



## **Grant Community High School District 124**

### **Board of Education Regular Meeting**

**Thursday, August 20, 2020 7:00 PM**

**GRANT COMMUNITY HIGH SCHOOL DISTRICT 124  
BOARD OF EDUCATION REGULAR MEETING  
THURSDAY, AUGUST 20, 2020  
7:00 PM - LIBRARY/WEB-BASED**

**AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Audience

V. Consent Agenda \*\*

5

Minutes of regular meeting held July 16, 2020  
Minutes of special meeting held July 29, 2020  
August Bills Payable  
July Treasurer's Report  
Destruction of closed meeting audio recording from February 21, 2019

VI. Superintendent's Report

A. Student Recognition

Recent graduate Connor Rada will be in attendance to be recognized as a Future Business Leaders of America National Champion in Banking and Financial Systems!

B. Presentation of New Faculty Members

We are reimagining new teacher introductions, given the continued hybrid Zoom/in-person Board of Education meeting combined with gathering and social distancing limitations. In lieu of personal introductions of new faculty members, they have each recorded an intro video we will share with you at the meeting.

C. School Year / Planning Update

56

I will provide the Board with an update on the start to the 2020/21 school year. I will also review updated guidance released by the Illinois Department of Public Health and Lake County Health Department as it relates to school reopening considerations. Several resources are included in the packet that will be referenced.

D. E-Learning 2.0 Plan \*\*

72

In December, 2019, the Board of Education approved a resolution to adopt an e-learning program in lieu of the District's scheduled emergency days. As a result of the pandemic and subsequent order by the State of Illinois, we have modified the original e-learning plan to cover the following three different scenarios of e-learning:

- Remote E-Learning for Extended Periods of Time
- Blended E-Learning with Some In-Person Instruction
- Emergency School Closing E-Learning Day

Expectations in all learning modes have been outlined for both teachers and students. The E-Learning Plan 2.0 Teacher Handbook and E-Learning Plan 2.0 Student Quick Reference guide are included for review and we will discuss these at the meeting. Additionally, I am recommending approval of the Resolution to

## Adopt Remote E-Learning Plan 2.0.

### E. Student Performance and Achievement Data

In years past, we have presented to you student performance and achievement data for PSAT, SAT, Advanced Placement, and Measures of Academic Progress. However, with in-person school concluding on March 13th last year, none of the spring testing took place as planned. Therefore, we are foregoing the data update for 2019/20 and look forward to hopefully collecting performance data for the 2020/21 school year.

### F. Enrollment Update

Student enrollment as of August 7th is as follows:

Grade 9	459
Grade 10	443
Grade 11	473
Grade 12	460
Total	1,835

This is a decrease of 28 students from last year. This number closely aligns with the Kasarda demographic report enrollment projection of 1,839 students utilizing the occurs as anticipated model.

### G. School Board Policy Modifications - First Reading \*\*

90

I am recommending changes to the following School Board Policies based on direction from the Illinois Association of School Boards and legal counsel:

2:220	School Board Meeting Procedure
4:180	Pandemic Preparedness; Management; and Recovery
7:190	Student Behavior
7:340	Student Records
7:345	Use of Educational Technologies; Student Data Privacy and Security

### H. Personnel \*\*

116

Recommend the employment of the following individuals:

- Tim Rennels, Part-time .6, Industrial Technology, MA+30 Step 21
- Emma Macniak, Teacher Aide, \$17.22/hr. starting August 10, 2020

Recommend granting the request of an unpaid leave of absence from the following individuals:

- Kimberly Nelson, Food Service

Recommend accepting the letter of resignation from the following individuals:

- Heidi McCarthy, Art Teacher, Art Club sponsor, Environmental Club sponsor, effective immediately
- Emily Troemel, Teacher Aide, effective immediately
- Cristiana Catarino, Spanish Club sponsor, effective immediately
- Hilda Serna, Food Service, effective immediately

Notification of the following FMLA requests:

- Katherine Brunette, Transportation, August 17, 2020 – October 17, 2020
- Barbara Miller, Food Service, August 17, 2020 – November 12, 2020

### I. Principal's Report

125

Mr. Schmidt will give his monthly Principal's Report.

## VII. Business Affairs

### A. Building Cleaning and Sanitizing

127

I wanted to update you on the steps our Buildings and Grounds department is taking to ensure the sanitation and cleanliness of the building during this unusual time. Each classroom has been outfitted with a "Sanitizing Kit." I've included a picture of this for you. The kit includes, hand sanitizer, disinfectant wipes, spray bottles filled with Triad II disinfectant and paper towels. Offices have been supplied with hand sanitizer and disinfectant wipes. Additionally, cleaning and sanitizing has been revamped to include electrostatic sprayers to allow for deep clean. I'll review the steps we're taking with you at the meeting.

## VIII. Other Business

### A. FOIA

128

## IX. Closed Session

A. Collective negotiating matters between the public body and its employees or their representatives. 5 ILCS 120/2 (c)(2) \*\*

B. The appointment, employment, compensation, discipline, performance or dismissal of specific employees. 5 ILCS 120/2(c)(1) \*\*

C. Semi-annual review of closed session minutes. 5 ILCS 120/2(c)(21) \*\*

## X. Action Items from closed session discussion \*\*

A. Potential Board action regarding collective bargaining

B. Potential Board action regarding personnel

C. Potential Board action on semi-annual review of closed session minutes

## XI. Adjourn

\*\* Indicates potential action item in open session

The next regular Board of Education meeting will be held on Thursday, September 17, 2020

# **GRANT COMMUNITY HIGH SCHOOL DISTRICT 124 MINUTES OF BOARD OF EDUCATION MEETING JULY 16, 2020**

## ***CALL TO ORDER AND ROLL CALL***

A Regular Meeting of the Board of Education of Grant Community High School District 124, County of Lake, State of Illinois, was held on Thursday, July 16, 2020 and called to order at 7:00 p.m. in the Library of Grant Community High School, 285 E. Grand Avenue, Fox Lake. All those in attendance stood to recite the Pledge of Allegiance.

On Roll Call, the following Members were found to be present:

Steve Hill, President  
Paul LaRoche, Vice President  
Ruth Michniewicz, Secretary  
Ivy Fleming, Member  
John Jared, Member  
Kathy Kusiak, Member  
Bob Yanik, Member

Members absent: None

Administration present:

Dr. Christine A. Sefcik, Superintendent  
Mrs. Beth Reich, Business Manager  
Mr. Jeremy Schmidt, Principal

## ***AUDIENCE***

Sara & David O'Dowd, Bryan Talbot

## ***CONSENT AGENDA***

Minutes of regular meeting held June 18, 2020

Minutes of closed meeting held June 18, 2020

July Bills Payable

June Treasurer's Report

Destruction of closed meeting audio recording from December 20, 2018

Quarterly list of authorized depositories, investment managers, dealers, and brokers

\*\* A motion was made by Mr. Jared, second by Mr. Yanik to approve the Consent Agenda as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: Michniewicz, LaRoche, Fleming, Jared, Kusiak, Yanik, Hill

Nay: None

Absent:

Motion – **Passed**

## ***SUPERINTENDENT'S REPORT***

### Faculty Recognition

Dr. Sefcik introduced Bryan Talbot, Math Teacher, who was recognized at the end of the last school year as the 2020 Outstanding Educator of the Year. She read the narrative that his peers wrote to nominate him. The Board and audience applauded him as Dr. Sefcik presented him with the Educator of the Year award for 2020.

### DMGroup

Dr. Sefcik reported that the District completed the second year of partnering with DMGroup. Year one established priorities to best support struggling learners, and this past year the focus was on the development of a Multi-Tiered Systems of Supports (MTSS). She is requesting permission to continue working with DMGroup to develop the MTSS framework and focus on preparations to address the immediate academic and social-emotional needs of students followed by refining a longer-term MTSS framework. The DMGroup contract reflects a reduction of \$15,000 for a contract of \$70,000 for services as presented.

\*\* A motion was made by Mrs. Kusiak, second by Mrs. Michniewicz to approve the contract with DMGroup in the amount of \$70,000 for services, as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: LaRoche, Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz

Nay: None

Absent:

Motion – **Passed**

### SAT/PSAT Plan 2020/21

Dr. Sefcik asked to table this topic until the August meeting. The Board agreed.

### Plan for Reopening 2020/21

Dr. Sefcik informed the Board that an extensive amount of research and planning has gone into preparing a recommendation for the reopening of the 2020/21 school year. She provided a presentation overview of the planning and decision-making process and the guidance that has been received from various sources such as CDC, ISBE, State of Illinois, IDPH, etc. She requested the Board approve offering parents/guardians the choice of two options: Blended remote learning or Full remote learning.

\*\* A motion was made by Mr. LaRoche, second by Mrs. Kusiak to approve the offering of Blended or Full remote learning to parents/guardians.

Votes were taken by roll call. Votes were cast as follows:

Aye: Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche

Nay: None

Absent:

Motion – **Passed**

### Modified Calendar 2020/21

Dr. Sefcik said it was necessary to modify the 2020/21 school calendar for a new day of non-attendance by an order from the Governor and changes to assist in the start of the new school year, as follows:

- November 3 must be a non-attendance day per Governor Pritzker's order and must be indicated as a required holiday for Election Day.
- We are planning for 3 institute days at the beginning of the school year. We have moved the traditional September institute day to August 12 to provide more time for faculty and staff to prepare for the beginning the school year.

- August 13 and 14 will be student attendance days for freshmen only. This will allow us to welcome freshmen, begin establishing a connection to Grant, and ultimately make them feel well prepared for their first day of school in a new environment.
- The first full day of student attendance will be August 17.

\*\* A motion was made by Mr. Jared, second by Mrs. Michniewicz to approve the 2020/21 calendar as modified.

Votes were taken by roll call. Votes were cast as follows:

Aye: Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche, Fleming

Nay: None

Absent:

Motion – **Passed**

#### Personnel Additions 2020/21

Dr. Sefcik recommended several personnel additions to comply with ISBE and IDPH guidelines for next school year. Proposed positions include:

- Remote Learning Aide (or stipend for current employees)
- Health Aide
- Office Aide
- Building Monitor
- Lunch Monitor (or stipend for current employees)
- Bus Driver

\*\* A motion was made by Mr. Yanik, second by Mr. Jared to approve the addition of the proposed positions, as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: Yanik, Hill, Michniewicz, LaRoche, Fleming, Jared, Kusiak

Nay: None

Absent:

Motion – **Passed**

#### Personnel

Dr. Sefcik made the following personnel recommendations:

Recommend the employment of the following individuals:

- Martin Grum, Assistant Math Team
- Kristin Kostakos, Assistant Cheer Coach
- Paige Gruber, Asst. Fall Cheer Coach
- Nick Jones, Asst. Football Coach

Recommend accepting the resignation letters from the following:

- Greg Urbaniak, Director of Curriculum, Instruction, & Assessment at the end of the 2020/21 school year.
- Ryan Baker, Math Teacher, effective immediately
- Kyle Barber, Social Studies Teacher, effective immediately
- Katherine Zielinski, Ticket Taker, effective immediately
- Leonard Grodoski, Girls' Badminton Coach, effective immediately
- Lynsea Volbrecht, Freshman Girls' Basketball Coach, effective immediately

Notification of FMLA from the following:

- Lauren Behm, Spanish Teacher, August 27 – November 23, 2020
- Dave Behm, PE Teacher, September 3 – October 2, 2020

- \*\* A motion was made by Mr. LaRoche, second by Mr. Yanik to approve the personnel recommendations, as presented  
Votes were taken by roll call. Votes were cast as follows:  
Aye: Hill, Michniewicz, LaRoche, Fleming, Jared, Kusiak, Yanik  
Nay: None  
Absent:  
Motion – **Passed**

#### Principal's Report

Mr. Schmidt presented his monthly report which included information on Class Rank Committee, Big Dawg Mentors-Incoming Freshman Summer Connections, Future Ready Schools Update, Summer Instructional Work, Summer School, and Back-to-School Planning.

### ***BUSINESS AFFAIRS***

#### Per Mar Security 2020/21 Contract

Mrs. Reich recommended renewing the District's contract with Per Mar Security for the 2020/21 school year. The contract has a 0% increase and includes 7 full-time security guards, one of which will serve as a lead guard.

- \*\* A motion was made by Mr. LaRoche, second by Mrs. Michniewicz to approve the 2020/21 contract with Per Mar Security, as presented.  
Votes were taken by roll call. Votes were cast as follows:  
Aye: Michniewicz, LaRoche, Fleming, Jared, Kusiak, Yanik, Hill  
Nay: None  
Absent:  
Motion – **Passed**

#### Final 2020/21 Budget

Mrs. Reich recommended approval of the 2020/21 Final Budget which has been on display for the statutory 30 days.

- \*\* A motion was made by Mr. Jared, second by Mr. Yanik to approve the Final 2020/21 Budget, as presented.  
Votes were taken by roll call. Votes were cast as follows:  
Aye: Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche  
Nay: None  
Absent:  
Motion – **Passed**

#### Durham Bus Contract 2020/21

Mrs. Reich presented a one-year contract with Durham for transportation services for several students who require specific assistance as per their individualized education plans. The buses are handicap-accessible and Durham provides an aide for the student. After negotiations, the contract will include \$314.51 per AM/PM route and \$33.21 per hour for aides. This is a 5% increase over last year.

- \*\* A motion was made by Mr. LaRoche, second by Mr. Jared to approve the one-year contract with Durham for transportation services for specific students, as presented.  
Votes were taken by roll call. Votes were cast as follows:  
Aye: LaRoche, Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz  
Nay: None  
Absent:  
Motion – **Passed**



### ***OTHER BUSINESS***

Dr. Sefcik reported on a FOIA received and fulfilled from SmartProcure. She also informed the Board that there may be a Special Meeting called to put a mask School Board Policy in place prior to the start of the school year.

Mrs. Reich informed the Board that the Northern Illinois Food Bank will have their contactless food delivery in the parking lot and bus lane at Grant High School on July 24.

### ***CLOSED SESSION***

No Closed Session was held.

### ***ADJOURN***

\*\* At 8:30 p.m. a motion was made by Mr. Yanik, second by Mr. Jared to adjourn the meeting. Votes were taken by roll call. Votes were cast as follows:

Aye: LaRoche, Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz

Nay: None

Absent:

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Steve Hill, President

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Ruth Michniewicz, Secretary

# **GRANT COMMUNITY HIGH SCHOOL DISTRICT 124 MINUTES OF SPECIAL BOARD OF EDUCATION MEETING JULY 29, 2020**

## ***CALL TO ORDER***

A Special Meeting of the Board of Education of Grant Community High School District 124, County of Lake, State of Illinois, was held on Wednesday, July 29, 2020 and called to order at 7:00 p.m. in the Library of Grant Community High School, 285 E. Grand Avenue, Fox Lake and via Zoom meeting web link.

## ***PLEDGE OF ALLEGIANCE***

All those in attendance stood to recite the Pledge of Allegiance.

## ***ROLL CALL***

On Roll Call, the following Members were found to be present:

Steve Hill, President  
Paul LaRoche, Vice President  
◆ Ruth Michniewicz, Secretary  
Ivy Fleming, Member  
John Jared, Member  
Kathy Kusiak, Member  
Bob Yanik, Member

Members absent:

Administration present:

Dr. Christine A. Sefcik, Superintendent  
Mrs. Beth Reich, Business Manager  
Mr. Jeremy Schmidt, Principal

◆ Participated via Zoom link

## ***AUDIENCE***

All audience members attended via Zoom link: Sandra Schrank, James Schimenti, Brian S., Kirsten Ryan, Jeremy Anderson, Sharon Rada, Patti Wright, Shanda Blancet, Chandra Allen, Cristiana Catarino, Amanda LeBrun, Maureen Harker, Donny Schmit, Suzanne Mitchell, Kirsten Ryan, Laura Snyder, Greg Fleming. No questions were submitted from audience members.

## ***SUPERINTENDENT'S REPORT***

### Face Coverings – New Board Policy

Dr. Sefcik presented a new policy that acknowledges the need to follow guidance from ISBE and IDPH with respect to health and safety protocols for the return to in-person instruction. The policy will detail when face coverings are required, may be removed, reasonable accommodations, what constitutes a face covering, consequences for violating the policy and application and duration of the policy.

- \*\* A motion was made by Mr. LaRoche, second by Mrs. Michniewicz to approve School Board Policy 7:910 – Face Coverings.

Votes were taken by roll call. Votes were cast as follows:

Aye: Michniewicz, LaRoche, Fleming, Jared, Kusiak, Yanik, Hill

Nay: None

Absent:

Motion – **Passed**

#### Reopening Plans 2020/21 - Update

Dr. Sefcik presented an update to the Re-Opening plans for Grant Community High School that included the review of existing plans, the changing landscape, and preparations for 2020/21. The existing plan that was approved by the Board of Education at their July 16, 2020 meeting included offering families two options: Option 1- Blended Remote Learning or Option 2- Fully Remote Learning. On July 23, ISBE, IDPH, LCHD and the CDC put forth more stringent requirements that would hinder our plans to get students and staff back on campus. Dr. Sefcik and Mr. Schmidt stated that due to the uncertainty of being able to meet the required local, state, and federal protocols during blended learning, concern for safety, and the challenge to focus on high levels of learning with so many logistical considerations, the recommendation is to begin the school year in fully remote learning until at least September 30, 2020.

- \*\* A motion was made by Mr. Yanik, second by Mr. LaRoche to authorize the change to the school year in fully remote learning.

Votes were taken by roll call. Votes were cast as follows:

Aye: LaRoche, Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz

Nay: None

Absent:

Motion – **Passed**

Dr. Sefcik provided the *Resolution-School Operations During COVID-19 Pandemic* which gives the Superintendent the flexibility to modify and implement the Operating Plan for the 2020/21 school year in consultation with local, state, and federal health and government authorities deemed to be in the best interest of the District. This authorization is after consultation with the Board President and notification to the Board.

- \*\* A motion was made by Mrs. Michniewicz, second by Mr. Yanik to approve the *Resolution – School Operations During COVID-19 Pandemic*.

Votes were taken by roll call. Votes were cast as follows:

Aye: Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche

Nay: None

Absent:

Motion – **Passed**

#### Personnel

Dr. Sefcik requested approval of the employment of Cory Dooley, full-time mathematics teacher.

- \*\* A motion was made by Mr. LaRoche, second by Mrs. Fleming to approve the employment of Cory Dooley for the full-time mathematics position.

Votes were taken by roll call. Votes were cast as follows:

Aye: Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche, Fleming

Nay: None

Absent:

Motion – **Passed**

## ***BUSINESS AFFAIRS***

### School Fees 2020/21

Mrs. Reich said the District recognizes that many of our families may be experiencing financial difficulties which impact their ability to pay school fees during this difficult time. She recommended waiving the following class level school fees and parking pass fee for the 2020/21 school year:

Freshman \$145.00

Sophomore \$125.00

Junior \$125.00

Senior \$125.00

Parking Pass \$100.00

The deficit for not collecting these fees can be offset by putting off re-doing more classrooms until the 2021/22 school year.

\*\* A motion was made by Mr. Jared, second by Mrs. Michniewicz to approve waiving the class level school fees and the parking pass fee for the 2020/21 school year.

Votes were taken by roll call. Votes were cast as follows:

Aye: Kusiak, Yanik, Hill, Michniewicz, LaRoche, Fleming, Jared

Nay: None

Absent:

Motion – **Passed**

## ***OTHER BUSINESS***

Dr. Sefcik reported that IHSA, just hours before the meeting, announced their modification to the Return to Activities. She asked Tom Ross, Athletic Director, who was attending the meeting via Zoom, to outline some of the information received. Teams will play shortened regular season schedules in Winter, Spring, and Summer; State Series events for all sports will be determined on a sport-by-sport basis; Activities that can happen virtually can remain in their traditional seasons; Activities that cannot happen virtually could potentially need to adjust their seasons; and the IHSA Board modified the current Phase 4 Return to Play Guidelines to allow for fall contact days to begin on Monday of week 10 (Sept. 7) and continue until the end of week 17 (Oct. 31) and there is a 20-day limit on contact days during that time period for any sport not in season.

- Fall season: 8/10 – 10/24 and includes Boys and Girls Golf, Girls Tennis, Boys & Girls Cross Country, Girls Swimming & Diving (Football, Girls Volleyball and Boys Soccer moved to a Spring 2021 season).
- Winter season: 11/16 – 2/13, for Boys & Girls Basketball, Wrestling, Boys Swimming & Diving, Competitive Cheerleading, Competitive Dance, Boys & Girls Bowling, Girls Gymnastics.
- Spring season: 2/15 – 5/1, for Football, Boys Soccer, Girls Volleyball, Boys & Girls Cross Country, Girls Swimming & Diving, Girls Badminton. Boys Gymnastics, Boys & Girls Water Polo.
- Summer season: 5/3 – 6/26, for Baseball, Softball, Boys & Girls Track & Field, Girls Soccer, Boys Volleyball, Boys & Girls Lacrosse, and Boys Tennis.

More information will follow at a later date.

## ***CLOSED SESSION***

No Closed Session Was Held.

***ADJOURN***

\*\* At 8:05 p.m. a motion was made by Mr. Jared, second by Mrs. Michniewicz to adjourn the meeting.

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Steve Hill, President

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Ruth Michniewicz, Secretary

Grant Community High School District 124  
AP Invoice Listing Report  
August 20, 2020

Total Invoices:	298	\$1,658,291.76
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VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
A TO Z E000	A To Z Engraving Co., Inc.	140616	0000000000	MM0820	AP	10 Name Badges	B	07/29/2020	08/20/2020	R	\$90.75
							20-21				\$90.75
						NUMBER OF INVOICES: 1					\$90.75
ACCURATE001	ACCURATE BIOMETRICS	198662003	0000000000	MM072720	AP	Fingerprinting MAR20	H	03/31/2020	07/27/2020	R	\$117.00
							20-21			103707	\$117.00
ACCURATE001	ACCURATE BIOMETRICS	198662007	0000000000	MM0820	AP	Fingerprinting JUL20	B	07/31/2020	08/20/2020	R	\$409.50
							20-21				\$409.50
						NUMBER OF INVOICES: 2					\$526.50
ACER SER000	Acer Service Corporation	BPU400844	0000000000	MM0820	AP	45W Adapter-Tech supply	B	07/30/2020	08/20/2020	R	\$2,240.00
							20-21				\$2,240.00
						NUMBER OF INVOICES: 1					\$2,240.00
AIRGAS U000	Airgas Usa, Llc	9971722163	0000000000	MM0820	AP	Cylinder Rental	B	06/30/2020	08/20/2020	R	\$70.84
							20-21				\$70.84
AIRGAS U000	Airgas Usa, Llc	9972525864	0000000000	MM0820	AP	Cylinder rental	B	07/31/2020	08/20/2020	R	\$72.76
							20-21				\$72.76
						NUMBER OF INVOICES: 2					\$143.60
ALLENDALE002	Allendale	202007153149	0000000000	MM0820	AP	June 2020 Tuition	B	06/30/2020	08/20/2020	R	\$3,626.00
							20-21				\$3,626.00
						NUMBER OF INVOICES: 1					\$3,626.00
ALPHAGRA000	Alphagraphics	68161	3002100016	MM0820	AP	Asset Tags for Technology	F B	07/15/2020	08/20/2020	R	\$545.56
							20-21				\$545.56
						NUMBER OF INVOICES: 1					\$545.56
AMAZON 000	Amazon	6045787810169488	0002100000	MM080720	AP	Amazon purchases 2020-21	H	07/10/2020	08/07/2020	R	\$16,486.85

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
AMAZON 000	Amazon	6045787810169488	*****CONTINUED*****				20-21			103745	\$16,486.85
						NUMBER OF INVOICES: 1					\$16,486.85
AMERICAN038	American School Counselor Associat	111936 (20-21)	0000000000	MM0820	AP	Prof Mmbrshp-Avallone	B	07/20/2020	08/20/2020	R	\$129.00
							20-21				\$129.00
AMERICAN038	American School Counselor Associat	208112 (20-21)	0000000000	MM0820	AP	Prof Mmbrshp-Schaefer	B	07/20/2020	08/20/2020	R	\$129.00
							20-21				\$129.00
AMERICAN038	American School Counselor Associat	221053 (20-21)	0000000000	MM0820	AP	Prof Mmbrshp-Elliott	B	07/20/2020	08/20/2020	R	\$129.00
							20-21				\$129.00
AMERICAN038	American School Counselor Associat	221055 (20-21)	0000000000	MM0820	AP	Prof Mmbrshp-Gill, Nicole	B	07/20/2020	08/20/2020	R	\$129.00
							20-21				\$129.00
AMERICAN038	American School Counselor Associat	Mmbrship-Schroeder	0000000000	MM0820	AP	Prof Mmbrshp-Schroeder	B	08/07/2020	08/20/2020	S	\$129.00
							20-21				\$129.00
						NUMBER OF INVOICES: 5					\$645.00
ANDERSON003	Anderson Lock	1041105	0212100000	MM0820	AP	PE Locks	F B	06/03/2020	08/20/2020	R	\$3,947.00
							20-21				\$3,947.00
						NUMBER OF INVOICES: 1					\$3,947.00
APPLE ED000	Apple Education	AC27339782	3002100009	MM0820	AP	Apple Laptop Mobile Maker Lab	F B	07/06/2020	08/20/2020	R	\$7,289.95
							20-21				\$7,289.95
APPLE ED000	Apple Education	AC31326301	3002100009	MM0820	AP	Apple Laptop Mobile Maker Lab	F B	07/21/2020	08/20/2020	R	\$29,370.00
							20-21				\$29,370.00



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 2											\$36,659.95
ASCD	000 ASCD	MMBR000002461361	0000000000	MM0820	AP	B. Schoell Renewal	B	08/07/2020	08/20/2020	R	\$239.00
							20-21				\$239.00
NUMBER OF INVOICES: 1											\$239.00
AT&T	001 At&t	0304881620001	0000000000	MM072720	AP	8475872561	H	07/18/2020	07/27/2020	R	\$98.95
							20-21			103708	\$98.95
NUMBER OF INVOICES: 1											\$98.95
AT&T	002 AT&T	847587259707	0000000000	MM072720	AP	84758725975566 062020-071920	H	07/19/2020	07/27/2020	R	\$2,153.75
							20-21			103709	\$2,153.75
AT&T	002 AT&T	847R07038906	0000000000	MM071620	AP	847R0703894235 052920-062820	H	06/28/2020	07/16/2020	R	\$27.17
							20-21			103697	\$27.17
17 AT&T	002 AT&T	847R07038907	0000000000	MM080720	AP	847R0703894235 062920-072820	H	07/28/2020	08/07/2020	R	\$27.17
							20-21			103746	\$27.17
AT&T	002 AT&T	847R16282507	0000000000	MM072720	AP	847R1628259407 061720-071620	H	07/16/2020	07/27/2020	R	\$972.85
							20-21			103709	\$972.85
NUMBER OF INVOICES: 4											\$3,180.94
AVALON P000	Avalon Petroleum Co.	472398	0000000000	MM0820	AP	RFG 10% Ethanol	B	07/21/2020	08/20/2020	R	\$2,189.79
							20-21				\$2,189.79
NUMBER OF INVOICES: 1											\$2,189.79
B & B CO000	B & B Coatings Co.	120188	0000000000	MM0820	AP	Sealcoating-Transportation lot	B	07/23/2020	08/20/2020	R	\$4,950.00
							20-21				\$4,950.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
B & B C0000	B & B Coatings Co.	120189	0000000000	MM0820	AP	Sealcoating-Student lot	B	07/21/2020	08/20/2020	R	\$13,000.00
							20-21				\$13,000.00
B & B C0000	B & B Coatings Co.	120190	0000000000	MM0820	AP	Sealcoating-Field House lot	B	07/21/2020	08/20/2020	R	\$8,550.00
							20-21				\$8,550.00
NUMBER OF INVOICES: 3											\$26,500.00
B & H PH000	B & H Photo	175799477	0042100005	MM0820	AP	Digital Photography Order	P B	08/06/2020	08/20/2020	R	\$269.88
							20-21				\$269.88
NUMBER OF INVOICES: 1											\$269.88
BARRON P000	Barron Paint	B0000888	0000000000	MM0820	AP	Paint	B	07/08/2020	08/20/2020	R	\$209.95
							20-21				\$209.95
BARRON P000	Barron Paint	B0000921	0000000000	MM0820	AP	Paint	B	07/10/2020	08/20/2020	R	\$839.80
							20-21				\$839.80
NUMBER OF INVOICES: 2											\$1,049.75
BATTELLE000	Battelle for Kids	209660	0000000000	MM071620	AP	Portrait Grad-Pmt 3 of 3	H	06/30/2020	07/16/2020	R	\$10,500.00
							20-21			103698	\$10,500.00
NUMBER OF INVOICES: 1											\$10,500.00
BLICK AR000	BLICK ART MATERIALS	4244589	0042100004	MM0820	AP	Intro, Painting, and AP Art Order	P B	08/03/2020	08/20/2020	R	\$1,175.61
							20-21				\$1,175.61
BLICK AR000	BLICK ART MATERIALS	4277233	0042100002	MM0820	AP	Drawing Order	P B	08/07/2020	08/20/2020	R	\$126.40
							20-21				\$126.40
BLICK AR000	BLICK ART MATERIALS	4278923	0042100004	MM0820	AP	Intro, Painting, and AP Art Order	P B	08/07/2020	08/20/2020	R	\$100.05
							20-21				\$100.05

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 3											\$1,402.06
BMO	000 Bmo	5550080001785679	0000000000	MM071620	AP	SEFCIK JUL20 STMT	H	07/05/2020	07/16/2020	R	\$218.67
							20-21			103700	\$218.67
BMO	000 Bmo	5550080001801856	0000000000	MM071620	AP	SCHMIDT JUL20 STMT	H	07/05/2020	07/16/2020	R	\$700.37
							20-21			103700	\$700.37
BMO	000 Bmo	5550080001950034	0000000000	MM071620	AP	MILLER JUL20 STMT	H	07/05/2020	07/16/2020	R	\$482.90
							20-21			103700	\$482.90
BMO	000 Bmo	5550080002009749	0000000000	MM071620	AP	REICH JUL20 STMT	H	07/05/2020	07/16/2020	R	\$1,484.58
							20-21			103700	\$1,484.58
BMO	000 Bmo	5569350000572751	0000000000	MM071620	AP	STAPLES JUL20 STMT	H	07/05/2020	07/16/2020	R	\$51.69
							20-21			103700	\$51.69
BMO	000 Bmo	5569350000572769	0000000000	MM071620	AP	SOENKSEN JUL20 STMT	H	07/05/2020	07/16/2020	R	\$285.00
							20-21			103700	\$285.00
BMO	000 Bmo	5569350000607425	0000000000	MM071620	AP	DUVAL JUL20 STMT	H	07/05/2020	07/16/2020	R	\$1,836.23
							20-21			103700	\$1,836.23
BMO	000 Bmo	5569350000664095	0000000000	MM071620	AP	ROSS JUL20 STMT	H	07/05/2020	07/16/2020	R	\$687.80
							20-21			103700	\$687.80
NUMBER OF INVOICES: 8											\$5,747.24
BOSWOJOS000	Bosworth, Josy B.	EDUA 5446	0000000000	MM0820	AP	20-21 Tuition Reimbursement	B	07/11/2020	08/20/2020	R	\$404.10
							20-21				\$404.10
BOSWOJOS000	Bosworth, Josy	EDUA 5464-IL	0000000000	MM0820	AP	20-21 Tuition Reimbursement	B	07/14/2020	08/20/2020	R	\$404.10
							20-21				\$404.10
NUMBER OF INVOICES: 2											\$808.20
BOWLERS 002	Bowlers Mart	44348	0972100005	MM0820	AP	BOWLING BALLS BOOSTER WISH	F B	04/06/2020	08/20/2020	R	\$879.91

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
BOWLERS 002	Bowlers Mart	44348		*****CONTINUED*****		LIST					
							20-21				\$879.91
						NUMBER OF INVOICES: 1					\$879.91
BTUCK CH000	BTUCK Choreography LLC	1-07292020	0502100012	MM0820	AP	DANCE TEAM CHOREOGRAPHY	F B	07/29/2020	08/20/2020	R	\$2,750.00
							20-21				\$2,750.00
						NUMBER OF INVOICES: 1					\$2,750.00
CALL ONE000	Call One	1213551-301286	0000000000	MM0820	AP	071520-081420	B	07/15/2020	08/20/2020	R	\$203.04
							20-21				\$203.04
						NUMBER OF INVOICES: 1					\$203.04
CANON FI000	CANON FINANCIAL SERVICES	21730456	0000000000	MM0820	AP	Copier Lease pmt	B	07/01/2020	08/20/2020	R	\$6,488.00
							20-21				\$6,488.00
						NUMBER OF INVOICES: 1					\$6,488.00
CARLSCHR002	Carlson, Christopher	07292020 Menards	0000000000	MM0820	AP	Art Supply reimbursement	B	07/29/2020	08/20/2020	R	\$19.98
							20-21				\$19.98
CARLSCHR002	Carlson, Christopher	08062020 Office Max	0000000000	MM0820	AP	Art Supply reimbursement	B	08/06/2020	08/20/2020	R	\$17.88
							20-21				\$17.88
CARLSCHR002	Carlson, Christopher	08062020 Target	0000000000	MM0820	AP	Art Supply reimbursement	B	08/06/2020	08/20/2020	R	\$35.00
							20-21				\$35.00
						NUMBER OF INVOICES: 3					\$72.86
CAROLINA000	Carolina Biological Supply Co.	51072322 RI	0032100002	MM0820	AP	Science supply 2020-2021	F B	06/22/2020	08/20/2020	R	\$739.64
							20-21				\$739.64

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
NUMBER OF INVOICES: 1												\$739.64
CDW GOVE000	CDW Government, Inc.	ZMX1495	0042100000	MM0820	AP	Plotter Paper for District/Art Printing	F	B	07/24/2020	08/20/2020	R	\$189.00
									20-21			\$189.00
CDW GOVE000	CDW Government, Inc.	ZRS6537	3002100024	MM0820	AP	GoGuardian Software - Suite for Distance Learning	F	B	08/11/2020	08/20/2020	R	\$2,565.00
									20-21			\$2,565.00
NUMBER OF INVOICES: 2												\$2,754.00
CENGAGE 000	Cengage Learning	70790579	0032100012	MM0820	AP	Geometry books	F	B	06/26/2020	08/20/2020	R	\$4,257.00
									20-21			\$4,257.00
NUMBER OF INVOICES: 1												\$4,257.00
COLLEGE 003	College Of Lake County	8320	0112100003	MM0820	AP	Books from CLC for Accounting Dual Credit Course	F	B	08/03/2020	08/20/2020	R	\$1,945.06
									20-21			\$1,945.06
NUMBER OF INVOICES: 1												\$1,945.06
COMCAST 001	Comcast	103699043	0000000000	MM071620	AP	900023977 JUL20		H	07/01/2020	07/16/2020	R	\$3,724.31
									20-21	103701		\$3,724.31
NUMBER OF INVOICES: 1												\$3,724.31
COMCAST 002	Comcast Cable	8771100240009348	0000000000	MM071620	AP	CABLE 070820-080720		H	06/28/2020	07/16/2020	R	\$7.41
									20-21	103702		\$7.41
COMCAST 002	Comcast Cable	8771100240009348	0000000000	MM080720	AP	CABLE 080820-090720		H	07/28/2020	08/07/2020	R	\$7.39
									20-21	103747		\$7.39

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
COMCAST 002	Comcast Cable	8771100240060762	0000000000	MM071620	AP	INTERNET 071320-081220	H	07/06/2020	07/16/2020	R	\$188.35
							20-21			103702	\$188.35
COMCAST 002	Comcast Cable	8771100240166759	0000000000	MM080720	AP	INTERNET TRANSPORT BLDG	H	07/24/2020	08/07/2020	R	\$148.35
							20-21			103747	\$148.35
COMCAST 002	Comcast Cable	8771100430290583	0000000000	MM072720	AP	Services from 072120-082020	H	07/17/2020	07/27/2020	R	\$148.35
							20-21			103710	\$148.35
NUMBER OF INVOICES: 5											\$499.85
COMMUNIT005	Community Mechanical & Automation	1271	0000000000	MM0820	AP	July 2020 Service Calls	B	08/05/2020	08/20/2020	R	\$2,301.00
							20-21				\$2,301.00
COMMUNIT005	Community Mechanical & Automation	1272	0000000000	MM0820	AP	Boiler Auto Blowdown	B	08/05/2020	08/20/2020	R	\$2,057.00
							20-21				\$2,057.00
COMMUNIT005	Community Mechanical & Automation	1273	0000000000	MM0820	AP	Condenser Cleaning	B	08/05/2020	08/20/2020	R	\$7,440.00
							20-21				\$7,440.00
NUMBER OF INVOICES: 3											\$11,798.00
CONNECTI001	Connections Day School South	27527	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,412.94
							20-21				\$1,412.94
NUMBER OF INVOICES: 1											\$1,412.94
CONNECTI002	Connections Day School	30793	0000000000	MM0820	AP	21 Days enrolled	B	04/30/2020	08/20/2020	R	\$5,543.58
							20-21				\$5,543.58
CONNECTI002	Connections Day School	31093	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88
CONNECTI002	Connections Day School	31094	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
CONNECTI002	Connections Day School	31095	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88
CONNECTI002	Connections Day School	31096	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88
CONNECTI002	Connections Day School	31097	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88
CONNECTI002	Connections Day School	31098	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88
CONNECTI002	Connections Day School	31128	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88
CONNECTI002	Connections Day School	31129	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,583.88
							20-21				\$1,583.88
CONNECTI002	Connections Day School	31145	0000000000	MM0820	AP	Full Pyschiatric Eval	B	07/21/2020	08/20/2020	R	\$1,050.00
							20-21				\$1,050.00
NUMBER OF INVOICES: 10											\$19,264.62
CONNECTI004	Connections Academy East	6962	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,584.84
							20-21				\$1,584.84
CONNECTI004	Connections Academy East	6963	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,983.12
							20-21				\$1,983.12
NUMBER OF INVOICES: 2											\$3,567.96
CONSERV 000	Conserv Fs	65100730	0000000000	MM0820	AP	TruStripe Field Paint	B	07/28/2020	08/20/2020	R	\$1,152.00
							20-21				\$1,152.00
NUMBER OF INVOICES: 1											\$1,152.00
CONSOLID001	Consolidated Flooring of Chicago L	20514-1	0000000000	MM0820	AP	Carpet & Labor	B	07/21/2020	08/20/2020	R	\$48,550.00

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
CONSOLID001	Consolidated Flooring of Chicago L	20514-1		*****CONTINUED*****				20-21			\$48,550.00
						NUMBER OF INVOICES: 1					\$48,550.00
CONSTELL000	Constellation New Energy, Inc	17678068301	0000000000	MM0820	AP	764073-46291 JUN20	B	06/30/2020	08/20/2020	R	\$37,069.45
							20-21				\$37,069.45
CONSTELL000	Constellation New Energy, Inc	17694987301	0000000000	MM0820	AP	764073-46292 JUN20	B	06/30/2020	08/20/2020	R	\$289.60
							20-21				\$289.60
CONSTELL000	Constellation New Energy, Inc	17900743201	0000000000	MM0820	AP	764073-46292 JUL20	B	07/30/2020	08/20/2020	R	\$253.82
							20-21				\$253.82
CONSTELL000	Constellation New Energy, Inc	17900747401	0000000000	MM0820	AP	2857041-0 JUL20	B	07/17/2020	08/20/2020	R	\$73.79
							20-21				\$73.79
CONSTELL000	Constellation New Energy, Inc	17907900101	0000000000	MM0820	AP	764073-46291 JUL20	B	07/30/2020	08/20/2020	R	\$40,768.42
							20-21				\$40,768.42
						NUMBER OF INVOICES: 5					\$78,455.08
CONSTELL001	CONSTELLATION NEWENERGY-GAS DIVISI	2949157	0000000000	MM0820	AP	BG-5862 gas charges	B	07/16/2020	08/20/2020	R	\$1,420.62
							20-21				\$1,420.62
CONSTELL001	CONSTELLATION NEWENERGY-GAS DIVISI	2949158	0000000000	MM0820	AP	BG-11642 gas charges	B	07/16/2020	08/20/2020	R	\$130.17
							20-21				\$130.17
						NUMBER OF INVOICES: 2					\$1,550.79
COURT & 000	Court & Sport	48823	0000000000	MM0820	AP	Tennis Court crack fill	B	07/21/2020	08/20/2020	R	\$9,875.00
							20-21				\$9,875.00
						NUMBER OF INVOICES: 1					\$9,875.00
CRESCENT000	Crescent Electric Supply Co.	S508005677.001	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/01/2020	08/20/2020	R	\$802.51



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CRESCENT000	Crescent Electric Supply Co.	S508005677.001		*****CONTINUED*****			20-21				\$802.51
CRESCENT000	Crescent Electric Supply Co.	S508044342.001	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/14/2020	08/20/2020	R	\$308.54
							20-21				\$308.54
						NUMBER OF INVOICES: 2					\$1,111.05
D&S MARK000	D&S MARKETING SYSTEMS INC	A93501	0132100001	MM0820	AP	AP Literature and AP Economics student workbooks	F B	06/02/2020	08/20/2020	R	\$1,020.25
							20-21				\$1,020.25
						NUMBER OF INVOICES: 1					\$1,020.25
DART JES000	Dart, Jessica	EDCL515	0000000000	MM0820	AP	20-21 Tuition Reimbursement	B	08/12/2020	08/20/2020	R	\$525.00
							20-21				\$525.00
DART JES000	Dart, Jessica	SPC19156	0000000000	MM0820	AP	20-21 Tuition Reimbursement	B	07/28/2020	08/20/2020	R	\$525.00
							20-21				\$525.00
						NUMBER OF INVOICES: 2					\$1,050.00
DATA443 000	Data443 Risk Mitigation, Inc.	2266	3002100008	MM0820	AP	Arcmail - Data443 Email Archival Renewal	F B	06/09/2020	08/20/2020	R	\$4,597.00
							20-21				\$4,597.00
						NUMBER OF INVOICES: 1					\$4,597.00
DEMAIDAN000	Demain, Daniel	07282020	0000000000	MM0820	AP	Refund-Lunch balance	B	07/28/2020	08/20/2020	R	\$3.75
							20-21				\$3.75
						NUMBER OF INVOICES: 1					\$3.75
DISTRICT004	District Management Group	24576	0000000000	MM0820	AP	Support System	B	08/01/2020	08/20/2020	R	\$70,000.00
							20-21				\$70,000.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 1											\$70,000.00
EASTBAY 000	Eastbay	1265866	0212100002	MM0820	AP	2020 PE Uniform Order	F B	07/24/2020	08/20/2020	R	\$9,492.50
							20-21				\$9,492.50
EASTBAY 000	Eastbay	1265877	0972100003	MM0820	AP	Soccer Backpacks Booster Wish List 50% Boys 50% Girls	F B	07/20/2020	08/20/2020	R	\$2,255.00
							20-21				\$2,255.00
EASTBAY 000	Eastbay	1268256	0502100011	MM0820	AP	GIRLS BASKETBALL SUPPLIES AND BOOSTER WISH LIST ITEM (PORTABLE SCOREBOARDS \$950)	F B	07/31/2020	08/20/2020	R	\$1,349.00
							20-21				\$1,349.00
EASTBAY 000	Eastbay	1268633	0502100013	MM0820	AP	WILSON BALL ORDER BOYS AND GIRLS BASKETBALL, BOYS AND GIRLS VOLLEYBALL, FOOTBALL, BOYS AND GIRLS SOCCER, LACROSSE, BOYS AND GIRLS TENNIS AND BASEBALL	F B	08/07/2020	08/20/2020	R	\$6,866.00
							20-21				\$6,866.00
EASTBAY 000	Eastbay	1270533	0502100015	MM0820	AP	COACHES GEAR VOLLEYBALL	F B	08/03/2020	08/20/2020	R	\$299.50
							20-21				\$299.50
EASTBAY 000	Eastbay	1272855	0972100002	MM0820	AP	CHEERLEADING WARM UPS BOOSTER WISH LIST	F B	08/11/2020	08/20/2020	R	\$3,546.00
							20-21				\$3,546.00
NUMBER OF INVOICES: 6											\$23,808.00
ECTS 000	Ects	222-135233	0000000000	MM0820	AP	E-Rate fee 2019-2020	B	06/26/2020	08/20/2020	R	\$2,306.87
							20-21				\$2,306.87

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
NUMBER OF INVOICES: 1												\$2,306.87
EDGENUIT000	EDGENUITY	754424	0002100005	MM072720	AP	8/1/2020-7/31/2023 Digital Libraries/PD Webinar Training/PD Onsite/MyPath NWEA MAP/MyPath Reading/Live Webinars	F	H	07/13/2020	07/27/2020	R	\$87,971.00
							20-21			103711		\$87,971.00
EDGENUIT000	EDGENUITY	757218	0002100008	MM0820	AP	Additional remote learning options	F	B	07/27/2020	08/20/2020	R	\$4,500.00
							20-21					\$4,500.00
NUMBER OF INVOICES: 2												\$92,471.00
EDPUZZLE000	EDPUZZLE	5077	0002100006	MM0820	AP	EdPuzzle renewal - 2 years	F	B	07/15/2020	08/20/2020	R	\$2,954.00
							20-21					\$2,954.00
NUMBER OF INVOICES: 1												\$2,954.00
EDUCATIO000	Educational Innovations, Inc.	821505-1	0032100007	MM0820	AP	Science supplies	F	B	06/08/2020	08/20/2020	R	\$476.74
							20-21					\$476.74
NUMBER OF INVOICES: 1												\$476.74
ENGLER,C000	Engler,Callaway,Baasten & Sraga	L 26712	0000000000	MM0820	AP	Telephone Conferences		B	07/06/2020	08/20/2020	R	\$276.00
							20-21					\$276.00
ENGLER,C000	Engler,Callaway,Baasten & Sraga	L 26844	0000000000	MM0820	AP	Telephone Conferences		B	08/05/2020	08/20/2020	R	\$1,104.00
							20-21					\$1,104.00
NUMBER OF INVOICES: 2												\$1,380.00
ESTES IN000	Estes Industries LLC	380678	0032100006	MM0820	AP	Rockets for physics	F	B	07/20/2020	08/20/2020	R	\$137.25
							20-21					\$137.25

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
NUMBER OF INVOICES: 1												\$137.25
FLINN SC000	Flinn Scientific	2481685	0032100000	MM0820	AP	Science supplies 2020-2021	P	B	06/24/2020	08/20/2020	R	\$2,358.14
												\$2,358.14
FLINN SC000	Flinn Scientific	2482532	0032100000	MM0820	AP	Science supplies 2020-2021	P	B	06/29/2020	08/20/2020	R	\$103.12
												\$103.12
FLINN SC000	Flinn Scientific	2485681	0032100000	MM0820	AP	Science supplies 2020-2021	P	B	07/13/2020	08/20/2020	R	\$95.93
												\$95.93
NUMBER OF INVOICES: 3												\$2,557.19
FOLLETT 006	Follett School Solutions, Inc.	1408326	0000000000	MM0820	AP	Online Svcs/Support renewal		B	08/01/2020	08/20/2020	R	\$1,887.32
												\$1,887.32
FOLLETT 006	Follett School Solutions, Inc.	2493105A	0032100011	MM0820	AP	ORDER 2493105A FILE No. 1251 Held By: DEMARCUSJ	F	B	07/02/2020	08/20/2020	R	\$7,146.93
												\$7,146.93
NUMBER OF INVOICES: 2												\$9,034.25
FOX LAKE010	Fox Lake Rotary	07142020	0000000000	MM0820	AP	JUL-SEPT20 Dues		B	07/14/2020	08/20/2020	R	\$50.00
												\$50.00
NUMBER OF INVOICES: 1												\$50.00
FOX VALL002	Fox Valley Fire & Safety	IN00369788	0000000000	MM0820	AP	Ansul 2 Tank System		B	08/01/2020	08/20/2020	R	\$190.25
												\$190.25
FOX VALL002	Fox Valley Fire & Safety	IN00369789	0000000000	MM0820	AP	Fire Extinguisher svc-High School		B	08/01/2020	08/20/2020	R	\$1,270.80
												\$1,270.80
FOX VALL002	Fox Valley Fire & Safety	IN00369790	0000000000	MM0820	AP	Fire Extinguisher svc-Transportation		B	08/01/2020	08/20/2020	R	\$75.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
FOX VALL002	Fox Valley Fire & Safety	IN00369790		*****	CONTINUED*****							
							20-21					\$75.00
						NUMBER OF INVOICES: 3						\$1,536.05
FRANK CO000	Frank Cooney Company	72867	0000000000	MM0820	AP	Stools/Chairs	B	06/30/2020	08/20/2020	R		\$44,113.20
							20-21					\$44,113.20
FRANK CO000	Frank Cooney Company	72871	0000000000	MM0820	AP	Cabinets/Chairs	B	06/30/2020	08/20/2020	R		\$57,151.50
							20-21					\$57,151.50
						NUMBER OF INVOICES: 2						\$101,264.70
FSS TECH000	FSS TECHNOLOGIES	396307	0000000000	MM0820	AP	Cntrl Stn Mntor-High School	B	07/15/2020	08/20/2020	R		\$180.00
							20-21					\$180.00
FSS TECH000	FSS TECHNOLOGIES	396308	0000000000	MM0820	AP	Cntrl Stn Mntor-Fieldhouse	B	07/15/2020	08/20/2020	R		\$180.00
							20-21					\$180.00
						NUMBER OF INVOICES: 2						\$360.00
G.C. MAS000	G.C. Masonry Inc.	3428	0000000000	MM0820	AP	Masonry repairs	B	07/27/2020	08/20/2020	R		\$984.00
							20-21					\$984.00
						NUMBER OF INVOICES: 1						\$984.00
GARCIMEL003	Garcia, Melissa	07272020	0000000000	MM0820	AP	Refund-Lunch balance	B	07/27/2020	08/20/2020	R		\$155.25
							20-21					\$155.25
						NUMBER OF INVOICES: 1						\$155.25
GBJ SALE000	GBJ Sales, LLC	3138	0000000000	MM0820	AP	Degreaser	B	07/02/2020	08/20/2020	R		\$379.80
							20-21					\$379.80
						NUMBER OF INVOICES: 1						\$379.80
GHA TECH000	Gha Technologies	101055321-ERATE	3002100003	MM071620	AP	E-Rate Equipment Upgrades	F	H	06/02/2020	07/16/2020	R	\$2,646.52

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
GHA TECH000	Gha Technologies	101055321-ERATE	*****CONTINUED*****				20-21			103703	\$2,646.52
GHA TECH000	Gha Technologies	101055326-ERATE	3002100003	MM071620	AP	E-Rate Equipment Upgrades	F H	06/01/2020	07/16/2020	R	\$5,878.83
							20-21			103703	\$5,878.83
GHA TECH000	Gha Technologies	101056267	3002100011	MM0820	AP	Google Chrome OS Management Licensing	F B	06/18/2020	08/20/2020	R	\$12,000.00
							20-21				\$12,000.00
GHA TECH000	Gha Technologies	101058929	3002100012	MM0820	AP	Aruba Software and Support renewal	F B	06/19/2020	08/20/2020	R	\$4,257.00
							20-21				\$4,257.00
GHA TECH000	Gha Technologies	101058936	3002100015	MM0820	AP	Adobe License Renewal	F B	06/29/2020	08/20/2020	R	\$4,990.00
							20-21				\$4,990.00
GHA TECH000	Gha Technologies	101058949-ERATE	3002100003	MM0820	AP	E-Rate Equipment Upgrades	F B	06/11/2020	08/20/2020	R	\$3,747.80
							20-21				\$3,747.80
GHA TECH000	Gha Technologies	101059878	3002100013	MM0820	AP	Dell 3400 Laptop for Staff	F B	06/30/2020	08/20/2020	R	\$72,490.32
							20-21				\$72,490.32
GHA TECH000	Gha Technologies	101063385-ERATE	3002100003	MM0820	AP	E-Rate Equipment Upgrades	F B	07/07/2020	08/20/2020	R	\$2,953.39
							20-21				\$2,953.39
GHA TECH000	Gha Technologies	10165259	3002100018	MM0820	AP	AXIS P1447-LE Camera For Transportation	F B	07/28/2020	08/20/2020	R	\$642.00
							20-21				\$642.00
NUMBER OF INVOICES: 9											\$109,605.86
GIANT ST000	Giant Steps	124G-0720S	0000000000	MM0820	AP	22 Days Enrolled	B	07/31/2020	08/20/2020	R	\$7,334.58
							20-21				\$7,334.58

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						NUMBER OF INVOICES: 1					\$7,334.58
GO SOLUT000	Go Solutions Group, Inc	44980	0000000000	MM0820	AP	Claim Generation & Processing	B	07/20/2020	08/20/2020	R	\$64.60
							20-21				\$64.60
						NUMBER OF INVOICES: 1					\$64.60
GORDON F000	Gordon Flesch Company Inc.	IN12991934	0000000000	MM0820	AP	Per Copy Maint Charges	B	07/10/2020	08/20/2020	R	\$223.18
							20-21				\$223.18
GORDON F000	Gordon Flesch Company Inc.	IN13022884	0000000000	MM0820	AP	per copy maint charges	B	08/10/2020	08/20/2020	R	\$605.70
							20-21				\$605.70
						NUMBER OF INVOICES: 2					\$828.88
GORDON F001	Gordon Food Service, Inc.	JUL20-100217416	0000000000	MM0820	AP	Food JUL2020	B	08/01/2020	08/20/2020	R	\$1,922.58
							20-21				\$1,922.58
						NUMBER OF INVOICES: 1					\$1,922.58
GRANT B0000	Grant Boosters	08032020	0000000000	MM0820	AP	Booster Club Membership	B	08/03/2020	08/20/2020	S	\$220.00
							20-21				\$220.00
						NUMBER OF INVOICES: 1					\$220.00
GRANT CH003	Grant Chsd 124 Activity Fund	072320-F	0000000000	MM0820	AP	Trnsfr Fall Flags to Choir	B	07/23/2020	08/20/2020	S	\$237.92
		Flags>Choir					20-21				\$237.92
GRANT CH003	Grant Chsd 124 Activity Fund	08032020	0000000000	MM0820	AP	Fees pd JUL2020	B	08/03/2020	08/20/2020	S	\$2,316.67
							20-21				\$2,316.67
						NUMBER OF INVOICES: 2					\$2,554.59
GRANT C0001	Grant Community High School Distri	ID#26244 (SS Fee)	0000000000	MM0820	AP	B. PromenzioNapal-SS PE	B	07/22/2020	08/20/2020	S	\$130.00

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GRANT C0001	Grant Community High School Distri	ID#26244 (SS Fee)	*****CONTINUED*****			refund	20-21				\$130.00
GRANT C0001	Grant Community High School Distri	Petty MAR20-JUL20	0000000000	MM0820	AP	Petty Cash reimbursement	B 07/20/2020	08/20/2020	S		\$233.93
							20-21				\$233.93
						NUMBER OF INVOICES: 2					\$363.93
GRODOLE0000	Grodoski, Leonard	EDU6525	0000000000	MM0820	AP	20-21 Tuition Reimbursement	B 07/29/2020	08/20/2020	R		\$1,455.00
							20-21				\$1,455.00
						NUMBER OF INVOICES: 1					\$1,455.00
GUARDIAN001	Guardian	00 554362	0000000000	MM073020	AP	Dental/Life JUL20	H 07/22/2020	07/30/2020	R		\$4,450.38
							20-21		103734		\$4,450.38
						NUMBER OF INVOICES: 1					\$4,450.38
HEARTLAN006	Heartland Alliance Health	16923	0000000000	MM0820	AP	English>Spanish letter	B 06/30/2020	08/20/2020	R		\$115.08
							20-21				\$115.08
HEARTLAN006	Heartland Alliance Health	17053	0000000000	MM0820	AP	English>Spanish document	B 07/31/2020	08/20/2020	R		\$411.04
							20-21				\$411.04
						NUMBER OF INVOICES: 2					\$526.12
HERNAJUL000	Hernandez, Julie	08122020	0000000000	MM0820	AP	Trip Voucher refund	B 08/12/2020	08/20/2020	R		\$2,500.00
							20-21				\$2,500.00
						NUMBER OF INVOICES: 1					\$2,500.00
HIMES, P001	Himes, Petrarca and Fester	43669	0000000000	MM071620	AP	Legal Srvc JUN2020	H 07/01/2020	07/16/2020	R		\$2,687.50
							20-21		103704		\$2,687.50



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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
NUMBER OF INVOICES: 1											\$2,687.50
HOUGHTON001	Houghton Mifflin	710192601	0002100009	MM0820	AP	READ 180 Hosting	F B	07/30/2020	08/20/2020	R	\$4,200.00
							20-21				\$4,200.00
HOUGHTON001	Houghton Mifflin	954820970	0062100001	MM0820	AP	2020-2021 French Workbooks	F B	05/29/2020	08/20/2020	R	\$1,150.00
							20-21				\$1,150.00
HOUGHTON001	Houghton Mifflin	954824321	0062100001	MM0820	AP	2020-2021 French Workbooks	F B	06/02/2020	08/20/2020	R	\$2,217.46
							20-21				\$2,217.46
NUMBER OF INVOICES: 3											\$7,567.46
IASA 000	Iasa	MMBR# 8627	0000000000	MM0820	AP	20-21 MMBRSHP-B. Schoell	B	08/07/2020	08/20/2020	R	\$662.21
							20-21				\$662.21
NUMBER OF INVOICES: 1											\$662.21
ICE ENTE000	Ice Enterprises	L10-042	0000000000	MM0820	AP	Fertilizer/Weed control	B	08/11/2020	08/20/2020	R	\$3,018.00
							20-21				\$3,018.00
NUMBER OF INVOICES: 1											\$3,018.00
IHC CONS000	Ihc Construction Companies, Llc.	PROJ 20151	0000000000	MM0820	AP	APP3-SUMMER20 WORK	B	07/31/2020	08/20/2020	S	\$2,946.34
							20-21				\$2,946.34
NUMBER OF INVOICES: 1											\$2,946.34
ILLINOIS012	Illinois Principals Association	G. Urbaniak MMBRSHP	0000000000	MM0820	AP	Urbaniak 1 YR MMBRSHP	B	07/21/2020	08/20/2020	R	\$399.00
							20-21				\$399.00
NUMBER OF INVOICES: 1											\$399.00
INTEGRAT000	Integrated Systems Corp	0709305	0000000000	MM0820	AP	Skyward SEPT2020	B	08/01/2020	08/20/2020	R	\$413.00
							20-21				\$413.00

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INTEGRAT000	Integrated Systems Corp	0709403	0000000000	MM0820	AP	Skyward SEPT2020	B	08/01/2020	08/20/2020	R	\$533.00
							20-21				\$533.00
						NUMBER OF INVOICES: 2					\$946.00
JOHNSTON000	Johnstone Supply	159735GU	0000000000	MM0820	AP	Bldg & Grnds supply	B	08/06/2020	08/20/2020	R	\$71.92
							20-21				\$71.92
						NUMBER OF INVOICES: 1					\$71.92
LAKE COU033	Lake County Dept of Public Works	0347782-000004351	0000000000	MM080720	AP	Sewer 053120-073120	H	07/31/2020	08/07/2020	R	\$385.20
							20-21			103748	\$385.20
						NUMBER OF INVOICES: 1					\$385.20
LAKES RE000	Lakes Region Co-Op	AUGUST 2020	0000000000	MM0820	AP	AUG20 Ins Premium	B	08/03/2020	08/20/2020	S	\$75,609.26
							20-21				\$75,609.26
						NUMBER OF INVOICES: 1					\$75,609.26
LEBRUAMA000	LeBrun, Amanda	ILS20000-Rplc	0000000000	MM073020	AP	19-20 Tuition reimbursement	H	07/22/2020	07/30/2020	R	\$525.00
							20-21			103735	\$525.00
LEBRUAMA000	LeBrun, Amanda	ILS20003	0000000000	MM0820	AP	20-21 Tuition Reimbursement	B	07/25/2020	08/20/2020	R	\$525.00
							20-21				\$525.00
						NUMBER OF INVOICES: 2					\$1,050.00
LESPESTE000	Lesperance, Stephanie	EDUA 5407-IL	0000000000	MM0820	AP	20-21 Tuition Reimbursement	B	07/13/2020	08/20/2020	R	\$381.65
							20-21				\$381.65
						NUMBER OF INVOICES: 1					\$381.65
LOMINRAI000	Lomingkit, Rainier	07202020	0000000000	MM0820	AP	Refund-Reg fees waived	B	07/20/2020	08/20/2020	R	\$520.00
							20-21				\$520.00

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NUMBER OF INVOICES: 1											\$520.00
MCGRW-H003	McGraw-Hill	113491352001	0062100002	MM0820	AP	Replacement of textbooks not recovered at the end of Spring Semester 2020	F B	07/24/2020	08/20/2020	R	\$12,418.01
							20-21				\$12,418.01
NUMBER OF INVOICES: 1											\$12,418.01
MCQUEEN 000	McQueen Technology Group LLC	011166	0000000000	MM0820	AP	IT Support 060120-063020	B	07/01/2020	08/20/2020	R	\$7,000.00
							20-21				\$7,000.00
MCQUEEN 000	McQueen Technology Group LLC	011171	0000000000	MM0820	AP	IT Support 070120-073120	B	08/01/2020	08/20/2020	R	\$7,000.00
							20-21				\$7,000.00
NUMBER OF INVOICES: 2											\$14,000.00
MELENDAN000	Melendez, Daniel	07102020	0000000000	MM0820	AP	Guys & Dolls Video Srvc	B	07/10/2020	08/20/2020	R	\$1,000.00
							20-21				\$1,000.00
NUMBER OF INVOICES: 1											\$1,000.00
MELON IN000	Melon Ink	50187	0000000000	MM0820	AP	GCHS Bulldog polos	B	07/31/2020	08/20/2020	M	\$184.00
							20-21			103738	\$184.00
NUMBER OF INVOICES: 1											\$184.00
MENARDS 001	Menards	70698	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/08/2020	08/20/2020	R	\$73.52
							20-21				\$73.52
MENARDS 001	Menards	71108	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/13/2020	08/20/2020	R	\$78.47
							20-21				\$78.47
MENARDS 001	Menards	71350	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/16/2020	08/20/2020	R	\$102.98
							20-21				\$102.98

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
MENARDS 001	Menards	71352	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/16/2020	08/20/2020	R		\$153.71
							20-21					\$153.71
MENARDS 001	Menards	71373	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/16/2020	08/20/2020	R		\$21.84
							20-21					\$21.84
MENARDS 001	Menards	71545	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/18/2020	08/20/2020	R		\$110.19
							20-21					\$110.19
MENARDS 001	Menards	71685	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/20/2020	08/20/2020	R		\$61.52
							20-21					\$61.52
MENARDS 001	Menards	72132	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/25/2020	08/20/2020	R		\$248.64
							20-21					\$248.64
MENARDS 001	Menards	72293	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/27/2020	08/20/2020	R		\$99.99
							20-21					\$99.99
MENARDS 001	Menards	72423	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/29/2020	08/20/2020	R		\$146.83
							20-21					\$146.83
MENARDS 001	Menards	72509	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/30/2020	08/20/2020	R		\$83.97
							20-21					\$83.97
MENARDS 001	Menards	72529	0000000000	MM0820	AP	Tech supply	B	07/30/2020	08/20/2020	R		\$49.99
							20-21					\$49.99
MENARDS 001	Menards	72545	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/30/2020	08/20/2020	R		\$14.45
							20-21					\$14.45
MENARDS 001	Menards	72624	0000000000	MM0820	AP	Hand Sanitizer	B	07/31/2020	08/20/2020	R		\$625.40
							20-21					\$625.40
MENARDS 001	Menards	72813	0000000000	MM0820	AP	Bldg & Grnds supply	B	08/03/2020	08/20/2020	R		\$54.72
							20-21					\$54.72

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
MENARDS 001	Menards	72988	0000000000	MM0820	AP	Bldg & Grnds supply	B	08/05/2020	08/20/2020	R	\$51.47
							20-21				\$51.47
						NUMBER OF INVOICES:	16				\$1,977.69
MORTETAM000	Mortensen, Tammy	07152020	0000000000	MM0820	AP	Refund-SS Driver Ed	B	07/15/2020	08/20/2020	R	\$250.00
							20-21				\$250.00
						NUMBER OF INVOICES:	1				\$250.00
NAPA AUT000	Napa Auto Supply	006414	0000000000	MM071620	AP	Bldg & Grnds supply	H	07/02/2020	07/16/2020	R	\$222.85
							20-21			103705	\$222.85
						NUMBER OF INVOICES:	1				\$222.85
NAVIANCE000	Naviance Inc	INV00115471	0000000000	MM0820	AP	Annual Renewal	B	07/28/2020	08/20/2020	R	\$7,996.19
							20-21				\$7,996.19
						NUMBER OF INVOICES:	1				\$7,996.19
NEW CONN000	NEW CONNECTIONS ACADEMY	12352	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,707.18
							20-21				\$1,707.18
NEW CONN000	NEW CONNECTIONS ACADEMY	12353	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,707.18
							20-21				\$1,707.18
						NUMBER OF INVOICES:	2				\$3,414.36
NICOR 001	Nicor	08-78-68-1000 5	0000000000	MM0820	AP	062120-072120 ES Hawthorne	B	07/23/2020	08/20/2020	R	\$43.70
							20-21				\$43.70
						NUMBER OF INVOICES:	1				\$43.70
NORTHWES019	Northwest Suburban Special Educati	7010	0000000000	MM0820	AP	ESY 2020 Tuition	B	07/22/2020	08/20/2020	R	\$2,412.15
							20-21				\$2,412.15

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 1											\$2,412.15
NORTHWES024	Northwestern Med Occ Health	407461	0000000000	MM0820	AP	5 Annual Exams	B	05/29/2020	08/20/2020	R	\$550.00
							20-21				\$550.00
NORTHWES024	Northwestern Med Occ Health	500075	0000000000	MM0820	AP	4 Annual Exams	B	06/30/2020	08/20/2020	R	\$440.00
							20-21				\$440.00
NUMBER OF INVOICES: 2											\$990.00
NWEA	000 Nwea	34449	0000000000	MM0820	AP	MAP Growth K-12	B	08/01/2020	08/20/2020	R	\$18,437.50
							20-21				\$18,437.50
NUMBER OF INVOICES: 1											\$18,437.50
ORKIN PE000	Orkin Pest Control	199368745	0000000000	MM0820	AP	Pest Control Services	B	07/24/2020	08/20/2020	R	\$100.00
							20-21				\$100.00
ORKIN PE000	Orkin Pest Control	200644122	0000000000	MM0820	AP	Pest Control Services	B	07/24/2020	08/20/2020	R	\$137.79
							20-21				\$137.79
NUMBER OF INVOICES: 2											\$237.79
PAR, INC000	PAR, INC	17133B	0052100002	MM0820	AP	Therapist Supllies	F B	07/06/2020	08/20/2020	R	\$378.00
							20-21				\$378.00
NUMBER OF INVOICES: 1											\$378.00
PARTY PL000	Party Plus	q13762	0000000000	MM0820	AP	Tent Rental	B	07/15/2020	08/20/2020	M	\$4,936.00
							20-21			103694	\$4,936.00
NUMBER OF INVOICES: 1											\$4,936.00
PERFECTI001	Perfection Learning	118250	0132100000	MM0820	AP	English 11 student workbooks	F B	05/22/2020	08/20/2020	R	\$1,250.48
							20-21				\$1,250.48

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 1						\$1,250.48
PETER SN000	Peter Snelton & Sons Inc.	000570080000	0000000000	MM0820	AP	Water Well System service	B	07/21/2020	08/20/2020	R		\$345.00
							20-21					\$345.00
						NUMBER OF INVOICES: 1						\$345.00
POLAR EL000	Polar Electro, Inc	331565918	0212100001	MM0820	AP	Polar Heart Rate Monitors	F B	05/29/2020	08/20/2020	R		\$2,734.00
							20-21					\$2,734.00
						NUMBER OF INVOICES: 1						\$2,734.00
POWER DI000	Power Distributors	77226384	0000000000	MM0820	AP	Tech Ed supply	B	06/25/2020	08/20/2020	R		\$46.15
							20-21					\$46.15
						NUMBER OF INVOICES: 1						\$46.15
PROJECT 001	Project Lead the Way	247947	0112100001	MM0820	AP	Project Lead The Way POE and IED Materials for 2020-2021 School Year	P B	07/31/2020	08/20/2020	R		\$181.00
							20-21					\$181.00
						NUMBER OF INVOICES: 1						\$181.00
PRUNELLA000	Prunella's Flower Shoppe	1735	0000000000	MM0820	AP	2020 Graduation flowers	B	07/18/2020	08/20/2020	R		\$120.00
							20-21					\$120.00
						NUMBER OF INVOICES: 1						\$120.00
QUADIENT000	Quadient Finance USA Inc	7900044080451309	0000000000	MM071620	AP	Postage 06172020	H	07/01/2020	07/16/2020	R		\$2,000.00
							20-21			103706		\$2,000.00
						NUMBER OF INVOICES: 1						\$2,000.00
QUILL CO002	Quill Corp.	8232219	0002100002	MM0820	AP	Facemasks/Gloves/Hand Sanitizer	F B	07/01/2020	08/20/2020	R		\$36.89

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
QUILL C0002	Quill Corp.	8232219		*****CONTINUED*****			20-21				\$36.89
QUILL C0002	Quill Corp.	8247378	0002100002	MM0820	AP	Facemasks/Gloves/Hand Sanitizer	F B	07/01/2020	08/20/2020	R	\$1,817.70
							20-21				\$1,817.70
QUILL C0002	Quill Corp.	8253466	0002100002	MM0820	AP	Facemasks/Gloves/Hand Sanitizer	F B	07/01/2020	08/20/2020	R	\$36.89
							20-21				\$36.89
QUILL C0002	Quill Corp.	8326778	0002100004	MM0820	AP	File Folders / Personnel Files	F B	07/06/2020	08/20/2020	R	\$69.86
							20-21				\$69.86
QUILL C0002	Quill Corp.	8747586	0072100002	MM0820	AP	Pocket Folders for English 9 students	F B	07/20/2020	08/20/2020	R	\$136.72
							20-21				\$136.72
QUILL C0002	Quill Corp.	8797262	0002100003	MM0820	AP	Clorox Commercial Solutions Disinfecting Wipes, Fresh Scent-75 Wipes (15949)	P B	07/21/2020	08/20/2020	R	\$138.96
							20-21				\$138.96
QUILL C0002	Quill Corp.	8850905	0002100002	MM0820	AP	Facemasks/Gloves/Hand Sanitizer	F B	07/22/2020	08/20/2020	R	\$105.90
							20-21				\$105.90
QUILL C0002	Quill Corp.	8885695	0042100001	MM0820	AP	2020 Art Supplies	P B	07/23/2020	08/20/2020	R	\$105.70
							20-21				\$105.70
QUILL C0002	Quill Corp.	8900579	0042100001	MM0820	AP	2020 Art Supplies	P B	07/23/2020	08/20/2020	R	\$693.72
							20-21				\$693.72
QUILL C0002	Quill Corp.	8901612	0502100017	MM0820	AP	Office/Awards Supplies	F B	07/23/2020	08/20/2020	R	\$359.04
							20-21				\$359.04



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
QUILL CO002	Quill Corp.	8918912	0042100001	MM0820	AP	2020 Art Supplies	P B	07/24/2020	08/20/2020	R	\$156.20
							20-21				\$156.20
QUILL CO002	Quill Corp.	9068022	1242100005	MM0820	AP	Shared Office Supplies	F B	07/29/2020	08/20/2020	R	\$82.24
							20-21				\$82.24
NUMBER OF INVOICES: 12											\$3,739.82
RAPP SUP000	Rapp Supply Inc	07272020	0000000000	MM0820	AP	Cart Repairs	B	07/27/2020	08/20/2020	R	\$401.00
							20-21				\$401.00
NUMBER OF INVOICES: 1											\$401.00
READY RE000	READY REFRESH	10F8104637510	0000000000	MM0820	AP	Drinking Water	B	07/02/2020	08/20/2020	M	\$130.84
							20-21			103695	\$130.84
READY RE000	READY REFRESH	10G8104637510	0000000000	MM0820	AP	Drinking Water	B	08/04/2020	08/20/2020	M	\$327.59
							20-21			103749	\$327.59
NUMBER OF INVOICES: 2											\$458.43
ROBBINS,000	Robbins, Schwartz, Nicholas, Lifto	871439	0000000000	MM0820	AP	Back to School supply kit	B	08/12/2020	08/20/2020	R	\$900.00
							20-21				\$900.00
NUMBER OF INVOICES: 1											\$900.00
RSCHOOL 000	rSchool Today	50999	0000000000	MM0820	AP	Facility/Workorder renewals	B	02/10/2020	08/20/2020	S	\$3,300.00
							20-21				\$3,300.00
RSCHOOL 000	rSchool Today	54006	0000000000	MM0820	AP	Health Screening App	B	07/28/2020	08/20/2020	S	\$875.00
							20-21				\$875.00
NUMBER OF INVOICES: 2											\$4,175.00
SAFEWAY 000	Safeway Transportation Services Co	101547	0000000000	MM0820	AP	ROE Student Transport	B	01/31/2020	08/20/2020	R	\$805.50
							20-21				\$805.50

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
SAFEWAY 000	Safeway Transportation Services Co	101646	0000000000	MM0820	AP	ROE Student Transport	B	01/31/2020	08/20/2020	R	\$805.50
							20-21				\$805.50
						NUMBER OF INVOICES: 2					\$1,611.00
SCHOOL S000	School Specialty	208125489514	1242100003	MM0820	AP	Shared Office Supplies	F B	07/16/2020	08/20/2020	R	\$3.52
							20-21				\$3.52
						NUMBER OF INVOICES: 1					\$3.52
SCHROELI000	Schroeder-Owrutsky, Elizabeth	07152020	0000000000	MM0820	AP	Refund-Lunch balance	B	07/15/2020	08/20/2020	R	\$60.50
							20-21				\$60.50
						NUMBER OF INVOICES: 1					\$60.50
SCHURING000	Schuring & Schuring, Inc.	JUL2020-18192	0000000000	MM0820	AP	Milk Delivery	B	07/04/2020	08/20/2020	R	\$101.96
							20-21				\$101.96
						NUMBER OF INVOICES: 1					\$101.96
SEDOL 001	Sedol	07242020	0000000000	MM0820	AP	Pre-Bill 2020-2021	B	07/24/2020	08/20/2020	R	\$520,426.55
							20-21				\$520,426.55
SEDOL 001	Sedol	21IMRF1	0000000000	MM0820	AP	2019 IMRF Levy-1st installment	B	07/09/2020	08/20/2020	R	\$24,548.00
							20-21				\$24,548.00
SEDOL 001	Sedol	31135	0000000000	MM0820	AP	6 Days enrolled	B	07/09/2020	08/20/2020	R	\$1,797.12
							20-21				\$1,797.12
						NUMBER OF INVOICES: 3					\$546,771.67
SEFCICHR000	Sefcik, Christine	AUG 2020	0000000000	MM0820	AP	Misc Expense reimbursement	B	08/01/2020	08/20/2020	R	\$450.00
							20-21				\$450.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
						NUMBER OF INVOICES: 1						\$450.00
SHORELIN000	Shoreline Graphics	5552	0002100007	MM0820	AP	Printed GCHS Window & Non-Window Envelopes	F	B	07/23/2020	08/20/2020	R	\$3,470.18
									20-21			\$3,470.18
						NUMBER OF INVOICES: 1						\$3,470.18
SIGNS NO000	Signs Now Mundelein	204-43094	0000000000	MM072720	AP	Reopening Signs deposit	H		07/17/2020	07/27/2020	R	\$3,603.29
									20-21	103712		\$3,603.29
SIGNS NO000	Signs Now Mundelein	204-43098	0000000000	MM0820	AP	Reopening Signs final pmt	B		07/20/2020	08/20/2020	R	\$3,603.29
									20-21			\$3,603.29
						NUMBER OF INVOICES: 2						\$7,206.58
SINGHJAR000	Singh, Jarnail	07072020	0000000000	MM0820	AP	Refund-Credit balance	B		07/07/2020	08/20/2020	R	\$95.00
									20-21			\$95.00
						NUMBER OF INVOICES: 1						\$95.00
SKULLS U000	Skulls Unlimited International Inc	W57552	0032100009	MM0820	AP	Skulls for AP Envir	F	B	06/23/2020	08/20/2020	R	\$556.73
									20-21			\$556.73
						NUMBER OF INVOICES: 1						\$556.73
SOENKMIC000	Soenksen, Michelle	08102020	0000000000	MM0820	AP	Mileage reimbursement	B		08/10/2020	08/20/2020	R	\$34.80
									20-21			\$34.80
						NUMBER OF INVOICES: 1						\$34.80
SOUTH SI000	South Side Control Supply Co	S100631407.001	0000000000	MM0820	AP	B&G Bearing Assembly	B		07/07/2020	08/20/2020	R	\$124.46
									20-21			\$124.46
SOUTH SI000	South Side Control Supply Co	S100633042.001	0000000000	MM0820	AP	Ice Mach Cleaner/Sanitizer	B		07/14/2020	08/20/2020	R	\$104.84
									20-21			\$104.84

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
						NUMBER OF INVOICES: 2					\$229.30
SPLITKRI000	Splitt, Kristin	07212020	0000000000	MM0820	AP	Refund-Returned AP book	B	07/21/2020	08/20/2020	R	\$124.00
							20-21				\$124.00
						NUMBER OF INVOICES: 1					\$124.00
SPRINT 000	Sprint	212571510-221	0000000000	MM072720	AP	060920-070820 cell charges	H	07/12/2020	07/27/2020	R	\$812.68
							20-21			103713	\$812.68
						NUMBER OF INVOICES: 1					\$812.68
SUPERIOR002	Superior Paving	200967	0000000000	MM0820	AP	Asphalt Patch-Trnsprt lot	B	07/09/2020	08/20/2020	S	\$2,100.00
							20-21				\$2,100.00
SUPERIOR002	Superior Paving	PROJ 20151	0000000000	MM0820	AP	APP3-SUMMER20 WORK	B	07/31/2020	08/20/2020	S	\$5,398.01
							20-21				\$5,398.01
						NUMBER OF INVOICES: 2					\$7,498.01
TELCOM I000	Telcom Innovations Group	A55689	3002100006	MM0820	AP	Polycom conference phone for	F B	07/22/2020	08/20/2020	R	\$2,086.57
						RM221-Mobile Maker					
							20-21				\$2,086.57
						NUMBER OF INVOICES: 1					\$2,086.57
THE BANC000	The Bancroft School Inc	6365	0000000000	MM0820	AP	10 Days enrolled	B	06/30/2020	08/20/2020	R	\$2,692.80
							20-21				\$2,692.80
THE BANC000	The Bancroft School Inc	6389	0000000000	MM0820	AP	16 Days enrolled	B	07/30/2020	08/20/2020	R	\$4,308.48
							20-21				\$4,308.48
						NUMBER OF INVOICES: 2					\$7,001.28
THE COVE000	The Cove School	SD124-0320	0000000000	MM0820	AP	15 Days enrolled	B	03/31/2020	08/20/2020	R	\$3,892.95
							20-21				\$3,892.95

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 1											\$3,892.95
THE HOME001	The Home Depot Pro	559574421	0000000000	MM0820	AP	Hand Sanitizer	B	07/03/2020	08/20/2020	R	\$858.85
							20-21				\$858.85
THE HOME001	The Home Depot Pro	559785282	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/06/2020	08/20/2020	R	\$110.80
							20-21				\$110.80
THE HOME001	The Home Depot Pro	560019432	0000000000	MM0820	AP	Gloves-LG and XL	B	07/07/2020	08/20/2020	R	\$989.00
							20-21				\$989.00
THE HOME001	The Home Depot Pro	561783937	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/16/2020	08/20/2020	R	\$666.36
							20-21				\$666.36
THE HOME001	The Home Depot Pro	562777680	0000000000	MM0820	AP	Wet/Dry Vacuum	B	07/22/2020	08/20/2020	R	\$976.60
							20-21				\$976.60
THE HOME001	The Home Depot Pro	563883925	0000000000	MM0820	AP	Sprayers	B	07/28/2020	08/20/2020	R	\$194.00
							20-21				\$194.00
THE HOME001	The Home Depot Pro	565703816	0000000000	MM0820	AP	Bldg & Grnds supply	B	08/06/2020	08/20/2020	R	\$1,496.98
							20-21				\$1,496.98
THE HOME001	The Home Depot Pro	565703824	0000000000	MM0820	AP	Bldg & Grnds supply	B	08/06/2020	08/20/2020	R	\$69.27
							20-21				\$69.27
NUMBER OF INVOICES: 8											\$5,361.86
THE HOPE000	The Hope School	07012020	0000000000	MM0820	AP	JUN20 Comm-Based Svc	B	07/01/2020	08/20/2020	R	\$16,619.10
							20-21				\$16,619.10
THE HOPE000	The Hope School	08042020	0000000000	MM0820	AP	JUL20 Comm-Based Svc	B	08/04/2020	08/20/2020	R	\$17,173.07
							20-21				\$17,173.07
THE HOPE000	The Hope School	36093	0000000000	MM0820	AP	19 Days enrolled-JUN20	B	07/01/2020	08/20/2020	R	\$5,665.42
							20-21				\$5,665.42

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
THE HOPE000	The Hope School	36214	0000000000	MM0820	AP	20 Days enrolled-JUL20	B	08/04/2020	08/20/2020	R	\$5,659.60
							20-21				\$5,659.60
						NUMBER OF INVOICES: 4					\$45,117.19
THE LEAR000	The Learning House	13985	0000000000	MM0820	AP	20 Days enrolled	B	07/22/2020	08/20/2020	R	\$4,331.60
							20-21				\$4,331.60
						NUMBER OF INVOICES: 1					\$4,331.60
THE OMNI000	The Omni Group	2008-7100	0000000000	MM0820	AP	Compliance Oversight	B	08/01/2020	08/20/2020	R	\$5.00
							20-21				\$5.00
						NUMBER OF INVOICES: 1					\$5.00
THORGUAR000	ThorGuard, Inc.	54597	0000000000	MM0820	AP	Software License renewal	B	07/22/2020	08/20/2020	R	\$1,000.00
							20-21				\$1,000.00
						NUMBER OF INVOICES: 1					\$1,000.00
TM PRODU000	TM Production Services Inc.	2161	0000000000	MM0820	AP	Projector installation	B	07/23/2020	08/20/2020	R	\$5,100.00
							20-21				\$5,100.00
						NUMBER OF INVOICES: 1					\$5,100.00
ULINE 001	Uline	122373421	0000000000	MM0820	AP	Mail Sorter/Picnic Table	B	07/23/2020	08/20/2020	R	\$1,132.00
							20-21				\$1,132.00
ULINE 001	Uline	122384676	0000000000	MM0820	AP	Steel Carts	B	07/23/2020	08/20/2020	R	\$3,680.00
							20-21				\$3,680.00
ULINE 001	Uline	122484289	0000000000	MM0820	AP	Stacking containers	B	07/27/2020	08/20/2020	R	\$1,760.00
							20-21				\$1,760.00
ULINE 001	Uline	122843741	0000000000	MM0820	AP	Mail Sorter	B	08/05/2020	08/20/2020	R	\$348.05
							20-21				\$348.05

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 4											\$6,920.05
UPS	001 Ups	0000Y9W214240	0000000000	MM072720	AP	Shipping Costs	H	06/13/2020	07/27/2020	R	\$138.56
							20-21			103714	\$138.56
UPS	001 Ups	0000Y9W214280	0000000000	MM072720	AP	Shipping Costs	H	07/11/2020	07/27/2020	R	\$9.24
							20-21			103714	\$9.24
NUMBER OF INVOICES: 2											\$147.80
VACKAJEN000	Vackar, Jennifer	07302020	0000000000	MM0820	AP	Refund-Driver Ed	B	07/30/2020	08/20/2020	R	\$250.00
							20-21				\$250.00
NUMBER OF INVOICES: 1											\$250.00
VERNIER 000	Vernier	5368796	0032100005	MM0820	AP	Science order	F B	06/10/2020	08/20/2020	R	\$29.00
							20-21				\$29.00
NUMBER OF INVOICES: 1											\$29.00
VERSION2000	VERSION2 HOSTING	8709	0000000000	MM0820	AP	Veeam Backup	B	08/03/2020	08/20/2020	R	\$945.00
							20-21				\$945.00
NUMBER OF INVOICES: 1											\$945.00
VETERANS000	Veterans Floors INC.	1741	0000000000	MM0820	AP	Repair east gym floor	B	07/31/2020	08/20/2020	R	\$14,995.00
							20-21				\$14,995.00
VETERANS000	Veterans Floors INC.	1742	0000000000	MM0820	AP	Sand/resurface east gym	B	07/31/2020	08/20/2020	R	\$32,995.00
							20-21				\$32,995.00
NUMBER OF INVOICES: 2											\$47,990.00
VISION S000	Vision Service Plan IL (VSP)	809934230	0000000000	MM073020	AP	Vision Premium AUG20	H	07/17/2020	07/30/2020	R	\$564.24
							20-21			103736	\$564.24

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
NUMBER OF INVOICES: 1											\$564.24
VISUAL I000	Visual Image Photography	8498	0000000000	MM0820	AP	Tech supply	B	08/12/2020	08/20/2020	R	\$142.00
							20-21				\$142.00
NUMBER OF INVOICES: 1											\$142.00
VOLBRLYN000	Volbrecht, Lynsea	SPED6355-Rplc	0000000000	MM073020	AP	19-20 Tuition reimbursement	H	07/28/2020	07/30/2020	R	\$1,485.00
							20-21			103737	\$1,485.00
NUMBER OF INVOICES: 1											\$1,485.00
WARD'S 001	Ward's	8801525387	0032100001	MM0820	AP	PLEASE BID PRIOR TO ORDERING	P B	07/07/2020	08/20/2020	R	\$45.44
							20-21				\$45.44
WARD'S 001	Ward's	8801529023	0032100001	MM0820	AP	PLEASE BID PRIOR TO ORDERING	P B	07/07/2020	08/20/2020	R	\$12.65
							20-21				\$12.65
WARD'S 001	Ward's	8801561276	0032100001	MM0820	AP	PLEASE BID PRIOR TO ORDERING	P B	07/10/2020	08/20/2020	R	\$584.05
							20-21				\$584.05
WARD'S 001	Ward's	8801565533	0032100001	MM0820	AP	PLEASE BID PRIOR TO ORDERING	P B	07/10/2020	08/20/2020	R	\$4,441.19
							20-21				\$4,441.19
WARD'S 001	Ward's	8801572876	0032100001	MM0820	AP	PLEASE BID PRIOR TO ORDERING	P B	07/11/2020	08/20/2020	R	\$55.24
							20-21				\$55.24
WARD'S 001	Ward's	8801616347	0032100001	MM0820	AP	PLEASE BID PRIOR TO ORDERING	P B	07/16/2020	08/20/2020	R	\$30.33
							20-21				\$30.33
WARD'S 001	Ward's	8801638570	0032100001	MM0820	AP	PLEASE BID PRIOR TO ORDERING	P B	07/17/2020	08/20/2020	R	\$1,253.18
							20-21				\$1,253.18
NUMBER OF INVOICES: 7											\$6,422.08
WARREN E000	Warren Electric	168333	0000000000	MM0820	AP	Bldg & Grnds supply	B	07/09/2020	08/20/2020	R	\$486.96



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
WARREN E000	Warren Electric	168333		*****CONTINUED*****			20-21				\$486.96
						NUMBER OF INVOICES: 1					\$486.96
WASTE MA001	Waste Management	3597745-2354-2	0000000000	MM0820	AP	23-54627-53001	B	07/30/2020	08/20/2020	R	\$87.65
							20-21				\$87.65
WASTE MA001	Waste Management	3597746-2354-0	0000000000	MM0820	AP	23-54656-93007	B	07/30/2020	08/20/2020	R	\$167.99
							20-21				\$167.99
WASTE MA001	Waste Management	3687199-2013-5	0000000000	MM0820	AP	16-86482-33006	B	07/31/2020	08/20/2020	R	\$1,398.78
							20-21				\$1,398.78
WASTE MA001	Waste Management	3687211-2013-8	0000000000	MM0820	AP	16-86682-83003	B	07/31/2020	08/20/2020	R	\$27.17
							20-21				\$27.17
						NUMBER OF INVOICES: 4					\$1,681.59
WAUKEGAN007	Waukegan Safe & Lock Ltd.	220597	0000000000	MM0820	AP	Padlocks	B	06/30/2020	08/20/2020	R	\$340.60
							20-21				\$340.60
WAUKEGAN007	Waukegan Safe & Lock Ltd.	220835	0000000000	MM0820	AP	LSDA Cam Lock	B	07/31/2020	08/20/2020	R	\$18.56
							20-21				\$18.56
						NUMBER OF INVOICES: 2					\$359.16
WEX BANK000	WEX BANK	66471426	0000000000	MM0820	AP	Fuel Purchases	B	07/16/2020	08/20/2020	M	\$90.09
							20-21			103696	\$90.09
						NUMBER OF INVOICES: 1					\$90.09
WPS 000	WPS	WPS-329561	0052100001	MM0820	AP	Therapist supplies	F B	07/07/2020	08/20/2020	R	\$62.00
							20-21				\$62.00
						NUMBER OF INVOICES: 1					\$62.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
TOTAL NUMBER OF BATCH INVOICES:							261					\$1,504,556.33
TOTAL NUMBER OF HISTORY INVOICES:							37					\$153,735.43
							293	COMPUTER CHECK INVOICES				\$1,652,623.24
							5	MANUAL CHECK INVOICES				\$5,668.52
TOTAL INVOICES:							298					\$1,658,291.76
BANK TOTALS:												
		BANK		BANK ACCOUNT #					INVOICE AMOUNT			NET AMOUNT
		AP		**A000 1120 0000 00 000000					\$1,658,291.76			\$1,658,291.76

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING    C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION    F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

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

FD	SOURCE	2020-21 ANNUAL BUDGET	July 2020-21 MONTHLY ACTIVITY	2020-21 FYTD ACTIVITY	2020-21 BALANCE	2020-21 FYTD %
10	EDUCATION FUND					
10	REVENUE FROM LOCAL SOURCES	16,867,659.00	873,540.69	873,540.69	15,994,118.31	5.18
10	FLOW THROUGH	0.00	0.00	0.00	0.00	0.00
10	STATE SOURCES	17,597,995.00	14,459.20	14,459.20	17,583,535.80	0.08
10	FEDERAL SOURCES	1,036,874.00	223,297.73	223,297.73	813,576.27	21.54
10	TRANSFERS	0.00	0.00	0.00	0.00	0.00
10	EDUCATION FUND	35,502,528.00	1,111,297.62	1,111,297.62	34,391,230.38	3.13
20	OPERATIONS & MAINTENANCE FUND					
20	REVENUE FROM LOCAL SOURCES	4,107,203.00	189,820.89	189,820.89	3,917,382.11	4.62
20	STATE SOURCES	0.00	0.00	0.00	0.00	0.00
20	TRANSFERS	0.00	0.00	0.00	0.00	0.00
20	OPERATIONS & MAINTENANCE F	4,107,203.00	189,820.89	189,820.89	3,917,382.11	4.62
30	DEBT SERVICE FUND					
30	REVENUE FROM LOCAL SOURCES	0.00	0.00	0.00	0.00	0.00
30	TRANSFERS	0.00	0.00	0.00	0.00	0.00
30	DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00
40	TRANSPORTATION FUND					
40	REVENUE FROM LOCAL SOURCES	1,109,138.00	49,195.57	49,195.57	1,059,942.43	4.44
40	STATE SOURCES	1,160,000.00	0.00	0.00	1,160,000.00	0.00
40	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40	TRANSPORTATION FUND	2,269,138.00	49,195.57	49,195.57	2,219,942.43	2.17
50	I.M.R.F./SOCIAL SECURITY FUND					
50	REVENUE FROM LOCAL SOURCES	898,472.00	41,328.59	41,328.59	857,143.41	4.60
50	I.M.R.F./SOCIAL SECURITY F	898,472.00	41,328.59	41,328.59	857,143.41	4.60
60	CAPITAL PROJECTS FUND					
60	REVENUE FROM LOCAL SOURCES	0.00	0.00	0.00	0.00	0.00
60	TRANSFERS	0.00	0.00	0.00	0.00	0.00
60	CAPITAL PROJECTS FUND	0.00	0.00	0.00	0.00	0.00
70	WORKING CASH FUND					
70	REVENUE FROM LOCAL SOURCES	390,838.00	24,766.00	24,766.00	366,072.00	6.34
70	WORKING CASH FUND	390,838.00	24,766.00	24,766.00	366,072.00	6.34
Grand Revenue Totals		43,168,179.00	1,416,408.67	1,416,408.67	41,751,770.33	3.28

FD	OBJ	OBJ	2020-21 ANNUAL BUDGET	July 2020-21 MONTHLY ACTIVITY	2020-21 FYTD ACTIVITY	2020-21 BALANCE	2020-21 FY %
10		EDUCATION FUND					
10	1---	SALARIES	15,013,181.00	1,130,375.97	1,720,278.61	13,882,805.03	11.46
10	2---	BENEFITS	3,014,421.00	463,380.32	523,304.73	2,551,040.68	17.36
10	3---	PURCHASED SERVICES	2,611,241.00	307,178.19	307,178.19	2,289,312.81	11.76
10	4---	SUPPLIES	1,876,875.00	472,516.13	485,040.44	1,180,791.59	25.84
10	5---	CAPITAL OUTLAY	404,503.00	99,233.89	99,233.89	187,331.07	24.53
10	6---	OTHER OBJECTS	2,862,982.00	11,965.04	11,965.04	2,845,425.51	0.42
10	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
10	8---	TUITION	0.00	0.00	0.00	0.00	0.00
10	----	EDUCATION FUND	25,783,203.00	2,484,649.54	3,147,000.90	22,936,706.69	12.21
20		OPERATIONS & MAINTENANCE FUND					
20	1---	SALARIES	1,126,941.00	90,896.92	133,768.15	1,036,044.08	11.87
20	2---	BENEFITS	201,500.00	14,944.56	15,333.96	186,555.44	7.61
20	3---	PURCHASED SERVICES	994,700.00	33,596.14	34,164.25	961,103.86	3.43
20	4---	SUPPLIES	901,900.00	20,467.60	24,430.14	868,320.14	2.71
20	5---	CAPITAL OUTLAY	880,562.00	289,232.37	289,232.37	564,206.84	32.85
20	6---	OTHER OBJECTS	1,600.00	0.00	0.00	1,600.00	0.00
20	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
20	----	OPERATIONS & MAINTENANCE FUND	4,107,203.00	449,137.59	496,928.87	3,617,830.36	12.10
30		DEBT SERVICE FUND					
30	6---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00
30	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
30	----	DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00
40		TRANSPORTATION FUND					
40	1---	SALARIES	625,000.00	35,871.06	54,172.93	589,128.94	8.67
40	2---	BENEFITS	165,647.00	13,416.32	13,416.32	152,230.68	8.10
40	3---	PURCHASED SERVICES	1,580,466.00	408,466.00	408,466.00	1,172,000.00	25.84
40	4---	SUPPLIES	114,000.00	596.18	596.18	113,403.82	0.52
40	5---	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
40	6---	OTHER OBJECTS	1,000.00	0.00	0.00	1,000.00	0.00
40	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
40	----	TRANSPORTATION FUND	2,486,113.00	458,349.56	476,651.43	2,027,763.44	19.17
50		I.M.R.F./SOCIAL SECURITY FUND					
50	2---	BENEFITS	898,472.00	59,839.78	90,239.80	838,632.22	10.04
50	----	I.M.R.F./SOCIAL SECURITY FUND	898,472.00	59,839.78	90,239.80	838,632.22	10.04
60		CAPITAL PROJECTS FUND					
60	5---	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
60	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
60	----	CAPITAL PROJECTS FUND	0.00	0.00	0.00	0.00	0.00

FD	OBJ	OBJ	2020-21 ANNUAL BUDGET	July 2020-21 MONTHLY ACTIVITY	2020-21 FYTD ACTIVITY	2020-21 BALANCE	2020-21 FY %
70		WORKING CASH FUND					
70	6---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00
70	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
70	----	WORKING CASH FUND	0.00	0.00	0.00	0.00	0.00

Grand Expense Totals	33,274,991.00	3,451,976.47	4,210,821.00	29,420,932.71	12.65
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Number of Accounts: 1081

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

**GRANT COMM. HIGH SCHOOL DISTRICT #124 PROPERTY TAX DISTRIBUTION 2020**

E.A.V. 927,557,050

TOTAL EXTENSION 21,806,309.75

RATES	1.668	0.434	0.116	0.045	0.042	0.040	0.000	0.005		
% OF TOTAL DISTRIBUTION	70.97%	18.45%	4.95%	1.91%	1.80%	1.70%	0.00%	0.23%		
DATE	AMOUNT	%	EDUCATION	O & M	TRANS.	IMRF	FICA	W.C.	B & I	SEDOL
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
05/21/20	1,432,184.53	6.57%	1,016,403.01	264,168.34	70,875.14	27,383.99	25,773.28	24,355.68	0.00	3,225.09
06/04/20	5,221,418.31	23.94%	3,705,573.68	963,097.53	258,394.62	99,835.80	93,963.50	88,795.25	0.00	11,757.93
06/18/20	3,066,207.77	14.06%	2,176,048.37	565,566.09	151,738.77	58,627.23	55,178.80	52,143.82	0.00	6,904.69
07/02/20	722,628.52	3.31%	512,840.20	133,289.79	35,761.03	13,816.97	13,004.26	12,288.99	0.00	1,627.26
07/23/20	271,110.66	1.24%	192,403.76	50,006.72	13,416.57	5,183.75	4,878.85	4,610.50	0.00	610.50
08/20/20		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/03/20		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/17/20		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10/15/20		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11/12/20		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/03/20		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS (without int.)	10,713,549.79	49.1%	7,603,269.03	1,976,128.46	530,186.14	204,847.75	192,798.69	182,194.24	0.00	24,125.47

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124													
INVESTMENT SCHEDULE AS OF JULY 31, 2020													
PMA FINANCIAL NETWORK, INC.													
10687-101													
Trans.	Date	Date											
No.	Placed	Matures	Type	Location	Cost Basis	Yield	EDUC	BLDG	B & I	TRANS	IMRF/FICA	WORK CSH	INT. EST.
279128	12/12/19	08/13/20	CD	CIBC Bank USA/Private	247,400.00	1.52	247,400.00						2,531.32
279127	12/12/19	08/13/20	CD	Texas Capital Bank	247,400.00	1.56	247,400.00						2,580.19
261092	09/13/18	09/14/20	CD	Sonabank	237,200.00	2.68	237,200.00						12,752.36
261091	09/13/18	09/14/20	CD	KS State Bank/Kansas S	237,100.00	2.68	234,200.00				2,900.00		12,854.69
42834	09/14/18	09/14/20	DTC	UBS Bank USA	249,242.33	2.80	249,242.33						16,749.08
42836	09/14/18	09/14/20	DTC	Bank of Hope	249,484.91	2.80	249,484.91						16,765.39
277021	09/13/19	09/14/20	CD	Lincolnway Community B	245,600.00	1.75						245,600.00	4,324.66
45007	09/30/19	10/01/20	DTC	BMO Harris Bank NA	247,245.11	1.85	247,245.11						4,574.03
45011	10/03/19	10/02/20	DTC	Safra National Bank	245,288.86	1.78	245,288.86						4,366.14
45012	10/09/19	10/08/20	DTC	Radius Bank	215,105.65	1.75	215,105.65						3,764.35
47087	04/14/20	10/14/20	DTC	Peoples United Bank NA	248,247.53	0.80	248,247.53						991.99
47088	04/17/20	10/16/20	DTC	Cathay Bank	248,245.92	0.75	248,245.92						1,178.00
282267	04/03/20	11/20/20	CD	Pacific National Bank	248,800.00	0.74	248,800.00						1,169.15
282268	04/03/20	11/20/20	CD	TBK Bank, SSB/The Nat	107,000.00	0.60	107,000.00						405.49
282266	04/03/20	11/25/20	CD	Financial Federal Bank	248,900.00	0.65	248,900.00						1,046.06
282265	04/03/20	11/25/20	CD	Northeast Community B	249,000.00	0.59	249,000.00						951.27
272093	06/14/19	12/10/20	CD	Hinsdale B&TC	241,800.00	2.25	241,800.00						8,107.89
272092	06/14/19	12/10/20	CD	Northbrook B&TC - Wint	241,800.00	2.25	241,800.00						8,107.89
264018	12/13/18	12/14/20	CD	First Internet Bank of Ind	500,000.00	2.92	450,000.00					50,000.00	29,533.59
283043	05/26/20	01/14/21	CD	Center Bank	249,800.00	0.10	249,800.00						158.44
283042	05/26/20	01/14/21	CD	Western Alliance Bank/T	249,800.00	0.10	249,800.00						164.25
283041	05/26/20	01/14/21	CD	Customers Bank	249,500.00	0.16	249,500.00						250.97
283040	05/26/20	01/14/21	CD	Bank of China	248,800.00	0.40	248,800.00						640.77
283317	06/05/20	01/25/21	TERM	ISDLAF TERM SERIES	7,800,000.00	0.25	6,400,000.00	400,000.00		250,000.00	250,000.00	500,000.00	12,501.37
277020	09/13/19	03/10/21	CD	CFG Community Bank	243,500.00	1.74						243,500.00	6,323.80
277340	09/25/19	03/18/21	CD	Community West Bank	243,900.00	1.63						243,900.00	5,884.08
45013	10/09/19	04/09/21	DTC	Exchange Bank	249,295.15	1.67	249,295.15						4,163.23
283282	06/04/20	05/21/21	CD	Bank Rhode Island	249,400.00	0.21	249,400.00						511.55
283281	06/04/20	05/21/21	CD	First Bank of Ohio	249,500.00	0.20	249,500.00						485.87
283280	06/04/20	05/21/21	CD	First Capital Bank	249,500.00	0.20	249,500.00						479.86
283279	06/04/20	05/27/21	CD	Brookline Bank	249,400.00	0.21	249,400.00						521.93
283771	06/24/20	06/14/21	CD	Pacific Western Bank	249,600.00	0.16		249,600.00					377.71
283772	06/24/20	06/14/21	CD	Fieldpoint Private Bank &	249,700.00	0.10		249,700.00					242.86
284027	07/02/20	07/01/21	CDARS	Multiple	3,500,000.00	0.23	2,500,000.00	250,000.00		250,000.00	250,000.00	250,000.00	8,027.95
44885	09/18/19	09/20/21	DTC	Goldman Sachs Bank, U	247,242.51	1.80	247,242.51						4,450.36
44884	09/19/19	09/20/21	DTC	Ally Bank	247,000.00	1.80	247,000.00						4,446.00
				Subtotal Investments	19,780,797.97		16,095,597.97	1,149,300.00	0.00	500,000.00	502,900.00	1,533,000.00	
		07/31/20	MMA	ISDLAF	9,833,883.42		7,976,753.01	79,876.39	0.00	148,884.19	188,439.32	1,439,930.51	
		07/31/20	MMA	ISDMAX	1,515,285.05		903,565.73	(0.00)	0.00	200,792.67	0.00	410,926.65	
				Total	31,129,966.44		24,975,916.71	1,229,176.39	0.00	849,676.86	691,339.32	3,383,857.16	

## **Frequently Asked Questions (FAQ) for Schools**

**Additional Guidance as of August 12, 2020**

**(subject to change based on new information and updates to existing CDC guidance)**

### **Management of Ill Students and Staff**

#### **What actions should be taken by students/staff sent home with COVID-like symptoms?**

- All students and staff sent home with COVID-like symptoms should be diagnostically tested. Student and staff should remain home from school until they receive the test results.
- Students and staff who are confirmed or probable cases of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset **and** be fever-free for 24 hours without use of fever-reducing medications **and** other symptoms have improved before returning to school.
- Students and staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication **and** have had no diarrhea or vomiting in the previous 24 hours. Other diseases have specific criteria for when a student or staff member can [return to school](#)<sup>1</sup>. Follow school health policies and communicable disease guidance for those illnesses. A doctor's note documenting the alternative diagnosis and a negative COVID-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms. Schools and districts should assist families in locating free or reduced cost medical clinics for assistance where needed.
- Students and staff with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a doctor's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset **and** be fever-free for 24 hours without use of fever-reducing medications **and** other symptoms have improved before returning to school.
- Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-like symptoms.

#### **If a student is sent home sick with suspected COVID-19 symptoms (e.g., runny nose, fever, diarrhea, etc.), must all their siblings/household members be sent home as well and quarantined for 14 calendar days?**

Yes, if one of the household members is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or negative result received. If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to known case), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days. The health department also will provide guidance on how to safely quarantine and isolated within the household.



**How many symptoms does a person need to have to be considered suspect COVID-19?**

Students and staff exhibiting one or more [COVID-like symptoms](#) should be immediately isolated, and evaluated. Schools should evaluate each student/staff to determine if this symptom is new or if it is part of an existing condition for this student/staff.

**Our current school policy recommends sending children home with a temperature of 100.0°F or greater. The ISBE and CDC guidance both say 100.4°F or greater. Which should we use?**

For consistency with CDC and Illinois Joint Guidance for Schools, it is recommended that schools use  $\geq 100.4^{\circ}\text{F}$  as the threshold for fever.

**If the sick person has a known condition causing the symptoms, e.g., allergies, migraine, etc., can this be taken into consideration?**

Every symptomatic person should be evaluated by their healthcare provider on a case-by-case basis and decisions to test for COVID-19 should be based on their personal health history. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms as it is possible to have COVID-19 and other health conditions at the same time. Early diagnosis can prevent further transmission. Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results.

**Contacts to Cases****What is contact tracing?**

Contact tracing is used by health departments to prevent the spread of infectious diseases. In general, contact tracing involves identifying people who have a confirmed or probable case of COVID-19 (cases) and people who they came in contact with (close contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to [isolate](#) and their contacts to [quarantine](#) at home voluntarily.

**Who is a close contact?**

A close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of a day. The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts. Close contacts to a confirmed case of COVID-19 are required to remain in quarantine at home for 14 calendar days starting from the last day of contact with the confirmed case.

**Who will do contact tracing?**

Contact tracing will be performed by the Local Health Department (LHD), sometimes in partnership with DPH or a community-based organization. However, schools can assist the LHD by identifying all close contacts with a confirmed case. Documentation of assigned seats and taking photos of assembled classes can be useful in helping schools determine who was within 6 feet of a given case.

Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions for release of information in the event of an emergency and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

**Is contact tracing only performed when a positive test is received?**

Contact tracing is performed for a confirmed case (laboratory confirmed positive) or a probable case (person with clinically compatible COVID-like symptoms and epidemiologically linked (known exposure) to a confirmed case or testing positive by an antigen test).

**If a confirmed or probable COVID case is identified in a classroom, or on a school bus, who will be considered close contacts that need to be quarantined for 14 calendar days? Will this include the entire classroom or all the students on the bus?**

Exposure in a classroom should be limited to everyone with whom the confirmed or probable COVID case had close contact, within 6 feet, for at least 15 minutes throughout the course of a day. Exposure on a bus must include everyone who sat within 6 feet of the confirmed or probable COVID case for 15 minutes or longer. A

possible approach to identifying close contacts on a bus would be to include persons who sat 3 rows in front and 3 rows behind the confirmed or probable COVID case.

**If the close contact and the COVID case were both wearing their cloth face coverings when the exposure occurred, is the close contact still required to be quarantined?**

Yes. While there is strong evidence that face coverings significantly reduce the risk of infection, the likelihood for transmission cannot be ruled out.

**Is a physician's note required to return to school after a 'close contact' to a case completes 14 calendar days in quarantine?**

Persons who remain asymptomatic throughout 14 calendar days of quarantine do not need a physician's note to return to school. During the quarantine period, a contact tracer will be closely monitoring the contact to confirm they remain asymptomatic.

**What is the definition of an outbreak in schools?**

Two confirmed cases of COVID-19 infections occurring within 14 calendar days of each other in individuals in the same classroom would meet the case definition for an outbreak. This is because the cases would be epidemiologically linked (known exposure to) with respect to place (same classroom) and time (within 14 calendar days). This would prompt an investigation by the LHD that may result in recommendations for testing and quarantining all students/staff in the affected classroom.

**Special Situations/Other Groups****Can the school nurse administer nebulizer treatments on campus?**

Where possible, nebulizer treatments should be scheduled to be administered at home or the student may switch to metered dose inhalers with spacers for use at school. Nebulizer treatments, if required to be administered at school, should be done in a separate room with only the school nurse and student present. Nebulizer treatments should be administered to only one student at a time. If a window or fan is available, open the window and vent the fan to blow out of the window. The person administering the treatment should wear personal protective equipment (PPE) including a fit-tested N95/KN95 respirator, a face shield or goggles, gown, and gloves. Hand hygiene (washing) should be performed before donning (putting on) and after doffing (removing) PPE. Upon completing the nebulizer treatment, the student should perform hand hygiene. The room should be left vacant for a period of time (suggested minimum of 2 hours) then thoroughly cleaned and disinfected. Consult with individual student health care providers, if applicable, and Individualized Education Program (teams to determine

the best modality to meet students' needs on an individualized basis. Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

**Playing of some music instruments and singing are recognized as ways COVID can be spread more easily by respiratory droplets. How can we prevent transmission in band or music classes?**

Whenever possible, hold music classes outside. When possible, music classes held indoors should occur in well-ventilated spaces and if possible, with windows open. Ensure students (and teachers) are physically distanced from each other by at least 6 feet and consider increasing the amount of social distancing more than 6 feet if space allows. Have students in one line or stagger spacing to ensure maximum distancing. Students should not face each other. Instruments where air is blown into or through should be turned so that expelled air does not go towards others. Consider using instrument covers to prevent spread.

**Occasionally, students share music, equipment, and even instruments. How do we manage these situations?**

Avoid sharing instruments. If instruments must be shared (e.g., drums), they should be cleaned and disinfected between students<sup>2</sup>. Music reeds and mouthpieces should **not** be shared. Note that some instrument surfaces may be damaged by cleaning and disinfecting products, so contact your instrument dealer for guidance on disinfection, and follow the manufacturer's instructions for cleaning. Discourage the sharing of music stands so that students do not inadvertently move closer to each other to see the music.

**If an athlete is diagnosed with COVID, is it up to the school to notify all other teams that the athlete has been in contact with?**

Yes – the school should make generic notifications to other schools and teams with which the confirmed or probable COVID athlete may have had contact without identifying the person's name. Provide minimal information to protect confidentiality, but enough for the school to respond as needed. The LHD can assist in making this notification.

**What is the role of the Local Health Department in a situation involving an athlete diagnosed with COVID-19?**

The LHD will conduct contact tracing to identify close contacts (including household, social, and sport-related) to the case and place them in quarantine for 14 calendar days.

**Testing**

**What is the average amount of time after receiving a COVID test that results will be received?**

Turnaround time (TAT) for laboratory test results is dependent on laboratory capacity. Typically, the TAT for test results from the state lab is 2-3 calendar days. The TAT can increase when the demand for testing is high. Private reference labs may be able to offer a shorter TAT and should be considered as an option for testing.

**Can the school be notified of a confirmed or probable case as quickly as possible?**

—Schools should ask parents/guardians to notify the school as quickly as possible with any confirmed or probable COVID-19 cases. It is important that schools communicate this expectation to parents/guardians early and often. The local health department (LHD) will also receive a report of a confirmed or probable case from either a lab or provider. However, the report does not necessarily

include school information (unless the school was the test submitter). This means that the LHD must obtain this information by interviewing the case/parent/legal guardian. The LHD will notify the school as soon as they have acquired the school information. Schools should identify a point of contact for LHDs, including someone who can be reached after hours.

**If a student or staff member presents a note or negative COVID -19 test result, for how many days is that test result valid?**

A negative polymerase chain reaction (PCR) test is valid only for the day on which it was reported. It denotes that on the day that the sample was collected, the individual being tested did not have any detectable virus in their system. Because the incubation period (time from exposure to infection) for COVID-19 is 2-14 calendar days, a person with a negative test may still develop infection at some point during the incubation period.

**Personal Protective Equipment (PPE)**

**What PPE is required to work in or attend school?**

All persons on school grounds including students, teachers, school nurses, administrative and secretarial staff, food service personnel, custodial staff, public safety personnel, etc., must wear a face covering at all times when in school or in transit to and from school via group conveyance (i.e., school buses), unless a specific exemption applies.

**What is the primary purpose of a face covering?**

The primary purpose of a face covering is to prevent the wearer from potentially exposing or infecting others. To be effective, face coverings must be worn properly and must completely cover both the nose and mouth.

**How should cloth face coverings be cleaned and stored?**

Personal [cloth face coverings](#) should be taken home, [laundered](#) daily, dried in a dryer, and reused. Personal cloth face coverings should be stored between uses in a clean sealable paper bag or breathable container.

**When should a face covering be changed?**

Face coverings must be changed immediately if soiled, wet, or torn.

**Can face coverings be removed at certain times?**

Yes – face coverings may be temporarily removed at school:

- When eating
- When outdoors and physical distancing of at least 6 feet can be maintained
- When playing a musical instrument outdoors with at least 6 feet social distancing
- If using a face shield when other methods of protection are not available or appropriate (<https://www.isbe.net/Documents/IDPH-Update-Appropriate-Use-Face-Shields.pdf>)

Strict adherence to social distancing should be maintained when face coverings are removed in limited situations.

**What if a student or staff member is unable to tolerate wearing a face covering?**

Individuals who have a condition or medical contraindication (e.g., difficulty breathing) that prevents them from wearing a face covering are required to provide documentation from the individual's physician. These persons may wear a face shield in lieu of a face covering; however social distancing must be strictly enforced. Measures to reduce risk of exposure for these persons should be implemented where possible.

**What PPE is required by school nurses who are assessing a student or staff member reporting COVID-like symptoms?**

When performing clinical evaluation of a sick individual, school nurses will use enhanced droplet and contact transmission-based precautions. Staff performing this evaluation should use appropriate personal protective equipment (PPE) including:

- Fit-tested N95 respirator
- Eye protection with face shield or goggles
- Gown
- Gloves

Any staff member who may be involved in the assessment or clinical evaluation of a student or staff member with COVID-like symptoms should be trained on the type of PPE required and how to don (put on) and doff (remove) it correctly and safely.

Respirators such as N95s must be used as part of a written respiratory protection program.<sup>3</sup> OSHA requires that N95 masks be fit tested prior to use. This is an important step to ensure a tight fit for the mask to be effective in providing protection.

**Can a face shield be worn instead of a face covering?**

Because respiratory droplets may be expelled from the sides and bottom of face shields, they do not provide adequate 'source control' and should only be used as a substitute for face coverings in the following limited circumstances:

- Individuals who are under the age of 2
- Individuals who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance
- Students who provide a physician's note as documentation that they have a medical contraindication (a contraindication or condition that makes masking absolutely inadvisable) to wearing a face covering
- Teachers needing to show facial expressions where it is important for students to see how a teacher pronounces words (e.g., English learners, early childhood, foreign language, etc.). However, teachers will be required to resume wearing face coverings as soon as possible. Preferred alternatives to teachers wearing face shields include clear face coverings or video instruction. There must be strict adherence to social distancing when a face shield is utilized.

**Who has the credentials to be able to provide a medical note or perform a routine health check-up?**

IDPH recommends that a physician licensed to practice medicine in all branches of medicine, as defined in [105 ILCS 5/27-8.1](#), be referred to for providing medical notes and performing routine health check-ups.

### **How should schools handle students with IEPs or 504 plans who cannot tolerate a face covering or a face shield?**

Students with an Individualized Education Program (IEP) or 504 Plan who are unable to wear a face covering or face shield due to a medical contraindication may not be denied access to an in-person education if the school is offering in-person education to other students. Staff working with students who are unable to wear a face covering or shield due to a medical contraindication should wear approved and appropriate PPE based on job specific duties and risks and maintain social distancing as much as possible. Other students should also remain socially distant from students who are unable to wear a face covering or face shield due to a medical contraindication. Schools should consult with their local public health department regarding appropriate PPE for these situations.

### **Can athletic face coverings, e.g., neck warmers be used as a substitute for cloth face coverings?**

CDC recommends that people wear [cloth face coverings](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain. Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called [source control](#). It is not known if athletic face coverings/neck warmers provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of athletic [face coverings/neck warmers](#) as a substitute for cloth face coverings.

### **Can you provide recommendation on cleaning?**

Schools should follow CDC's [guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes](#). **Cleaning and disinfection products should not be used by children or near children**, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

### **What kind of PPE is required for staff who clean areas used by a suspected or known COVID case?**

Personnel responsible for cleaning areas used by an individual known or suspected to have COVID-19 should use appropriate personal protective equipment (PPE) including:

- Fit-tested N95 respirator
- Eye protection with face shield or goggles
- Gown
- Gloves

## **School Closure**

### **If there is a confirmed or probable case of COVID-19 within a school, what are the recommendations for school closure?**

Decisions for temporary closure of a school will be made by school leaders in consultation with the LHD during its investigation of a case or cluster of cases. If the LHD determines that there is a risk to the school community, the school may be closed temporarily for cleaning and disinfection. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This also allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

**Are there alternative strategies to school closure that may be considered or employed?**

Alternative strategies, less drastic than closure, might include:

- Quarantining the affected classroom where social distancing is challenging (e.g. early childhood).
- Suspending affected classes or closing playgrounds.
- Canceling non-essential activities and meetings.
- Keeping students in constant class groups or classrooms and moving teachers routinely between classes.
- Increasing spacing between students in classes.
- Shortening the school week.
- Staggering school start and lunch/break times across year groups or classes.

**Communication and Reporting****Are schools required to report information to the local health department including cases, type and onset of symptoms, number of exposed persons, etc.?**

Yes – schools must cooperate with the LHD to provide relevant information needed for mitigating the spread of COVID-19 infection and must be reported to the LHD for use in surveillance and contacting tracing public health activities. Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions to release of information in the event of an emergency, and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

**Is there a template letter for schools to use when notifying parents/guardians, students, and staff of a case of COVID-19?**

Yes - contact your local health department to obtain a copy.

**Is it a Family Educational Rights and Privacy Act (FERPA) violation to notify the LHD/IDPH or staff and parents of a confirmed or probable case(s) in our school?**

No – a laboratory confirmed case of COVID-19 is reportable within 3 hours to the Local Health Department per the [Communicable Disease Code](#). Identifiable information on a student or staff member including name and contact information, is reportable to IDPH or to the local public health authority for any notifiable disease or condition.

Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions to release of information in the event of an emergency, and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

**Does contact tracing violate the Health Insurance Portability and Accountability Act (HIPAA)?**

No. The HIPAA Privacy Rule allows for reporting by covered entities to public health for the purpose of preventing the spread of infectious diseases. HIPAA recognizes the legitimate need for public health authorities, and others responsible for ensuring public health and safety, to have access to protected health information to carry out their public health mission<sup>4</sup>.

**If we have a case of COVID-19 in a student at our school, what is our responsibility for notifying schools attended by siblings of the case?**

There is no need to notify a school attended by siblings of a sick individual. If the sick individual tests positive for COVID-19 or becomes a probable case, the LHD conducting contact tracing will place siblings



in quarantine for 14 calendar days and facilitate parental notification to the school(s) attended by siblings of the case.

**Besides public health authorities, who should be notified of a case of COVID-19 at our school? Must we notify the entire district, or only the classroom or the building?**

Communication of a confirmed or probable case of COVID-19 to the district and school community should align with the school's policy for notification of cases of communicable diseases. The communication message should counter potential [stigma](#) and discrimination. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and the Illinois School Student Records Act

**Travel Restrictions**

**Are there any current domestic or international travel restrictions for which we should be monitoring and excluding students and staff?**

There is widespread, ongoing transmission of novel coronavirus worldwide. Anyone who has traveled internationally in the past 14 calendar days should stay home and monitor their health. There is no current statewide guidance in Illinois for quarantining domestic travelers. However, some counties or municipalities do require or recommend 14 calendar days of quarantine for travelers returning from states with high community prevalence of COVID-19. IDPH does receive frequent notifications of travel-related exposures. If public health is notified that a student or staff member is a contact to a COVID-19 case as a result of travel, quarantine for 14 calendar days will be required. As an employer working with vulnerable populations, school administrators may consider advising staff who travel that they are required to quarantine (if exposed) due to travel.

**Cleaning and Disinfection**

**What kind of cleaning and disinfection should our school be doing routinely?**

Enhance your standard cleaning and disinfection practices. Increase the frequency of cleaning and disinfection with a focus on areas that are commonly touched, such as doorknobs, stairwells, light switches, elevator buttons, etc. Disinfect seats and rails on school buses at least daily. Shared objects such as toys, games, art supplies, should be cleaned and disinfected between uses. Ensure cleaning and disinfection products are EPA-approved and used safely and in accordance with label directions.

**What are exact cleaning requirements for areas used by a suspected or confirmed COVID-19 case?**

Areas used by an individual with COVID-like symptoms, e.g., examination room in the school nurses' office, should be closed off for as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows should be opened to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. Environmental cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons with COVID-like symptoms, focusing especially on frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Personnel performing environmental cleaning should use personal protective equipment (PPE) including fit-tested N95 respirator, eye protection with face shield or goggles, gown, and gloves.



## **Resources**

<sup>1</sup> <http://dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf><https://www.healthychildren.org/English/family-life/work-play/Pages/When-to-Keep-Your-Child-Home-from-Child-Care.aspx>

<sup>2</sup><https://www.nfhs.org/articles/covid-19-instrument-cleaning-guidelines/>  
<https://issma.net/covidresources.php> (Indiana guidance may vary from Illinois)

<sup>3</sup> OSHA: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>

National Association of School Nurses

[https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020\\_NASN\\_Facemask\\_Considerations\\_for\\_Healthcare\\_Professionals\\_in\\_Schools.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020_NASN_Facemask_Considerations_for_Healthcare_Professionals_in_Schools.pdf)

<sup>4</sup><https://www.hhs.gov/hipaa/for-professionals/special-topics/public-health/index.html#:~:text=Background%20The%20HIPAA%20Privacy%20Rule%20recognizes%20the%20legitimate,information%20to%20carry%20out%20their%20public%20health%20mission>

<https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
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**Darren Reisberg**  
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**Dr. Carmen I. Ayala**  
State Superintendent of Education

## **Part 3 Transition Guidance: Starting the 2020-21 School Year FAQ**

**Last updated: Aug. 5, 2020**

*The Part 3 Transition Guidance: Starting the 2020-21 School Year can be viewed at the following link: <https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>.*

### **HEALTH AND SAFETY REQUIREMENTS**

- 1. Can schools, districts, and local departments of public health institute public health requirements that are more stringent than the State of Illinois public health requirements? (Updated 8/5/2020)**

Yes. The safety requirements outlined in the Part 3 joint transition guidance are the minimum standards that must be met in schools. Nonpublic schools, districts, and local departments of public health may establish more stringent requirements.

### **FACE COVERINGS**

- 2. Are all individuals in a school building required to wear a face covering at all times? (Updated 6/25/2020)**

Yes. As required by IDPH, except while eating and during band, face coverings must be worn at all times in school buildings, even when social distance is maintained. All individuals in a school building must wear a face covering unless they have a medical contraindication, are under 2 years of age, have trouble breathing, or are unconscious, incapacitated, or unable to remove the face covering without assistance.

- 3. Are face coverings required when individuals are outside? (Updated 6/25/2020)**

Face coverings are not required outside if social distance is maintained (if individuals remain 6 feet apart from each other).

- 4. Can face shields be used in lieu of face coverings (e.g. masks)? (Updated 6/30/2020)**

Generally, no. Face shields are not effective protection against coronavirus and should only be used in situations when other methods of protection are not available. IDPH also appreciates that there may be a small minority of individuals who have a medical contraindication to using face coverings. If face shields can be tolerated, face shields might be utilized in these situations, understanding their limitations and the heightened need for strict adherence to social distancing. ISBE recommends that schools review information such as a physician's note documenting the medical contraindication for any individual who is not able to wear a face covering.

**5. Can staff use face shields for instruction? (Updated 6/30/2020)**

In cases where individuals need facial visualization for instruction and communication, IDPH recommends video instruction to promote social distancing. If video instruction is not available or appropriate, face shields may be used ***with the understanding that they have not been deemed effective for source control.*** As such, heightened attention and adherence to 6-foot social distancing is critical for individuals using face shields.

Examples of limited situations when face shields may be necessary, if video instruction is not possible, include for teachers of English Learners or world languages, whose students may need to see their mouths form words to facilitate language acquisition.

**6. How should schools and districts verify a student meets an exception to the face covering requirement? (Updated 6/25/2020)**

It is recommended that schools require physicians notes for students and staff who are not able to wear a face covering.

**7. How should schools and districts handle individuals who refuse to wear face coverings? (Updated 6/29/2020)**

It is recommended that schools and districts examine and communicate which policies apply to the requirement of wearing a face covering while in school buildings and handle violations in the same manner as other similar policy violations.

**8. Will face coverings be provided by the State of Illinois to schools? (Updated 6/25/2020)**

The Emergency Management Agency is providing 2.5 million cloth masks to Illinois public schools with the goal of ensuring all public school students and staff receive a mask. If you are a K-12 public education entity (public school district, state-authorized charter school, special education cooperative, lab school, vocational center, or regional office operating an alternative program) and have not yet completed the survey to assist IEMA with mask delivery, please do so [here](#).

**9. Can dividers be placed around student and staff desks in lieu of face coverings? (Updated 6/25/2020)**

No. Schools and districts may opt to utilize dividers around desks, especially for those individuals who have a face covering exemption; however, the dividers may not be used in lieu of face coverings for students without an exemption.

**10. Are schools allowed to have a full class of students eat in their classrooms when they are not wearing their masks? (Updated 7/9/2020)**

Yes. During planned meals, social distance should be maintained as much as possible.

**11. Can bus drivers wear face shields in lieu of face coverings? (Updated 7/9/2020)**

Generally no, however, school officials should consult their human resources and legal

counsel regarding accommodations for employees. Face shields are not effective for source control.

**12. Our buildings do not have air conditioning. We are concerned with students and staff becoming overheated in their face coverings, how should we handle? (Updated 7/9/2020)**

ISBE encourages school districts to consider opportunities for instruction and breaks outdoors, weather permitting. Individuals may remove face coverings outside when six-foot social distance is maintained.

## **SOCIAL DISTANCING**

**13. Are all individuals in a school building required to maintain social distance (remain 6 feet apart) at all times? (Updated 6/25/2020)**

Social distance must be observed as much as possible. Desks do not need to be spaced 6 feet apart; however, it is recommended that excess furniture be removed from classrooms to allow for as much space as possible in between desks.

**14. Is social distance required to be maintained on school busses? (Updated 6/25/2020)**

No. No more than 50 individuals may be on a bus at one time. All individuals on a bus must wear a face covering, unless they meet a face covering exception. Allow as much space as possible between each individual on a bus. It is recommended that students from the same household sit together on a bus.

**15. How should schools handle passing periods and allowing students to move from class-to-class? (Updated 6/25/2020)**

Consider the following hallway procedures to adhere to social distancing requirements and IDPH limitations on gathering sizes, when possible:

- Limit the number of persons within hallways at any given time to the greatest extent possible.
- Limit required movement of students between classes. Consider having teachers and staff rotate through classes rather than requiring movement/mixing of student groups.
- Provide hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time.
- Use marking to designate one-way paths in hallways and designate certain staircases one-way only, as possible.
- Place floor markings to delineate 6-foot distance between students in locations where they line up.
- Remove furniture or other items that may encourage congregating in certain areas.
- Limit number of riders in elevators to one or two students with an additional adult (when student needs continuous support or supervision).
- Suspend the use of lockers, if possible. Sharing lockers should be prohibited. If lockers must be used, consider staggering locker assignments and creating schedules to stagger locker access to allow for 6-foot distancing between students. For example, students could be assigned to every other or every third locker

depending on their width.

## **CAPACITY LIMITS**

**16. Can large rooms such as cafeterias, libraries, gymnasiums, and field houses be divided up into multiple spaces using room dividers? (Updated 7/24/2020)**

Yes, large rooms can be divided up into multiple spaces using floor to ceiling room dividers. Each space must have ingress and egress and allow for social distancing for 50 individuals.

**17. What does ‘one space’ mean? (Updated 6/25/2020)**

Examples of one space may include one school bus, one classroom, or areas of a hallway. Capacity restrictions do not apply to an entire school building.

**18. What does ‘one space’ mean when outside? (Updated 6/25/2020)**

Each group of 50 or fewer individuals must remain 30 feet apart. If individuals are 6 feet apart at all times, face coverings do not need to be worn.

**19. Can districts hold in-person graduation ceremonies during phase 4? (Updated 7/9/2020)**

Districts may hold in-person graduation ceremonies but must follow IDPH’s phase 4 requirements which include requiring the use of appropriate personal protective equipment (PPE), including face coverings, and no more than 50 individuals gathering in one space. Therefore, there would need to be separate groups or waves of 50 individuals, which may mean multiple ceremonies with groups of 50. Or, if the ceremony is in an outdoor space, groups of 50 would need to be distanced 30 feet apart.

## **SYMPTOM SCREENINGS/TEMPERATURE CHECKS**

**20. How should symptom screenings be administered? (Updated 6/25/2020)**

Schools and districts must conduct temperature and symptom screenings or require self-certification and verification for all staff, students, and visitors entering school buildings. Schools not requiring self-certification should check for a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius and currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or one known symptom may not enter buildings. Individuals who exhibit symptoms should be sent home and referred to a medical provider for evaluation and treatment and be given information about when they can return to school.

**21. Can schools and districts utilize self-certification to verify that individuals in a school building are symptom free? (Updated 7/9/2020)**

Yes. Schools and districts can require individuals to self-certify that they are fever- and symptom free before entering a school building each day, in lieu of conducting symptom and temperature checks at the school building. Self-certification could consist of a simple electronic form that an individual must complete each day. A self-certification may not be completed at the beginning of the year for the entire year.

**22. Who can perform symptom screenings? (Updated 6/25/2020)**

Any staff member may perform in-person temperature checks and symptom screenings. It is not required that a certified school nurse perform these checks and screenings. If schools have established a self-certification process, parents, guardians, or other individuals can perform the temperature and symptom checks.

**23. Can students under the age of 18 self-certify? (Updated 7/9/2020)**

Legally emancipated students under the age of 18 may self-certify. For students who are not legally emancipated, parents/guardians or the individual who enrolled the student may certify on behalf of the student.

## **SELF-QUARANTINE**

**24. When must an individual self-quarantine? (Updated 6/25/2020)**

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow [CDC guidelines](#) for discontinuation of isolation. Individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Individuals who did not have close contact can return to school immediately after disinfection.

**25. What is considered “close contact”? (Updated 6/25/2020)**

Close contact means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes.

**26. What is the procedure if a student were to show symptoms mid-day? (Updated 6/25/2020)**

Schools should provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must supervised at all times while maintaining necessary precautions within the quarantine space. Judgment of nursing professionals or the administrator/designee (in the absence of a nurse) must determine who is placed in the quarantine space and the level of supervision (e.g., supervised by nurse or unlicensed personnel) required for persons within the quarantine space.

## REMOTE LEARNING

**27. Is a school required to transition to remote instruction if an individual who was in the building tests positive for COVID-19? (Updated 6/25/2020)**

No. Only those individuals with close contact with someone who tested positive or who is suspected of having COVID-19 are required to self-quarantine for 14 days. The school should provide remote instruction to students who are self-quarantining, if they are well enough to engage in learning. Teachers and staff who are self-quarantining may continue to work remotely if they are well enough to do so.

**28. Can students who are remote learning participate in extracurricular activities? (Updated 8/5/2020)**

Students in any district learning environment must continue to have equitable access to extracurricular activities. Students in blended or remote learning environments must not be denied normal access to in-person extracurricular activities the district or school provides to students learning in-person.

*NOTE: Requirements are subject to change pursuant to updated public health guidance and changing public health conditions.*





GRANT COMMUNITY HIGH  
SCHOOL DISTRICT 124

# E-LEARNING PLAN 2.0

## **Student Quick Reference**

*Originally developed in December 2019*

*Approved by the Lake County Regional Office of  
Education in December 2019*

*Revised following the COVID-19 pandemic in July  
2020.*



## **GRANT COMMUNITY HIGH SCHOOL**

### **E-Learning Plan 2.0**

During the fall of the 2019-2020 school year, an e-learning committee composed of teachers was asked to develop the guidelines for an e-learning plan which could be utilized in lieu of a school emergency closing. By December of 2019, the committee had submitted the plan to the Board of Education for their approval. The plan was then approved by the Lake County Regional Office of Education in December.

In the spring of 2020, the school was forced to move to an entirely remote learning model due to the COVID-19 pandemic. Prior to the move to remote learning, the school had held a practice e-learning day so students would know what to do in the case of a potential e-learning day. While it was very fortunate to have had the opportunity to practice an e-learning day, it didn't fully prepare the school for the eventual move to full remote learning.

The committee reconvened in July of 2020 to address modifying the original e-learning plan to cover three different scenarios of e-learning:

- Remote E-Learning for Extended Periods of Time
- Blended E-Learning with Some In-Person Instruction
- Emergency School Closing E-Learning Day

**This student reference guide will detail relevant information that pertains to student expectations during Remote E-Learning for Extended Periods of Time and will be updated as needed with clarifying/additional information.**

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## **REMOTE E-LEARNING FOR EXTENDED PERIODS OF TIME**

### **Overview**

During fully remote e-learning, students will learn remotely from their assigned classroom teachers. Teachers, in coordination with their Professional Learning Teams (PLTs), will develop daily lessons of value to the curriculum which they will deliver via Schoology. An emphasis will be placed on the vital instructional objectives that are essential for student success. By streamlining instructional objectives and revising assessments to safeguard against academic dishonesty, student learning and engagement will advance with daily curriculum. An emphasis will be placed on daily synchronous (live) learning activities for each class.

### **Attendance**

Students are expected to be engaged in assigned learning activities every day of scheduled student attendance. Students are expected to report their attendance daily by 10:00 a.m. Students who fail to report their attendance will be marked absent in Skyward, and parents/guardians will be contacted by our attendance office. If students will not be attending remote learning classes, parents/guardians must call the attendance office prior to 10:00 a.m. to excuse the absence. Students do not need to report attendance for individual classes, as classroom teachers have access to daily attendance records.

Daily attendance will be reported via the free rSchool app or using the rSchool link bookmarked on student Chromebooks. Instructions for reporting attendance using rSchool will be forthcoming and will be updated in this document when available (Last Update 8/3/2020).

### **Academic Expectations**

Students are expected to be engaged in daily assigned learning experiences in each of their classes. Teachers will post instructions on individual Schoology pages on a daily basis. Students are expected to meet with each class synchronously (live) during their assigned class period on Monday, Tuesday, Thursday, and Friday. Synchronous learning sessions will typically last up to 30 minutes with individual/group work or assignments to follow. Similarly to in person learning, students may be required to complete homework beyond the scheduled class period.

Links for synchronous learning will be posted on Schoology pages and hosted using Zoom, Google Meets, or School Conferences. Teachers will email/call students and their parents if the student is not engaged during remote learning. If it is a consistent problem, without

cause, students and parents will be contacted by Student Services RED Team members to intervene.

### **Grading**

Grading practices, including progress reports and semester grades, for remote learning will remain the same as during traditional in-person learning. Students are expected to meet all academic and grading standards set forth in the student handbook, curriculum guide, and individual course syllabi. Accountability for learning assignments or activities follow the course syllabus and teacher expectations. Additionally, weekly eligibility reporting will occur throughout the year.

### **Schoology**

Schoology is Grant's building-wide learning management system. Teachers will be posting daily lessons, activities, announcements, and learning activities to individual class Schoology pages. Students are expected to complete the assigned Schoology coursework per teacher directions.

Coursework for remote learning will aim to recreate learning activities that would normally be done in a traditional academic class period. Learning activities may include, but are not limited to, the teacher delivering instruction via recorded video or synchronous platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins.

### **Student Technology/Chromebook Issues**

If a student is having trouble with their Chromebook or some other technology issue, the student should contact the Technology Department for assistance by emailing [TECH@grantbulldogs.org](mailto:TECH@grantbulldogs.org)

### **Student-Teacher Communication**

Students are strongly encouraged to communicate directly with classroom teachers via Schoology and email. Teachers will respond to emails received from students within 24 hours.

### **Bell Schedule**

Students will be remotely following a virtual bell schedule. The expectation is that students plan their day so that they can meet synchronously (live) with each class following this bell schedule every Monday, Tuesday, Thursday, and Friday. If students cannot attend a synchronous learning meeting, they are encouraged to email individual classroom teachers

so that they can prepare. Synchronous learning activities will be recorded and posted to Schoology pages.

<b>E-Learning Bell Schedule - 2020/21 Mondays, Tuesdays, Thursdays, and Fridays</b>			
<b>Class Period</b>	<b>Period Begins</b>	<b>Period Ends</b>	<b>Length in Minutes</b>
(TEAM)	8:00 a.m.	8:25 a.m.	25
1	8:30 a.m.	9:15 a.m.	45
2	9:20 a.m.	10:05 a.m.	45
4	10:10 a.m.	10:55 a.m.	45
5	11:00 a.m.	11:25 a.m.	25
6	11:30 a.m.	11:55 a.m.	25
7	12:00 p.m.	12:25 p.m.	25
8	12:30 p.m.	12:55 p.m.	25
9	1:00 p.m.	1:25 p.m.	25
10	1:30 p.m.	2:15 p.m.	45
11	2:20 p.m.	3:05 p.m.	45

Wednesdays are Flex Schedule days. Students are expected to be engaged and available on Wednesdays; however, synchronous learning will not be required for all students on Wednesdays. Teachers will still be posting lessons/assignments/instructions/activities for student learning, and attendance is expected, but students are not required to meet synchronously. Teachers will be responsive to emails throughout the day Wednesday and available to schedule individual student meetings as needed.

<b>E-Learning Flex Start Schedule (Wednesdays)</b>			
<b>Class Period</b>	<b>Period Begins</b>	<b>Period Ends</b>	<b>Length in Minutes</b>
1	9:25 a.m.	10:05 a.m.	40
2	10:10 a.m.	10:50 a.m.	40

4	10:55 a.m.	11:35 a.m.	40
5	11:40 a.m.	12:00 p.m.	20
6	12:05 p.m.	12:25 p.m.	20
7	12:30 p.m.	12:50 p.m.	20
8	12:55 p.m.	1:15 p.m.	20
9	1:20 p.m.	1:40 p.m.	20
10	1:45 p.m.	2:25 p.m.	40
11	2:30 p.m.	3:10 p.m.	40

### **TEAM**

Every student will be enrolled in a Schoology TEAM course. Students are expected to check their Schoology TEAM page at the beginning of each day for announcements and activities. Students should be available during TEAM if requested by a staff member, but students are not expected to meet for daily synchronous meetings with TEAM teachers. Individual TEAM teachers and Big Dawg mentors will reach out to TEAM students to set up student conferences on a regular basis.

TEAM will function remotely much like it does in person. It will be used for school-wide PBIS activities, daily announcements, disseminating Student Services information, running SST groups, providing student academic help, and conferencing with TEAM room teachers.

Senior students who have earned TEAM privileges or are Tech Campus students and are not assigned to TEAM rooms should still check their TEAM Schoology page every day for information and announcements.

All students can request academic help from TEAM lab teachers during TEAM time. Refer to the following chart and direct academic questions accordingly.

TEAM Lab Information		
TEAM Academic Resource Lab	Teacher(s)	Email
Art Lab	Ms. Penny Zegler	pzegler@grantbulldogs.org
English Lab	Mr. Bob Schmitt	rschmitt@grantbulldogs.org
French Lab	Ms. Becky Wilds	rwilds@grantbulldogs.org
Math Lab 1 (Algebra 1 & Geometry)	Ms. Trisha Crambes	tcrambes@grantbulldogs.org
	Mr. Jeff Durlak	jdurlak@grantbulldogs.org
Math Lab 2 (Algebra 2 & higher)	Mr. Kurt Rous	krous@grantbulldogs.org
	Mr. Bryan Talbot	btalbot@grantbulldogs.org
Music Lab	Ms. Krista Koske	kkoske@grantbulldogs.org
Physical Education Lab	Mr. Jim Cramer	jcramer@grantbulldogs.org
	Ms. Jessica Dart	jdart@grantbulldogs.org
Science Lab	Mr. Shea Wintersteen	swintersteen@grantbulldogs.org
Social Studies Lab	Mr. Chris Robinson	crobinson@grantbulldogs.org
Spanish Lab	Mr. Ben Burnet	bburnet@grantbulldogs.org

### **Student Services**

During remote learning, the student services department will continue to provide students with ongoing academic counseling, post-high school planning and personal counseling on an as needed basis.

### **Study Halls**

During remote learning, there is not an expectation of students to attend scheduled study halls class; however, students are required to be available to meet with staff if requested during their study hall period. Students are encouraged to use this time to complete academic work.

### **Lunch**

During remote learning, there is not an expectation of students to attend scheduled lunch periods. Students are not required to check in synchronously to lunch periods. Students are encouraged to use this time to eat, exercise, and get fresh air.



**GRANT COMMUNITY HIGH  
SCHOOL DISTRICT 124**

# **E-LEARNING PLAN 2.0 TEACHER HANDBOOK**

*Originally developed in December 2019*

*Approved by the Lake County Regional Office of  
Education in December 2019*

*Revised following the COVID-19 pandemic in July  
2020.*



## **GRANT COMMUNITY HIGH SCHOOL**

### **E-Learning Plan 2.0**

During the fall of the 2019-2020 school year, an e-learning committee comprised of teachers was asked to develop the guidelines for an e-learning plan to be utilized in the case of a school emergency closing instead of using the emergency days at the end of the school year. By December of 2019, the committee had submitted the plan to the Board of Education for their approval. The plan was then approved by the Lake County Regional Office of Education in December.

In the spring of 2020, the school was forced to move to entirely remote learning due to the COVID-19 pandemic. Prior to the move to remote learning, the school had held a practice e-learning day so students would know what to do in the case of a potential e-learning day. While it was very fortunate to have had the opportunity to practice an e-learning day, it didn't fully prepare the school for the eventual move to full remote learning.

Based upon the experiences of the remote learning that occurred from March through the end of the year because of the State's Stay at Home order, the district realized that the e-learning plan needed to be revised in order to address more than just a school emergency day closure.

A committee was re-established in the July of 2020 to address modifying the original e-learning plan to cover three different scenarios of e-learning:

- Remote E-Learning for Extended Periods of Time
- Blended E-Learning with Some In-Person Instruction
- Emergency School Closing E-Learning Day

This revised E-Learning Plan 2.0 addresses the three different scenarios the District might find itself in when utilizing e-learning. Each section outlines the the procedures and guidelines for staff to follow when the District is implementing an e-learning program under each scenario.

Also included is an appendix for staff that helps give additional ideas, instructions, information, and guidance during e-learning scenarios. The appendix will updated as more and more information and ideas to help support the staff implement e-learning in the best possible manner for the students.

## SECTION 1: REMOTE E-LEARNING FOR EXTENDED PERIODS OF TIME

During fully remote e-learning, teachers will prepare daily lessons of value to the curriculum which they will deliver via Schoology. PLT members are encouraged to work collaboratively to design and sequence lessons that address vital instructional objectives that are essential for student success. By streamlining instructional objectives and revising assessments to safeguard against academic dishonesty, teachers will advance student learning and engagement with the curriculum daily.

**Procedures:** The following procedures will be followed by teachers during full remote learning:

- Remote learning lessons and materials must be posted in Schoology by the beginning of each class period.
- Teachers can set scenes on GoGuardian during remote learning as long as teachers make sure they are following the bell schedule. Do not set scenes on Wednesdays, however, since this is a different bell schedule and synchronous learning is not expected on Wednesdays.
- Teachers should provide learning activities that would normally be done in a regular class period and not requiring a great deal of outside of class work with the exception of AP courses. Learning activities may include, but are not limited to, in-person instruction, the teacher delivering instruction via recorded video or synchronous platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins according to the Illinois State Board of Education.
- Accountability for learning assignments or activities follow the course syllabus and teacher expectations. Teachers should also provide timely feedback for work submitted.
- Teachers must respond to all emails received from students within 24 hours.
- Students with accommodations must receive the same accommodations for all e-learning activities and assignments.
- Teachers should email or call students and their parents if the student is not engaging during remote learning. A new dropdown menu item has been incorporated in the P4R Classroom Intervention module to indicate “Disengaged in remote learning,” so teachers can record their interaction with students and/or parents. If it is a consistent problem and the teacher has made several attempts with both the student and the parents, then the teacher should contact the appropriate SST team.
- In order to promote a classroom community, the recommendation from ISBE is that during remote learning the student would have 150 minutes of synchronous learning daily. Our expectation is that teachers would try to achieve approximately 25-30 minutes of synchronous learning daily for each class on Mondays, Tuesday, Thursday, and Fridays when school is in session. Synchronous learning can be done in whole class, small group, or individually.
- For synchronous learning activities, teachers must be aware of and follow these guidelines:
  - Synchronous learning is real-time instruction and interaction between students and their teachers.
  - Teachers should use GoGuardian, Zoom, Google Meets, or Schoology Conferences for synchronous learning since they are the supported platforms for the district.

- Synchronous learning activities must adhere to the bell schedule even during remote learning so as not to cause conflict with other classes. You should only do synchronous learning with a class during that class's normal time period.
- Students are expected to participate in the synchronous learning activities but should not be penalized in any way if they do not participate during the scheduled synchronous live lesson (they can still participate in the activity after the video is recorded). Teachers can use the Attendance feature in Schoology to indicate student participation in the synchronous learning activity each day. This way parents can also monitor their child's participation. If there is an assignment based on the synchronous learning activity, students are still held responsible for completing the assignment.
- Synchronous learning activities should be recorded. Teachers can either then post the recordings in their Schoology course or have students request the recording from the teacher. If a teacher has multiple sections of a course, the teacher could record one of the synchronous activities to post and the other sections can just be live without being recorded.
- Synchronous learning activities should be done on Mondays, Tuesdays, Thursdays, and Fridays only since Wednesdays will be for PLT time and other district activities.
- Synchronous learning activities should last for 25-30 minutes per class period.
- Synchronous learning activities can be a variety of types. It can include live streamed direct instruction or demonstrations, Q and A, class discussion, checking in on the climate of the class, small group work, open classroom hours, live teacher-monitoring of student work via Google Docs, Formative, etc.
- For recorded instructional videos, teachers must be aware of and follow these guidelines:
  - Recorded instructional videos are in-district-created that are similar in concept and content to synchronous learning activities but are pre-recorded.
  - Students will connect better if the instruction is delivered by their own teachers and their colleagues so they know the instruction is geared exactly towards what is needed for the assessment.
  - PLT members can record themselves or each other teaching lessons and post them in their Schoology courses. Students will view this as a team approach to teaching and that they can rely on any teacher for help.
  - Instructional videos do not have to last a full 50 minutes.
  - Instructional videos can be used as a flipped classroom format.

If a teacher needs to take a sick day or personal day on a remote e-learning day, the following procedures shall be followed:

- An e-learning day folder will still be posted in Schoology by the teacher since on actual school days missed due to an absence, teachers are required to submit sub plans.
- Teacher will notify the divisional and the subfinder that a sick or personal day is being taken. Also, upon return to school the teacher will fill out the appropriate paperwork.
- Teacher will not be available during the e-learning day to respond to emails and they will have this posted in their e-learning folder or send out a Schoology update/announcement so students are aware.

## SECTION 2: BLENDED E-LEARNING WITH SOME IN-PERSON INSTRUCTION

**Description:** Blended e-learning is when teachers will see some of their students in person on certain days while the rest of the students are e-learning on those days. Students would then flip and those that were e-learning would be in class learning and those that were in class would be e-learning. While it may be difficult to replicate exactly what would happen if all students were actually in school that day, teachers should make every effort to design lessons and activities that address vital instructional objectives and advance the curriculum every day.

**Procedures:** The following procedures will be followed by teachers for remote learning students on a blended e-learning schedule:

- E-learning lessons for remote students must be posted in Schoology by 7:40 AM.
- Do not set scenes on GoGuardian at all during blended e-learning since scenes lock students into only that class. Only use GoGuardian to set classroom sessions since multiple sessions can run at once.
- Teachers will use their Teaching with Purpose slide to delineate the different expectations for in-person and remote students for that day's lessons.
- Teachers should provide learning activities that would normally be done in a regular class period for remote learning students. Learning activities may include, but are not limited to, in-person instruction, the teacher delivering instruction via recorded video or synchronous platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins according to the Illinois State Board of Education.
- Accountability for any remote learning assignments or activities follow the course syllabus and teacher expectations. Teachers should also provide timely feedback for work submitted.
- Teachers must respond to all emails from remote students within 24 hours.
- Remote learning students' attendance will be monitored by the Attendance Office.
- Students with accommodations must receive the same accommodations for all e-learning activities and assignments.
- Teachers should email or call students and their parents if the student is not engaging during their remote learning days. If it is a consistent problem and the teacher has made several attempts with both the student and the parents, then the teacher should contact the appropriate SST team. Teachers should log in a classroom intervention in P4R when contact is being made for disengagement.
- Synchronous learning activities using Zoom, Google Meets, and Schoology Conferences can be done during blended learning, but teachers must be aware of and follow these guidelines:
  - Synchronous learning is real-time remote learning between teachers and students.
  - Synchronous learning can be done in whole class, small group, or individually.
  - Synchronous learning activities must adhere to the bell schedule. You should only do synchronous learning with a class during that class's normal time period.

- Remote students should be encouraged to participate in the synchronous learning activities but should not be penalized in any way if they do not participate. If there is an assignment based on the synchronous learning activity, students are still held responsible for completing the assignment.
- Synchronous learning activities should be recorded and those posted in Schoology so students who could not participate can still watch them.
- Synchronous learning activities should be done on Mondays, Tuesday, Thursdays, or Fridays only since Wednesdays will be for PLT time and other district activities.
- Synchronous learning activities do not have to last a full class period but could last anywhere up to 50 minutes.
- Synchronous learning activities can be a variety of types. It can include direct instruction with Q&A time, class discussion, checking in on the climate of the class, etc.

If a teacher needs to take a sick day or personal day during blended learning normal procedures apply.

## SECTION 3: EMERGENCY SCHOOL CLOSING E-LEARNING DAY

**Description:** In the case of hazardous weather or some other unusual circumstances, school may need to close for a day when full in-person learning is occurring. An emergency school closing e-learning day may be used in place of adding an emergency day to the end of the year calendar. When an emergency school closing e-learning day is used, the lesson should be of value to the curriculum and aligned with what the teachers would have taught if they were in school that day. While it may be difficult to replicate exactly what would happen if students were actually in school that day, teachers should make every effort to make sure the e-learning day activities continue the curriculum as best as possible.

**Procedures:** The following procedures will be followed when an emergency school closing e-learning day needs to be used.

- Emergency school closing e-learning days will be called by 8:00 PM the evening before.
- If an emergency school closing day needs to be called after 8:00 PM for the next day, an e-learning day will NOT be used. A regular emergency day will be utilized.
- Emergency school closing e-learning day lessons must be posted in Schoology by 8:30 AM on the emergency school closing e-learning day.
- Turn all Go-Guardian Scenes off by 8:30 AM.
- An **Emergency School Closing** folder should be created in each course in Schoology.
- In the folder, provide directions for the day
  - 50 minutes of learning activity time (what a typical student could accomplish in a normal class period)
  - Link to the assignment for the day (this is the requirement in case we are audited)
    - Include some type of accountability for the day's e-learning. The actual assignment should be in the current unit/topic folder--not in the emergency school closing folder.
    - Accountability for emergency school closing e-learning day activity is due 3 school days after e-learning day.
    - Accountability for emergency school closing e-learning day activity must be graded (can be no count/practice) within 3 school days of the due-date.
    - Do **not** put the actual assignment in the emergency school closing e-learning day folder because if you unpublish the folder after the emergency school closing e-learning day, the grades will be lost. Post the actual assignment in your current unit/topic folder.
- Teacher must be available via email (respond within 2 hours) or Schoology messaging (8:30 AM - 3:10 PM)
  - After 3:10, teachers can respond the following school day.
- Students will be marked present by default. Teachers will not need to take attendance.
- Students with accommodations must receive the same accommodations with the assignment/accountability for e-learning for an emergency school closing e-learning day..

- Students may be encouraged to complete the work on the day they return so that instruction may continue, but students may not be penalized if assignments are turned in within the three (3) day period.

If a teacher needs to take a sick day or personal day on an emergency school closing e-learning day, the following procedures shall be followed:

- An emergency school closing e-learning day folder will still be posted in Schoology by the teacher since on actual school days missed due to an absence, teachers are required to submit sub plans.
- Teacher will notify the divisional and the subfinder that a sick or personal day is being taken. Also, upon return to school the teacher will fill out the appropriate paperwork.
- A teacher using a sick day on an emergency school closing e-learning day will not be expected to respond to emails. The teacher will make students aware of their unavailability by sending out a Schoology update/announcement or by posting it in their e-learning folder.

## RESOLUTION TO ADOPT REMOTE E-LEARNING PLAN 2.0

WHEREAS, the Board of Education of Grant Community High School District 124 is adopting a Remote E-Learning Plan 2.0 district-wide that shall permit student instruction to be received electronically while students are not physically present.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Grant Community High School District 124 that it will employ a Remote E-Learning Plan 2.0 that covers the following three different scenarios of e-learning:

- Remote E-Learning for Extended Periods of Time
- Blended E-Learning with Some In-Person Instruction
- Emergency School Closing E-Learning Day

The Remote E-Learning Plan 2.0 includes the following provisions:

- May utilize the Internet, video conferencing, web conferencing, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Ensures and verifies that required clock hours of instruction or school work for each student participating in an e-learning day.
- Ensures and verifies that recommended synchronous learning hours of instruction for each student participating in an e-learning day.
- Ensures access from home or other appropriate remote facility for all students participating in the program including availability of non-electronic materials to students who do not have access to the required technology.
- Ensures appropriate learning opportunities for students with special needs.
- Ensures the monitoring and verification of each student's electronic participation.
- Addresses the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provides effective notice to students and their parents or guardians of the particular days for e-learning.
- Provides staff and students with adequate training for e-learning days' participation.
- Ensures an opportunity for any collective bargaining negotiations that would be legally required.
- Reviews the program as implemented to address difficulties confronted through revision or otherwise.
- Ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents.
- Ensures all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program.
- Will be verified by the Regional Office of Education for the school district to ensure access for all students.
- Will be implemented for a period of 3 years (2020-21, 2021-22, 2022-23) prior to renewal.



ADOPTED: \_\_\_\_\_ 2020, by a roll call vote as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT/OTHER: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

Attest: \_\_\_\_\_  
Secretary, Board of Education

## Proposed School Board Policy Changes

### Section 200 Board of Education

#### 2:220 School Board Meeting Procedure

This policy is updated in response to amendments to the Open Meetings Act, amended by Public Act 101-640. The amendments address board meetings in open or closed sessions by audio or video conference without the physical presence of a quorum as long as the board meets certain statutory conditions.

### Section 400 Operational Services

#### 4:180 Pandemic Preparedness; Management; and Recovery

The policy is updated in response to a number of state and federal actions and/or guidance documents to address the ongoing pandemic as it affects public school operations and student learning.

### Section 700 Students

#### 7:190 Student Behavior

The policy is updated in response to new ISBE permanent rules governing the use of isolated time out, time out and physical restraint.

#### 7:340 Student Records

The policy is updated as a result of a periodic review with recommended improvement changes.

#### 7:345 Use of Educational Technologies; Student Data Privacy and Security

The policy is created to facilitate implementation of a new section of the School Code created by Public Act 101-516 effective 7/21/21. There will be new requirements for the District to take to protect online student data and to share general information about how student data is used.



# SCHOOL BOARD POLICY

## Grant Community High School District 124

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### SCHOOL BOARD MEETING PROCEDURE

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion ~~or explanation~~ before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall



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determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

### Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act ([OMA](#)) authorizing the closed meeting;



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7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public



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or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of



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Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member, who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

### No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent



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shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11<sup>th</sup> Edition) as a guide when a question arises concerning procedure.

### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.





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### **Legal Reference:**

5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, [and 120/7](#)  
105 ILCS 5/10-6, 5/10-7, 5/10-12, 5/10-16.

Original Policy Adopted: 1981 and August 18, 1988

Policy Reviewed and Adopted: 10/17/1991, 01/20/1994, 12/18/2003,  
08/17/2006, 3/18/2010, 12/20/2012, 12/15/2016, 12/19/2019, 00/00/0000



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Operational Services  
S.B.P. File: 4:180

### PANDEMIC PREPAREDNESS; MANAGEMENT; AND RECOVERY

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during if an influenza a pandemic occurs.

A pandemic influenza is a worldwide global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because for which there is little or to no natural pre-existing immunity against the new virus, and no vaccine; it spreads quickly to people who have not been previously exposed to the new virussustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government would play in an epidemicfunction; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic influenza school action plan; and (3) build awareness of the final plan among staff, students, and community.

#### Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. any decision Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and or Regional Office of Education.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, Board Policy Development, and recommend to the Board



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## Grant Community High School District 124

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for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

### Board meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

### Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

### Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall abide by actions outlined in the Resolution – School Operations during COVID-19 Pandemic.



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Operational Services  
S.B.P. File: 4:180

### Legal Reference:

105 ILCS 5/10-16.7, ~~and 5/10-20.5~~, [5/10-20.56](#), and [5/10-30](#)  
[5 ILCS 120/2.01 and 120/7\(e\), Open Meetings Act](#)  
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1)  
20 ILCS 3305, Ill. Emergency Management Agency Act  
115 ILCS 5/, Ill. Educational Labor Relations Act  
Original Policy Adopted: 02/21/2013  
Policy Reviewed and Adopted: 00/00/0000



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students  
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### STUDENT BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:



# SCHOOL BOARD POLICY

## Grant Community High School District 124

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1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition



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in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without



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limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used, with headphones, during passing periods, during the student's lunch period, or during the student's study hall; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and





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sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and



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security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.



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### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and non-profit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.



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11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

[Isolated Time Out, Time Out, and Physical Restraint](#)



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students

S.B.P. File: 7:190 (Page 9 of 11)

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedures(s).

### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students

S.B.P. File: 7:190 (Page 10 of 11)

### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students

S.B.P. File: 7:190 (Page 11 of 11)

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

### **Legal Reference:**

20 U.S.C. §6081, Pro-Children Act of 1994

20 U.S.C. §7961 et seq., Gun-Free Schools Act

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3 and 110/3.10

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program

410 ILCS 647/, Powdered Caffeine Control and Education Act

430 ILCS 66/, Firearm Concealed Carry Act

23 Ill.Admin.Code §§ 1.280, [1.285](#)

Original Policy Adopted: 11/21/1991

Policy Reviewed and Adopted: 02/21/2002, 11/17/2005, 08/19/2010, 04/19/2012, 05/16/2013, 04/17/2014, 04/21/2016, 12/20/2018, **00/00/0000**



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students  
S.B.P. File: 7:340 (Page 1 of 2)

### STUDENT RECORDS

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~[opt-out of](#) the release of [directory](#) information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to





# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students

S.B.P. File: 7:340 (Page 2 of 2)

have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without [parent](#) consent to [the official records custodian](#) ~~officials~~ of another school ~~district~~ in which a student has enrolled or intends to enroll, as well as to any [other](#) person as specifically required [or permitted](#) by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### Legal Reference:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by  
34 C.F.R. Part 99

50 ILCS 205/7

105 ILCS 5/10-20.21b, 20.37, 20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Ill. School Student Records Act

[105 ILCS 85/, Student Online Personal Protection Act](#)

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act,

750 ILCS 5/602.11, [Ill. Marriage and Dissolution of Marriage Act](#)

23 Ill.Admin.Code Parts 226 and 375

Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002)

Chicago Tribune Co. v. Chicago Bd. Of Ed., 773 N.E.2s 674 (Ill.App.1, 2002)

Original Policy Adopted: February 15, 2007

Policy Reviewed and Adopted: 04/30/2013, 01/21/2016, **00/00/0000**



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students

S.B.P. File: 7:345 (Page 1 of 2)

### USE OF EDUCATIONAL TECHNOLOGIES; STUDENT DATA PRIVACY AND SECURITY

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students, and staff.

#### Definitions

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.



# SCHOOL BOARD POLICY

## Grant Community High School District 124

Section: Students

S.B.P. File: 7:345 (Page 2 of 2)

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

Legal Reference: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99

105 ILCS 10/, Ill. School Student Records Act

105 ILCS 85/, Student Online Personal Protection Act

Original Policy Adopted: 00/00/0000

Policy Reviewed and Adopted:

Kimberly Nelson

**2020-2021 RETURN TO SCHOOL INFORMATION FORM**

Please answer the applicable questions below.

Please state the accommodation you are requesting for us to consider: Due to  
my Children's School District 114 doing  
remote learning I am unable to  
return to work at this time. As soon  
as my Children return to school I will  
be able to return to work!

Thank you so much for understanding!

**Olk, Kris**

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**From:** Sefcik, Christine  
**Sent:** Friday, August 7, 2020 3:29 PM  
**To:** Olk, Kris  
**Subject:** personnel

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**From:** McCarthy, Heidi  
**Sent:** Wednesday, August 5, 2020 12:24 PM  
**To:** Schoell, Blair  
**Subject:** Resignation

Hello Blair,

I'm following up our conversation this morning with an official email. This email is to confirm that I am regretfully resigning my position as a teacher at Grant High School. As you know, I have a child at home that is having surgery and needs me to be more available for him to get him through this. I have enjoyed my years at Grant and will greatly miss all of the friends and colleagues that I have made while here. Please let me know how we will proceed through the next steps of this. I appreciate your help. Thank you so much for everything that you have done for and helped me with.

Thanks,

Heidi McCarthy

**Grant Community High School**

**Fine Art Teacher**  
**Art Club Sponsor**  
**Environmental Club Sponsor**

Christine A. Sefcik, Ed.D.  
Superintendent  
Grant Community High School District 124  
285 E. Grand Avenue  
Fox Lake, IL 60020  
(847)587-7940 (p)  
(847)587-7098 (f)

**From:** "Troemel, Emily" <ETroemel@grantbulldogs.org>

**Date:** July 18, 2020 at 10:40:31 AM CDT

**To:** "Sonders, Tina" <TSonders@grantbulldogs.org>

**Subject:** Two Weeks Notice

Good morning Tina!

I know this has been quite the challenging and stressful time for you and so many, trying to figure out this upcoming school year. I hate to add anymore stress to your plate, but I will be putting in my two weeks notice. Another job has arose that will allow me to be more secure financially.

I will miss you, the para team, and the kids so much. I also wanted to thank you for such a wonderful school year last year, despite the craziness. You are such a pleasure to work under. I'm wishing you and the whole Grant community the best. 😊

Emily Troemel

July 23rd, 2020

Dear Mr. Duval:

I regret to inform you that I am resigning as the Spanish Club sponsor for the 2020-2021 school year.

Although I have greatly enjoyed working with the children the last 10 years, unfortunately due to my son's current school schedule, I will not be able to fulfill this commitment this coming year.

I hope my resignation does not cause any inconvenience and would like to apologize in advance if this is the case. I appreciate your understanding in this matter.

Sincerely,

Cristiana Catarino  
Spanish Teacher

ck  
7 Adist  
7/27/20

Today 7:15 PM

Hi Patti I hope you are!!!! I am not going to go back to work at the high school because of the virus my son is only going to go to school two days a week and they are going to do fewer hours so i will be able to work I feel sad for not being able to return I have no one to take care of my son. Thanks so much for everything

TEXT MSG. from  
Hilda Serna,  
Food Service



## FAMILY AND MEDICAL LEAVE REQUEST FORM

**Name:** Katherine Brunette

**Title:** Bus Driver

**Seniority Date:** March 5, 2007

**Date of Request:** August 2, 2020

**PURPOSE OF LEAVE** (check one):

☐

Birth of Child

☐

Expected placement of child for adoption

☐

Expected placement of child for foster care

☐

Serious illness of family member

Name of family member: \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

☒

Employee's serious illness

**LEAVE DATES** Beginning: **August 17, 2020** Ending: **October 17, 2020**

**TYPE OF LEAVE** (check one):

☒

Continuous

☐

Intermittent basis

Schedule requested: \_\_\_\_\_

☐

Reduced schedule

Schedule requested: \_\_\_\_\_

This form is to be completed either by the employee requesting leave or the employer's designated representative to whom the request is made. Attach any written leave requests from the employee to this form.



# Grant Community High School District 124

285 East Grand Avenue, Fox Lake, Illinois 60020

847-587-2561 • fax 847-587-2991

Christine A. Sefcik, Ed.D.  
Superintendent

Jeremy N. Schmidt  
Principal

Beth A. Reich  
Business Manager

## FAMILY AND MEDICAL LEAVE REQUEST APPROVAL FORM

TO: Katherine Brunette

The Board of Education is in receipt of your request for a leave pursuant to the federal Family and Medical Leave Act (the "Act") of 1993. This is to notify you that your leave request has been granted. Your leave is scheduled to **begin on August 17, 2020** and is scheduled to **end on October 17, 2020**. The stated purpose for your leave is **employee's serious illness** and it will be taken on the following basis:

☒

Continuous basis

☐

Intermittent basis

Schedule of leave: \_\_\_\_\_

☐

Reduced schedule

Schedule of leave: \_\_\_\_\_

This is also to notify you that the Board will require you to substitute N/A (days) (weeks) of your accrued paid N/A time for N/A (days) (weeks) of your unpaid FMLA leave.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Date

## FAMILY AND MEDICAL LEAVE REQUEST FORM

**Name:**                    **Barbara Miller**

**Title:**                    **Food Services**

**Seniority Date:**    **8/3/2004**

**Date of Request:**   **8/17/2020**

**PURPOSE OF LEAVE** (check one):

☐

Birth of Child

☐

Expected placement of child for adoption

☐

Expected placement of child for foster care

☐

Serious illness of family member

Name of family member: \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

☒

Employee's serious illness

**LEAVE DATES**      Beginning: **August 17, 2020**      Ending: **November 12, 2020**

**TYPE OF LEAVE** (check one):

☒

Continuous

☐

Intermittent basis

Schedule requested: \_\_\_\_\_

☐

Reduced schedule

Schedule requested: \_\_\_\_\_

This form is to be completed either by the employee requesting leave or the employer's designated representative to whom the request is made. Attach any written leave requests from the employee to this form.



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## FAMILY AND MEDICAL LEAVE REQUEST APPROVAL FORM

TO: Barbara Miller

The Board of Education is in receipt of your request for a leave pursuant to the federal Family and Medical Leave Act (the "Act") of 1993. This is to notify you that your leave request has been granted. Your leave is scheduled to **begin on August 17, 2020** and is scheduled to **end on November 12, 2020**. The stated purpose for your leave is **employee's serious illness** and it will be taken on the following basis:

☒

Continuous basis

☐

Intermittent basis

Schedule of leave: \_\_\_\_\_

☐

Reduced schedule

Schedule of leave: \_\_\_\_\_

This is also to notify you that the Board will require you to substitute N/A (days) (weeks) of your accrued paid N/A time for N/A (days) (weeks) of your unpaid FMLA leave.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Date

Principal's Report to the Board of Education  
Jeremy Schmidt, Principal  
August 2020

### **Big Dawg Mentor Training**

On August 3, we held our annual Big Dawg Mentor training. Students who met the selection criteria were vetted, selected, then communicated with this spring, and many have been connecting with their freshmen mentees. This training was modified to meet social distancing guidelines, and it prepares Big Dawg Mentors to be leaders in their TEAM rooms and strong mentors for our freshmen. Students learn about expectations, plan with their TEAM teachers and other Big Dawgs, role play difficult conversations, and plan for Freshman Orientation as well as the first weeks of remote learning.

### **On-Site Material Pickup**

Our on-site material pickup process was reinvented this year to minimize student time on campus and reduce the number of students in the building at one time. Material pickup days were August 11, 12, and 13. There were a multitude of reasons for these later than normal dates, but not the least of which was because schedules were being modified through the final days of summer. During this event sophomores, juniors, and seniors came onto campus and picked up all the necessary items to be prepared for the first day of school including: schedules, textbooks, supplies, handbooks, and Chromebooks. Although a challenge every year, getting students on campus prior to the school year was a priority, as we wanted to make sure every student is ready for the remote learning on the first day of school. In addition to emails and Skyward messages, we sent voice messages to families who missed their designated day inviting them to subsequent days. Students who do not have materials by next week will have their materials delivered to them.

### **Freshman Orientation**

Freshman Orientation was completely re-tooled this year to run over two full days. This was done in an effort to minimize the risks of gathering groups together. Freshman Orientation 2020 will be condensed to reduce student time on campus and to focus on 1) distributing necessary learning materials, and 2) establishing initial relationships with TEAM teachers and Big Dawg Mentors. Our Big Dawg Mentors did an exceptional job welcoming the freshman and easing their transition to high school during this unusual year.

Freshman were scheduled to come to campus by TEAM room. Half of each TEAM came on each day to keep groups to 8 - 9 students. Freshmen were greeted by TEAM teachers and Big Dawg Mentors, and then they received their schedules, ID's, textbooks, handbook, and Chromebooks. After receiving all necessary supplies, freshmen were taken to their TEAM rooms where they worked with Big Dawgs Mentors and TEAM teachers to get oriented with logins for Google, Skyward, Schoology, and Zoom as well as check WIFI connectivity.

### **New Teacher Orientation**

This year's New Teacher Orientation was successfully run over two and a half days from August 3 - August 5. The program was modified to meet social distancing requirements and reflect a remote start to instruction. Peer Mentors and Instructional Coaches continued to be integral to the program. Regardless of the modifications this year, the goal for the orientation remained: to instill core instructional values in our new staff beginning their very first day as Bulldogs. The program provides new teachers all the tools they will need to be effective from day one in the classroom as well as providing an opportunity to introduce new teachers to the climate and culture of Grant.

### **Back-to-School Institute Days**

August 10 - August 14 were this year's expanded Back-to-School Institute days. During this year's institute days, we made a concerted effort to provide teachers with resources and the individual support needed for high quality remote instruction. Building-wide training was held to ensure our unified understanding of our Remote Learning 2.0 Plan and the coinciding staff expectations. Additionally, substantial amounts of time were dedicated to individual and small group training and instructional methodology using: Schoology, GoGuardian, Zoom, Screencastify, and a multitude of department specific resources. Moreover, PLTs met daily to refine vital instructional objectives, identify grading categories, create common lessons, and practice synchronous learning. Lastly, with an emphasis placed on engaging students and establishing relationships remotely, time was dedicated to preparing staff to facilitate their TEAM classes remotely.



**BOE MEETING AUGUST 20, 2020**  
**FREEDOM OF INFORMATION REQUESTS FULFILLED**

Date of Request	Requestor	Documents Requested	Date of Response
7/28/2020	Steven Duplain	Names, corresponding job titles, email addresses, and the most current and readily available salary information of all teachers and administrators employed as of 7/28/2020-confirmed commercial request.	8/7/2020
8/6/2020	Attorney David M. Heilmann	Final Report-Husar Abatement and Certified Payroll	8/10/2020