Plan may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions, if any, immediately upon the commencement of employment with the Employer.

(c) To become a Participant under the Plan, an Employee must complete the Applicable Form(s), which may include a Salary Reduction Agreement and/or Fund Sponsor enrollment and investment election forms, and return them to the Administrator or Fund Sponsor, as applicable. An Employee who fails to complete the Applicable Forms, including a Salary Reduction Agreement to make Elective Deferrals, shall be deemed to have waived all of his or her rights under the Plan, provided that such Employee may become a Participant in the Plan at any time thereafter by completing the Applicable Form(s) and returning them to the Administrator or Fund Sponsor, as applicable.

#### **Section 3.02. Cessation of Contributions.**

A Participant shall cease to be eligible to make Contributions under the Plan when (i) he or she is no longer an Employee or (ii) the Plan is terminated.

## **ARTICLE IV: CONTRIBUTIONS**

### **Section 4.01. Elective Deferrals.**

(a) Subject to the limitations under Article V, an Employee who has satisfied the participation requirements under Section 3.01 (a) or (b) may enter into a written Salary Reduction Agreement with the Employer agreeing to contribute each pay period Pre-Tax Contributions and/or Roth Contributions to the Plan equal to a whole percentage or fixed dollar amount of his or her Compensation, as permitted by the Administrator. Elective Deferrals shall begin as soon as administratively practicable following the date specified in the Salary Reduction Agreement, or, if later or if no date is specified, as soon as administratively practicable after the Salary Reduction Agreement is filed with the Administrator. Notwithstanding the preceding, the Salary Reduction Agreement shall become effective no earlier than the first day of the month following the month in which the Salary Reduction Agreement is executed and submitted to the Administrator; provided, however, that a new Employee may defer Compensation payable in the calendar month during which he or she first becomes an Employee if he or she enters into a Salary Reduction Agreement before the first day on which he or she performs services for the Employer.

(b) Elective Deferrals shall reduce the Compensation otherwise payable to a Participant and shall be paid in cash to the Trust Fund by the Employer, on a basis consistent with its payroll practices, as soon as administratively feasible after being withheld from the Compensation of a Participant, but no later than fifteen (15) business days following the end of the month in which such amount is withheld from the Compensation of the Participant.

(c) If the Participant fails to designate whether Elective Deferrals are Pre-Tax Contributions or Roth Contributions, the Participant will be deemed to have designated his or her Elective Deferrals as Pre-Tax Contributions. Pre-Tax Contributions shall be allocated to the Pre-Tax Contribution Account of the Participant as of the date of contribution. Roth Contributions shall be allocated to the Roth Contribution Account of the Participant as of the date of contribution.

(d) A Participant may change his or her election to make Pre-Tax Contributions and/or Roth Contributions at any time by filing a new Salary Reduction Agreement with the Administrator. Any such changes shall be effective as soon as administratively practicable following the date specified in the new Salary Reduction Agreement, or, if later, as soon as administratively practicable after the Salary Reduction Agreement is filed with the Administrator; provided that the Salary Reduction Agreement shall become effective no earlier than the first day of the month following the month in which the Salary Reduction Agreement is executed and submitted to the Administrator.

(e) A Participant may terminate his or her election to make Elective Deferrals at any time by filing the Applicable Form with the Administrator, which shall be effective as soon as administratively practicable after the Applicable Form is filed with the Administrator.

(f) An election to make Elective Deferrals shall not be valid with respect to any period during which the Participant is not an Employee. No election to make, change, or discontinue Elective Deferrals shall be given retroactive effect.

(g) The Administrator may establish additional non-discriminatory rules and procedures governing the manner and timing of elections by Participants to make, change, or discontinue Elective Deferrals.

#### **Section 4.02. Discretionary Employer Contributions.**

(a) An Employer may make Discretionary Employer Contributions, which may include Discretionary Matching Contributions and Discretionary Nonelective Contributions, by completing and returning any Applicable Forms to the Administrator.

(b) Notwithstanding Section 4.01(c), if an Employee fails to complete the Applicable Form(s) at such time that the Employee is eligible for Discretionary Employer Contributions, Discretionary Employer Contributions shall be made by the Employer to a Discretionary Employer Contribution Account under the Plan on behalf of the Participant and invested in the default Investment Option described in Section 7.02 until such time that the Employee completes the Applicable Form(s).

(c) The System may establish reasonable policies to govern Discretionary Employer Contributions under the Plan, which may be amended from time to time. All Discretionary Employer Contributions shall comply with such policies and shall be administered in accordance with such policies.

(d) Employer Contributions shall be allocated to each Participant's Discretionary Matching Contribution Account and/or Discretionary Nonelective Contribution Account, as applicable, as of the date made to the Plan, but no later than the last day of the Plan Year.

#### **Section 4.03. Sick, Vacation and Back-Pay.**

A Participant who has not had a Severance from Employment may elect to defer accumulated sick pay, accumulated vacation pay, and back pay under the Plan if the requirements of Code Section 457(b) are satisfied. These amounts may be deferred for any calendar month only if a Salary Reduction Agreement providing for the deferral is entered into before the beginning of the month in which the amounts would otherwise be paid or made available and the Participant is an Employee on the date the amounts would otherwise be paid or made available. Compensation that would otherwise be paid for a payroll period that begins before Severance from Employment is treated as an amount that is paid or made available before an Employee has a Severance from Employment.

#### **Section 4.04. Rollover Contributions to the Plan.**

(a) Participants may transfer to the Plan as a Rollover Contribution a distribution from a Code Section 401(a) or 403(a) qualified plan (excluding after-tax contributions), a Code Section 403(b) plan (excluding after-tax contributions), a Code Section 408 individual retirement account or annuity, or a Code Section 457(b) eligible deferred compensation plan which is maintained by an eligible employer described in Code Section 457(e)(1)(A). Any Rollover Contribution (i) shall be subject to the Administrator's determination, in its discretion, that the Rollover Contribution

satisfies all applicable requirements of the Code and (ii) shall be made directly from such prior plan, or if such amount was distributed to the Participant, shall be made within sixty (60) days after the Participant receives the rollover amount.

(b) Except as provided in Section 4.05, the Plan shall accept a Rollover Contribution to a Roth Contribution Account only if it is a direct rollover from another Roth elective deferral account under an applicable retirement plan described in Code Section 402A(e)(1) and only to the extent the rollover is permitted under the rules of Code Section 402(c).

(c) A Rollover Contribution shall be allocated to the Rollover Contribution Account of the Participant as of the date of the contribution; provided, however, that a separate Rollover Contribution Account shall be maintained to reflect any direct rollover to the Plan of an eligible Roth Rollover Contribution pursuant to Section 4.04(b).

(d) Before a Rollover Contribution is made, the Participant shall designate on the Applicable Form the Investment Funds in which the Fund Sponsor should invest the Participant's Rollover Contribution.

#### **Section 4.05. In-Plan Roth Rollover.**

(a) Any portion or all of a Participant's Account (other than a Roth Contribution Account or Roth Rollover Contribution Account) is eligible for direct rollover to the Participant's Roth Contribution Account under the Plan, even if the Account is not otherwise distributable (pursuant to Code Section 402A(c)(4)(E)) under the Article IX of the Plan, and the transfer shall be treated as a qualified rollover contribution (within the meaning of Code Section 408A(e)) to the Participant's Roth Contribution Account.

(b) A Participant's election under this Section 4.05 shall be subject to the reasonable administrative procedures established by the Administrator, Code Section 402A(c)(4) and the regulations thereunder, and subsequent guidance from the Internal Revenue Service.

(c) The taxable portion of the Participant's Account directly rolled over to a Roth Contribution Account under this Section 4.05 shall be included in the Participant's gross income in the tax year in which the transfer occurs.

(d) To the extent required by Code Section 402(f), the Administrator shall provide written information regarding in-Plan Roth rollovers under this Section 4.05, for amounts that are otherwise distributable under Article IX.

#### **Section 4.06. Plan-to-Plan Transfer.**

A Participant and/or an Employer on behalf of a Participant or group of Participants may direct a transfer to this Plan from another governmental Code Section 457(b) plan under the following conditions:

(a) The transferor plan provides for transfer;

(b) The Participant whose amounts are being transferred will have a deferred amount immediately after the transfer at least equal to the deferred amount with respect to that Participant immediately before the transfer; and

(c) The transfer satisfies such other rules and policies established by the Administrator or the Fund Sponsor.

#### **Section 4.07. Leave of Absence.**

During a paid leave of absence, Contributions shall continue to be made for a Participant on the basis of Compensation paid by the Employer during the leave. No Contributions shall be made on behalf of a Participant who is on an unpaid leave of absence.

#### **Section 4.08. Expenses of Plan.**

All reasonable expenses of administering the Plan shall be charged against and paid from the Participant's Accounts, subject to the terms of the applicable Investment Funds, unless paid by the System or the Employer. The Administrator shall have the right to allocate expenses associated with maintaining the Accounts of terminated Employees to such Accounts, even if no expenses are allocated to the Accounts of active Employees, in accordance with rules promulgated by the Internal Revenue Service.

### **ARTICLE V: LIMITATIONS ON CONTRIBUTIONS**

#### **Section 5.01. Elective Deferral Limits.**

(a) The maximum amount of Elective Deferrals to the Plan for any calendar year shall be limited to the lesser of (i) the applicable dollar amount as provided in Code Section 457(e)(15) or (ii) the Participant's Includible Compensation as provided in Code Section 457(b)(2). The applicable dollar amount is Nineteen Thousand Dollars (\$19,000) for 2019, increased thereafter by the Cost-of-Living Adjustment.

(b) A Participant who attains age fifty (50) or more by the end of the calendar year, and who is contributing up to the applicable dollar amount under paragraph (a), may make additional Elective Deferrals under Code Section 414(v) of up to Six Thousand Dollars (\$6,000) for 2019, increased thereafter by the Cost-of-Living Adjustment.

(c) If the applicable year is one of a Participant's last three calendar years ending before the year in which the Participant attains Normal Retirement Age and the amount determined under this paragraph (c) exceeds the amount computed under paragraphs (a) and (b), then the Elective Deferrals limit under this Article V shall be the lesser of:

(1) An amount equal to two (2) times the applicable dollar amount set forth in paragraph (a) for such year; or

(2) The sum of:

(i) An amount equal to (i) the aggregate paragraph (a) limit for the current year plus each prior calendar year beginning after December 31, 2001, during which the Participant was an Employee under the Plan, minus (ii) the aggregate amount of Compensation that the Participant deferred under the Plan during such years, plus

(ii) An amount equal to (i) the aggregate limit referred to in Code Section 457(b)(2) for each prior calendar year beginning after December 31, 1978, and before January 1, 2002, during which the Participant was an Employee (determined without regard to paragraph (b) or (c)), minus (ii) the aggregate contributions to Pre-2002 Coordination Plans (as defined by Treasury regulations and as provided in Section 5.03(c)) for such years.

However, in no event can the Elective Deferrals be more than the Participant's Compensation for the year.

#### **Section 5.02. Employer Contribution Limits.**

If the Employer elects to make Discretionary Employer Contributions to the Plan on behalf of a Participant pursuant to Section 4.02, the Discretionary Employer Contributions shall be deemed Elective Deferrals for purposes of this Article, and shall apply toward the maximum Elective Deferral limits set forth in this Article.

#### **Section 5.03. Coordination of Limits.**

(a) If the Participant is or has been a participant in one or more other eligible plans within the meaning of Code Section 457(b), then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Article V. For this purpose, the Administrator shall take into account any other such eligible plan maintained by the Employer for which the Administrator receives from the Employer sufficient information concerning such plan, and shall also take into account any other such eligible plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan.

(b) In applying Section 5.03, a year shall be taken into account only if:

(1) the Participant was eligible to participate in the Plan during all or a portion of the year; and

(2) Compensation deferred, if any, under the Plan during the year was subject to the applicable dollar amount described in Section 5.01(a) or any other plan ceiling required by Code Section 457(b).

(c) For purposes of Section 5.01(c)(2)(ii) "contributions to Pre-2002 Coordination Plans" means any employer contribution, salary reduction or elective contribution under any other eligible Code Section 457(b) plan, or a salary reduction or elective contribution under any Code Section 401(k) qualified cash or deferred arrangement, Code Section 402(h)(1)(B) simplified



employee pension (SARSEP), Code Section 403(b) annuity contract, and Code Section 408(p) simple retirement account, or under any plan for which a deduction is allowed because of a contribution to an organization described in Code Section 501(c)(18), including plans, arrangements or accounts maintained by the Employer or any employer for whom the Participant performed services. However, the contributions for any calendar year are only taken into account for purposes of Section 5.01(c)(2)(ii) to the extent that the total of such contributions does not exceed the aggregate limit referred to in Code Section 457(b)(2) for that year.

(d) For 2002 and thereafter, any amounts contributed by the Participant to a tax-sheltered annuity pursuant to Code Section 403(b) or to a 401(k) plan pursuant to Code Section 402(e)(3) shall not reduce the maximum Elective Deferrals under Section 5.01.

(1) An individual is treated as not having deferred compensation under a plan for a prior taxable year to the extent excess deferrals under the plan are distributed, as described in Section 5.04. To the extent that the combined deferrals for pre-2002 years exceeded the maximum deferral limitations, the amount is treated as an excess deferral for those prior years.

(2) The Participant is responsible for ensuring coordination of these limits.

#### **Section 5.04. Correction of Excess Deferrals.**

(a) If the Elective Deferrals on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferrals on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another eligible deferred compensation plan under Code Section 457(b) for which the Participant provides information that is accepted by the Administrator, then the Elective Deferrals, to the extent in excess of the applicable limitation and adjusted for earnings, shall be distributed to the Participant no later than April 15 following the calendar year in which the excess Elective Deferral was made.

(b) If a Participant who made contributions to both the Pre-Tax Contribution Account and Roth Contribution Account for a calendar year has excess amount for that year, the excess amounts will be distributed out of the Roth Contribution Account first, unless the Participant elects to instead have the excess amounts distributed first out of the Pre-Tax Contribution Account.

### **ARTICLE VI: ACCOUNTING**

#### **Section 6.01. Participant Accounts.**

The fund Administrator shall establish and maintain adequate records to reflect the Accounts of each Participant and Beneficiary. Credits and charges shall be made to such Accounts to reflect additions, distributions, and withdrawals, and to reflect gains or losses pursuant to the terms of each Investment Fund. The maintenance of individual Accounts is for accounting purposes only, and a segregation of Plan assets to each Account shall not be required.

### **Section 6.02. Participant Statements.**

The Fund Sponsor(s) shall provide to each Participant a quarterly statement reflecting the value of the Participant's Account(s) as of the end of each quarter and shall provide similar information to the Administrator upon its request.

### **Section 6.03. Value of Account.**

The value of the Account of a Participant as of any valuation date is the value of the Account balance as determined by the Fund Sponsor. All transactions and Account records shall be based on fair market value.

## **ARTICLE VII: INVESTMENT OF CONTRIBUTIONS**

### **Section 7.01. Fund Sponsors and Investment Funds.**

(a) All Contributions under the Plan shall be transferred to the Fund Sponsor(s) to be held, managed, invested and distributed in accordance with the provisions of the Plan and the Investment Funds as applicable. All benefits under the Plan shall be distributed solely from the Investment Funds, and the System and/or Employer shall have no liability for any such benefits other than the obligation to make Contributions as provided in the Plan.

(b) Participants' Accounts shall be invested in one or more of the Investment Funds available to Participants under this Plan, as selected by the Administrator and communicated to Participants. The Administrator's current selection of Fund Sponsor(s) and Investment Funds is not intended to limit future additions or deletions of Fund Sponsor(s) or Investment Funds.

(c) A Participant shall have the right to direct the investment of his or her Account by filing the Applicable Form with the Administrator. A Participant may change his or her investment election as often as determined by the Administrator. A Participant may elect to transfer all or any portion of his or her Accounts invested in any one Investment Fund to another Investment Fund, subject to the limitations of the Investment Fund(s), by filing a request on the Applicable Form with the Administrator or by such other means that may be provided for by the Administrator.

### **Section 7.02. Default Investments.**

If a Participant does not have a valid and complete investment direction on file with the Administrator on the Applicable Form, Contributions may be invested in a default fund selected by the Administrator in its sole discretion, until the Participant makes an affirmative election regarding the investment of his or her Account.

## **ARTICLE VIII: TRUST**

### **Section 8.01. Trust Fund.**

All Contributions under the Plan shall be transferred to the Trustee to be held in Trust as part of the Trust Fund in accordance with the provisions of the Plan and the Investment Funds, as applicable. All assets held in connection with the Plan, including all Contributions, all property and rights acquired or purchased with such amounts, and all income attributable to such amounts, property or rights, shall be held in, managed, invested and distributed in Trust as part of the Trust Fund, in accordance with the provisions of the Plan. All benefits under the Plan shall be distributed solely from the Trust Fund, and the System and/or Employer shall have no liability for any such benefits other than the obligation to make Contributions as provided in the Plan.

### **Section 8.02. Trust Status.**

The Trust Fund shall be held in Trust for the exclusive benefit of Participants and Beneficiaries under the Plan in accordance with Code Section 457(g). No part of the Trust Fund shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries, and for defraying the reasonable expenses of the Plan and Trust. The Trust is exempt from tax pursuant to Code Sections 457(g)(2) and 501(a).

## **ARTICLE IX: DISTRIBUTIONS**

### **Section 9.01. Distribution Restrictions.**

(a) Except as otherwise provided in this Article IX, a Participant is not entitled to a distribution of his or her Accounts under the Plan until the earlier of (i) the Participant's Severance from Employment, or (ii) the calendar year in which the Participant attains age fifty nine and one-half (59 ½)

(b) If a Participant had a Severance from Employment solely because he or she is performing service in the uniformed services as described in Code Section 3401(h)(2)(A), and the Participant receives a distribution under the Plan because of such Severance from Employment, the Participant may not make Elective Deferrals to the Plan for the six (6) month period beginning on the date of the distribution.

(c) If a Participant has a Rollover Contributions Account, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the Rollover Contributions Account.

(d) A Participant may submit a request for distribution to the Administrator on the Applicable Form. The Employer shall certify that the Participant has had a Severance from Employment, if applicable.

### **Section 9.02. Payment Options.**

(a) Subject to Section 9.04, the terms of the Investment Funds, and any restrictions established by the System, a Participant may elect to receive his or her Account under any form of payment offered by the Administrator.

(b) To the extent permitted by the Investment Funds, the Administrator may make a lump sum payment of a Account without the consent of the Participant or Beneficiary if his or her Account balance does not exceed Five Thousand Dollars (\$5,000) or if different, the dollar limit under Code Section 411(a)(11), provided that to the extent the Account balance exceeds One Thousand Dollars (\$1,000), or if different, the dollar amount under Code Section 401(a)(31)(B)(i)(I), such distribution shall be made in a direct rollover to an individual retirement plan designated by the Administrator, unless the Participant elects to have such distribution paid directly to an eligible retirement plan specified by the Participant in a direct rollover or to receive the distribution directly in a lump sum. For this purpose, the value of a Participant's or Beneficiary's Account balance shall not include any amounts in his or her Rollover Contribution Account. Any lump sum payments made under this Section 9.02(b) shall be made in a uniform and nondiscriminatory manner.

### **Section 9.03. Death Benefit.**

If a Participant dies before distribution of his or her Account commences, his or her Account shall be payable to his or her Beneficiary(ies) under the payment options available under the Investment Fund(s), subject to Code Section 401(a)(9).

### **Section 9.04. Required Distribution Rules.**

The provisions of this Section 9.04 take precedence over any inconsistent provisions of the Plan. All distributions under this Plan shall be made in accordance with Code Section 401(a)(9), and the regulations promulgated thereunder, including the incidental death benefit rules under Code Section 401(a)(9)(G), and shall comply with the following rules.

(a) Distributions may only be made over one of the following periods (or combination thereof):

- (1) The life of the Participant;
- (2) The life of the Participant and a designated Beneficiary;
- (3) A period certain not extending beyond the life expectancy of the Participant;

or

(4) A period certain not extending beyond the joint and last survivor life expectancy of the Participant and designated Beneficiary.

(b) A Participant's Accounts shall be distributed to the Participant beginning no later than April 1 of the calendar year following the calendar year in which the Participant attains age

seventy two (72) or, if later, April 1 of the calendar year following the calendar year that the Participant has a Severance from Employment.

(c) Upon the death of the Participant, the following distribution provisions shall take effect:

(1) If the Participant dies after distribution of his or her Account(s) begins, any remaining portion of the Account(s) shall continue to be distributed at least as rapidly as under the method of distribution in effect at the time of the Participant's death.

(2) If the Participant dies before distributions of his or her Account(s) begins and the Participant has no designated Beneficiary(ies), the Participant's Account(s) under the Plan shall be distributed by December 31 of the calendar year containing the fifth (5<sup>th</sup>) anniversary of the Participant's death.

(3) If the Participant dies before distribution of his or her Account(s) begin and any portion of his or her Account(s) are payable to a designated Beneficiary, the designated Beneficiary may elect for the Participant's Account(s) to be distributed (i) by December 31 of the calendar year containing the fifth (5<sup>th</sup>) anniversary of the Participant's death, or (ii) beginning no later than December 31 of the calendar year immediately following the calendar year in which the Participant died, over the life of the designated Beneficiary or over a period not exceeding the life expectancy of the designated Beneficiary. If the designated Beneficiary is the surviving Spouse, the Beneficiary may elect to delay payment under subparagraph (ii) until December 31 of the calendar year in which the Participant would have attained age seventy two (72). If the designated Beneficiary does not elect a method of distribution as provided above, the Participant's Account(s) shall be distributed in accordance with subparagraph (i).

(4) Any distribution required under the incidental death benefit requirements of Code Section 401(a) shall be treated as distributions required under this Section 9.04(c).

(d) The Administrator shall be solely responsible for complying with the provisions of this Section 9.04. The Administrator shall calculate the amounts required to be distributed to a Participant under this Section and notify such Participant of such distributions at least sixty (60) days prior to the date distributions must begin.

#### **Section 9.05. Unforeseeable Financial Emergency Distributions.**

(a) If permitted by the applicable Investment Fund, a Participant who has not had a Severance from Employment, and who has taken or exhausted all other available in-service withdrawals from the Plan, may request and receive a distribution for an Unforeseeable Financial Emergency from his or her Account including Discretionary Employer Contributions, and Elective Deferrals.

(b) Any distribution made because of the Participant's Unforeseeable Financial Emergency shall not exceed the amount reasonably necessary to relieve the Participant's need, including any anticipated taxes or penalties associated with such distribution.

(c) The Participant's distribution request shall specify the reason for the Unforeseeable Financial Emergency and specify the amount the Participant wishes to withdraw to meet the need caused by the Unforeseeable Financial Emergency.

(d) A distribution on account of Unforeseeable Financial Emergency shall not be made to the extent that such emergency is or may be relieved through reimbursement or compensation from insurance or otherwise, by liquidation of the Participant's assets to the extent the liquidation of such assets would not itself cause severe financial hardship, or by cessation of Elective Deferrals under the Plan.

(e) The Administrator shall determine based on uniform and nondiscriminatory standards whether an Unforeseeable Financial Emergency exists based on the facts and circumstances and in accordance with the claim procedures of the Plan.

(f) The Administrator shall take such steps as appropriate to coordinate Unforeseeable Financial Emergency distributions, including collection of information from Fund Sponsors, and transmission of information requested by any Fund Sponsor.

(g) The Administrator may charge a reasonable fee for processing Unforeseeable Financial Emergency distributions.

#### **Section 9.06. Transfer to Defined Benefit Governmental Plan.**

(a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in Code Section 414(d)) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account transferred to the defined benefit governmental plan, subject to the terms of the Investment Fund(s). A transfer under this Section may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under this Section only if the transfer is either for the purchase of permissive service credit (as defined in Code Section 415(n)(3)(A)) under the receiving defined benefit governmental plan or a repayment to which Code Section 415 does not apply by reason of Code Section 415(k)(3).

(c) Notwithstanding paragraph (a), no portion of the Participant's Account attributable to Roth Contributions or Roth Rollover Contributions may be transferred under this Section 9.06.

#### **Section 9.07 Plan to Plan Transfer**

A Participant may elect to transfer all or a portion of his or her Account prior to the Participant's separation from employment, from this Plan to another section 457(b) plan, provided the transferee plan will accept the transfer, and further provided that the transferee plan is maintained by the Participant's employer. It is the sole responsibility of the individual requesting a transfer of vested amounts to register for the transfer, complete all necessary paperwork, and pay applicable fees, if any.

## **ARTICLE X: LOANS**

### **Section 10.01 Availability and Effect of Participant Loans.**

Participants who are also Employees shall be permitted to borrow amounts credited to their Accounts subject to the following requirements and rules:

(a) No loan to a Participant may exceed the lesser of (i) \$50,000, or (ii) one half of the value of the Participant's Account balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator). Any such loan may not be for an amount less than one-thousand dollars (\$1,000.00). For purposes hereof, only one loan shall be outstanding at a time.

(b) Regardless of the use of the proceeds, the repayment period for the loan shall not exceed five years.

(c) Loans shall have a level amortization with payments not less frequently than quarterly throughout the repayment period.

(d) The interest rate on any loan from the Plan shall equal one percentage point above the prime rate. The loan can be repaid early without penalty.

(e) A borrower who is on a leave of absence for the performance of uniformed service within the meaning of Section 414(u) of the Internal Revenue Code may elect to suspend payment for the period of uniformed service. If the borrower so elects, then upon the borrower's return from uniformed service, the loan repayment period shall be extended by a period equal to the length of the uniformed service.

(f) Loans shall be secured by the pledge of the portion of the Participant's Account invested in such loan.

(g) The Participant shall be required, as a condition to receiving a loan, to enter into an agreement authorizing the Administrator to establish and make automatic monthly (ACH) deductions from the Participant's personal bank account only. A Participant may prepay the entire outstanding balance of his / her loan at any time, in whole or in part, provided that a partial prepayment shall not change the payment schedule or the interest rate on the loan.

(h) In the event that a Participant fails to make a loan payment within 90 days after the payment due date, a default on the loan shall occur. In the event of a default, all remaining payments on the loan shall be immediately due and payable. The Participant shall not be allowed to initiate another loan from the Plan until the defaulted amount is repaid.

(i) If any automatic monthly (ACH) deductions cannot be made in full because of insufficient funds or due to a closed, suspended, or restricted bank account, the Participant shall pay directly to the Administrator the full amount that would have been deducted from the



participant's bank account, with such payment to be made by the last business day of the calendar month in which the amount would have been deducted. The Participant would be required to reestablish the automatic monthly (ACH) deductions from the Participant's personal bank account with the Administrator prior to the next amortized scheduled draft date or be considered in default.

(j) In the event the Participant fails to repay the loan per (h) above, the loan shall be considered a distribution and subject to applicable income taxes.

Each loan will be evidenced by legally enforceable agreement between the Participant and the Administrator, the terms of which shall be in compliance with the requirements of (a) above. The Participant shall pay the Administrator expenses associated with the loan including any fees imposed by the System to cover any expenses to operate the loan program. These fees are subject to change with notice to Participants.

## **ARTICLE XI: VESTING**

A Participant shall be one hundred percent (100%) Vested in his or her Accounts at all times.

## **ARTICLE XII: ROLLOVERS FROM THIS PLAN**

### **Section 12.01. Definitions for this Article.**

For purposes of this Article, the following definitions shall apply.

(a) "Direct Rollover" means an Eligible Rollover Distribution that is paid directly to an Eligible Retirement Plan for the benefit of the Distributee.

(b) "Distributee" means a Participant, the Spouse of the Participant, or the Participant's former Spouse who is the Alternate Payee under a Qualified Illinois Domestic Relations Order (QILDRO) as defined in 40 ILCS 5/1-119, and a Participant's non-Spouse Beneficiary, any of whom is eligible to receive a distribution from the Plan.

(c) "Eligible Retirement Plan," as defined under Code Section 402(c)(8)(B), means:

- (1) an individual retirement account described in Code Section 408(a);
- (2) an individual retirement annuity (other than an endowment contract) described in Code Section 408(b);
- (3) any annuity plan described in Code Section 403(a);
- (4) a plan described in Code Section 403(b);
- (5) a qualified plan described in Code Section 401(a);

(6) a Code Section 457(b) eligible deferred compensation plan which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state;

(7) a Roth individual retirement account described in Code Section 408A(e) provided the Distributee's adjusted gross income does not exceed any limit applicable under federal law for the tax year in which the distribution occurs; and

(8) a SIMPLE IRA described in Code Section 408(p)(1), provided that the rollover contribution is made after the two (2) year period described in Code Section 72(t)(6).

In the case of a distribution to a non-spouse Beneficiary, and Eligible Retirement Plan means the plans described in subparagraphs (1) and (2) only, to the extent consistent with the provisions of Code Section 402(c)(11) and any successor provisions thereto or additional guidance issued thereunder.

(d) "Eligible Rollover Distribution," as defined in Code Section 402(f)(2)(A), means any distribution of all or any portion of the balance to the credit of the Distributee under the Plan, excluding the following:

(1) any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or the life expectancy) of the Distributee or the joint lives (or joint life expectancies) of the Distributee and the Distributee's designated beneficiary, or for a specified period of ten (10) years or more;

(2) any distribution to the extent such distribution is required under Code Section 401(a)(9);

(3) the portion of any distribution that is not includible in gross income; however, a portion of a distribution will not fail to be an eligible rollover distribution merely because the portion consists of after-tax employee contributions that are not includible in gross income, although such portion may be transferred only to an individual retirement account or annuity described in Code Section 408(a) or (b) or to a qualified retirement plan described in Code Section 401(a) that agrees to separately account for amounts so transferred (and earnings thereon), including separately accounting for the portion of the distribution that is includible in gross income and the portion of the distribution that is not so includible;

(4) any distribution which is made upon the financial hardship of the Participant; and

(5) other items designated by regulations, or by the commissioner in revenue rulings, notices, or other guidance, as items that do not constitute an eligible rollover distribution.

### **Section 12.02. Direct Transfer of Eligible Rollover Distribution.**

A Distributee may elect on an Applicable Form to have an Eligible Rollover Distribution paid directly to an Eligible Retirement Plan as specified by the Distributee in a Direct Rollover, at the time and in the manner prescribed by the Administrator. An Eligible Rollover Distribution that is paid to an Eligible Retirement Plan in a Direct Rollover is excludable from the Distributee's gross income under Code Section 402; provided, however, if any portion of such Eligible Rollover Distribution is subsequently distributed from the Eligible Retirement Plan, that portion shall be included in gross income to the extent required under Code Section 402, 403, or 408.

### **Section 12.03. Mandatory Withholding of Eligible Rollover Distributions.**

(a) If the Distributee of an Eligible Rollover Distribution does not elect to have the Eligible Rollover Distribution paid directly from the Plan to an Eligible Retirement Plan in a Direct Rollover pursuant to Code Section 401(a)(31), the Eligible Rollover Distribution shall be subject to a mandatory twenty percent (20%) federal income tax withholding under Code Section 3405(c). Only that portion of the Eligible Rollover Distribution that is not paid directly from the Plan to an Eligible Retirement Plan in a Direct Rollover shall be subject to the mandatory withholding requirement under Code Section 3405(e), and only to the extent such amount would otherwise be includible in the Distributee's taxable gross income.

(b) If a Distributee elects to have an Eligible Rollover Distribution paid to the Distributee, the distribution may be excluded from gross income of the Distributee provided that said distribution is contributed to an Eligible Retirement Plan no later than the sixtieth (60<sup>th</sup>) day following the day on which the Distributee received the distribution.

(c) If the Plan distribution is not an Eligible Rollover Distribution, said distribution shall be subject to the elective withholding provisions of Code Section 3405(a) and (b).

### **Section 12.04. Explanation of Plan Distribution and Withholding Requirements.**

Not fewer than thirty (30) days nor more than one hundred eighty (180) days before an Eligible Rollover Distribution, the Administrator shall provide each Distributee a written explanation as required under Code Section 402(f), which explains the rules:

(a) under which Distributee may elect to have an Eligible Rollover Distribution paid in a Direct Rollover to an Eligible Retirement Plan;

(b) that require the withholding of tax on an Eligible Rollover Distribution if it is not paid in a Direct Rollover to an Eligible Retirement Plan;

(c) that provide that a distribution shall not be subject to tax if the distribution is rolled over to an Eligible Retirement Plan within sixty (60) days after the date the Distributee receives the distribution; and

(d) if applicable, certain special rules regarding taxation of the distribution as described in Code Sections 402(d) and (e).

Notwithstanding the above, a distribution may begin fewer than thirty (30) days after the notice discussed in the preceding sentence is given, provided that the Administrator clearly informs the Participant that he or she has a right to a period of at least thirty (30) days after receiving the notice to consider the decision of whether or not to elect a distribution and the Participant, after receiving a notice, affirmatively elects a distribution.

### **ARTICLE XIII: ADMINISTRATION OF THE PLAN**

#### **Section 13.01. Authority of the Administrator.**

The Administrator is responsible for enrolling Participants in the Plan, sending Contributions for each Participant to the selected Fund Sponsor(s), and performing the duties required for operation of the Plan. The Administrator shall have all power necessary or convenient to enable it to exercise its authority under the Plan. In connection therewith, the Administrator may provide rules and regulations, not inconsistent with the provisions hereof, for the operation and management of the Plan, and may from time to time amend or rescind such rules or regulations. The Administrator is authorized to accept service of legal process for the Plan.

#### **Section 13.02. Responsibility of the Employer.**

The Employer is responsible for entering into Salary Reduction Agreements with Participants and timely remitting Contributions to the Plan and such other responsibilities as may be delegated to Employer by the Administrator from time to time.

#### **Section 13.03. Powers of the Administrator.**

The Administrator shall have the power and discretion to construe and interpret the Plan, including any ambiguities, to determine all questions of fact or law arising under the Plan, and to resolve any disputes arising under and all questions concerning administration of the Plan. The Administrator may correct any defect, supply any omission or reconcile any inconsistency in the Plan in such manner and to such extent as the Administrator may deem expedient and, subject to the Plan's claims procedures, the Administrator should be the sole and final judge of such expediency. Benefits under the plan shall be paid only if the Administrator decides in its discretion that the Participant or Beneficiary is entitled to them.

Without limiting the generality of the foregoing, the Administrator shall have the following powers and duties:

- (a) to require any person to furnish such information as it may request for the purpose of the proper administration of the Plan as a condition to receiving any benefit under the Plan;
- (b) to make and enforce such rules and regulations and prescribe the use of such forms as it shall deem necessary for the efficient administration of the Plan;
- (c) to interpret the Plan and to resolve ambiguities, inconsistencies and omissions;

(d) to decide all questions concerning the Plan and the eligibility of any Eligible Individual to participate in the Plan;

(e) to determine the amount of benefits which shall be payable to any person in accordance with the provisions of the Plan;

(f) to determine the methods and procedures for the implementation and use of any automated telephone, computer, internet, intranet or other electronic or automated system adopted by the Employer for purposes of Plan administration, including, without limitation, for receiving and processing enrollments and instructions with respect to the investment of assets allocated to a Participant's Account or Rollover Account and for such other purposes as may be designated from time to time.

**Section 13.04. Delegation by Administrator.**

The Administrator may delegate to an individual, committee, or organization to carry out its fiduciary duties or other responsibilities under the Plan. Any such individual, committee or organization delegated fiduciary duties shall be a fiduciary until the Administrator revokes such delegation. A delegation of the Administrator duties or responsibilities may be revoked without cause or advance notice. Such individual, committee, or organization shall have the same power and authority with respect to such delegated fiduciary or other responsibilities as the Administrator has under the Plan. ‘

**Section 13.05. Employment of Consultants**

The Administrator may employ one (1) or more persons to render advice with regard to its responsibilities under the Plan.

**ARTICLE XIV: REQUESTS FOR INFORMATION AND CLAIMS  
PROCEDURES**

**Section 14.01. Requests for Information Concerning Eligibility, Participation and Contributions.**

Requests for information concerning eligibility, participation, contributions, or any other aspects of the operation of the Plan, and service of legal process, should be in writing and directed to the Administrator of the Plan.

**Section 14.02. Requests for Information Concerning Investment Funds.**

Requests for information concerning the Investment Funds and their terms, conditions, and interpretations thereof, claims thereunder, and any requests for review of such claims, should be in writing and directed to the Fund Sponsor(s).

**Section 14.03. Processing of Claims.**

An aggrieved party must first exhaust all claims remedies and procedures established by the System's designated third-party plan administrator. Within thirty-five (35) days from the date of

the third-party plan administrator's final disposition of the claim from which review is sought, a Participant or Beneficiary adversely affected by such claim disposition may file a written request for review in accordance with applicable provisions of 80 Ill. Admin. Code 1650.

## **ARTICLE XV: AMENDMENT AND TERMINATION**

### **Section 15.01. Amendment and Termination.**

While it is expected that the Plan shall continue indefinitely, the System reserves the right to amend, freeze, or terminate the Plan, or to discontinue any time, by action of the Board.

### **Section 15.02. Adverse Effects.**

Any amendment or termination of the Plan cannot adversely affect the benefits accrued by Participants prior to the date of amendment or termination. The Plan may not be amended in a manner that violates any provision of the Code.

### **Section 15.03. Distribution Upon Termination of the Plan.**

The System shall have the right to completely terminate this Plan, subject to any statutory requirements, at any time and in its sole discretion. In such a case, the System shall arrange for suitable distribution of Plan assets, including the possibility of transfer to another 457 plan or plans. The Trustee shall not be required to pay out any asset of the Trust Fund to Participants and Beneficiaries or a successor plan upon termination of the Trust until the Trustee has received written confirmation from the System (i) that all provisions of the law with respect to such termination have been complied with, and, (ii) after the Trustee has made a determination of the fair market value of the assets of the Plan, that the assets of the Plan are sufficient to discharge when due all obligations of the Plan required by law. The Trustee shall rely conclusively upon such written certification and shall be under no obligation to investigate or otherwise determine its propriety.

## **ARTICLE XVI: MISCELLANEOUS**

### **Section 16.01. Non-Alienation.**

(a) A Participant's Account under the Plan shall not be liable for any debt, liability, contract, engagement, or tort of the Participant or his or her Beneficiary, nor subject to anticipation, sale, assignment, transfer, encumbrance, pledge, charge, attachment, garnishment, execution, alienation, or any other voluntary or involuntary alienation or other legal or equitable process, nor transferable by operation of law.

(b) Notwithstanding paragraph (a), pursuant to 40 ILCS 5/1-119, a Participant's Account shall be paid to an Alternate Payee as directed in a Qualified Illinois Domestic Relations Order ("QILDRO"), provided that the QILDRO is properly filed with the System. A QILDRO is an Illinois court order that (i) creates or recognizes the existence of an alternate payee's right to receive all or a portion of a Participant's accrued benefits in the Plan, (ii) is issued pursuant to 40

ILCS 5/1-119 and Section 503(b)(2) of the Illinois Marriage and Dissolution of Marriage Act, and (iii) meets the requirements of 40 ILCS 5/1-119 and the System's administrative rules as applicable, 80 Ill. Admin. Code 1650.1110 *et seq.*

(c) Notwithstanding paragraph (a), the Plan shall offset from the benefit otherwise payable to a Participant or his or her Spouse such amounts as are permitted to be offset under a court order, civil judgment, or settlement agreement in accordance with Code Section 401(a)(13)(C).

#### **Section 16.02. Military Service.**

(a) Notwithstanding any provisions of this Plan to the contrary, contributions, benefits, and service credit with respect to qualified military service shall be provided in accordance with USERRA, the HEART Act, Code Section 414(u), and Code Section 401(a)(37). For purposes of this section, "qualified military service" means any service in the uniformed services as defined in USERRA by any individual if such individual is entitled to reemployment rights under USERRA with respect to such service.

(b) A Participant whose employment is interrupted by qualified military service or who is on a leave of absence for qualified military service may elect to make Elective Deferrals upon resumption of employment with the Employer up to the maximum Elective Deferrals that the Participant could have elected during that period if the Participant's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Participant during the period of the interruption or leave. Except to the extent provided under Code Section 414(u), this right applies for the lesser of (i) five (5) years following the resumption of employment or (ii) a period equal to three (3) times the period of the interruption or leave. Such Elective Deferrals by the Participant may only be made during such period and while the Participant is reemployed by the Employer.

(c) If a Participant timely resumes employment with the Employer in accordance with USERRA, the Employer shall make the Discretionary Matching Contributions and Discretionary Nonelective Contributions, if any, that would have been made if the Participant had remained employed during the Participant's qualified military service. Discretionary Matching Contributions and Discretionary Nonelective Contributions must be made no later than ninety (90) days after the date of reemployment or when Discretionary Matching Contributions and Discretionary Nonelective Contributions are normally due for the year in which the qualified military service was performed, if later.

(d) To the extent provided under Code Section 401(a)(37), in the case of a Participant whose employment is interrupted by qualified military service and who dies while performing qualified military service, the survivor of such Participant shall be entitled to any additional benefit (other than benefit accruals) provided under the Plan as if the Participant timely resumed employment in accordance with USERRA and then, on the next day, terminated employment on account of death.

(e) A Participant whose employment is interrupted by qualified military service or who is on a leave of absence for qualified military service and who receives a differential wage payment

within the meaning of Code Section 414(u)(12)(D) from the Employer shall be treated as an Employee of the Employer who is a Participant eligible to make Elective Deferrals during such service and the differential wage payment shall be treated as Compensation and Includible Compensation. This provision shall be applied to all similarity situated individuals in a reasonably equivalent manner.

#### **Section 16.03. Limitation of Rights and Obligations.**

Neither the establishment nor maintenance of the Plan, nor any amendment thereof, nor the purchase of any insurance contract, nor any act or omission under the Plan or resulting from the operation of the Plan shall be construed:

(a) as conferring upon any Participant, Beneficiary or any other person any right or claim against the System, Employer, Administrator, or Trust, except to the extent that such right or claim shall be specifically expressed and provided in the Plan;

(b) as a contract or agreement between the System and/or the Employer and any Participant or other person; or

(c) as an agreement, consideration, or inducement of employment or as effecting in any manner or to any extent whatsoever the rights or obligations of the System, the Employer, or any Employee to continue or terminate the employment relationship at any time.

#### **Section 16.04. Federal and State Taxes.**

It is intended that the Discretionary Employer Contributions and Pre-Tax Contributions, plus any earnings thereunder, are excludable from gross income for federal and state income tax purposes until paid to Participants or Beneficiaries, and that Roth Contributions and Earnings thereunder are excludable from gross income for deferral and state income tax purposes when paid to Participants or Beneficiaries to the extent that they are Qualified Distributions. However, the Administrator does not guarantee that any particular federal or state income, payroll, or other tax consequence will occur as a result of participation in this Plan.

#### **Section 16.05. Erroneous Payments.**

If the Administrator or Fund Sponsor makes any payment that according to the terms of the Plan and the benefits provided hereunder should not have been made, the Administrator or Fund Sponsor may recover that incorrect payment, by whatever means necessary, whether or not it was made due to the error of the Administrator or Fund Sponsor, from the person to whom it was made or from any other appropriate party. For example, if any such incorrect payment is made directly to a Participant, the Administrator or Fund Sponsor may deduct it when making any future payments directly to that Participant.

#### **Section 16.06. Missing or Lost Participants.**

In the event that the Administrator does not have current contact information for or is unable to identify a Participant or Beneficiary under the Plan, the Administrator shall make reasonable



attempts to determine the address and identity of the Participant or Beneficiary entitled to benefits under the Plan. A reasonable attempt to locate a missing or lost Participant or Beneficiary shall include (i) providing notice to the Participant at the Participant's last known address via certified mail; (ii) determining whether the Employer's records or the records of another plan maintained by the Employer has a more current address for the Participant; (iii) attempting to contact any named Beneficiary of the Participant; and (iv) searching for the missing Participant via free electronic search tools, such as Internet search engines, public record databases, obituaries, and social media. If such search methods are unsuccessful, based on the facts and circumstances, the Administrator may use other search methods, including using Internet search tools, commercial locator services, credit reporting agencies, information brokers, investigation databases, and analogous services that may involve charges. The Administrator may charge missing Participants and Beneficiaries reasonable expenses for efforts to find them. If a Participant or Beneficiary has not been located after reasonable efforts have been made, then any benefit to which the Participant or Beneficiary is entitled under the Plan shall be deposited in an Individual Retirement Account established in the Participant's or Beneficiary's name.

#### **Section 16.07. Liability.**

The System shall satisfy any liability actually and reasonably incurred by any members of the Board or any person to whom any power, authority, or responsibility of the System is delegated pursuant to Section 13.03, except a Fund Sponsor or other service provider. The right of indemnification exists under the regulations or bylaws of the System's Board of Trustees, under any provision of law, or under any other agreement; provided, however, that the System will not satisfy any such liability to the extent that the person did not act in good faith. Except to the extent otherwise provided above, the System is an entity not authorized by Illinois law to provide indemnification to any party. Accordingly, except as provided above, the System shall at no time or for any reason be required to indemnify any party in connection with the Plan; provided, however, that the System is not relieved of any enforceable obligations that the System may have under the Plan.

#### **Section 16.08. No Reversion.**

Under no circumstances or conditions will any Contributions revert to, be paid to, or inure to the benefit of, directly or indirectly, the System or the Employer, but shall be held for the exclusive purpose of providing benefits to Participants and their Beneficiaries and defraying the reasonable expenses of administering the Plan. However, if Contributions are made by the System or the Employer by mistake of fact, these amounts and, if applicable, any interest earned therein, may be returned to the System or Employer, as applicable, within one year of the date that they were made.

#### **Section 16.09. Finality of Determination.**

All determinations under the Plan are made on the basis of the records of the System and the Employer, and all determinations made are final and conclusive upon Employees, former Employees, and all other persons claiming a benefit under the Plan.

**Section 16.10. Claims of Other Persons.**

The provisions of the Plan will not be construed as giving any Participant or any other person, firm, or corporation, any legal or equitable right against the System or Employer, its trustees, officers, employees, or directors, except the rights as specifically provided for in this Plan or created in accordance with the terms and provisions of this Plan.

**Section 16.11. Counterparts.**

The Plan may be executed in any number of counterparts, each of which shall be deemed to be an original. All counterparts shall constitute but one and the same instrument and shall be evidenced by any one counterpart.

IN WITNESS WHEREOF, the Board of Trustees of the System has caused this Plan to be adopted as of the Effective Date.

*SPACE INTENTIONALLY LEFT BLANK*


**CERTIFICATE OF ADOPTION**

THE BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS hereby adopts the TEACHERS' RETIREMENT SYSTEM OF THE STATE ILLINOIS SUPPLEMENTAL SAVINGS PLAN in the form attached hereto, effective October 29, 2019.

**BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS**

By:   
Dr. Carmen Ayala, Board Chair

Date: October 29, 2019

Attest:   
Richard W. Ingram, Executive Director

Date: October 29, 2019

AMENDED October 30, 2020

THE BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS hereby amends the TEACHERS' RETIREMENT SYSTEM OF THE STATE ILLINOIS SUPPLEMENTAL SAVINGS PLAN adopted October 29, 2019, in the form attached hereto, effective October 30, 2020.

BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE  
STATE OF ILLINOIS

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

Devon Bruce, Board Chair

Date: November \_\_, 2020

December 2, 2020

Attest: \_\_\_\_\_

Stan Rupnik, Acting Executive Director

December 2, 2020  
Date: November \_\_, 2020

## **APPENDIX A: APPROVED VENDORS**

### **TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS SUPPLEMENTAL SAVINGS PLAN**

The current selection of Fund Sponsor(s) is not intended to limit future additions or deletions of Fund Sponsor(s). The Administrator from time to time may add or delete Fund Sponsor(s) which shall be effective on the date adopted by the Administrator and shall be reflected in a revised Appendix A.

#### **A. Approved Fund Sponsor(s)**

Effective \_\_\_\_\_, the Fund Sponsors under the Plan are:

I.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS**

2815 W Washington | PO Box 19253 | Springfield IL 62794-9253

R. Stanley Rupnik, Interim Executive Director

employers@trsil.org | http://www.trsil.org

SUPPLEMENTAL SAVINGS PLAN 888-678-3675 | FAX: 217-753-0969

## Supplemental Savings Plan Employer Participation Agreement

The undersigned employer ("Employer") and the Teachers' Retirement System of the State of Illinois (the "System") agree to the participation of the Employer in the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan (the "Plan"). The Plan is sponsored and administered by the System and is intended to qualify as an eligible deferred compensation plan under Section 457(b) of the Internal Revenue Code ("Code") that is a governmental plan under Code Section 414(d) and Section 3(33) of the Employee Retirement Income Security Act of 1974 ("ERISA").

Complete this Participation Agreement only if the Employer is both an employer subject to Article 16 of the Illinois Pension Code and an eligible employer within the meaning of Code Section 457(e)(1)(A).

### Employer Information

School District or Agency Name:

West Northfield School District 31

TRS Code:

016-0310

 Address: 3131 Techny Road  
Northbrook, IL 60062

Tax ID Number:

3 6 - 6 0 0 2 0 6 5

### Type of Adoption and Effective Date

The Employer's Plan document shall consist of this Employer Participation Agreement ("Participation Agreement") and the Plan document, as amended from time to time. All capitalized terms in this Participation Agreement shall have the meaning set forth in the Plan document.

It is very important that this Participation Agreement be completed accurately to ensure consistency between the Plan and actual plan operation. The Employer may prospectively change the terms of its participation in the Plan at any time by completing a new Participation Agreement with the System.

This Participation Agreement is for the following purpose (*check and complete one only*):

1. ☒ This is a new 457(b) deferred compensation plan adopted by the Employer for its Employees effective \_\_\_\_\_, 20\_\_\_\_ (*insert effective date of this Participation Agreement*).
2. ☐ This is an amendment to be effective as of \_\_\_\_\_, \_\_\_\_\_ (*insert effective date of this amendment*) to the current Participation Agreement previously adopted by the Employer, which was originally effective \_\_\_\_\_, 20\_\_\_\_ (*insert effective date of the original Participation Agreement*).

### Custody of Assets

Code Section 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries in a Trust pursuant to the terms of the Plan.

### Participation

An Employee may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions immediately upon commencement of employment with the Employer. "Employee" means an individual who is a teacher, as defined in Section 16-106 of the Illinois Pension Code, of an Employer. An Employee does not include an individual who is a leased employee under Code Section 414(n)(2).

### Elective Deferrals

All Employees of the Employer shall be permitted to make Elective Deferrals to the Plan. Elective Deferrals include pre-tax contributions and Roth contributions. A Participant shall be 100% vested in his or her Elective Deferrals at all times. As further provided in the Administrative Information section of this Participation Agreement, the Employer is solely responsible for monitoring the limit on Elective Deferrals under this Plan and any other 457(b) plan in which the Employer's employees are eligible to participate to assure that contributions to this Plan do not exceed any applicable limits under the Code, including but not limited to Code Section 457(b).

### Discretionary Matching Contributions

1. The Employer shall *(check and complete one only)*:

- a. ☒ **Not** make Discretionary Matching Contributions.
- b. ☐ Make Discretionary Matching Contributions.

*Note: Any Discretionary Matching Contribution will reduce, dollar for dollar, the Elective Deferrals that a participant can contribute.*

2. A Participant shall be 100% vested in his or her discretionary matching contributions at all times.

### Discretionary Nonelective Contributions

1. The Employer shall *(check and complete one only)*:

- a. ☒ **Not** make Discretionary Nonelective Contributions.
- b. ☐ Make Discretionary Nonelective Contributions.

*Note: Any Discretionary Nonelective Contribution will reduce, dollar for dollar, the amount a participant can contribute.*

2. A Participant shall be 100% vested in his or her Discretionary Nonelective Contributions at all times.

### Administrative Information

In executing this Participation Agreement, the Employer agrees:

- that it is eligible to adopt the Plan, and that its governing body has adopted a resolution to approve the adoption of the Plan for its eligible employees, which resolution is available to the System upon request;
- to be bound by all terms of the Plan document, as applicable, the terms of this Participation Agreement, and the rules and regulations of the System, all as may be amended from time to time, and that no oral understanding not incorporated into this Participation Agreement is binding on any party;
- to provide any information reasonably requested by the System or a service provider from time to time to properly administer the Plan in accordance with its terms and applicable law;
- to allow the System and/or the service providers reasonable access to eligible employees to assist with enrollment in and administration of the Plan; to be solely responsible for the correction of any operational or compliance errors resulting from the Employer's failure to perform its responsibilities or provide accurate information to the System or a service provider, including by way of example and not limitation, to seek relief under the Employee Plans Compliance Resolution System, as determined and directed by the System;

*(continued)*

- that all contributions to the Plan will be deposited in the [Teachers' Retirement System of the State of Illinois Supplemental Saving Plan Trust established by the System and the System's Custodial Bank] for the exclusive benefit of participants and beneficiaries, and that the Employer shall have no right to Trust assets;
- that participants in the Plan have the right to direct the investment of their accounts by choosing among the investment options selected by the System and offered under the Plan, and that any participant who does not provide timely investment direction will be deemed to have elected the Plan's default investment, as selected by the System;
- that participants will be charged fees for the investment and administration services provided by the System and the service providers, which will be offset against investment returns or deducted from participant accounts periodically; and
- that the Employer has consulted, to the extent necessary, with its own legal and tax advisors.

The Employer further agrees that it is responsible for the following areas of compliance:

- determining and monitoring employee eligibility in accordance with the terms of the Plan and the Participation Agreement;
- entering into salary reduction agreements with Employees and timely remitting all Elective Deferrals and Discretionary Employer Contributions, if any, to the Plan; and
- calculating and processing all participant Elective Deferrals, Discretionary Matching Contributions and Discretionary Nonelective Contributions in accordance with this Plan and the Code and to monitor compliance with respect to any of these contributions with the limits imposed by the Code, including Code Section 457 under this Plan and; any other Code Section 457(b) plan in which Employer's employees participate.


This Participation Agreement is duly executed on behalf of the Employer by the undersigned authorized signatories and shall be effective as indicated under Type of Adoption and Effective Date section.

**Employer's Authorized Signatories:**

Signature*:	Signature*:
Print:	Print: Catherine M. Lauria
Title:	Title: Asst Supt Finance & Operations. CSBO
Date:	Date:

*\* Handwritten signatures required. Electronic signatures are unacceptable currently.*

**Acceptance of Employer's participation in the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan:**

Signature:  Date: 02/04/2021

Executive Director



**TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS**

2815 W Washington | PO Box 19253 | Springfield IL 62794-9253

R. Stanley Rupnik, Interim Executive Director

employers@trsil.org | http://www.trsil.org

SUPPLEMENTAL SAVINGS PLAN 888-678-3675 | FAX: 217-753-0969

**Appendix A****Authorized Contact Form**

All official communications from the Employer to the System shall be directed to the attention of the following:

Teachers' Retirement System of the State of Illinois

Attention: Executive Director - with a copy to Chief Benefits Officer

2815 W. Washington, P.O. Box 19253, Springfield, IL 62794-9253

Telephone Number: (877) 927-8577

Email: **executive\_director@trsil.org** and **Chief\_Benefits\_Officer@trsil.org**

All official communications from the System to the Employer shall be directed to the attention of the following:

Employer: <b>West Northfield School District 31</b>	Attention: <b>Catherine M. Lauria</b>
Address: <b>3131 Techny Road Northbrook, IL 60062</b>	Telephone Number: <b>(847) 313-4413</b>
FAX Number: <b>(847) 272-4818</b>	Email: <b>clauria@district31.net</b>

The following individuals are authorized to represent and act on behalf of the Employer for all purposes related to the Employer's participation in the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan.

Contact Name:	
Title:	
Telephone Number: (   )	Email Address:
Signature*	
Date	

Contact Name:	
Title:	
Telephone Number: (   )	Email Address:
Signature*	
Date	

Contact Name:	
Title:	
Telephone Number: (   )	Email Address:
Signature*	
Date	

Contact Name:	
Title:	
Telephone Number: (   )	Email Address:
Signature*	
Date	

\* Handwritten signatures required. Electronic signatures are unacceptable currently.

The Employer agrees that the System is entitled to rely on this Appendix A, and shall be held harmless in doing so, until such time that the Employer submits a revised Appendix A to the System.

**The undersigned represents that he or she is an authorized representative of the Employer with authority to sign the Participation Agreement and this Appendix A on the Employer's behalf.**

Signature*:  	Date:  
Print Name:  	Title:  
Telephone Number: (      )	Email Address:  

*\* Handwritten signature required. Electronic signature is unacceptable currently.*

**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>	58 <sup>2</sup>	58 <sup>2</sup>								N/A
K	80	83	84	84	85	85	86	85				6	56	28	13,14,14,14,15,15	19
1	99	97	96	98	97	98	98	98				7	58	38	10,16, 15,15,15,12, 15	20
2	83	82	82	83	81	82	82	82				6	59	22	15,15,15, 8, 15, 14	20
3	91	90	90	90	90	91	91	90				7	58	33	15, 11,14,13,7,18,12	22
4	98	98	98	99	99	99 <sup>3</sup>	100	100				6	64	36	17, 16,16,16,16, 19	23
5	88	90	90	90	90	91	92	91				7	58	33	16,10,12,16,16, 9, 12	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>	607 <sup>2</sup>	604 <sup>2</sup>	0 <sup>2</sup>	0 <sup>2</sup>						
6	88	88	88	88	88	88	88	87					59	32		
7	117	117	118	118	118	117	116	116					60	58		
8	85	85	86	87	87	87	87	87					56	34		
6-8 Total	290	290	292	293	293	292	291	290					175	124		
Pre K-8 Total	874 <sup>2</sup>	876 <sup>2</sup>	883	892 <sup>2</sup>	889	894	898	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>	23 <sup>3</sup>	24 <sup>3</sup>								
Pre K-8 Total	898 <sup>2</sup>	900 <sup>2</sup>	907	916	913	917	921	918								

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

[illegible]

[illegible]

Student Transfer Locations Summer 2019 Through Present					
In State		Out of State		Out of Country	
D23	1	KS	1	Mongolia	2
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		2

[illegible]

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						
Guardian Angels	1						
Total	10		0			0	





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

**Re: Freedom of Information Act Request**

1 message

Cathy Lauria <clauria@district31.net>  
To: Joe Sutton <jj.sutton85@gmail.com>

Mon, Mar 1, 2021 at 1:27 PM

Public Records Requestor - Joe Sutton:

Attached are copies of the documents you requested for the following systems:

- The district's current website and/or content management system (CMS) provider contract. - Blackboard, Inc. for website
- The district's current alerts and/or emergency notification provider contract. - Skylert (through Skyward) for emergency notifications
- The district's current mobile app provider contract. - N/A
- The district's current learning management system (LMS) provider contract. - Seesaw & Amplified - G Suite Enterprise (Google Classroom)

Thank you,  
Cathy

On Sun, Feb 21, 2021 at 11:11 AM Joe Sutton <jj.sutton85@gmail.com> wrote:  
Dear Public Records Officer:

This is a request under the Freedom of Information Act.

I request that a digital copy (PDF) of the following documents be provided to me:

- The district's current website and/or content management system (CMS) provider contract.
- The district's current alerts and/or emergency notification provider contract.
- The district's current mobile app provider contract.
- The district's current learning management system (LMS) provider contract.

Thank you for your consideration of this request.

Sincerely,

Joe Sutton

[jj.sutton85@gmail.com](mailto:jj.sutton85@gmail.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

**4 attachments**

 **J Sutton - FOIA - Blackboard Inc. - Website.pdf**  
304K

 **J Sutton - FOIA - Skylert (thru Skyward) Emergency Notification System.pdf**  
67K

 **J Sutton - FOIA - SeeSaw - LMS.pdf**  
158K

 **J Sutton - FOIA - Amplified IT - G-Suite Enterprise for Education.pdf**  
174K



WEST NORTHFIELD #31  
ATTN: DIRECTOR OF BUSINESS  
3131 TECHNY ROAD  
NORTHBROOK, IL 60062-5857

**Invoice Detail**

Invoice # 0000205757  
Invoice Date 06/15/2020  
Due Date 06/30/2020  
Invoice Total 2,229.50

\* Invoice was emailed.

Qty.	Item Description	Unit Price	Extension
1.00	SKYLERT FULL UNLIMITED RENEWAL - 12 MONTH LICENSE 910 Students	2,229.5000	2,229.50

Skylert License for the period 6/18/2020 - 6/17/2021

Skylert student counts are provided by our third party vendor (Intrado). The count represents the number of unique Student ID's a district has present in their system.

When your district sends a call out, that's how many sets of student contact data is called.

If those numbers look incorrect, Intrado will work with your district to correct your data.

Their support contact information is: (800) 920-3897, or support@intrado.com

10 E 000 26604400 00 0026600

7/15/2020

6/23/2020

Total Extension 2,229.50

**REMIT TO:**

SKYWARD ACCOUNTING DEPT  
2601 SKYWARD DRIVE  
STEVENS POINT, WI 54482

Invoice # 0000205757  
Invoice Date 06/15/2020  
Payor WEST NORTHFIELD #31  
Due Date 06/30/2020 (WESTNOIL000)

Invoice Amount: 2,229.50  
Remit Amount:

PLEASE RETURN STUB WITH PAYMENT Questions can be directed to account@skyward.com



## Invoice #2018-16456

**From**

Seesaw Learning, Inc.  
180 Montgomery St.  
Suite 750  
San Francisco, CA 94104  
(415)-870-4468

**Invoice Summary**

<b>Invoice Number</b>	2018-16456
<b>Date</b>	10/01/2020
<b>Due Date</b>	10/31/2020
<b>Amount Due (USD)</b>	\$ 1,940.63

**Bill To**

Henry Winkelman Elementary School  
Catherine M. Lauria  
1919 Landwehr Rd  
Glenview, Illinois 60026  
United States

Item / Description	Quantity	Rate	Amount
<b>3 Year Contract Discount</b>	575	-0.37499	-215.62
3 Year Contract Discount			
<b>Student License</b>	575	3.75	2,156.25
Seesaw for Schools: 10/01/2020 to 09/30/2021			
<b>Amount Due (USD)</b>			<b>\$ 1,940.63</b>

Please pay online by clicking below, send a check in US Dollars, or transfer funds directly from your bank. [View bank transfer details.](#)

**We will only accept paper checks in US Dollars. Please include the invoice number upon remittance.**

# WEST NORTHFIELD SCHOOL DISTRICT NO. 31

**3131 TECHNY ROAD NORTHBROOK, ILLINOIS 60062**  
**(847) 272-6880**

No 86312

**Show P.O. Number on all Shipping Containers,  
Packing Lists, Correspondence and Invoices**

**DO NOT DEVIATE FROM THIS ORDER IN ANY WAY WITHOUT OUR PERMISSION.**

Seesaw Learning Inc.  
100 Montgomery St. Suite 750  
San Francisco, CA 94104  
415-870-4468

SHIP TO:

**WEST NORTHFIELD  
SCHOOL DISTRICT NO. 31  
3131 TECHNYPH ROAD  
NORTHBROOK, ILLINOIS 60062**

ORDERED BY

[illegible]☐ ORIGINAL☐ **CONFIRMING**

GRANT COPY OK ✓

**TOTAL** 1940.63

ACCOUNT NUMBER	ENCB BATCH #	VENDOR NO.	ORDER DATE	TYPE	
10FEDL1100 4100. (X) 004300		V-			

## TERMS AND CONDITIONS

1. INVOICES MUST BE MAILED TO: WEST NORTHFIELD SCHOOL DISTRICT NO. 31, BUSINESS OFFICE, 3131 TECHNY ROAD, NORTHBROOK, ILLINOIS 60062 AND RENDERED IN DUPLICATE.
2. Each P.O. must be invoiced separately.
3. All delivery charges must be prepaid.
4. All shipments of material are accepted subject to inspection and approval by the purchaser. Seller must pay transportation charges both ways on returned goods.
5. We are not subject to Federal or Retail Tax.
6. See reverse side — IFEPC Rules & Regulations.

**APPROVAL:**

PRINCIPAL

ADMINISTRATOR

***This order not valid unless signed below.***

**BUSINESS MANAGER**

DATE RECEIVED

RECEIVED BY

4.1502: ppm

RECEIVING COPY

Amplified IT  
812 Granby St

Norfolk VA 23510-2004



FEIN:27-3690926

West Northfield School District 31  
Dave Del Boccio  
3131 Techny Rd  
Northbrook IL 60062

Invoice # 21282  
Invoice Date July 22, 2020  
PO # 86241  
Balance Due (USD) \$3,888.00

Item	Description	Unit Cost	Quantity	Line Total
G Suite Enterprise for Education	Full-Domain Staff: One year license for G Suite Enterprise for Education	24.00	162	3,888.00
G Suite Enterprise for Education	Full-Domain Students: One year license for G Suite Enterprise for Education	0.00	1620	0.00
Onboarding - 3rd Party	Free Premium Onboarding & Support Escalation	500.00	1	500.00
Discount	Free Premium Onboarding & Support Escalation	-500.00	1	-500.00

Total 3,888.00  
Amount Paid 0.00  
Balance Due (USD) \$3,888.00

**Terms**

Thank you! We really appreciate your business.

**Payment methods:**

**By EFT (ACH or Wire):**

Account Name: Amplified IT, LLC | ABA Routing: 021000021 | Account: 625029928

Bank: JP Morgan Chase Bank | New York, NY 10017 | SWIFT: CHASUS33

PLEASE EMAIL remittance notices to: EFTremit@amplifiedit.com | EFT Authorization forms may also be sent to this address.

Bill.com ePayment Network ID: 0171848914588926

By cheque: Please make payable to Amplified IT LLC | 812 Granby St | Norfolk, VA 23510-2004

By Credit Card: If you require credit card payment services we will add a 3% service charge. Contact us to add this payment option.

Please send payment within 30 days of this invoice. A late fee of 2.5% will be charged for invoices outstanding after 40 days.

OK to pay  
Dave 7/27/20

10E 000 2220 4100 0000

4998



# WEST NORTHFIELD SCHOOL DISTRICT NO. 31

No 86241

DO NOT DEVIATE FROM THIS ORDER IN  
ANY WAY WITHOUT OUR PERMISSION.

Amplified IT  
(Quote #118056)

SHIP TO: *DAVE* 82100022  
WEST NORTHFIELD  
SCHOOL DISTRICT NO. 31  
3131 TECHNY ROAD  
NORTHBROOK, ILLINOIS 60062

ORDERED BY: DAVE

QUANTITY	CATALOG NO.	DESCRIPTION	REC.	UNIT PRICE	AMOUNT
1102		GSuite Enterprise for Education user license Full-domain Staff *Student accounts included for <u>free</u>		\$24.00 /each	
* CARES ACT FUNDING *					\$3,888.00
		ENTERED ✓			

ENTERED ✓ *cy*

\$3,888.00

~~ORIGINAL~~

☒ CONFIRMING**TOTAL**

ACCOUNT NUMBER	ENCB BATCH #	VENDOR NO.	ORDER DATE	TYPE	
E 000 2220 4100 00 00 4998		V-	7/22/20		

## TERMS AND CONDITIONS

1. INVOICES MUST BE MAILED TO: WEST NORTHFIELD SCHOOL DISTRICT NO. 31, BUSINESS OFFICE, 3131 TECHNY ROAD, NORTHBROOK, ILLINOIS 60062 AND RENDERED IN DUPLICATE.
2. Each P.O. must be invoiced separately.
3. All delivery charges must be prepaid.
4. All shipments of material are accepted subject to inspection and approval by the purchaser. Seller must pay transportation charges both ways on returned goods.
5. We are not subject to Federal or Retail Tax.
6. See reverse side — IFEPC Rules & Regulations.

DATE RECEIVED	RECEIVED BY

**APPROVAL:**

APPROVAL:

*David Boccardo* 7/22/2020  
ADMINISTRATOR

*Catherine M. Gauria* 7/22/2020  
BUSINESS MANAGER

This order not valid unless signed below.

VENDOR COPY

**Strategic Plan Team Schedule  
West Northfield School District 31  
Facilitated by the Consortium for Educational Change**

Meeting	Purpose/Essential Questions	Date	Time
Recruitment	<i>Recruit stakeholders to be part of the Strategic Planning process.</i>	April Post Spring Break	N/A
Orientation	<i>Who we are and what we are charged to do?</i>	May 10	6:00 - 8:00
Data Retreat	<i>Where are we now? What is working well and what isn't?</i> <ul style="list-style-type: none"> <li>Student outcome data, Special Ed study, Equity audit, EL Audit, Curriculum audit</li> </ul> <i>Outcome: SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)</i>	June 10	4:00-5:30
		June 15	1:00-4:00
		June 16	4:00-5:30
Vision Retreat	<i>Where do we want to be? How will we be different 5-10 years from now?</i>  <i>Outcome: Vision or Future Statement</i>	June 28	1:00-4:30
		June 30	1:00-4:30
Setting Direction Retreat	<i>How will we get from where we are now to where we want to be 5-10 years from now?</i>  <i>Outcome: Strategic Plan Draft</i>	July 14	1:00-4:30
		July 15	1:00-4:30
Final Meeting of the Plan Team	<i>What will we recommend to the Board of Education to set future direction?</i>  <i>Outcome: Reviewed and endorsed strategic plan to be approved by the BOE</i>	July 28	5:00-8:00
Present to Board of Education	<i>Final Strategic Plan</i>	August BOE TBD	N/A
Action Plan	<i>Present Actionable Goals and Objectives for the FY22 school year.</i>	September BOE TBD	N/A

Throughout this process, the CEC will get stakeholder feedback through surveys and focus groups.

Stakeholder Participants				
Board of Education 2	Administration 6	Staff 6-10	Parents/Community 6-10	Students TBD
No more than two members to ensure compliance of Open Meetings Act	Superintendent Asst. Supt of Finance Asst. Supt of Student Services Asst. Supt of C&I Field Principal Winkelman Principal	Union Leadership Field Representative Winkelman Representative TA Representative Ed. Support Personnel	PTO Representation Ed Foundation Rep BPAC Rep Sp. Ed Steering Com. Community (Park District, 225 etc) Preschool Other/Move-ins	Students to contribute at strategic points, such as portions of the Vision retreat.