

**LIST OF BILLS -- August 2013**

It is recommended that the expenditures, by fund, be approved for August 2013.

Education Fund	\$3,727,776.74
O&M Fund	182,455.54
Transportation	119,214.55
IMR Fund	125,912.34
Capital Projects Fund	174,535.26
Activity Fund	551,868.50
	<u><u>\$4,881,762.93</u></u>

BOARD OF EDUCATION  
DU PAGE HIGH SCHOOL DISTRICT 88  
DU PAGE COUNTY, ILLINOIS

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Recapitulation of Checks and Vouchers written from Board Funds  
from August 1, 2013 through August 31, 2013

Education Fund (10)

Check No. 500635 thru 500684		\$ 278,235.10
498114	Void	(200.14)
499391	Void	(74.31)
499779	Void	(33.35)
500747	Manual	200.00
500748 thru 500842		76,660.56
500865	Manual	4,750.00
500866 thru 500942		1,264,364.02
500988 thru 500989		1,393.59
500990 thru 501028		42,721.55
495902	Void - Reissue	(325.00)
497455	Void - Reissue	(2,103.00)
500385	Void - Reissue	(600.00)
500650	Void - Reissue	(38,400.00)
501060 thru 501140		191,731.90
501174 thru 501177		12,892.51
Total Checks		<u>\$ 1,831,213.43</u>
W/T Fidelity 403B	08/15/13	\$ 370.00
W/T TRS Employee W/H	08/15/13	11,006.73
W/T THIS Employee W/H	08/15/13	1,135.78
W/T TRS Board Share	08/15/13	721.59
W/T THIS Board Share	08/15/13	843.07
W/T-Federal Taxes	08/15/13	41,451.95
W/T-FICA/MED Taxes	08/15/13	17,693.06
W/T-State Taxes	08/15/13	14,796.63
W/T-Child Support W/H	08/15/13	1,634.57
W/T-Credit Union	08/15/13	4,490.00
Net Payroll Transfers	08/15/13	33,725.43
Direct Deposit Transfers	08/15/13	183,444.75
W/T Fidelity 403B	08/28/13	7,848.73
W/T TRS Employee W/H	08/28/13	119,601.35
W/T THIS Employee W/H	08/28/13	12,341.88
W/T TRS Board Share	08/28/13	7,379.67
W/T THIS Board Share	08/28/13	9,160.96
W/T IMRF Employee W/H	08/28/13	24,852.24
W/T IMRF Employee Voluntary	08/28/13	805.74
W/T GRANT share	08/28/13	1,617.64
W/T-Federal Taxes	08/30/13	206,327.98
W/T-FICA/MED Taxes	08/30/13	45,204.96
W/T-State Taxes	08/30/13	70,740.74
W/T-Child Support W/H	08/30/13	6,273.56
W/T-Credit Union	08/30/13	17,930.65
Net Payroll Transfers	08/30/13	133,842.52
Direct Deposit Transfers	08/30/13	921,321.13
Total Education Fund		<u>\$ 3,727,776.74</u>

BOARD OF EDUCATION  
DU PAGE HIGH SCHOOL DISTRICT 88  
DU PAGE COUNTY, ILLINOIS

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Recapitulation of Checks and Vouchers written from Board Funds  
from August 1, 2013 through August 31, 2013

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*****
O & M Fund (20)
Check No. 500685 thru 500713                $      42,351.52
          500563                Void - Duplicate payment      (760.66)
          500843 thru 500855                6,613.81
          500943 thru 500968                30,726.67
          501029 thru 501050                55,967.39
          501141 thru 501157                47,556.81
          Total O & M Fund                $    182,455.54
*****

Transportation Fund (40)
Check No. 500714 thru 500717                $      39,794.80
          500856                2,116.31
          500969 thru 500976                26,625.94
          501051 thru 501054                50,677.50
          Total Transportation Fund        $    119,214.55
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IMR Fund (50)
Wire Transfer-Board FICA/MED                $      17,693.06
W/T Board Share                63,014.32
Wire Transfer-Board FICA/MED                45,204.96
Total IMR Fund                $    125,912.34
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Capital Projects Fund (60)
Check No. 500718 thru 500719                $      9,595.00
          500977 thru 500978                159,682.00
          501055                5,098.26
          501158                160.00
          Total Capital Projects Fund    $    174,535.26
*****

Activity Fund (91)
Check No. 500720 thru 500746                $      486,324.15
          500739                Void - Reissue      (140.00)
          500857 thru 500864                5,268.51
          500979 thru 500987                4,389.87
          501056 thru 501059                1,084.05
          501159 thru 501173                54,941.92
          Total Activity Fund            $    551,868.50
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GRAND TOTAL CHECKS AND TRANSFERS                $    4,881,762.93

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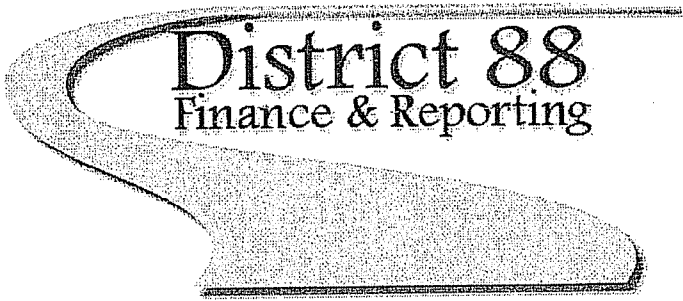
TO THE TREASURER OF THE BOARD OF EDUCATION OF DU PAGE HIGH SCHOOL  
DISTRICT 88: We certify this to be a true and correct copy of the payments authorized and  
approved as shown by the Minutes of the Board of Education of DuPage High School  
District 88, DuPage County, Illinois at its September meeting.

President: \_\_\_\_\_

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

Secretary: \_\_\_\_\_

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



Vendors over \$0.00  
 08-01-2013 to 08-31-2013  
 Generated on 09-03-2013 at 4:13 PM  
 Total Results: 402

<b>247 EDUCATE ONLINE (54435)</b>					<b>\$749.11</b>
08-08-2013	Regular - TITLE I SUPP ED SERVICES	500748	10	Education Fund	\$749.11
<b>A.G.A.D. PEST CONTROL, INC. (47495)</b>					<b>\$750.00</b>
08-01-2013	Regular - PUR SVC AT OPERATIONS	500685	20	O & M Fund	\$750.00
<b>AASPA (51892)</b>					<b>\$175.00</b>
08-15-2013	Regular - SUPPLIES OTH CENT ADMIN	500866	10	Education Fund	\$175.00
<b>ACCURATE OFFICE SUPPLY CO. (15633)</b>					<b>\$890.71</b>
08-08-2013	Regular - SUPPLIES BUSINESS OFFICE	500749	10	Education Fund	\$44.00
08-15-2013	Regular - SUPPLIES BUSINESS OFFICE	500867	10	Education Fund	\$649.66
08-28-2013	Regular - SUPPLIES EXEC ADMIN	501060	10	Education Fund	\$197.05
<b>ACTION ATHLETIC ASSOCIATES (52035)</b>					<b>\$1,070.00</b>
08-15-2013	Regular - NON CAP EQUIPMENT	500943	20	O & M Fund	\$1,070.00
<b>ADA BADMINTON &amp; TENNIS (45886)</b>					<b>\$287.00</b>
08-28-2013	Regular - SUPPLIES AT PE	501061	10	Education Fund	\$287.00
<b>ADAM CIBULKA (49158)</b>					<b>\$69.72</b>
08-28-2013	Regular - STAFF TRAVEL AT PRIN OFF	501062	10	Education Fund	\$69.72
<b>ADDISON TRAIL HIGH SCHOOL (12827)</b>					<b>\$300.00</b>
08-15-2013	Regular - PUR SVC WB ATH	500868	10	Education Fund	\$300.00
<b>ADORAMA CAMERA, INC. (48295)</b>					<b>\$630.75</b>
08-22-2013	Regular - PUR SVC WB MAINTENANCE	501029	20	O & M Fund	\$630.75
<b>ADVANCED DISPOSAL SERVICES (54721)</b>					<b>\$739.90</b>
08-01-2013	Regular - REFUSE DISPOSAL WB OPER	500686	20	O & M Fund	\$364.95
08-22-2013	Regular - REFUSE DISPOSAL WB OPER	501030	20	O & M Fund	\$374.95
<b>AIR CLEANING SPECIALISTS, INC. (54689)</b>					<b>\$2,345.22</b>
08-22-2013	Regular - SUPPLIES WB MAINTENANCE	501031	20	O & M Fund	\$2,345.22
<b>ALBERTSONS (49303)</b>					<b>\$249.36</b>
08-15-2013	Regular - SUPPLIES OTH CENT ADMIN	500869	10	Education Fund	\$249.36
<b>ALBOUM &amp; ASSOCIATES (54149)</b>					<b>\$456.32</b>
08-01-2013	Regular - TITLE 1 PS WB PAR OUTREAC	500635	10	Education Fund	\$456.32



<b>ALL STAR PUBLISHING (18549)</b>					<b>\$1,916.00</b>
08-28-2013	Regular - ATHLETIC SPECIAL PROJECTS	501159	91	Activity Fund	\$1,916.00
<b>ALLEGRA MARKETING-PRINT MAIL (48215)</b>					<b>\$44.26</b>
08-28-2013	Regular - SUPPLIES WB PRIN OFF	501063	10	Education Fund	\$44.26
<b>ALLIED BENEFIT SYSTEMS (24191)</b>					<b>\$370.50</b>
08-08-2013	Regular - CERT FLEX ADMIN FEES	500857	91	Activity Fund	\$260.00
08-22-2013	Regular - CERT FLEX ADMIN FEES	501056	91	Activity Fund	\$110.50
<b>ALLIED WASTE SERVICES (49066)</b>					<b>\$773.73</b>
08-22-2013	Regular - REFUSE DISPOSAL AT OPER	501032	20	O & M Fund	\$773.73
<b>ALPSCONTROLS.COM (54718)</b>					<b>\$36.35</b>
08-01-2013	Regular - SUPPLIES WB MAINTENANCE	500687	20	O & M Fund	\$36.35
<b>AM SAN LLC (51457)</b>					<b>\$1,027.03</b>
08-01-2013	Regular - SUPPLIES AT CUSTODIAL	500688	20	O & M Fund	\$623.73
08-08-2013	Regular - SUPPLIES AT CUSTODIAL	500843	20	O & M Fund	\$17.80
08-28-2013	Regular - SUPPLIES WB CUSTODIAL	501141	20	O & M Fund	\$385.50
<b>AMERIMAC (54590)</b>					<b>\$100.00</b>
08-15-2013	Regular - SUPPLIES EXEC ADMIN	500870	10	Education Fund	\$100.00
<b>AMERITAS (52853)</b>					<b>\$238.00</b>
08-15-2013	Regular - P/R DEDUCT 8/15/13	500871	10	Education Fund	\$119.00
08-28-2013	Regular - P/R DEDUCT 8/30/13	501064	10	Education Fund	\$119.00
<b>AMSCO SCHOOL PUBLICATIONS,INC. (213)</b>					<b>\$4,065.10</b>
08-28-2013	Regular - TEXTBOOKS WB BOOKSTORE	501065	10	Education Fund	\$4,065.10
<b>ANUM ABDULLAH (53831)</b>					<b>\$1,398.00</b>
08-08-2013	Regular - TUITION REIMBURSEMENT	500751	10	Education Fund	\$198.00
08-28-2013	Regular - TUITION REIMBURSEMENT	501066	10	Education Fund	\$1,200.00
<b>ARBOR MANAGEMENT, INC. (24320)</b>					<b>\$126,246.03</b>
08-15-2013	Regular - PUR SVC WB FOOD SERVICE	500872	10	Education Fund	\$126,246.03
<b>ASSURANT BENEFITS INSURANCE CO. (50054)</b>					<b>\$4,589.49</b>
08-28-2013	Regular - LIFE INSURANCE/LTD	501160	91	Activity Fund	\$4,589.49
<b>AT&amp;T (18491)</b>					<b>\$9,957.37</b>
08-01-2013	Regular - MEDIA SERVICE	500689	20	O & M Fund	\$7,062.17
08-01-2013	Regular - MEDIA SERVICE	500690	20	O & M Fund	\$2,290.69
08-15-2013	Regular - MEDIA SERVICE	500945	20	O & M Fund	\$320.57
08-28-2013	Regular - MEDIA SERVICE	501142	20	O & M Fund	\$283.94
<b>AT&amp;T MOBILITY NATIONAL ACCTS LLC (52905)</b>					<b>\$171.18</b>
08-01-2013	Regular - PS IDEA SPEECH PATH	500636	10	Education Fund	\$110.60

08-15-2013 Regular - PS IDEA SPEECH PATH	500873	10	Education Fund	\$60.58
<b>AURELIO'S PIZZA (46041)</b>				<b>\$75.00</b>
08-22-2013 Regular - EXEC ADMIN STAFF TRAVEL	500990	10	Education Fund	\$75.00
<b>AUTOMATED LOGIC CHICAGO (52223)</b>				<b>\$480.00</b>
08-28-2013 Regular - PUR SVC WB MAINTENANCE	501143	20	O & M Fund	\$480.00
<b>AWARD EMBLEM MFG. CO. INC. (5411)</b>				<b>\$626.45</b>
08-22-2013 Regular - SUPPLIES WB PRIN OFF	500991	10	Education Fund	\$626.45
<b>AXA EQUITABLE (7986)</b>				<b>\$18,387.71</b>
08-15-2013 Regular - P/R DEDUCT 8/15/13	500874	10	Education Fund	\$1,553.00
08-28-2013 Regular - P/R DEDUCT 8/30/13	501067	10	Education Fund	\$16,834.71
<b>Anthony Cacioppo (S3130265)</b>				<b>\$57.20</b>
08-08-2013 Regular - TEXTBOOKS AT BOOKSTORE	500750	10	Education Fund	\$57.20
<b>Armando Sandoval (S3131930)</b>				<b>\$43.90</b>
08-08-2013 Regular - TEXTBOOKS AT BOOKSTORE	500752	10	Education Fund	\$43.90
<b>B &amp; H PHOTO. COM CORP. (22440)</b>				<b>\$843.32</b>
08-08-2013 Regular - DIST NON CAP TECH	500753	10	Education Fund	\$599.13
08-15-2013 Regular - DIST NON CAP TECH	500875	10	Education Fund	\$175.19
08-28-2013 Regular - SUPPLIES WB MUSIC	501068	10	Education Fund	\$69.00
<b>BATAVIA HIGH SCHOOL (3421)</b>				<b>\$525.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500754	10	Education Fund	\$275.00
08-15-2013 Regular - PUR SVC WB ATH	500876	10	Education Fund	\$250.00
<b>BEST BUY (22821)</b>				<b>\$0.00</b>
08-05-2013 Void - SUPPLY AT VOC ED I&T	498114	10	Education Fund	(\$200.14)
08-08-2013 Regular - SUPPLY AT VOC ED I&T	500755	10	Education Fund	\$200.14
<b>BRANDERS (54685)</b>				<b>\$381.20</b>
08-28-2013 Regular - ATHLETIC SPECIAL PROJECTS	501161	91	Activity Fund	\$381.20
<b>BRIAN HOEHN (23649)</b>				<b>\$269.93</b>
08-28-2013 Regular - DIST NON CAP TECH	501069	10	Education Fund	\$269.93
<b>BRIAN MONROE (53710)</b>				<b>\$8.00</b>
08-08-2013 Regular - NCPERS LIFE INSURANCE REF	500756	10	Education Fund	\$8.00
<b>BRIAN SHANAHAN (44944)</b>				<b>\$988.00</b>
08-28-2013 Regular - TUITION REIMBURSEMENT	501070	10	Education Fund	\$988.00
<b>BRITTANY MUELLER (54480)</b>				<b>\$1,134.00</b>
08-08-2013 Regular - TUITION REIMBURSEMENT	500757	10	Education Fund	\$1,134.00
<b>BSN SPORTS (3284)</b>				<b>\$4,488.20</b>
08-08-2013 Regular - AT SUMMER ATHLETIC CAMPS	500858	91	Activity Fund	\$2,421.36

08-15-2013 Regular - SUPPLIES WB ATHLETICS	500877	10	Education Fund	\$2,066.84
<b>BURRIS EQUIPMENT CO. (2343)</b>				<b>\$1,002.52</b>
08-01-2013 Regular - SUPPLIES AT MAINTENANCE	500691	20	O & M Fund	\$1,002.52
<b>BYE MO'R, INC. (13458)</b>				<b>\$122.88</b>
08-22-2013 Regular - SUPPLIES AT BOOKSTORE	500992	10	Education Fund	\$122.88
<b>CABLES FOR LESS LLC (52434)</b>				<b>\$1,175.68</b>
08-08-2013 Regular - DIST NON CAP TECH	500758	10	Education Fund	\$1,175.68
<b>CALICO INDUSTRIES (54071)</b>				<b>\$1,262.08</b>
08-01-2013 Regular - SUPPLIES WB CUSTODIAL	500692	20	O & M Fund	\$1,262.08
<b>CAMELOT SCHOOL (40802)</b>				<b>\$35,444.15</b>
08-01-2013 Regular - SPED PRIVATE TUITION WBHS	500637	10	Education Fund	\$7,397.04
08-15-2013 Regular - SPED PRIVATE TUITION WBHS	500878	10	Education Fund	\$28,047.11
<b>CARL M WAHLSTROM, JR. M.D. (54723)</b>				<b>\$4,750.00</b>
08-14-2013 Manual - PUR SVC BOE LEGAL SERVICE	500865	10	Education Fund	\$4,750.00
<b>CARLSEN'S ELEVATOR SERVICE INC. (41496)</b>				<b>\$972.50</b>
08-01-2013 Regular - PUR SVC WB MAINTENANCE	500693	20	O & M Fund	\$972.50
<b>CARTHAGE COLLEGE (47147)</b>				<b>\$2,133.00</b>
08-28-2013 Regular - WB SUMMER ATHLETIC CAMPS	501162	91	Activity Fund	\$2,133.00
<b>CCP INDUSTRIES (45409)</b>				<b>\$632.49</b>
08-28-2013 Regular - FEE CARDS WB I&T	501071	10	Education Fund	\$632.49
<b>CDW GOVERNMENT, INC. (15858)</b>				<b>\$70.63</b>
08-15-2013 Regular - DIST TECH PURCH SERVICE	500879	10	Education Fund	\$70.63
<b>CENGAGE GALE (52276)</b>				<b>\$40,843.33</b>
08-01-2013 Regular - DIST TECH PURCH SERVICE	500638	10	Education Fund	\$28,995.00
08-08-2013 Regular - BOOKS AT LIBRARY	500759	10	Education Fund	\$11,848.33
<b>CENTER FOR EDUCATION &amp; EMPLOYMENT (47523)</b>				<b>\$179.00</b>
08-28-2013 Regular - SUPPLIES WB PRIN OFF	501072	10	Education Fund	\$179.00
<b>CHARLES MADDEN (54706)</b>				<b>\$65.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500720	91	Activity Fund	\$65.00
<b>CHICAGO OFFICE TECHNOLOGY GROUP (48568)</b>				<b>\$32.00</b>
08-01-2013 Regular - SUPPLIES OTH CENT ADMIN	500639	10	Education Fund	\$16.00
08-15-2013 Regular - SUPPLIES OTH CENT ADMIN	500880	10	Education Fund	\$16.00
<b>CHICAGO TRIBUNE (1519)</b>				<b>\$117.00</b>
08-28-2013 Regular - SUPPLIES EXEC ADMIN	501073	10	Education Fund	\$117.00
<b>CHICAGOLAND BOOKBUYERS INC. (43645)</b>				<b>\$9,553.00</b>
08-08-2013 Regular - SUPPLIES AT BOOKSTORE	500760	10	Education Fund	\$5,172.00

08-22-2013 Regular - TEXTBOOKS AT BOOKSTORE	500993	10	Education Fund	\$4,381.00
<b>CHRISTINA TRAPANI (51064)</b>				<b>\$1,719.00</b>
08-01-2013 Regular - TUITION REIMBURSEMENT	500640	10	Education Fund	\$600.00
08-08-2013 Regular - TUITION REIMBURSEMENT	500761	10	Education Fund	\$1,119.00
<b>CHRISTINE DI RIENZO (54350)</b>				<b>\$600.00</b>
08-28-2013 Regular - TUITION REIMBURSEMENT	501074	10	Education Fund	\$600.00
<b>CICERO MFG &amp; SUPPLY CO. INC. (54619)</b>				<b>\$1,272.00</b>
08-08-2013 Regular - SUPPLIES AT CUSTODIAL	500844	20	O & M Fund	\$1,272.00
<b>CINTAS FIRST AID &amp; SAFETY (43105)</b>				<b>\$58.30</b>
08-08-2013 Regular - SUPPLIES AT PRIN OFF	500762	10	Education Fund	\$58.30
<b>CLASSIC HARDWARE COMPANY, INC. (250)</b>				<b>\$11.40</b>
08-01-2013 Regular - SUPPLIES AT PRIN OFF	500641	10	Education Fund	\$11.40
<b>CLASSIC PARTY RENTAL (51717)</b>				<b>\$2,147.00</b>
08-01-2013 Regular - RENTAL WB ATHLETICS	500642	10	Education Fund	\$2,147.00
<b>COCA-COLA ENT LAKESHORE DIV (50201)</b>				<b>\$456.59</b>
08-28-2013 Regular - RESERVE ACTIVITY FUND	501163	91	Activity Fund	\$456.59
<b>COLLIN BALDONERI, ATH. OFFICIAL (49946)</b>				<b>\$66.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500721	91	Activity Fund	\$66.00
<b>COLONIAL LIFE &amp; ACCIDENT INS. (15805)</b>				<b>\$531.24</b>
08-01-2013 Regular - CERT/CLASS FLEX LIFE INS	500722	91	Activity Fund	\$265.62
08-15-2013 Regular - CERT/CLASS FLEX LIFE INS	500979	91	Activity Fund	\$265.62
<b>COMCAST BUSINESS (54719)</b>				<b>\$19,962.99</b>
08-01-2013 Regular - MEDIA SERVICE	500694	20	O & M Fund	\$17,662.99
08-28-2013 Regular - MEDIA SERVICE	501144	20	O & M Fund	\$2,300.00
<b>COMCAST CABLE (51355)</b>				<b>\$18.14</b>
08-01-2013 Regular - MEDIA SERVICE	500695	20	O & M Fund	\$18.14
<b>CONANT HIGH SCHOOL (1835)</b>				<b>\$185.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500763	10	Education Fund	\$185.00
<b>CONSUMER REPORTS (24386)</b>				<b>\$49.00</b>
08-01-2013 Regular - SUPPLIES BUSINESS OFFICE	500643	10	Education Fund	\$49.00
<b>COOPERATIVE ASSOC.FOR SPEC.ED. (4034)</b>				<b>\$659.50</b>
08-15-2013 Regular - PUR SVC AT SPED	500881	10	Education Fund	\$659.50
<b>CORPORATE CONCEPTS (52143)</b>				<b>\$4,804.80</b>
08-01-2013 Regular - SUPPLIES AT PRIN OFF	500644	10	Education Fund	\$397.68
08-08-2013 Regular - SUPPLIES AT PRIN OFF	500764	10	Education Fund	\$3,457.12
08-22-2013 Regular - NON CAP OTHER CENTRAL SUP	500994	10	Education Fund	\$950.00

<b>COTTAGE HILL OPERATING CO. (1670)</b>					<b>\$74,953.96</b>
08-01-2013	Regular - SP ED TRANSPORTATION	500714	40	Transportation Fund	\$26,939.80
08-22-2013	Regular - SP ED TRANSPORTATION	501051	40	Transportation Fund	\$48,014.16
<b>COTTAGE HILL OPERATING CO. (236)</b>					<b>\$6,690.45</b>
08-08-2013	Regular - FIELD TRIPS AT HOST	500856	40	Transportation Fund	\$2,116.31
08-15-2013	Regular - FIELD TRIPS AT ATHLETICS	500969	40	Transportation Fund	\$4,574.14
<b>COTTAGE HILL OPERATING CO. (14729)</b>					<b>\$324.65</b>
08-15-2013	Regular - FIELD TRIPS WB ATHLETICS	500970	40	Transportation Fund	\$324.65
<b>CPI QUALIFIED PLAN CONSULTANTS INC (52849)</b>					<b>\$102.50</b>
08-08-2013	Regular - 403 B FEES	500859	91	Activity Fund	\$102.50
<b>CREMONA STRING INSTRUMENTS (54736)</b>					<b>\$2,076.00</b>
08-28-2013	Regular - R&M WB MUSIC	501075	10	Education Fund	\$2,076.00
<b>D&amp;M EQUIPMENT COMPANY, INC. (47810)</b>					<b>\$59.39</b>
08-01-2013	Regular - SUPPLIES WB MAINTENANCE	500696	20	O & M Fund	\$59.39
<b>D'ANGELO NATURAL SPRING WATER (52327)</b>					<b>\$23.00</b>
08-15-2013	Regular - RESERVE ACTIVITY FUND	500980	91	Activity Fund	\$11.50
08-28-2013	Regular - SUPPLIES WB BOOKSTORE	501078	10	Education Fund	\$11.50
<b>DAILY HERALD (9987)</b>					<b>\$64.45</b>
08-01-2013	Regular - PUR SVC BOE ADVERTISING	500645	10	Education Fund	\$26.45
08-01-2013	Regular - SUPPLIES EXEC ADMIN	500646	10	Education Fund	\$19.00
08-28-2013	Regular - SUPPLIES EXEC ADMIN	501077	10	Education Fund	\$19.00
<b>DAN KRAUSE (46581)</b>					<b>\$800.00</b>
08-01-2013	Regular - TUITION REIMBURSEMENT	500647	10	Education Fund	\$800.00
<b>DANE WHITESIDE, ATH. OFFICIAL (53438)</b>					<b>\$627.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500723	91	Activity Fund	\$627.00
<b>DANIELLE SCHWEIGERT (53771)</b>					<b>\$49.00</b>
08-22-2013	Regular - PUR SVC BOE PUBLIC REL	500995	10	Education Fund	\$49.00
<b>DAOES/TECHNOLOGY (29208)</b>					<b>\$99,204.77</b>
08-15-2013	Regular - TCD TUITION	500882	10	Education Fund	\$8,045.10
08-22-2013	Regular - SUPPLY AT VOC ED BUS ED	500996	10	Education Fund	\$675.00
08-28-2013	Regular - TCD TUITION	501079	10	Education Fund	\$84,837.55
08-28-2013	Regular - TECH. CENTER MEMBERSHIP	501080	10	Education Fund	\$5,647.12
<b>DIRECTV (53560)</b>					<b>\$121.99</b>
08-08-2013	Regular - MEDIA SERVICE	500845	20	O & M Fund	\$121.99
<b>DISCOVERY EDUCATION (49636)</b>					<b>\$3,590.00</b>
08-15-2013	Regular - DIST TECH PURCH SERVICE	500883	10	Education Fund	\$3,590.00

<b>DOWNERS GROVE NORTH H.S. (24648)</b>					<b>\$195.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500765	10	Education Fund	\$195.00
<b>DROP ZONE (52067)</b>					<b>\$600.00</b>
08-01-2013	Regular - RENTAL WB ATHLETICS	500648	10	Education Fund	\$300.00
08-28-2013	Regular - RENTAL WB ATHLETICS	501081	10	Education Fund	\$300.00
<b>DU PAGE WATER CONDITIONING (49535)</b>					<b>\$242.00</b>
08-28-2013	Regular - R&M WB SCIENCE	501082	10	Education Fund	\$242.00
<b>DUPAGE CREDIT UNION (9856)</b>					<b>\$150.00</b>
08-28-2013	Regular - P/R - ERIK ENGEL 8/30/13	501083	10	Education Fund	\$150.00
<b>DUPAGE DISTRICT #88 COUNCIL (46995)</b>					<b>\$460.95</b>
08-28-2013	Regular - AUGUST 2013 COUNCIL FEES	501084	10	Education Fund	\$460.95
<b>DUPAGE SECURITY SOLUTIONS INC (651)</b>					<b>\$60.98</b>
08-01-2013	Regular - SUPPLIES WB MAINTENANCE	500697	20	O & M Fund	\$60.98
<b>EAGLE GROUP (54601)</b>					<b>\$2,169.75</b>
08-01-2013	Regular - SUPPLIES WB BOOKSTORE	500649	10	Education Fund	\$2,169.75
<b>EARTH INC. (26171)</b>					<b>\$1,050.00</b>
08-28-2013	Regular - SUPPLIES WB MAINTENANCE	501145	20	O & M Fund	\$1,050.00
<b>ECRA GROUP INC. (53434)</b>					<b>\$0.00</b>
08-01-2013	Regular - PUR SVC WB ASSESS	500650	10	Education Fund	\$38,400.00
08-22-2013	Void - PUR SVC WB ASSESS	500650	10	Education Fund	(\$38,400.00)
<b>ED HOSTER, TREASURER (54725)</b>					<b>\$102.46</b>
08-22-2013	Regular - PUR SVC BOE POSTAGE	500997	10	Education Fund	\$102.46
<b>EDIZINOI FARINELLI (50706)</b>					<b>\$406.45</b>
08-15-2013	Regular - TEXTBOOKS AT BOOKSTORE	500884	10	Education Fund	\$406.45
<b>EDUCATIONAL BENEFIT COOPERATIVE (52629)</b>					<b>\$474,155.89</b>
08-01-2013	Regular - BCBS MAJOR MEDICAL EBC	500724	91	Activity Fund	\$474,155.89
<b>EDYBURN CORPORATION (47491)</b>					<b>\$3,696.00</b>
08-01-2013	Regular - PUR SVC BOE OTHER	500651	10	Education Fund	\$900.00
08-28-2013	Regular - RESERVE ACTIVITY FUND	501164	91	Activity Fund	\$2,796.00
<b>ELECTRO PAINTING &amp; REFURBISHING (54720)</b>					<b>\$1,860.00</b>
08-01-2013	Regular - R&M AT HOST	500652	10	Education Fund	\$1,860.00
<b>ELGIN HIGH SCHOOL (26023)</b>					<b>\$225.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500767	10	Education Fund	\$225.00
<b>ELK GROVE HIGH SCHOOL (1851)</b>					<b>\$400.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500768	10	Education Fund	\$100.00
08-15-2013	Regular - PUR SVC WB ATH	500885	10	Education Fund	\$300.00

<b>ERNESTO HERNANDEZ (54728)</b>					<b>\$100.00</b>
08-22-2013	Regular - AT INTERACT CLUB	501057	91	Activity Fund	\$100.00
<b>ESRI, INC. (50025)</b>					<b>\$250.00</b>
08-01-2013	Regular - DIST TECH PURCH SERVICE	500653	10	Education Fund	\$250.00
<b>EXPERT CHEMICAL (53272)</b>					<b>\$540.00</b>
08-08-2013	Regular - SUPPLIES WB CUSTODIAL	500846	20	O & M Fund	\$540.00
<b>FAST COLOR (54498)</b>					<b>\$2,990.00</b>
08-08-2013	Regular - SUPPLIES AT PRIN OFF	500769	10	Education Fund	\$2,990.00
<b>FAST SIGNS (51379)</b>					<b>\$259.81</b>
08-15-2013	Regular - RESERVE ACTIVITY FUND	500981	91	Activity Fund	\$59.19
08-28-2013	Regular - RESERVE ACTIVITY FUND	501165	91	Activity Fund	\$200.62
<b>FENTON HIGH SCHOOL (1836)</b>					<b>\$1,045.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500770	10	Education Fund	\$735.00
08-28-2013	Regular - PUR SVC WB ATH	501085	10	Education Fund	\$310.00
<b>FIFTH THIRD BANK (53869)</b>					<b>\$1,501.21</b>
08-15-2013	Regular - SUPPLIES EXEC ADMIN	500886	10	Education Fund	\$1,501.21
<b>FILIPPO LEONE (S3131215)</b>					<b>\$16.20</b>
08-08-2013	Regular - TEXTBOOKS AT BOOKSTORE	500771	10	Education Fund	\$16.20
<b>FITZGERALD LIGHTING (24052)</b>					<b>\$1,925.52</b>
08-22-2013	Regular - PUR SVC AT MAINTENANCE	501033	20	O & M Fund	\$1,925.52
<b>FOLLETT EDUCATIONAL SERVICES (21920)</b>					<b>\$5,535.30</b>
08-08-2013	Regular - TEXTBOOKS AT BOOKSTORE	500772	10	Education Fund	\$4,725.00
08-22-2013	Regular - TEXTBOOKS AT BOOKSTORE	500998	10	Education Fund	\$810.30
<b>FOREST AWARDS &amp; ENGRAVING (47234)</b>					<b>\$1,170.53</b>
08-22-2013	Regular - PUR SVC BOE OTHER	500999	10	Education Fund	\$1,170.53
<b>FOREST PRESERVE DISTRICT (23093)</b>					<b>\$325.00</b>
08-22-2013	Regular - PUR SVC AT ATH	501000	10	Education Fund	\$325.00
<b>FOX TECH CENTER (44975)</b>					<b>\$6,393.23</b>
08-15-2013	Regular - SPED PRIVATE TUITION WBHS	500888	10	Education Fund	\$5,183.70
08-22-2013	Regular - SPED PRIVATE TUITION WBHS	501001	10	Education Fund	\$1,209.53
<b>FOX VALLEY FIRE &amp; SAFETY CO. (572)</b>					<b>\$1,715.24</b>
08-08-2013	Regular - PUR SVC AT MAINTENANCE	500847	20	O & M Fund	\$570.69
08-28-2013	Regular - PUR SVC WB MAINTENANCE	501146	20	O & M Fund	\$1,144.55
<b>FRANCZEK RADELET (51822)</b>					<b>\$25.99</b>
08-08-2013	Regular - PUR SVC BOE LEGAL SERVICE	500773	10	Education Fund	\$25.99
<b>G. W. BERKHEIMER CO., INC. (1049)</b>					<b>\$1,174.47</b>

08-15-2013 Regular - SUPPLIES WB MAINTENANCE	500946	20	O & M Fund	\$1,019.17
08-22-2013 Regular - SUPPLIES AT MAINTENANCE	501034	20	O & M Fund	\$155.30
<b>GALIC DISBURSING COMPANY (25119)</b>				<b>\$725.00</b>
08-15-2013 Regular - P/R DEDUCT 8/15/13	500889	10	Education Fund	\$100.00
08-28-2013 Regular - P/R DEDUCT 8/30/13	501086	10	Education Fund	\$625.00
<b>GARY WALKER (51734)</b>				<b>\$2,768.04</b>
08-28-2013 Regular - ATHLETIC SPECIAL PROJECTS	501166	91	Activity Fund	\$2,768.04
<b>GEEN INDUSTRIES (1114)</b>				<b>\$1,746.15</b>
08-15-2013 Regular - SUPPLIES AT MAINTENANCE	500947	20	O & M Fund	\$1,746.15
<b>GIANT STEPS ILLINOIS INC. (51506)</b>				<b>\$7,464.72</b>
08-01-2013 Regular - SPED PRIVATE TUITION ATHS	500654	10	Education Fund	\$6,842.66
08-15-2013 Regular - SPED PRIVATE TUITION ATHS	500890	10	Education Fund	\$622.06
<b>GLEN OAKS THERAPEUTIC DAY SCH. (26380)</b>				<b>\$10,583.94</b>
08-15-2013 Regular - SPED PRIVATE TUITION WBHS	500891	10	Education Fund	\$10,583.94
<b>GLENBARD EAST HIGH SCHOOL (1855)</b>				<b>\$1,585.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500774	10	Education Fund	\$1,160.00
08-15-2013 Regular - PUR SVC WB ATH	500892	10	Education Fund	\$425.00
<b>GLENBARD ELECTRIC SUPPLY, INC. (42021)</b>				<b>\$487.95</b>
08-01-2013 Regular - SUPPLIES AT MAINTENANCE	500698	20	O & M Fund	\$40.15
08-28-2013 Regular - SUPPLIES AT MAINTENANCE	501147	20	O & M Fund	\$447.80
<b>GLENBARD NORTH HIGH SCHOOL (1838)</b>				<b>\$250.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500775	10	Education Fund	\$250.00
<b>GLENBARD SOUTH HIGH SCHOOL (1546)</b>				<b>\$800.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500776	10	Education Fund	\$400.00
08-15-2013 Regular - PUR SVC WB ATH	500893	10	Education Fund	\$400.00
<b>GLENBARD TOWNSHIP H.S. DIST. 87 (44993)</b>				<b>\$2,785.00</b>
08-15-2013 Regular - PUR SVC TRANSPORTATION	500971	40	Transportation Fund	\$2,785.00
<b>GLENBARD WEST HIGH SCHOOL (1551)</b>				<b>\$530.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500777	10	Education Fund	\$530.00
<b>GLENBROOK SOUTH HIGH SCHOOL (40923)</b>				<b>\$225.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500778	10	Education Fund	\$225.00
<b>GLENN STEARNS (51860)</b>				<b>\$1,202.00</b>
08-28-2013 Regular - 8/30/13 GARNISHMENT	501174	10	Education Fund	\$1,202.00
<b>GLOBAL EQUIPMENT COMPANY (49984)</b>				<b>\$1,344.00</b>
08-28-2013 Regular - NON-CAP WB PRINCIPAL	501087	10	Education Fund	\$1,344.00
<b>GO FIGHT WIN MUSIC (54729)</b>				<b>\$399.00</b>



08-22-2013 Regular - AT CHEERLEADERS	501058	91	Activity Fund	\$399.00
<b>GOPHER SPORT (17760)</b>				<b>\$2,836.23</b>
08-28-2013 Regular - SUPPLIES AT PE	501088	10	Education Fund	\$2,836.23
<b>GRAINGER, INC. (5777)</b>				<b>\$4,601.37</b>
08-01-2013 Regular - SUPPLIES DATA PROCESSING	500655	10	Education Fund	\$168.59
08-01-2013 Regular - SUPPLIES WB MAINTENANCE	500699	20	O & M Fund	\$3,267.46
08-15-2013 Regular - SUPPLIES AT MAINTENANCE	500948	20	O & M Fund	\$1,165.32
<b>GRAPHIC EDGE (47320)</b>				<b>\$1,251.80</b>
08-08-2013 Regular - SUPPLIES WB BOOKSTORE	500779	10	Education Fund	\$1,251.80
<b>GREATER SUBURBAN ACCEPT. CORP (54684)</b>				<b>\$514.20</b>
08-15-2013 Regular - 8/15/13 GARNISHMENT	500988	10	Education Fund	\$257.10
08-28-2013 Regular - 8/30/13 GARNISHMENT	501175	10	Education Fund	\$257.10
<b>HEALTHCARE SERVICE CORPORATION (51874)</b>				<b>\$38,043.53</b>
08-28-2013 Regular - BCBS DHMO	501167	91	Activity Fund	\$3,835.50
08-28-2013 Regular - BCBS DENTAL PPO	501168	91	Activity Fund	\$34,208.03
<b>HERSEY HIGH SCHOOL (6367)</b>				<b>\$275.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500780	10	Education Fund	\$275.00
<b>HIGHWAY SALES, INC. (9682)</b>				<b>\$100.85</b>
08-01-2013 Regular - SUPPLIES WB MAINTENANCE	500700	20	O & M Fund	\$100.85
<b>HILLSIDE ACADEMY (1263)</b>				<b>\$53,771.88</b>
08-15-2013 Regular - SPED PRIVATE TUITION WBHS	500894	10	Education Fund	\$44,563.24
08-22-2013 Regular - SPED PRIVATE TUITION WBHS	501002	10	Education Fund	\$9,208.64
<b>HINSDALE CENTRAL HIGH SCHOOL (1846)</b>				<b>\$550.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500781	10	Education Fund	\$550.00
<b>HINSDALE SOUTH HIGH SCHOOL (43427)</b>				<b>\$1,030.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500782	10	Education Fund	\$740.00
08-15-2013 Regular - PUR SVC WB ATH	500895	10	Education Fund	\$290.00
<b>HOBART CORPORATION (1527)</b>				<b>\$250.35</b>
08-08-2013 Regular - SUPPLIES WB MAINTENANCE	500848	20	O & M Fund	\$34.05
08-15-2013 Regular - SUPPLIES WB MAINTENANCE	500949	20	O & M Fund	\$216.30
<b>HOGAN WALKER LLC (51907)</b>				<b>\$40.27</b>
08-22-2013 Regular - SUPPLIES WB MAINTENANCE	501036	20	O & M Fund	\$40.27
<b>HOME DEPOT/GECF (28359)</b>				<b>\$1,487.08</b>
08-15-2013 Regular - SUPPLIES WB PRIN OFF	500896	10	Education Fund	\$413.99
08-15-2013 Regular - SUPPLIES AT MAINTENANCE	500950	20	O & M Fund	\$324.77
08-15-2013 Regular - ORCHESIS	500982	91	Activity Fund	\$112.84

08-22-2013 Regular - SUPPLIES AT SPED	501003	10	Education Fund	\$252.91
08-22-2013 Regular - SUPPLIES AT MAINTENANCE	501037	20	O & M Fund	\$382.57
<b>I PARADIGMS, LLC (49904)</b>				<b>\$9,735.30</b>
08-15-2013 Regular - DIST TECH PURCH SERVICE	500897	10	Education Fund	\$9,735.30
<b>IASA DUPAGE DIVISION (28849)</b>				<b>\$110.00</b>
08-28-2013 Regular - EXEC ADMIN STAFF TRAVEL	501089	10	Education Fund	\$110.00
<b>ICCA (10886)</b>				<b>\$130.00</b>
08-22-2013 Regular - PUR SVC AT ATH	501004	10	Education Fund	\$130.00
<b>ICE TOWN (22974)</b>				<b>\$221.50</b>
08-08-2013 Regular - R&M AT ATH	500783	10	Education Fund	\$221.50
<b>ILLINOIS DEPARTMENT (5045)</b>				<b>\$263.44</b>
08-28-2013 Void - PUR SVC BOE UNEMPLOY INS	497455	10	Education Fund	(\$2,103.00)
08-28-2013 Regular - PUR SVC BOE UNEMPLOY INS	501090	10	Education Fund	\$2,366.44
<b>ILLINOIS PRINCIPALS ASSOC. (27117)</b>				<b>\$349.00</b>
08-28-2013 Regular - SUPPLIES WB PRIN OFF	501091	10	Education Fund	\$349.00
<b>ILLINOIS STATE POLICE (8805)</b>				<b>\$2,000.00</b>
08-15-2013 Regular - PUR SVC BOE OTHER	500898	10	Education Fund	\$2,000.00
<b>ILMEA STATE OFFICE (54727)</b>				<b>\$30.00</b>
08-22-2013 Regular - SUPPLIES WB MUSIC	501005	10	Education Fund	\$30.00
<b>IMAGES COPIER SERVICES INC (48076)</b>				<b>\$113.94</b>
08-01-2013 Regular - SUPPLIES WB ATHLETICS	500656	10	Education Fund	\$113.94
<b>INDIAN PRAIRIE SCHOOL DISTRICT 204 (49007)</b>				<b>\$7,770.00</b>
08-01-2013 Regular - SP ED TRANSPORTATION	500715	40	Transportation Fund	\$7,770.00
<b>ING LIFE INS AND ANNUITY CO (147)</b>				<b>\$1,000.00</b>
08-28-2013 Regular - P/R DEDUCT 8/30/13	501092	10	Education Fund	\$1,000.00
<b>INNOVATION EXPERTS (53304)</b>				<b>\$3,729.00</b>
08-01-2013 Regular - BOOKS AT LIBRARY	500657	10	Education Fund	\$3,729.00
<b>INSANE SPORTS WEAR (54642)</b>				<b>\$4,218.00</b>
08-01-2013 Regular - SUPPLIES WB ATHLETICS	500658	10	Education Fund	\$4,218.00
<b>INSPIRA (3587)</b>				<b>\$65.00</b>
08-15-2013 Regular - EXEC ADMIN STAFF TRAVEL	500899	10	Education Fund	\$65.00
<b>INTEGRYS (51851)</b>				<b>\$66,990.31</b>
08-22-2013 Regular - ELECTRICITY DO	501038	20	O & M Fund	\$35,234.41
08-28-2013 Regular - ELECTRICITY WB UTILITY	501149	20	O & M Fund	\$31,755.90
<b>INTELLIGENT SYSTEMS SERVICES, INC (47114)</b>				<b>\$1,102.50</b>
08-08-2013 Regular - PUR SVC AT MAINTENANCE	500849	20	O & M Fund	\$1,102.50

<b>ITD PRINT SOLUTIONS (54495)</b>					<b>\$135.45</b>
08-01-2013	Regular - SUPPLIES BUSINESS OFFICE	500659	10	Education Fund	\$135.45
<b>J.W. PEPPER AND SON, INC. (28697)</b>					<b>\$457.98</b>
08-28-2013	Regular - SUPPLIES WB MUSIC.	501093	10	Education Fund	\$457.98
<b>JENNIFER HAGEN (54708)</b>					<b>\$65.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500725	91	Activity Fund	\$65.00
<b>JIM BLASIUS, ATH. OFFICIAL (49742)</b>					<b>\$104.00</b>
08-22-2013	Regular - PUR SVC AT ATH	501006	10	Education Fund	\$104.00
<b>JIM KARCZ (54707)</b>					<b>\$195.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500726	91	Activity Fund	\$195.00
<b>JIM'S PET WORLD (1079)</b>					<b>\$330.81</b>
08-28-2013	Regular - WB VOC ED GEN SCIENCE	501094	10	Education Fund	\$330.81
<b>JOANN GARBACZ (S2161950)</b>					<b>\$150.00</b>
08-15-2013	Regular - WB SUMMER ATHLETIC CAMPS	500983	91	Activity Fund	\$150.00
<b>JOHN CONRAD (S3162995)</b>					<b>\$40.00</b>
08-15-2013	Regular - TEXTBOOKS AT BOOKSTORE	500909	10	Education Fund	\$40.00
<b>JOHN CORD (27316)</b>					<b>\$52.66</b>
08-28-2013	Regular - STAFF TRAVEL AT HOST	501095	10	Education Fund	\$52.66
<b>JOHN DEVINE, ATH. OFFICIAL (51266)</b>					<b>\$132.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500727	91	Activity Fund	\$132.00
<b>JORDAN ANDERSON, ATH. OFFICIAL (54622)</b>					<b>\$66.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500728	91	Activity Fund	\$66.00
<b>JOSEPH ACADEMY IN DES PLAINES (51445)</b>					<b>\$24,670.20</b>
08-01-2013	Regular - SPED PRIVATE TUITION WBHS	500660	10	Education Fund	\$24,670.20
<b>JOSHUA ZWART (50026)</b>					<b>\$600.00</b>
08-28-2013	Regular - TUITION REIMBURSEMENT	501096	10	Education Fund	\$600.00
<b>JOSTENS INC. (28090)</b>					<b>\$1,108.45</b>
08-28-2013	Regular - SUPPLIES EXEC ADMIN	501097	10	Education Fund	\$1,108.45
<b>JULIE NOLTE (54709)</b>					<b>\$65.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500729	91	Activity Fund	\$65.00
<b>JUSTIN HEGNER (49962)</b>					<b>\$148.47</b>
08-22-2013	Regular - SUPPLIES AT ATH	501007	10	Education Fund	\$148.47
<b>James DiSilvestro (S3130560)</b>					<b>\$12.32</b>
08-08-2013	Regular - TEXTBOOKS AT BOOKSTORE	500784	10	Education Fund	\$12.32
<b>KAREN FLAK (54712)</b>					<b>\$200.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500730	91	Activity Fund	\$200.00

<b>KATHERINE STRAND (47754)</b>					<b>\$0.00</b>
08-26-2013	Void - TUITION REIMBURSEMENT	500385	10	Education Fund	(\$600.00)
08-28-2013	Regular - TUITION REIMBURSEMENT	501098	10	Education Fund	\$600.00
					<b>\$1,800.00</b>
<b>KATIE PRAST (54474)</b>					
08-28-2013	Regular - TUITION REIMBURSEMENT	501099	10	Education Fund	\$1,800.00
					<b>\$65.00</b>
<b>KEITH SCHRAMEK (54715)</b>					
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500731	91	Activity Fund	\$65.00
					<b>\$171.76</b>
<b>KEVIN REDDING (48846)</b>					
08-01-2013	Regular - AT STAFF DEVELOPMENT	500661	10	Education Fund	\$171.76
					<b>\$540.00</b>
<b>KIRSTEN OLSON (19416)</b>					
08-01-2013	Regular - AT STAFF DEVELOPMENT	500662	10	Education Fund	\$540.00
					<b>\$140.00</b>
<b>KIWANIS CLUB OF LOMBARD (53655)</b>					
08-15-2013	Regular - SUPPLIES WB PRIN OFF	500900	10	Education Fund	\$140.00
					<b>\$278.00</b>
<b>LA PLACITA RESTAURANT (50469)</b>					
08-15-2013	Regular - EXEC ADMIN STAFF TRAVEL	500901	10	Education Fund	\$98.00
08-22-2013	Regular - EXEC ADMIN STAFF TRAVEL	501008	10	Education Fund	\$180.00
					<b>\$560.00</b>
<b>LAKE PARK HIGH SCHOOL (1840)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500785	10	Education Fund	\$560.00
					<b>\$45.00</b>
<b>LARRY HODGE, ATH. OFFICIAL (54624)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500786	10	Education Fund	\$45.00
					<b>\$175.28</b>
<b>LAUREN PRESTA (54217)</b>					
08-15-2013	Regular - SUPPLIES EXEC ADMIN	500902	10	Education Fund	\$74.71
08-22-2013	Regular - SUPPLIES EXEC ADMIN	501009	10	Education Fund	\$100.57
					<b>\$2,809.74</b>
<b>LAWSON PRODUCTS, INC. (1125)</b>					
08-15-2013	Regular - SUPPLIES WB MAINTENANCE	500951	20	O & M Fund	\$2,146.84
08-22-2013	Regular - SUPPLIES WB MAINTENANCE	501039	20	O & M Fund	\$662.90
					<b>\$341.79</b>
<b>LEN'S ACE HARDWARE (114)</b>					
08-01-2013	Regular - SUPPLIES DO MAINTENANCE	500701	20	O & M Fund	\$98.94
08-01-2013	Regular - ATHLETIC SPECIAL PROJECTS	500732	91	Activity Fund	\$79.96
08-22-2013	Regular - SUPPLIES AT MAINTENANCE	501040	20	O & M Fund	\$162.89
					<b>\$325.00</b>
<b>LEVAR AMMONS (54504)</b>					
08-28-2013	Regular - WB STAFF DEVELOPMENT	501101	10	Education Fund	\$325.00
					<b>\$1,975.00</b>
<b>LEYDEN HIGH SCHOOL (1379)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500787	10	Education Fund	\$1,255.00
08-15-2013	Regular - PUR SVC WB ATH	500903	10	Education Fund	\$720.00
					<b>\$1,452.00</b>
<b>LIDS TEAM SPORTS (52954)</b>					

08-01-2013 Regular - AT SUMMER ATHLETIC CAMPS	500733	91	Activity Fund	\$1,452.00
<b>LINCOLN INVESTMENT PLANNING INC. (1241)</b>				<b>\$3,689.42</b>
08-15-2013 Regular - P/R DEDUCT 8/15/13	500904	10	Education Fund	\$488.88
08-28-2013 Regular - P/R DEDUCT 8/30/13	501102	10	Education Fund	\$3,200.54
<b>LINDA KRAFFT (S2141928)</b>				<b>\$45.00</b>
08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501103	10	Education Fund	\$45.00
<b>LISA CUSCADEN (16558)</b>				<b>\$1,470.00</b>
08-08-2013 Regular - TUITION REIMBURSEMENT	500788	10	Education Fund	\$530.00
08-28-2013 Regular - TUITION REIMBURSEMENT	501104	10	Education Fund	\$940.00
<b>LISLE HIGH SCHOOL (16814)</b>				<b>\$460.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500789	10	Education Fund	\$460.00
<b>LITTLE FRIENDS, INC. (869)</b>				<b>\$4,361.00</b>
08-01-2013 Regular - SPED PRIVATE TUITION WBHS	500663	10	Education Fund	\$4,361.00
<b>LOCKPORT TOWNSHIP HS (42131)</b>				<b>\$775.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500790	10	Education Fund	\$500.00
08-15-2013 Regular - PUR SVC WB ATH	500905	10	Education Fund	\$275.00
<b>LOGSDON OFFICE SUPPLY (6899)</b>				<b>\$871.57</b>
08-22-2013 Regular - SUPPLIES AT BOOKSTORE	501010	10	Education Fund	\$871.57
<b>LOURDES PINA (47288)</b>				<b>\$515.00</b>
08-28-2013 Regular - TUITION REIMBURSEMENT	501105	10	Education Fund	\$515.00
<b>LUTHERBROOK ACADEMY (43971)</b>				<b>\$45,731.34</b>
08-15-2013 Regular - SPED PRIVATE TUITION ATHS	500906	10	Education Fund	\$45,731.34
<b>LYONS TOWNSHIP H.S. (1292)</b>				<b>\$415.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500791	10	Education Fund	\$130.00
08-15-2013 Regular - PUR SVC WB ATH	500907	10	Education Fund	\$285.00
<b>M &amp; M SPORTS (48753)</b>				<b>\$1,347.25</b>
08-22-2013 Regular - SUPPLIES EXEC ADMIN	501011	10	Education Fund	\$1,347.25
<b>MAINE EAST HIGH SCHOOL (1832)</b>				<b>\$635.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500792	10	Education Fund	\$425.00
08-15-2013 Regular - PUR SVC WB ATH	500908	10	Education Fund	\$210.00
<b>MARISA CHAVEZ (54705)</b>				<b>\$280.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500734	91	Activity Fund	\$280.00
<b>MARKLUND (25087)</b>				<b>\$46,299.00</b>
08-01-2013 Regular - SPED PRIVATE TUITION WBHS	500664	10	Education Fund	\$15,340.80
08-01-2013 Regular - SP ED TRANSPORTATION	500716	40	Transportation Fund	\$585.00
08-15-2013 Regular - SPED PRIVATE TUITION WBHS	500910	10	Education Fund	\$29,383.20

08-15-2013 Regular - SP ED TRANSPORTATION	500972	40	Transportation Fund	\$990.00
<b>MARTENSON TURF PRODUCTS, INC. (49710)</b>				<b>\$731.00</b>
08-01-2013 Regular - SUPPLIES WB MAINTENANCE	500702	20	O & M Fund	\$731.00
<b>MARTHA OLIVARES (S3130689)</b>				<b>\$15.65</b>
08-08-2013 Regular - TEXTBOOKS AT BOOKSTORE	500793	10	Education Fund	\$15.65
<b>MARY ANN IRVINE (S2141438)</b>				<b>\$0.00</b>
08-05-2013 Void - TEXTBOOKS WB BOOKSTORE	499779	10	Education Fund	(\$33.35)
08-08-2013 Regular - TEXTBOOKS WB BOOKSTORE	500794	10	Education Fund	\$33.35
<b>MARYVILLE ACADEMY (23941)</b>				<b>\$240.00</b>
08-15-2013 Regular - WB HOME & HOSP TUTORING	500911	10	Education Fund	\$240.00
<b>MATT CLAPPER (49253)</b>				<b>\$945.00</b>
08-28-2013 Regular - TUITION REIMBURSEMENT	501106	10	Education Fund	\$945.00
<b>MAUREEN SCHMIDT (54714)</b>				<b>\$65.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500735	91	Activity Fund	\$65.00
<b>MAXIM STAFFING SOLUTIONS (54458)</b>				<b>\$2,312.00</b>
08-15-2013 Regular - SP ED TRANSPORTATION	500973	40	Transportation Fund	\$1,632.00
08-22-2013 Regular - SP ED TRANSPORTATION	501052	40	Transportation Fund	\$680.00
<b>MC CORMICK'S ENTERPRISES, INC. (352)</b>				<b>\$666.00</b>
08-08-2013 Regular - SUPPLIES WB MUSIC	500796	10	Education Fund	\$666.00
<b>MC MASTER CARR SUPPLY CO. (1034)</b>				<b>\$1,144.13</b>
08-01-2013 Regular - R&M WB PRIN OFF	500665	10	Education Fund	\$644.87
08-01-2013 Regular - SUPPLIES AT MAINTENANCE	500703	20	O & M Fund	\$231.21
08-08-2013 Regular - SUPPLIES AT MUSIC	500797	10	Education Fund	\$233.54
08-22-2013 Regular - SUPPLIES AT MAINTENANCE	501041	20	O & M Fund	\$34.51
<b>MCGINTY BROS. INC. (54268)</b>				<b>\$565.00</b>
08-15-2013 Regular - CAPPROJ SUM2012	500977	60	Capital Projects Fund	\$405.00
08-28-2013 Regular - CAPPROJ SUM2012	501158	60	Capital Projects Fund	\$160.00
<b>METEA VALLEY HIGH SCHOOL (52238)</b>				<b>\$175.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500798	10	Education Fund	\$175.00
<b>METROPOLITAN LIFE INS. COMPANY (776)</b>				<b>\$350.00</b>
08-28-2013 Regular - P/R DEDUCT 8/30/13	501107	10	Education Fund	\$350.00
<b>METROPOLITAN PREPARATORY SCHOOLS (19610)</b>				<b>\$5,903.10</b>
08-01-2013 Regular - SPED PRIVATE TUITION WBHS	500666	10	Education Fund	\$5,903.10
<b>MICHAEL WARREN (47649)</b>				<b>\$895.11</b>
08-28-2013 Regular - FEE CARDS WB SCIENCE	501108	10	Education Fund	\$161.64
08-28-2013 Regular - WB STAFF DEVELOPMENT	501109	10	Education Fund	\$434.47

08-28-2013 Regular - ATHLETIC SPECIAL PROJECTS	501170	91	Activity Fund	\$299.00
<b>MINOOKA COMMUNITY HIGH SCHOOL (46867)</b>				<b>\$425.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500799	10	Education Fund	\$175.00
08-15-2013 Regular - PUR SVC WB ATH	500912	10	Education Fund	\$250.00
<b>MINJ TECHNOLOGIES DIRECT, INC. (54655)</b>				<b>\$890.91</b>
08-22-2013 Regular - SUPPLIES AT PRIN OFF	501012	10	Education Fund	\$890.91
<b>MOHAMMED AHMED (S2152129)</b>				<b>\$79.50</b>
08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501110	10	Education Fund	\$79.50
<b>MONOPRICE, INC. (54290)</b>				<b>\$18.62</b>
08-08-2013 Regular - DIST NON CAP TECH	500800	10	Education Fund	\$18.62
<b>MORGAN &amp; LESLIE MCDONNELL (S2153530)</b>				<b>\$125.00</b>
08-28-2013 Regular - WB SUMMER ATHLETIC CAMPS	501169	91	Activity Fund	\$125.00
<b>MOTHER MCAULEY HIGH SCHOOL (50766)</b>				<b>\$175.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500801	10	Education Fund	\$175.00
<b>MPS (51037)</b>				<b>\$8,580.86</b>
08-01-2013 Regular - TEXTBOOKS WB BOOKSTORE	500667	10	Education Fund	\$8,580.86
<b>MUSIC &amp; ARTS CENTER, INC. (49128)</b>				<b>\$847.04</b>
08-08-2013 Regular - TEXTBOOKS AT BOOKSTORE	500802	10	Education Fund	\$643.65
08-28-2013 Regular - R&M WB MUSIC	501111	10	Education Fund	\$203.39
<b>Mayolo Hernandez (S3130990)</b>				<b>\$22.60</b>
08-08-2013 Regular - TEXTBOOKS AT BOOKSTORE	500795	10	Education Fund	\$22.60
<b>NACS CORP (52912)</b>				<b>\$597.16</b>
08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501112	10	Education Fund	\$597.16
<b>NAPERVILLE CENTRAL HIGH SCHOOL (2738)</b>				<b>\$325.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500803	10	Education Fund	\$135.00
08-15-2013 Regular - PUR SVC WB ATH	500913	10	Education Fund	\$190.00
<b>NARDI'S PIZZA (17950)</b>				<b>\$548.35</b>
08-15-2013 Regular - SUPPLIES AT MAINTENANCE	500952	20	O & M Fund	\$548.35
<b>NCPERS - IL IMRF (10653)</b>				<b>\$680.00</b>
08-08-2013 Regular - JULY 2013 P/R DEDUCT	500804	10	Education Fund	\$680.00
<b>NCS PEARSON (52683)</b>				<b>\$1,750.00</b>
08-22-2013 Regular - P.S. INST SVC IDEA B	501013	10	Education Fund	\$1,750.00
<b>NCSS (29271)</b>				<b>\$107.00</b>
08-28-2013 Regular - SUPPLIES WB SOC STUDIES	501113	10	Education Fund	\$107.00
<b>NEENAH FEDERICK (48543)</b>				<b>\$386.58</b>
08-28-2013 Regular - CLASSIFIED MEDICAL REIMB	501171	91	Activity Fund	\$386.58

<b>NEFF COMPANY (23295)</b>					<b>\$5,207.96</b>
08-01-2013	Regular - ATHLETIC SPECIAL PROJECTS	500736	91	Activity Fund	\$3,969.18
08-08-2013	Regular - SUPPLIES AT ATH	500805	10	Education Fund	\$1,238.78
<b>NEIL WAHLGREN (53451)</b>					<b>\$3,000.00</b>
08-01-2013	Regular - TUITION REIMBURSEMENT	500668	10	Education Fund	\$3,000.00
<b>NEUQUA VALLEY HIGH SCHOOL (53086)</b>					<b>\$150.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500806	10	Education Fund	\$150.00
<b>NEW HAVEN (54128)</b>					<b>\$23,615.40</b>
08-01-2013	Regular - SPED PRIVATE TUITION WBHS	500669	10	Education Fund	\$23,615.40
<b>NEW HORIZON CENTER (53518)</b>					<b>\$6,608.70</b>
08-15-2013	Regular - SPED PRIVATE TUITION WBHS	500914	10	Education Fund	\$6,608.70
<b>NEWEGG BUSINESS (54286)</b>					<b>\$327.95</b>
08-01-2013	Regular - SUPPLIES AT TECH	500670	10	Education Fund	\$89.99
08-08-2013	Regular - DIST NON CAP TECH	500807	10	Education Fund	\$237.96
<b>NEWSTRIPE, INC. (7674)</b>					<b>\$24.11</b>
08-08-2013	Regular - SUPPLIES WB MAINTENANCE	500850	20	O & M Fund	\$24.11
<b>NICOR GAS (1284)</b>					<b>\$1,182.70</b>
08-15-2013	Regular - HEATING WB UTILITY	500953	20	O & M Fund	\$1,182.70
<b>NILES WEST HIGH SCHOOL (3472)</b>					<b>\$340.00</b>
08-15-2013	Regular - PUR SVC WB ATH	500915	10	Education Fund	\$340.00
<b>NOOR ART (53916)</b>					<b>\$917.76</b>
08-01-2013	Regular - TEXTBOOKS WB BOOKSTORE	500671	10	Education Fund	\$917.76
<b>NORCOMM PUBLIC SAFETY (40076)</b>					<b>\$210.00</b>
08-01-2013	Regular - PUR SVC DO OPERATION	500704	20	O & M Fund	\$210.00
<b>NORTH DUPAGE SPC ED COOPERATIVE (44756)</b>					<b>\$77,604.45</b>
08-15-2013	Regular - AT TUITION OTHER/GOV	500916	10	Education Fund	\$77,604.45
<b>NOTRE DAME HIGH SCHOOL (21647)</b>					<b>\$190.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500808	10	Education Fund	\$190.00
<b>O'REILLY AUTOMOTIVE, INC. (53951)</b>					<b>\$185.56</b>
08-01-2013	Regular - SUPPLIES AT MAINTENANCE	500706	20	O & M Fund	\$107.59
08-08-2013	Regular - SUPPLIES AT MAINTENANCE	500852	20	O & M Fund	\$77.97
<b>OAK BROOK MECHANICAL SVC (54270)</b>					<b>\$1,884.00</b>
08-08-2013	Regular - PUR SVC WB MAINTENANCE	500851	20	O & M Fund	\$1,884.00
<b>OFFICE DEPOT (26410)</b>					<b>\$4,484.71</b>
08-08-2013	Regular - SUPPLIES AT BOOKSTORE	500809	10	Education Fund	\$906.77
08-22-2013	Regular - SUPPLIES AT BOOKSTORE	501014	10	Education Fund	\$1,925.81



08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501114	10	Education Fund	\$1,652.13
<b>OFFICE MAX (26294)</b>				<b>\$99.99</b>
08-28-2013 Regular - SUPPLIES AT FOOD SERVICES	501115	10	Education Fund	\$99.99
<b>OMBUDSMAN EDUC. SERVICES LTD. (874)</b>				<b>\$41,122.50</b>
08-01-2013 Regular - OMBUDSMAN TUITION	500672	10	Education Fund	\$41,122.50
<b>OPTIMA PLUMBING SUPPLY LLC (53160)</b>				<b>\$977.17</b>
08-01-2013 Regular - SUPPLIES AT MAINTENANCE	500705	20	O & M Fund	\$68.13
08-22-2013 Regular - SUPPLIES AT MAINTENANCE	501042	20	O & M Fund	\$909.04
<b>OSWEGO COMMUNITY HIGH SCHOOL (13841)</b>				<b>\$225.00</b>
08-15-2013 Regular - PUR SVC WB ATH	500917	10	Education Fund	\$225.00
<b>OWL HARDWOOD LUMBER COMPANY (8752)</b>				<b>\$58.98</b>
08-01-2013 Regular - SUPPLIES AT PRIN OFF	500673	10	Education Fund	\$58.98
<b>P2W, INC. NFP (53003)</b>				<b>\$500.00</b>
08-01-2013 Regular - SUPPLIES WB PRIN OFF	500674	10	Education Fund	\$500.00
<b>PACIFIC LIFE (43739)</b>				<b>\$2,200.00</b>
08-15-2013 Regular - P/R DEDUCT 8/15/13	500918	10	Education Fund	\$600.00
08-28-2013 Regular - P/R DEDUCT 8/30/13	501116	10	Education Fund	\$1,600.00
<b>PALATINE HIGH SCHOOL (48221)</b>				<b>\$225.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500810	10	Education Fund	\$225.00
<b>PALOS SPORTS, INC. (395)</b>				<b>\$883.77</b>
08-28-2013 Regular - SUPPLIES AT PE	501117	10	Education Fund	\$883.77
<b>PARKLAND PREPARATORY ACADEMY (53162)</b>				<b>\$138,394.34</b>
08-15-2013 Regular - SPED PRIVATE TUITION WBHS	500919	10	Education Fund	\$138,394.34
<b>PEARSON EDUCATION (40116)</b>				<b>\$4,625.45</b>
08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501118	10	Education Fund	\$4,625.45
<b>PEORIA HIGH SCHOOL (54177)</b>				<b>\$400.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500811	10	Education Fund	\$200.00
08-15-2013 Regular - PUR SVC WB ATH	500920	10	Education Fund	\$200.00
<b>PEPSI-COLA (1234)</b>				<b>\$308.43</b>
08-22-2013 Regular - PUR SVC BOE OTHER	501015	10	Education Fund	\$308.43
<b>PETER &amp; MICHELLE CARON (S2161530)</b>				<b>\$60.90</b>
08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501119	10	Education Fund	\$60.90
<b>PETER BLAIR, ATH. OFFICIAL (53370)</b>				<b>\$208.00</b>
08-22-2013 Regular - PUR SVC AT ATH	501016	10	Education Fund	\$208.00
<b>PHOENIX INDUSTRIAL CLEANING (43664)</b>				<b>\$830.00</b>
08-15-2013 Regular - PUR SVC WB MAINTENANCE	500954	20	O & M Fund	\$830.00

<b>PHYLLIS PAVESE (54713)</b>					<b>\$90.00</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500737	91	Activity Fund	\$90.00
					<b>\$12,192.72</b>
<b>PITNEY BOWES (849)</b>					
08-08-2013	Regular - PUR SVC BOE POSTAGE	500766	10	Education Fund	\$11,151.72
08-28-2013	Regular - PUR SVC BOE POSTAGE	501120	10	Education Fund	\$1,041.00
					<b>\$250.00</b>
<b>PLAINFIELD NORTH HIGH SCHOOL (49373)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500812	10	Education Fund	\$250.00
					<b>\$250.00</b>
<b>PLAINFIELD SOUTH HIGH SCHOOL (46994)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500813	10	Education Fund	\$250.00
					<b>\$290.00</b>
<b>PORTABLE COMMUNICATIONS SPEC. (20364)</b>					
08-01-2013	Regular - NON CAP EQUIPMENT	500707	20	O & M Fund	\$290.00
					<b>\$2,068.53</b>
<b>PORTER PIPE AND SUPPLY CO. (46070)</b>					
08-01-2013	Regular - SUPPLIES AT MAINTENANCE	500708	20	O & M Fund	\$179.71
08-08-2013	Regular - SUPPLIES AT MAINTENANCE	500853	20	O & M Fund	\$746.51
08-15-2013	Regular - SUPPLIES AT MAINTENANCE	500955	20	O & M Fund	\$1,142.31
					<b>\$5,364.00</b>
<b>PRIDE ENTERPRISES (52050)</b>					
08-22-2013	Regular - SUPPLIES WB PRIN OFF	501017	10	Education Fund	\$5,364.00
					<b>\$420.00</b>
<b>PROSPECT HIGH SCHOOL (45525)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500814	10	Education Fund	\$420.00
					<b>\$187.58</b>
<b>QUIK STAGE INC. (54645)</b>					
08-01-2013	Regular - SUPPLIES AT MAINTENANCE	500709	20	O & M Fund	\$187.58
					<b>\$63.18</b>
<b>RALIEGH WOODFORD (S3132410)</b>					
08-08-2013	Regular - TEXTBOOKS AT BOOKSTORE	500815	10	Education Fund	\$63.18
					<b>\$1,384.62</b>
<b>RAMROD DISTRIBUTORS, INC. (14417)</b>					
08-15-2013	Regular - SUPPLIES WB CUSTODIAL	500956	20	O & M Fund	\$89.38
08-22-2013	Regular - SUPPLIES DO CUSTODIAL	501043	20	O & M Fund	\$1,295.24
					<b>\$2,250.00</b>
<b>RANDALL INDUSTRIES (49207)</b>					
08-01-2013	Regular - SUPPLIES WB ATHLETICS	500675	10	Education Fund	\$2,250.00
					<b>\$275.00</b>
<b>REAVIS HIGH SCHOOL (21645)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500816	10	Education Fund	\$275.00
					<b>\$56.56</b>
<b>REGIONAL TRUCK EQUIPMENT CO INC (47431)</b>					
08-15-2013	Regular - SUPPLIES WB MAINTENANCE	500957	20	O & M Fund	\$56.56
					<b>\$11.38</b>
<b>REINDERS (51443)</b>					
08-15-2013	Regular - SUPPLIES WB MAINTENANCE	500958	20	O & M Fund	\$11.38
					<b>\$843.62</b>
<b>RELIANCE STANDARD LIFE INSURANCE CO (53237)</b>					
08-08-2013	Regular - CERT OPTIONAL LIFE	500860	91	Activity Fund	\$348.10

08-28-2013 Regular - CERT OPTIONAL LIFE	501172	91	Activity Fund	\$495.52
<b>RESPONSE GRAPHICS &amp; (54731)</b>				<b>\$520.00</b>
08-28-2013 Regular - SUPPLIES WB PRIN OFF	501121	10	Education Fund	\$520.00
<b>RICH EAST HIGH SCHOOL (48172)</b>				<b>\$215.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500817	10	Education Fund	\$215.00
<b>RICKY &amp; MAY ANSELMO (\$2161253)</b>				<b>\$39.19</b>
08-01-2013 Regular - TEXTBOOKS WB BOOKSTORE	500676	10	Education Fund	\$39.19
<b>RICOH BUSINESS SYSTEMS (40172)</b>				<b>\$2,477.13</b>
08-22-2013 Regular - R&M AT PRIN OFF	501018	10	Education Fund	\$2,477.13
<b>RICOH USA, INC. (54304)</b>				<b>\$746.00</b>
08-28-2013 Regular - SUPPLIES WB TECH	501122	10	Education Fund	\$746.00
<b>RIDDELL ALL AMERICAN (2349)</b>				<b>\$691.86</b>
08-15-2013 Regular - SUPPLIES WB ATHLETICS	500921	10	Education Fund	\$691.86
<b>RITA CHRISTOPHER (47268)</b>				<b>\$41.67</b>
08-15-2013 Regular - CLASSIFIED MEDICAL REIMB	500984	91	Activity Fund	\$41.67
<b>RIVERSIDE BROOKFIELD HIGH SCHOOL (42601)</b>				<b>\$550.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500818	10	Education Fund	\$550.00
<b>ROBERT &amp; JULIE MILLER (\$2142369)</b>				<b>\$116.50</b>
08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501123	10	Education Fund	\$116.50
<b>ROBERT BROOKE &amp; ASSOC. (2268)</b>				<b>\$428.64</b>
08-01-2013 Regular - SUPPLIES WB MAINTENANCE	500710	20	O & M Fund	\$178.85
08-22-2013 Regular - R&M WB PRIN OFF	501019	10	Education Fund	\$201.37
08-28-2013 Regular - SUPPLIES WB MAINTENANCE	501150	20	O & M Fund	\$48.42
<b>ROBERT FLEMMING (44698)</b>				<b>\$351.35</b>
08-28-2013 Regular - ADMIN FLEX REIMB.	501173	91	Activity Fund	\$351.35
<b>ROBERT HICKS (\$3131020)</b>				<b>\$21.60</b>
08-08-2013 Regular - TEXTBOOKS AT BOOKSTORE	500819	10	Education Fund	\$21.60
<b>ROBERT REMEDI (\$2142845)</b>				<b>\$0.00</b>
08-07-2013 Void - TEXTBOOKS WB BOOKSTORE	499391	10	Education Fund	(\$74.31)
08-08-2013 Regular - TEXTBOOKS WB BOOKSTORE	500820	10	Education Fund	\$74.31
<b>ROLLING MEADOWS HIGH SCHOOL (3478)</b>				<b>\$240.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500821	10	Education Fund	\$240.00
<b>ROTOVAC CORPORATION (49620)</b>				<b>\$72.00</b>
08-22-2013 Regular - SUPPLIES AT CUSTODIAL	501044	20	O & M Fund	\$72.00
<b>RYDIN DECAL (435)</b>				<b>\$576.79</b>
08-08-2013 Regular - SUPPLIES AT PRIN OFF	500822	10	Education Fund	\$576.79

<b>S.E.A.L. OF ILLINOIS, INC. (48806)</b>					<b>\$28,379.40</b>
08-01-2013	Regular - SPED PRIVATE TUITION ATHS	500677	10	Education Fund	\$28,379.40
					<b>\$472.00</b>
<b>SAM BENTSEN (51527)</b>					
08-15-2013	Regular - ADMIN FLEX REIMB.	500985	91	Activity Fund	\$472.00
					<b>\$788.27</b>
<b>SAM'S CLUB (50251)</b>					
08-01-2013	Regular - SUPPLIES OTH CENT ADMIN	500678	10	Education Fund	\$135.61
08-01-2013	Regular - PERKS & POSSIBILITIES	500738	91	Activity Fund	\$258.62
08-22-2013	Regular - SUPPLIES OTH CENT ADMIN	501020	10	Education Fund	\$233.29
08-28-2013	Regular - PUR SVC BOE OTHER	501124	10	Education Fund	\$160.75
					<b>\$1,923.72</b>
<b>SANTO SPORT STORE (444)</b>					
08-08-2013	Regular - SUPPLIES AT ATH	500823	10	Education Fund	\$1,171.47
08-08-2013	Regular - ATHLETIC SPECIAL PROJECTS	500861	91	Activity Fund	\$340.05
08-15-2013	Regular - SUPPLIES WB ATHLETICS	500923	10	Education Fund	\$64.28
08-22-2013	Regular - SUPPLIES AT ATH	501021	10	Education Fund	\$347.92
					<b>\$688,843.00</b>
<b>SASED (853)</b>					
08-01-2013	Regular - PUR SVC WB SPED	500679	10	Education Fund	\$3,900.00
08-15-2013	Regular - AT TUITION OTHER/GOV	500924	10	Education Fund	\$684,943.00
					<b>\$700.00</b>
<b>SCHAUMBURG HIGH SCHOOL (1839)</b>					
08-08-2013	Regular - PUR SVC AT ATH	500824	10	Education Fund	\$700.00
					<b>\$1,014.00</b>
<b>SCHNEIDER ELECTRIC BUILDINGS (53258)</b>					
08-22-2013	Regular - PUR SVC WB MAINTENANCE	501045	20	O & M Fund	\$1,014.00
					<b>\$326.34</b>
<b>SCHOLASTIC CLASSROOM MAGAZINES (27749)</b>					
08-28-2013	Regular - SUPPLIES WB ART	501125	10	Education Fund	\$326.34
					<b>\$15.00</b>
<b>SCHOOL HEALTH CORPORATION (452)</b>					
08-08-2013	Regular - R&M AT ATH	500825	10	Education Fund	\$15.00
					<b>\$46.29</b>
<b>SCHROEDER'S ACE HARDWARE (116)</b>					
08-15-2013	Regular - R&M WB PRIN OFF	500925	10	Education Fund	\$31.96
08-15-2013	Regular - SUPPLIES DO MAINTENANCE	500959	20	O & M Fund	\$14.33
					<b>\$7,650.00</b>
<b>SCULLARK LAYMON MEDI-CAR, INC. (53558)</b>					
08-01-2013	Regular - SP ED TRANSPORTATION	500717	40	Transportation Fund	\$4,500.00
08-15-2013	Regular - SP ED TRANSPORTATION	500974	40	Transportation Fund	\$3,150.00
					<b>\$2,246.55</b>
<b>SEIU LOCAL 73 (1595)</b>					
08-15-2013	Regular - CUST UN DUES 8/15/13	500989	10	Education Fund	\$1,136.49
08-28-2013	Regular - CUST UN DUES 8/30/13	501176	10	Education Fund	\$1,110.06
					<b>\$345.00</b>
<b>SERVICE SANITATION, INC (46465)</b>					
08-08-2013	Regular - RENTAL AT ATHLETICS	500826	10	Education Fund	\$345.00

<b>SHANE'S OFFICE PRODUCTS (50180)</b>					<b>\$3,636.40</b>
08-01-2013	Regular - SUPPLIES WB PRIN OFF	500680	10	Education Fund	\$423.78
08-15-2013	Regular - SUPPLIES WB PRIN OFF	500926	10	Education Fund	\$533.61
08-28-2013	Regular - SUPPLIES WB MATH	501126	10	Education Fund	\$2,679.01
					<b>\$140.00</b>
<b>SHARON ROY (54711)</b>					
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500739	91	Activity Fund	\$140.00
08-08-2013	Void - WB SUMMER ATHLETIC CAMPS	500739	91	Activity Fund	(\$140.00)
08-15-2013	Regular - WB SUMMER ATHLETIC CAMPS	500986	91	Activity Fund	\$140.00
					<b>\$126.16</b>
<b>SHAW MEDIA (54671)</b>					
08-15-2013	Regular - PUR SVC BOE ADVERTISING	500927	10	Education Fund	\$126.16
					<b>\$85.00</b>
<b>SHELIA CHANTOS (54716)</b>					
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500740	91	Activity Fund	\$85.00
					<b>\$26.95</b>
<b>SHEMIN NURSERIES, INC. (1041)</b>					
08-08-2013	Regular - SUPPLIES AT MAINTENANCE	500854	20	O & M Fund	\$26.95
					<b>\$1,683.49</b>
<b>SHERWIN-WILLAIMS (53656)</b>					
08-22-2013	Regular - SUPPLIES WB MAINTENANCE	501046	20	O & M Fund	\$1,417.94
08-28-2013	Regular - SUPPLIES WB MAINTENANCE	501151	20	O & M Fund	\$265.55
					<b>\$263.59</b>
<b>SHI (54318)</b>					
08-08-2013	Regular - DIST NON CAP TECH	500827	10	Education Fund	\$263.59
					<b>\$244.80</b>
<b>SILVER LEAD COMPANY (15122)</b>					
08-28-2013	Regular - SUPPLIES WB SOC STUDIES	501127	10	Education Fund	\$244.80
					<b>\$746.25</b>
<b>SNAP-ON INDUSTRIAL (18513)</b>					
08-28-2013	Regular - SUPP SOFTWARE CARL PERKINS	501128	10	Education Fund	\$746.25
					<b>\$1,754.18</b>
<b>SOCCER.COM (54704)</b>					
08-22-2013	Regular - SUPPLIES WB ATHLETICS	501022	10	Education Fund	\$1,754.18
					<b>\$180.00</b>
<b>SOCIETY FOR HUMAN (51502)</b>					
08-15-2013	Regular - SUPPLIES OTH CENT ADMIN	500928	10	Education Fund	\$180.00
					<b>\$13,015.47</b>
<b>SPECIAL EDUCATION SYSTEMS INC (43772)</b>					
08-15-2013	Regular - SP ED TRANSPORTATION	500975	40	Transportation Fund	\$11,100.15
08-22-2013	Regular - SP ED TRANSPORTATION	501053	40	Transportation Fund	\$1,915.32
					<b>\$350.10</b>
<b>SPORTDECALS, INC. (10028)</b>					
08-15-2013	Regular - SUPPLIES WB ATHLETICS	500929	10	Education Fund	\$350.10
					<b>\$5,220.00</b>
<b>SRAGA HAUSER, LLC (51652)</b>					
08-28-2013	Regular - P.S. IMP INST IDEA B	501129	10	Education Fund	\$5,220.00
					<b>\$300.00</b>
<b>ST LAURENCE HIGH SCHOOL (54191)</b>					
08-15-2013	Regular - PUR SVC WB ATH	500930	10	Education Fund	\$300.00

<b>ST. CHARLES EAST HIGH SCHOOL (42042)</b>					<b>\$210.00</b>
08-15-2013	Regular - PUR SVC WB ATH	500931	10	Education Fund	\$210.00
<b>ST. CHARLES NORTH (43430)</b>					<b>\$400.00</b>
08-08-2013	Regular - PUR-SVC AT ATH	500828	10	Education Fund	\$400.00
<b>ST. IGNATIUS COLLEGE PREP (47122)</b>					<b>\$240.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500829	10	Education Fund	\$240.00
<b>ST. VIATOR (41765)</b>					<b>\$250.00</b>
08-15-2013	Regular - PUR SVC WB ATH	500932	10	Education Fund	\$250.00
<b>STAYWELL/KRAMES (28914)</b>					<b>\$74.45</b>
08-28-2013	Regular - SUPPLIES AT PE	501100	10	Education Fund	\$74.45
<b>STEVE BRIDGES (51256)</b>					<b>\$600.00</b>
08-08-2013	Regular - TUITION REIMBURSEMENT	500830	10	Education Fund	\$600.00
<b>STUDIO COLOR INC. (52742)</b>					<b>\$620.00</b>
08-08-2013	Regular - ORCHESIS	500862	91	Activity Fund	\$620.00
<b>SUBURBAN SUPERINTENDENTS' ASSOC (12755)</b>					<b>\$140.00</b>
08-22-2013	Regular - EXEC ADMIN STAFF TRAVEL	501023	10	Education Fund	\$140.00
<b>SUMMIT SCHOOL (1262)</b>					<b>\$4,156.80</b>
08-01-2013	Regular - SPED PRIVATE TUITION WBHS	500681	10	Education Fund	\$4,156.80
<b>SUNBURST SPORTSWEAR (40797)</b>					<b>\$2,898.00</b>
08-01-2013	Regular - SUPPLIES AT BOOKSTORE	500682	10	Education Fund	\$2,898.00
<b>SUNGARD PUBLIC SECTOR PENTAMATION (399)</b>					<b>\$5,719.86</b>
08-01-2013	Regular - PUR SVC DATA PROCESSING	500683	10	Education Fund	\$2,405.58
08-15-2013	Regular - PUR SVC DATA PROCESSING	500933	10	Education Fund	\$908.70
08-28-2013	Regular - DIST TECH PURCH SERVICE	501130	10	Education Fund	\$2,405.58
<b>SYLVAN LEARNING (53547)</b>					<b>\$2,783.49</b>
08-08-2013	Regular - TITLE I P.S. ED SERVICES	500831	10	Education Fund	\$2,783.49
<b>TALX CORPORATION (47113)</b>					<b>\$242.88</b>
08-15-2013	Regular - PUR SVC BOE UNEMPLOY INS	500934	10	Education Fund	\$48.58
08-15-2013	Regular - UNEMPLOYMENT COMP INS	500960	20	O & M Fund	\$194.30
<b>TELESOLUTIONS CONSULTANTS (42495)</b>					<b>\$400.00</b>
08-08-2013	Regular - PURCH SVC BUSINESS OFFICE	500832	10	Education Fund	\$400.00
<b>TEXON TOWEL &amp; SUPPLY (54245)</b>					<b>\$2,705.63</b>
08-01-2013	Regular - WB SUMMER ATHLETIC CAMPS	500741	91	Activity Fund	\$2,705.63
<b>THE CLARE WOODS ACADEMY (870)</b>					<b>\$4,016.64</b>
08-01-2013	Regular - SPED PRIVATE TUITION ATHS	500684	10	Education Fund	\$4,016.64
<b>THE RIEGLE PRESS, INC. (552)</b>					<b>\$82.46</b>

08-22-2013 Regular - SUPPLIES AT BOOKSTORE	501024	10	Education Fund	\$82.46
<b>THE WALL STREET JOURNAL (27873)</b>				<b>\$99.95</b>
08-28-2013 Regular - SUPPLIES WB SOC STUDIES	501131	10	Education Fund	\$99.95
<b>THERMOSYSTEMS, INC (48518)</b>				<b>\$2,053.31</b>
08-15-2013 Regular - PUR SVC AT MAINTENANCE	500961	20	O & M Fund	\$2,053.31
<b>THOMPSON LEARNING (26366)</b>				<b>\$3,634.13</b>
08-15-2013 Regular - TEXTBOOKS AT BOOKSTORE	500935	10	Education Fund	\$3,634.13
<b>THRESHOLDS (50207)</b>				<b>\$3,591.42</b>
08-15-2013 Regular - SPED PRIVATE TUITION WBHS	500936	10	Education Fund	\$3,591.42
<b>TIM COSTANZI, ATH. OFFICIAL (48241)</b>				<b>\$66.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500742	91	Activity Fund	\$66.00
<b>TIMOTHY HILLEBRAND, ATH. OFFICIAL (53629)</b>				<b>\$90.00</b>
08-08-2013 Regular - ATHLETIC SPECIAL PROJECTS	500863	91	Activity Fund	\$90.00
<b>TOM GARBACZ (54710)</b>				<b>\$125.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500743	91	Activity Fund	\$125.00
<b>TOM MANKA (45626)</b>				<b>\$113.00</b>
08-15-2013 Regular - STAFF TRAVEL DIR O&M	500962	20	O & M Fund	\$113.00
<b>TONY NAVIGATO (54730)</b>				<b>\$254.30</b>
08-28-2013 Regular - R&M AT ATH	501132	10	Education Fund	\$254.30
<b>TRAD LEADERSHIP GROUP LLC (50009)</b>				<b>\$2,985.00</b>
08-22-2013 Regular - EXEC ADMIN STAFF TRAVEL	501025	10	Education Fund	\$2,985.00
<b>TRAYCO OF S. C. INC. (42400)</b>				<b>\$224.23</b>
08-01-2013 Regular - SUPPLIES WB MAINTENANCE	500711	20	O & M Fund	\$224.23
<b>TRI-ANGLE SCREEN PRINT (21856)</b>				<b>\$1,086.50</b>
08-08-2013 Regular - AT SUMMER ATHLETIC CAMPS	500864	91	Activity Fund	\$1,086.50
<b>TRIMARK (16080)</b>				<b>\$909.25</b>
08-01-2013 Regular - POM PONS	500744	91	Activity Fund	\$909.25
<b>TROPHIES BY GEORGE (17960)</b>				<b>\$207.60</b>
08-28-2013 Regular - SUPPLIES AT ATH	501133	10	Education Fund	\$207.60
<b>TYCO INTEGRATED SECURITY (54190)</b>				<b>\$105.00</b>
08-28-2013 Regular - PUR SVC DO OPERATION	501153	20	O & M Fund	\$105.00
<b>Thomas Schultz (S3131985)</b>				<b>\$9.67</b>
08-08-2013 Regular - TEXTBOOKS AT BOOKSTORE	500833	10	Education Fund	\$9.67
<b>ULINE (50145)</b>				<b>\$496.17</b>
08-15-2013 Regular - SUPPLIES AT MAINTENANCE	500963	20	O & M Fund	\$496.17
<b>UNIPAK (53506)</b>				<b>\$4,687.20</b>

08-22-2013 Regular - SUPPLIES WB CUSTODIAL	501047	20	O & M Fund	\$4,687.20
<b>UNITED LABORATORIES (10805)</b>				<b>\$466.50</b>
08-15-2013 Regular - SUPPLIES WB MAINTENANCE	500964	20	O & M Fund	\$466.50
<b>UNITED PARCEL SERVICE (6763)</b>				<b>\$280.60</b>
08-08-2013 Regular - PUR SVC BOE POSTAGE	500834	10	Education Fund	\$81.10
08-22-2013 Regular - PUR SVC BOE POSTAGE	501026	10	Education Fund	\$199.50
<b>UNIVERSAL TAXI DISPATCH, INC. (54647)</b>				<b>\$2,070.00</b>
08-15-2013 Regular - SP ED TRANSPORTATION	500976	40	Transportation Fund	\$2,070.00
<b>VALDES (54073)</b>				<b>\$1,440.00</b>
08-22-2013 Regular - SUPPLIES AT CUSTODIAL	501048	20	O & M Fund	\$1,440.00
<b>VANESSA DUFFIN (51531)</b>				<b>\$579.55</b>
08-08-2013 Regular - STAFF TRAVEL OTH CENT SUP	500835	10	Education Fund	\$105.00
08-22-2013 Regular - ADMIN FLEX REIMB.	501059	91	Activity Fund	\$474.55
<b>VANGUARD (53312)</b>				<b>\$425.00</b>
08-28-2013 Regular - P/R DEDUCT 8/30/13	501134	10	Education Fund	\$425.00
<b>VANGUARD ENERGY SERVICES (49184)</b>				<b>\$1,256.59</b>
08-15-2013 Regular - HEATING DO	500965	20	O & M Fund	\$1,256.59
<b>VARIABLE ANNUITY LIFE INS. CO. (772)</b>				<b>\$1,400.00</b>
08-15-2013 Regular - P/R DEDUCT 8/15/13	500937	10	Education Fund	\$100.00
08-28-2013 Regular - P/R DEDUCT 8/30/13	501135	10	Education Fund	\$1,300.00
<b>VARSITY SPIRIT FASHIONS (46866)</b>				<b>\$3,137.05</b>
08-15-2013 Regular - POM PONS	500987	91	Activity Fund	\$3,137.05
<b>VERIZON WIRELESS (42030)</b>				<b>\$269.33</b>
08-01-2013 Regular - MEDIA SERVICE	500712	20	O & M Fund	\$269.33
<b>VICKI ANDREWS (54717)</b>				<b>\$65.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500745	91	Activity Fund	\$65.00
<b>VILLA PARK CHAMBER OF COMMERCE (1256)</b>				<b>\$200.00</b>
08-07-2013 Manual - PUR SVC BOE OTHER	500747	10	Education Fund	\$200.00
<b>VILLA PARK ELECTRIC (19787)</b>				<b>\$1,285.30</b>
08-15-2013 Regular - SUPPLIES WB MAINTENANCE	500966	20	O & M Fund	\$319.32
08-22-2013 Regular - SUPPLIES AT PRIN OFF	501027	10	Education Fund	\$596.58
08-22-2013 Regular - SUPPLIES AT MAINTENANCE	501049	20	O & M Fund	\$369.40
<b>VILLA PARK FIRE DEPARTMENT (50639)</b>				<b>\$750.00</b>
08-28-2013 Regular - SUPPLIES WB PRIN OFF	501136	10	Education Fund	\$750.00
<b>VILLAGE OF ADDISON (136)</b>				<b>\$8,845.19</b>
08-22-2013 Regular - SUPPLIES AT DRIVER ED	501028	10	Education Fund	\$386.41



08-22-2013 Regular - SUPPLIES AT MAINTENANCE	501050	20	O & M Fund	\$1,340.94
08-22-2013 Regular - REG TRANSPORTATION SUPPLY	501054	40	Transportation Fund	\$68.02
08-28-2013 Regular - WATER AT UTILITY	501154	20	O & M Fund	\$7,049.82
<b>VILLAGE OF VILLA PARK (13137)</b>				<b>\$4,107.88</b>
08-15-2013 Regular - WATER WB UTILITY	500967	20	O & M Fund	\$4,107.88
<b>VINCENT CANNON, ATH. OFFICIAL (54042)</b>				<b>\$66.00</b>
08-01-2013 Regular - WB SUMMER ATHLETIC CAMPS	500746	91	Activity Fund	\$66.00
<b>WEST &amp; SONS TOWING, INC. (52268)</b>				<b>\$107.00</b>
08-15-2013 Regular - SUPPLIES AT PRIN OFF	500938	10	Education Fund	\$107.00
<b>WEST AURORA HIGH SCHOOL (8448)</b>				<b>\$475.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500836	10	Education Fund	\$200.00
08-15-2013 Regular - PUR SVC WB ATH	500939	10	Education Fund	\$275.00
<b>WEST CHICAGO HIGH SCHOOL (7864)</b>				<b>\$420.00</b>
08-15-2013 Regular - PUR SVC WB ATH	500940	10	Education Fund	\$420.00
<b>WEST SUBURBAN CONFERENCE (3603)</b>				<b>\$6,500.00</b>
08-28-2013 Regular - SUPPLIES WB PRIN OFF	501137	10	Education Fund	\$6,500.00
<b>WEST SUBURBAN TEACHERS UNION (1594)</b>				<b>\$10,323.35</b>
08-28-2013 Regular - 8/30/13 TEACHER DUES	501177	10	Education Fund	\$10,323.35
<b>WESTERN REMAC INC. (52685)</b>				<b>\$451.00</b>
08-15-2013 Regular - SUPPLIES WB PRIN OFF	500941	10	Education Fund	\$451.00
<b>WESTMORE SUPPLY CO. (53961)</b>				<b>\$386.36</b>
08-28-2013 Regular - SUPPLIES WB MAINTENANCE	501155	20	O & M Fund	\$386.36
<b>WHEATON WARRENVILLE SOUTH H.S. (16592)</b>				<b>\$225.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500837	10	Education Fund	\$225.00
<b>WHEELING HIGH SCHOOL (3476)</b>				<b>\$60.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500838	10	Education Fund	\$60.00
<b>WIGHT &amp; COMPANY (511)</b>				<b>\$14,098.26</b>
08-01-2013 Regular - SPECIAL PROJECTS	500713	20	O & M Fund	\$4,000.00
08-01-2013 Regular - CAP PROJ SUM 2013	500718	60	Capital Projects Fund	\$5,000.00
08-22-2013 Regular - CAP PROJ SUM 2013	501055	60	Capital Projects Fund	\$5,098.26
<b>WILLIAM H. SADLIER, INC. (40310)</b>				<b>\$7,673.40</b>
08-28-2013 Regular - TEXTBOOKS WB BOOKSTORE	501138	10	Education Fund	\$7,673.40
<b>WILLOWBROOK HIGH SCHOOL (40139)</b>				<b>\$1,200.00</b>
08-08-2013 Regular - PUR SVC AT ATH	500839	10	Education Fund	\$1,200.00
<b>WINDOW COATINGS, INC (54735)</b>				<b>\$200.00</b>
08-28-2013 Regular - PUR SVC AT MAINTENANCE	501156	20	O & M Fund	\$200.00

<b>WISS, JANNEY, ELSTNER (54679)</b>					<b>\$4,595.00</b>
08-01-2013	Regular - CAP/OUT CONSTRUCTION SERV	500719	60	Capital Projects Fund	\$4,595.00
<b>WORLD POINT ECC, INC. (50122)</b>					<b>\$439.95</b>
08-28-2013	Regular - SUPPLIES AT PE	501139	10	Education-Fund	\$439.95
<b>XEROX CORPORATION (26005)</b>					<b>\$5,185.96</b>
08-08-2013	Regular - SUPPLIES AT DUPLICATING	500840	10	Education Fund	\$433.37
08-08-2013	Regular - DUPLICATING WB PRIN OFF	500841	10	Education Fund	\$1,226.63
08-28-2013	Regular - SUPPLIES WB DUPLICATING	501140	10	Education Fund	\$3,525.96
<b>YORK HIGH SCHOOL (1843)</b>					<b>\$1,335.00</b>
08-08-2013	Regular - PUR SVC AT ATH	500842	10	Education Fund	\$1,135.00
08-15-2013	Regular - PUR SVC WB ATH	500942	10	Education Fund	\$200.00
<b>YOUNGS (518)</b>					<b>\$495.47</b>
08-15-2013	Regular - SUPPLIES AT MAINTENANCE	500968	20	O & M Fund	\$334.47
08-28-2013	Regular - SUPPLIES AT MAINTENANCE	501157	20	O & M Fund	\$161.00

**TREASURER'S REPORT**

The Treasurer's Report for August 2013 will be presented at the September 23rd Board Meeting as a separate action item.

### FUNDRAISER CONTRACT

The following fundraiser with anticipated revenue in excess of \$1,000 has been proposed:

1. Willowbrook Boys Golf – Selling Blackhawk tickets to help pay for range fees for program.

It is recommended that the proposed fundraiser be approved as presented.

**PERSONNEL REPORT  
SEPTEMBER 9, 2013**

**CLASSIFIED STAFF APPOINTMENTS:**

It is recommended that the board approve the following classified staff appointments:

Carol Caponigro  
Addison Trail Part-time Writing Center/LSC Teacher Aide  
Salary: \$13.95/hour  
Effective: August 27, 2013

Christine Feliciano  
Willowbrook Teacher Aide – In-School Suspension  
Salary: \$15.27/hour  
Effective: August 27, 2013

Kellie Haas  
Addison Trail Teacher Aide – Special Education  
Salary: \$15.27/hour  
Effective: August 23, 2013

Mary Agnes McLoughlin  
Addison Trail Part-time Reading/Special Education Teacher Aide  
Salary: \$13.95/hour  
Effective: August 27, 2013

Whitney Roth  
Addison Trail Part-time Teacher Aide  
Salary: \$13.95/hour  
Effective: August 21, 2013

Kimberly Tobin  
Willowbrook Literacy Teacher Aide  
Salary: \$15.27/hour  
Effective: August 27, 2013

Kevin Ward  
Willowbrook Special Education Teacher Aide  
Salary: \$15.27/hourly  
Effective: August 30, 2013

Steven Tadlock  
Addison Trail Part-time Special Education Teacher Aide  
Salary: \$13.95/hourly  
Effective: September 3, 2013

Leila Sanati  
Addison Trail Part-time Special Education 1:1 Teacher Aide  
Salary: \$13.95/hourly  
Effective: September 5, 2013

**CLASSIFIED STAFF RE-HIRES:**

It is recommended that the board approve the following classified staff re-hires:

Tahani Ihsan  
Addison Trail Part-time Bus Aide  
Salary: \$13.95/hour  
Effective: August 26, 2013

Carrie Skala  
Willowbrook Math Teacher Aide  
Salary: \$15.27/hour  
Effective: August 21, 2013

**CLASSIFIED STAFF RESIGNATION:**

It is recommended that the board accept the following classified staff resignation:

Dean Constantopoulos  
Addison Trail Reading Teacher Aide  
Effective: June 6, 2013

**INTERN STAFF APPOINTMENT:**

It is recommended that the board approve the following intern appointment:

Ashley Langley  
Addison Trail School Psychologist Intern  
Salary: \$15,000 stipend  
Effective: August 21, 2013

### **APPROVAL OF LIST OF BILLS EXCEEDING \$5,000.00**

Attached for approval to release is a list of payments to vendors whose total for the month to date is in excess of \$5,000.00. This would include individual payments in excess of \$5,000.00 as well as any payments for a given vendor which bring the cumulative total for the month above the \$5,000.00 threshold.



# District 88

## Finance & Reporting

**Vendors over \$5,000.00**  
 08-01-2013 to 08-28-2013  
 Generated on 08-28-2013 at 8:14 PM  
 Total Results: 2

<b>CUSTOM (45930)</b>				<b>\$6,142.17</b>
08-28-2013 Regular - SUPPLIES WB PRIN OFF	501076	10	Education Fund	\$6,142.17
<b>GRAINGER, INC. (5777)</b>				<b>\$1,163.08</b>
08-28-2013 Regular - SUPPLIES WB MAINTENANCE	501148	20	O & M Fund	\$1,163.08



**TO:** Dr. Scott Helton  
Board of Education

**DATE:** September 4, 2013

**FROM:** Edward Hoster *EH*

**RE:** Bid Recommendation –Culvert Repairs at WBHS

In accordance with the Building and Grounds Committee discussion September 3, 2013, we recommend that the Board of Education reject the only bid of \$114,441 from Hoppy's Landscaping, Inc. to complete the repairs to the culvert areas at the Willowbrook campus. We confirmed that the CLIC insurance cooperative will cover up to \$114,441 for this work in addition to the architect/engineering fees (\$14,360) and the temporary repair work that was completed to date. The primary reason for this recommendation is to procure competitive bids and affirm that we are indeed able to get the best pricing for this repair work. Furthermore, the compressed schedule outlined in the original bid called for completion before the end of August. Consequently, it is possible that this schedule may have increased the cost of the project. We will revisit the scheduling to work around the existing needs of the campus to access this area and minimize down time as we put this back out to bid. The goal is to bring back a recommendation for the October 7<sup>th</sup> board meeting which should provide enough time to still complete this work before the weather becomes problematic.

**Suggested Motion:**

Move that the Board of Education reject the bid of \$114,441 from Hoppy's Landscaping, Inc. to complete the repairs to the culvert areas at the Willowbrook campus and that we re-bid this project.

### DONATION

In accordance with established Board Policy, it is recommended that the following donation be accepted for educational use only.

- o Mr. Oscar Oliva, of Addison United, has donated \$1,000 to purchase soccer goals for Addison Trail High School.

## **EDUCATIONAL FOCUS**

Mrs. Barbanente will highlight the educational focus items for the upcoming Educational Focus Board meeting.

### **BUDGET STATUS REPORT**

As has been the practice of the board, budget reports are not given to the Board of Education until the official budget is adopted and the budget figures are loaded into the system. Therefore, the next budget status report will be provided in October 2013.

**BOARD DEVELOPMENT****SCHOOL LAW / LEGAL UPDATES**

Dr. Helton and Mrs. Barbanente will present legal updates on school law.

## Legal Presentation Q & A and "Take Aways"

Jean Barbanente  
DuPage High School District 88

### Mandated Reporting

- › Must follow all state and county requirements to report to DCFS, Local Police (live person), and the Children's Advocacy Center of the State's Attorney's office.
- › Reporting to administration or PPS is not enough. Each staff member is a mandated reporter
- › Reports go to Sam Bentsen or Michael Bolden to be housed in Jean Barbanente's office.
- › Reports must be made the same day the staff member receives the information.
- › Do not interview victims claiming sexual abuse or assault. Turn over to police immediately.

### Section 504 and Inclusion

- › Reasonable accommodations are necessary and can be pretty extensive.
- › There is a difference between modification and a fundamental alteration of the activity or parallel curriculum.
- › Have specific criteria for activity – rubrics, checklists with required skills.
- › Be creative in looking for ways to include students in some way.

### Student Records and Email retention

- › No expectation of privacy on district email
- › Emails regarding students or official district business must be retained.
- › Emails containing identifiable information students are part of the student record.
- › Any communication about students should be objective, factual, and professional. (assume it will be read by student/parent)
- › Staff must only access student records if there is an educational interest and information is necessary to perform job duties.

## Staff Use of Technology and Ethics

- › Staff must maintain clear boundaries with students at all times.
- › Communication with students should be transparent, accessible, and professional.
- › Staff should not post "questionable" picture of themselves on the internet or anywhere accessible to students.
- › Staff should not use technology for personal use during work time
- › District recommends setting FACEBOOK accounts to the highest privacy settings.
- › Do not "friend" current students or accept "friend requests" from current students.



## Staff Use of Technology and Ethics

- › Acceptable communication: district email, LMS, website
- › Discouraged methods of communication with students: cell phone – if must be used for immediate or urgent contact, notify administration and parents that this will be a required form of emergency communication
- › Prohibited methods of communication with students: personal email, online games, facebook groups (fan pages are ok).
- › Do not audio or video tape students without permission.
- › Do not post pictures of students without permission.



## Copyright

- › Consult "Fair Use" checklist prior to using a copyrighted work.
- › Seek permission if copyrighted work does not fall under "Fair Use" standards.
- › Give credit for all copyrighted work including electronic artifact (ex. Use of an image from Google Images requires the citation of *both* the original image and website.)
- › Do not download full length copy-written movies on our "S" drive. (See Rose Janusz to assist with finding copies for checkout or purchase.)



## 5:90 Administrative Procedure – Reporting of Child Abuse and Child Neglect

Unless otherwise provided, capitalized terms appearing in this Policy shall have the same meaning as used in the *Abused and Neglected Child Reporting Act*, as amended.

### MAKING A REPORT

A credible report of suspected child abuse or neglect must be reported to DCFS. In the context of the Act, "reasonable cause" is synonymous with a credible report.

- A. **Suspected Abuse/Neglect:** If an employee observes evidence of harm to the health, physical well-being, or welfare of a student who is a Child under the Act ("Child"), or receives information from the Child or other person that the Child may have been abused or neglected, the employee shall bring the Child to his/her counselor or social worker. If the Child's counselor and social worker are not available, the Child will be brought to an immediately available counselor, social worker, nurse or psychologist. In the presence of the employee, the counselor, social worker, nurse or psychologist shall attempt to obtain enough information from the Child to determine whether there is reasonable cause to believe the Child is Abused or Neglected requiring an immediate report to DCFS, using the guidelines listed below.

Use an objective/reasonable person test. Do not consider the personal opinions of either the alleged abuser or the alleged child victim in determining whether reasonable cause exists. The employee, counselor or other party may consider the following in the determining whether reasonable cause exists:

1. Information provided by the Child;
2. Credibility and/or completeness of available explanations or information provided by the Child and/or other persons;
3. Whether the Child has been injured, harmed or been at risk of harm; observable evidence of injury/harm such as bruises, cuts, fractures, other physical indications, demeanor, hunger, poor hygiene);
4. Whether communications provided by the Child or other persons are consistent and plausible with any observable evidence of injury/harm; and
5. Existence of past incidents which, based on currently available information, appear suspicious, or the frequency of signs of abuse or neglect.

The foregoing considerations are not intended to be exclusive and shall not delay making a hotline call. All doubts or questions shall be resolved in favor of making a hotline call. Make a report even if the Child denies any abuse or neglect. Make a report even if the Child is now over 18 and the statute of limitations may have run, especially if the alleged abuser continues to have contact with children in a professional setting or other children remain at risk.



- B. **Suspected Sex Abuse:** If the Child makes a statement regarding sexual misconduct, or tells an employee that he/she has been sexually abused by or is having "consensual" sexual contact with a parent, immediate family member, an individual residing in the home, a paramour of one of the parents, or a caretaker or person responsible for the student's welfare (e.g., school personnel), a hotline call shall be made. Sexual abuse required to be reported under the Act includes intentional touching and fondling of any part of a child under 18.
- C. **Hotline Call:** If the employee, counselor, social worker, or other staff member determines in good faith that the Child may have been abused or neglected, he/she individually or with other school personnel shall immediately call the DCFS Hotline at 1-800-252-2783 (1-800-25-ABUSE). The employee should also report the suspected child abuse or neglect to the DuPage County Children's Advocacy Center, the DuPage County State's Attorney, and the local Police Department immediately. In making a report to DCFS, provide the following information:
1. The name, age, and address of the Child named in the report;
  2. The name and address of the Child's parents or other persons having custody of the child;
  3. The nature of the condition of, and/or the physical harm to, the involved Child, including evidence of prior injuries or disabilities;
  4. The identity of the person believed to have caused such abuse/neglect;
  45. The name(s), occupation(s), contact information, and relationship(s) to the Child of the employee(s) making the report; and
  6. Any other information that might be relevant or helpful in establishing the cause of such Abuse or Neglect and/or the identity of the person believed to have caused such Abuse or Neglect.
- D. **Notify Administration:** After calling the Hotline, the person or persons making the report shall inform the Assistant Superintendent of the report by completing the District 88 Mandated Reporter Form (5-90-E). If the person responsible for the alleged Abuse or Neglect is the Assistant Superintendent, the mandated reporter shall notify the Superintendent.
- E. **Written Confirmation to DCFS:** Within 48 hours after making a DCFS Hotline call, the person or persons making the report shall send a written confirmation of the Hotline report to DCFS ("written confirmation"), including the specific facts and information about the student and the suspected abuse/neglect. The written confirmation must be on the form provided by DCFS (5-90E2) (available on the DCFS website at <http://www.state.il.us/DCFS>). The written confirmation should be sent by fax to **(312) 808-4330**, or by mail to **800 W. Roosevelt, Building D Suite 10 Glen Ellyn, Illinois 60137**.
- F. **Internal Incident Report:** If a school staff member (including contracted employees or volunteers) is the alleged perpetrator, the person or persons making the report shall also complete an internal incident report and deliver it to the Assistant Superintendent.

G. **Parent/Guardian/Alleged Perpetrator Notification:** Unless otherwise directed by DCFS or law enforcement, no employee shall notify a parent, guardian, or other persons having custody of the Child that a report has been made to DCFS. No employee shall notify the alleged perpetrator that a report has been made to DCFS, except the Assistant Superintendent or designee may notify an employee who has been named as an alleged perpetrator. Notification of the report and investigation will be handled by DCFS or local law enforcement. The report and the identity of the employee(s) who made the report shall remain confidential during the DCFS investigation.

H. **Custody of Child:** No employee shall take a child into his or her own custody without specific directions from DCFS.

School personnel shall not disclose the whereabouts of any Child who has been removed from school grounds and taken into protective custody by DCFS, except as required by law. Inquiries concerning the Child will be directed to DCFS or local law enforcement personnel, where appropriate.

I. **Confidentiality:** Any employee making a report or given access to the names or other information related to the report shall not disclose that information except as permitted or required by law.

#### **ACTIONS TO BE TAKEN AFTER A REPORT IS MADE AND ACCEPTED BY DCFS**

The Assistant Superintendent, or designee, shall:

- A. Call the appropriate local law enforcement agency at 911, if he/she believes that:
  1. The Child need(s) medical assistance;
  2. It may be dangerous for the Child to return home; or
  3. A crime may have been committed by school personnel against the Child.
- B. Notify each of the Child's teachers and other service providers working with the Child of the Hotline call.
- C. Maintain copies of the written confirmation, police report (if available), and ~~any letter~~ documentation from DCFS (including but not limited to notification that the report was "unfounded"), internal incident report (if applicable), and any other related documentation in a file **separate** from the Child's school student records.
- D. Deliver the written confirmation, internal incident report (if applicable), and any police report (if available) to the Assistant Principal for PPS and the Assistant Superintendent for Learning Services, as soon as practicable.
- E. If a notification is received from DCFS providing that a report has been "indicated," file a copy of such notification in the Child's temporary student record.
- F. Contact appropriate school personnel if he/she believes that the Child need(s) crisis intervention or other supportive services.

#### **INVESTIGATIONS OF SUSPECTED ABUSE BY DISTRICT EMPLOYEE**

A mandated reporter may initially seek enough information to determine the *credibility* of any "rumor" of suspected abuse or neglect. The mandated reporter and the School District shall **not** conduct or cause to be conducted an investigation to determine whether abuse or neglect actually occurred. If an employee has reasonable cause to suspect abuse or neglect, he/she must report the matter to DCFS, the Children's Advocacy Center, the DuPage County State's Attorney and the local police. The investigation into the accuracy of any report of child abuse or neglect shall be conducted by DCFS and, where necessary, the DuPage County State's Attorney and the local police.

The School District may conduct a disciplinary investigation of its personnel based on a report of child abuse or neglect. The School District shall notify the State's Attorney's Office prior to beginning a disciplinary investigation. The District shall coordinate its investigation with that of the State's Attorney's Office, DCFS and local law enforcement, and shall not impede or compromise any investigation being conducted by the State's Attorney's Office, DCFS or local law enforcement. However, all investigations by DCFS, the State's Attorney's Office, or local law enforcement shall be conducted so as to minimize disruption of the school day.

The District's disciplinary investigation shall conform to the following guidelines, insofar as they are applicable, and shall be conducted by the Assistant Superintendent/designee. If the Assistant Superintendent/designee is alleged perpetrator, the Superintendent shall conduct the investigation.

- A. Inform all interviewees of the District's intent to proceed discreetly. Do not promise complete confidentiality. Direct them not to discuss the contents of the interview with anyone, including other school personnel.
- B. Remain neutral.
- C. The alleged victim shall be interviewed separately. The alleged victim and/or investigator shall make a written statement or summary of the interview.
- D. Ask the alleged victim to be as specific as possible.
- E. Notify the parents or guardians of the alleged victim, or other persons responsible for the student, shall be prior to the interview and ask them to participate in separate interviews.
- F. Interview all individuals, including but not limited to the reporter, the student's parents/guardian, witnesses or others students, who may have information about the allegations separately.
- G. Gather any supporting documents or evidence.
- H. Seek corroboration and evidence to determine the credibility of all parties interviewed.
- I. Meet with the accused employee, describe the process, advise the employee of his or her due process and representation rights, and warn against retaliation.
- J. Review the allegations and elicit the accused employee's version of the events in detail.
- K. Obtain a signed statement by the accused employee and/or prepare a written summary of the interview.

- L. Allow the accused employee to have a union representative present during the interview, if requested by the employee. If the accused employee requests that some other representative be present (e.g., legal counsel), such representative's participation is at the discretion of the Assistant Superintendent or designee, and provided that the representative does not unduly delay or disrupt the investigation.
- M. Comply with requirements and restrictions in the federal and State records and confidentiality laws during and after the interviews.
- N. Prepare a written report detailing all factual findings and supporting evidence and proposing a remedy or recommendation for action.
- NO. Inform the alleged victim's parents/guardians and the accused employee of the results of the investigation in writing.

#### **STAFF INTERVIEWS BY DCFS OR LOCAL LAW ENFORCEMENT**

- A. The District and school personnel must cooperate with DCFS or local law enforcement personnel during an investigation of a District employee. When a DCFS or local law enforcement investigator comes to a school to speak with an employee accused of Abuse or Neglect, the Assistant Superintendent/designee shall:
  1. Notify the accused employee that he/she is entitled to have his/her supervisor, union representative, and/or attorney present at any interview or meeting the accused attends with a DCFS or local law enforcement investigator.
  2. If the accused employee is a teacher, the investigation shall be conducted in a manner that minimizes disruption of the school day. The teacher shall be questioned, to the extent possible, outside of the teacher's scheduled class time. The Assistant Superintendent/designee shall be present during all interviews of the accused employee, unless specifically prohibited by the investigator; such prohibition shall be confirmed in writing by the investigator or the Assistant Superintendent/designee.
  3. Ensure that the investigator informs the accused employee of his/her due process rights and of the steps in the investigation process, including, but not necessarily limited to, the right of the school employee to refuse to be interviewed by DCFS and/or law enforcement, but that such refusal could affect the outcome of the investigation, and to present countervailing evidence about the accusations.
- B. Interviews of District staff not accused of Abuse or Neglect shall be conducted pursuant to the guidelines of Section A above, insofar as they are applicable. Interviews of other District employees shall occur in a manner that minimizes disruption of the school day. The Assistant Superintendent/designee shall be present during all interviews of school employees, unless specifically prohibited by the investigator; such prohibition shall be confirmed in writing by the investigator or the Assistant Superintendent/designee.

#### **STUDENT INTERVIEWS BY DCFS OR LOCAL LAW ENFORCEMENT**

The District must provide DCFS and local law enforcement investigators with access to any student, where an employee is the alleged perpetrator. Although not required, obtaining parent consent is encouraged, unless the parent is the alleged perpetrator or such communication specifically prohibited by the investigator.

If school personnel did not make the report and an employee is not named as the alleged perpetrator, the District shall cooperate with DCFS and local law enforcement in their interviews of students during investigations into suspected Abuse or Neglect consistent with the following guidelines:

- A. All requests for interviews of employees or students shall be directed to the Assistant Superintendent or his/her designee.
- B. If approved by the Assistant Superintendent or designee, interviews shall be conducted so as to minimize disruption of the school day.
- C. The Assistant Superintendent/designee shall establish with the investigator the purpose of the interview and reason(s) why such interview cannot occur outside of the school day. If the Assistant Superintendent/designee decides to allow the interview, the Assistant Superintendent/designee shall attempt to contact the student's parent or guardian, except where circumstances prohibit such contact. If asked not to do so by the investigator, the Assistant Superintendent/designee has the discretion to permit or deny the interview.
- D. If a parent or guardian is contacted, the Assistant Superintendent/designee will request that the investigator explain the purpose of the interview to the parent/guardian. The Assistant Superintendent/designee shall ask and confirm the desires of the parent or guardian. If the parent or guardian refuses to approve the interview, the Assistant Superintendent/designee shall take such refusal into consideration and has the discretion to permit or deny the interview.
- E. If the parent or guardian grants approval for the interview, the Assistant Superintendent /designee shall bring the student to the office. If the parent or guardian wishes to accompany the student during the interview, the interview will be delayed until he or she arrives at the office.
- F. The Assistant Superintendent/designee shall be present throughout all interviews. The Assistant Superintendent/designee may interrupt the interview if the purpose of the interview changes, or when the interruption is believed to be in the best interest of the student. If a conflict arises with the investigator, the Superintendent and the investigator's supervisor shall be contacted immediately to resolve the conflict.

## DISTRICT # 88 MANDATED REPORT FORM

NAME OF STUDENT: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Staff Member Who Became Aware of Abuse/Neglect: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Report Made to PPS Member (Daytime)/Administrator (Nighttime):

Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

MANDATED CALL MADE BY: \_\_\_\_\_

Initial Call Made to DCFS Hotline (1-800-252-2873): Date/Time: \_\_\_\_\_

Information Shared With DCFS Hotline Worker: Date/Time: \_\_\_\_\_

MANDATED CALL, NO REPORT TAKEN (MCNRT):

First Name of Worker: \_\_\_\_\_ Date/Time: \_\_\_\_\_

MANDATED CALL, REPORT ACCEPTED FOR INVESTIGATION:

Full Name of DCFS Hotline Worker: \_\_\_\_\_ Date/Time: \_\_\_\_\_

ALLEGED OFFENDER: \_\_\_\_\_

ADDITIONAL ACTION TO BE TAKEN (whether or not DCFS takes the case):

Contact Police Liaison (WB – x2833, AT – x3316) \_\_\_\_\_ Date/Time: \_\_\_\_\_

Willowbrook additional contact numbers: Sonia Soto (708-288-6826), Kordell Kitching – (630- 201-6948), Tim Walsh – (630-742-5369)

Addison Trail additional contact numbers: Tony Reda – (630-742-7551), Brian Goss – (630-742-6127), Joe Maranowicz – (630-333-8697)

Contact DuPage County Children Center of the State's Attorney's office

(630) 407-2750 – Name of Advocacy Worker \_\_\_\_\_ Date/Time: \_\_\_\_\_

Complete: WRITTEN CONFIRMATION OF SUSPECTED CHILD/ABUSE/NEGLECT REPORT:

MANDATED REPORTERS (State of Illinois form) and mail to: 800 W. Roosevelt, Building D Suite 10 Glen Ellyn, IL 60137 (630-790-6800) within 48 hours.

If the student is over 18 and is considered a disabled adult... the Office of Inspector General of the Department of Human Services should be contacted. (1-800-368-1463)

Call Made By: \_\_\_\_\_ Date/Time: \_\_\_\_\_

This form completed by undersigned. The original form sent to the Assistant Superintendent (District office), a copy sent to the Asst. Principal for PPS and a copy kept by originator.

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

## 5:120-2 Administrative Procedure - Employee Conduct Standards

Professional, ethical, and appropriate behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action. The listed standards are not a complete list of expectations, and depending on the factual context, an employee may be disciplined for conduct that is not specifically listed in these procedures. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control.

All school employees shall:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.
2. Exemplify honesty and integrity. Violations of this standard include, but are not limited to, falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an inquiry/investigation.
3. Maintain a professional relationship with all students, both in and outside the school and attend all in-service trainings on educator ethics, teacher-student conduct, and school-employee-student conduct for all personnel (105 ILCS 5/10-22.39). Violations of this standard, include but are not limited to: (a) committing any act of child abuse or cruelty to children; (b) engaging in harassing behavior; (c) soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student; and (d) furnishing tobacco, alcohol, or illegal/unauthorized substance to any student or allowing a student under his or her supervision to consume alcohol or an illegal/unauthorized substance.
4. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Violations of this standard include, but are not limited to: (a) using alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities; (b) failing to report suspected cases of child abuse or neglect, harassment, intimidation, or bullying; and (c) tolerating known or suspected student-on-student bullying or harassment.
5. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include, but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) co-mingling District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.
6. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard, include but are not limited to, soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.
7. Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality laws, Board policies, and agreements. Violations of this standard include, but are not limited to: (a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless

disclosure is required or permitted by law; and (b) disclosing confidential information restricted by State or federal law.

8. Demonstrate conduct that follows generally recognized professional standards and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Unethical conduct is any conduct that impairs the employee's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students or staff members.
9. Comply with all State and federal laws and rules regulating public schools and School Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:50 (Drug- and Alcohol-Free Workplace), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:140 (Solicitations By or From Staff), 5:170 (Copyright), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:230 (Maintaining Student Discipline), 5:280 (Duties and Qualifications), 5:290 (Employment Termination and Suspensions), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:340 (Student Records), and 8:30 (Visitors to and Conduct on School Property).

Conviction of any employment disqualifying criminal offense listed in Section 21B-80 of The School Code, or finding that an employee was the perpetrator of sexual or physical abuse of any minor pursuant to proceedings under Article II of the Juvenile Court Act of 1987, will result in dismissal.

Before disciplinary action is taken, the supervisor or administrative personnel will conduct an investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, or efficiency. Any applicable provision in a contract, collective bargaining agreement, or State law will control the disciplinary process.



### 5:130 Administrative Procedure - Email Retention

Email, including attachments and metadata within email, that are sent to or received by the District or District employees may be, depending on their content, required to be retained in the official records of the District and/or subject to disclosure to parents, government authorities, the public, or in the context of litigation.

Accordingly, employees have the same responsibilities for retaining email messages as they do for any other communication, document, or record, including but not limited to distinguishing between official public record and non-record messages. This allows for the proper storage and disposal of email. However, no District record, no matter its form, may be destroyed if it is subject to a litigation hold. See Board Policy 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. For guidance on Board member use and retention of email, see Board Policy 2:140-E, *Guidance for Board Member Communications, Including Email Use*.

#### Public Records

A "public record" is defined as any book, paper, map, photograph, digitized electronic material, or other official documentary material regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to the law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, operations or other activities of the agency or because of the informational data contained therein. Not all e-mail messages generated or received by District officials and employees meet the definition of a public record.

#### Non-Record Messages

Email messages are "non-record messages" if they do not evidence the District's organization, function, policies, procedures, decisions, operations or other activities, or do not contain informational data related to the District. These are generally informal or preliminary drafts, notes, copies or extracts of documents for convenience or reference, routine administrative matters, informal meeting announcements, blank forms, messages with generic information, junk mail, phone messages, and personal messages unrelated to the District. Examples include:

1. Personal correspondence not received or created in the course of District or school business, such as, "What's for dinner?" or "I'll be glad to drive to the meeting."
2. Notices concerning meetings or workshops, dates, discussion topics, and material to prepare for or to be discussed during a meeting.
3. Publications or promotional materials from vendors and similar materials that are available to anyone.
4. Informal correspondence to parents/guardians concerning school activities, provided the messages do not contain notice of final or official action.
5. Draft material.

Non-record e-mail messages may be deleted at any time when no longer needed by the user, unless the email is subject to a litigation hold or other legal requirement described in these procedures. The goal is to control excessive accumulation of material. The District instructs users to delete all non-record e-mail messages within 90 days after receipt of the e-mail messages. Also, the District's technology personnel may be authorized to remove any e-mail message retained in the e-mail system that is more than 90 days old. If a user needs to retain information in a non-record e-mail message for

an extended period of time, the e-mail message should be printed out and filed in an appropriate location or converted to a Word or PDF document and stored in a file folder on the District's network.

#### Official Record Messages

Email messages are "official record messages" if they are evidence of the District's organization, function, policies, procedures, decisions, operations or other activities, or contain informational data related to the District. Examples include:

1. Policies and directives.
2. Correspondence, from individuals, companies, or organizations requesting information about the District or school policies or practices and the responses to these requests.
3. Final reports and recommendations.
4. Correspondence dealing with significant aspects of District or school administration, including messages containing information concerning policies, programs, fiscal and personnel matters, and contracts.
5. Work schedules and assignments.
6. Agendas and meeting minutes.
7. Drafts of documents circulated for comments or approval.
8. Correspondence that initiates, authorizes, or completes a business transaction.

[Need to discuss next section]

If multiple copies of a official record message exist, the designated employee/user will determine which record is the official record copy. An "official record copy" is the e-mail message in which the originator of the e-mail is a District user, or, in which the originator of the e-mail is a non-District individual and was addressed and received in a District user's e-mail account. An "informational record copy" is any hard copies, duplicates, electronic copies, carbon copies (cc's), blind carbon copies (bcc's), or any other type of email message that is not the official record copy. All informational record copies may be disposed of at any time. At no time should an informational copy be retained longer than the official record.

Official record email messages must be retained for the time period set forth in District's records retention schedule. Email messages that constitute public records must not be destroyed prior to the approved date listed in the records retention schedule. Destroying records prior to approval for destruction may be considered tampering with official records. See 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

Official record email messages must not be retained in individual user email accounts. Within 30 days after receipt of an e-mail message, the designated employee/user must transfer the email message to another medium and appropriately file it so that the information may be readily accessible. The designated employee/user is responsible for ensuring that the email message's metadata (e.g., date, subject, recipients of the email) is retained along with the content of the email message. The following are acceptable methods for retaining official record email messages:

- Print the email message and store the hard copy in the relevant subject matter file as would be done with any other hard copy public record.
- Convert the email message into a Word or PDF document and store it in a file folder according to its content on the District's network.
- Save the email message in the District's electronic document management system.

Once transferred, it the message becomes the official copy and the original electronic version may be deleted from the user's email account. The District's official records custodian is responsible for disposing of official record email messages according to the records retention schedule and pursuant to the requirements of the Illinois Local Records Commission.

### **Student Records**

A "school student record" is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. All email messages that meet the definition of a school student record shall be maintained in accordance with the *Illinois School Student Records Act* and retained using the same methods described above for official record email messages. See Board Policy 7:340, *Student Records*, and the corresponding administrative procedures for more information.

### **Personnel Records**

In general, the District is required to maintain records that show District determinations relative to the hiring, wages, discipline, and termination of its employees. Several federal and State discrimination laws require that the District maintain certain personnel records for a specific duration of time. Email messages may constitute personnel records. See Board Policy 5:150, *Personnel Records*, and the corresponding administrative procedures for more information.

### **Litigation Hold**

A "litigation hold" is when a potential or pending lawsuit involving the District requires the preservation of all records that might be relevant to the lawsuit. Generally, the District receives notice of a legal proceeding and that it is required to identify, locate, and preserve all potentially relevant information, including email messages and metadata. All email messages, without regard to whether they meet the definition of public records, must be retained when the District receives notice of a litigation hold. Board Policy 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

## 6:236 -Administrative Procedure - Expectations for Staff Communicating Electronically with Students, Parents, and the Community

DuPage High School District 88 recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and professional standards that we set for ourselves here in D88.

The expectations outlined in this document are designed for the purpose of:

1. **Protecting the students, staff, and the District;**
2. **Raising awareness of acceptable ways to use electronic communication tools when communicating with students, parents, and the community; and**
3. **Raising awareness of the positive and negative outcomes that may result in using these tools.**

The following is a set of expectations that all members of the D88 professional community are expected to adhere to when communicating with students electronically. No District employee or volunteer (together referred to as a "staff member") may use electronic communications in a manner that interferes with or is disruptive to the learning or working environment at school, or the delivery of educational or educational support services, or to violate the legitimate privacy expectations of students or others.

The expectations set forth in these procedures do not apply to staff members' immediate family members who are District staff, students or parents, provided that the communication is limited to information or images concerning or transmitted to that particular family member, or concerning or transmitted to other staff and students inadvertently or inconsequentially, and provided that the action does not interfere with and is not disruptive to the school environment and delivery of educational services or violate the privacy expectations of others. For purposes of these procedures, "immediate family members" are limited to staff members' parents, siblings, children, their children's other parent or step-parent, and their first nieces or nephews.

### **Does the communication pass the TAP Test?**

Electronic communication with students should always be **Transparent, Accessible and Professional** as defined below:

1. **The communication is transparent.** – ALL electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility and accountability with regards to all communications.

**2. The communication is accessible.** - ALL electronic communication between staff and students should be considered a matter of record, part of the District archives, and/or may be accessible by others.

**3. The communication is professional.** - ALL electronic communication from staff to student should be written as a professional representing District 88. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a D88 professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

If your communication meets all three of the criteria above, then it is very likely that the methods of communicating with students that you are choosing are appropriate and, moreover, encouraged.

### Acceptable Communications Methods

**PowerSchool** - With the implementation of this student information system, teachers are able to communicate directly with students and parents regarding information related to real-time grades, attendance, comments, assignments, and much more right from their grade books.

**District 88 Email** - Use of District email is an appropriate way to communicate directly with students and parents for school purposes. District email provides the staff member with a record of the communication. For this reason, only the district-provided email system (your @D88.org address) should be used when communicating for school purposes. Please refer to the D88 Email Standards and 5:130AP, *Email Retention*, for best practice guidelines in its use. *(Staff members experiencing difficulty receiving emails from students and parents via their District email account should first check their daily Spam Mail Summary to see if the emails have been inadvertently filtered. Should staff need further assistance, contact the IT Department.)*

**School Websites and Moodle** - The use of these District-provided tools is strongly encouraged. Their accessibility is ubiquitous and their content is highly transparent. With Moodle, teachers can provide some of the same types of communication that commercial social media websites provide while also providing access to your curriculum beyond your classroom walls. Moodle allows for effective online learning by supporting online discussions, secure chat rooms, online delivery of assessments, and the sharing of documents, images and other media, all in a secure, password protected environment housed entirely on District equipment. All of the content is backed up and directly accessible. Unlike Facebook, Moodle meets all three of the TAP criteria detailed on page one.

### Discouraged Methods of Communication

**Text Messaging** - Nearly every student has a cell phone today and use of text messaging is rising sharply. This form of communication is typically between individuals and personal in nature. Since texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get "off topic." **That said, staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted.** If a teacher/coach/sponsor plans to use texting for immediate and/or urgent contact with students/team members/activity participants, they must be transparent about such use by notifying parents and

administrators at the beginning of the school year or season that he/she may use texting to provide students with information relevant to the class/team/activity.

## **Unacceptable Communications Methods**

**Non-District Email Accounts** – District 88 employees should never use personal email accounts to communicate with students or their parents about school matters. Coaches/sponsors not otherwise employed by District 88 must also follow this expectation.

**Online Games and Related Activities** –Many people enjoy a variety of gaming systems (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet. Except for part of a legitimately school-sponsored function or for genuine school purposes, this is not an acceptable activity for staff members to engage in with students.

## **Using Facebook**

**How about setting up a Facebook Fan Page for my student groups?**

A Facebook Fan Page, not a Facebook Group, can be appropriate as a supplemental method of communicating electronically with student groups if it is set up correctly. Unlike Facebook groups, Fan Pages are visible to unregistered students and parents and thus indexed and easier to find. Be sure to follow the same District guidelines for publishing content to any website, including but not limited to posting photos or other individually identifiable information of students. Make sure that your settings do not allow fans to be able to post comments, photos, videos or links to your wall, and that only you have control over the content. Use your “@D88.org” email address to register as contact for the Fan Page so that any feedback or comments on the page are sent to the District, not to personal email addresses.

If you decide to establish a fan page, be sure to notify the parents of your students that you will use this site to communicate information for your student group in addition to other methods (websites, District email, formal letters, etc.) and that the page may contain commercial advertising that is not endorsed by the District. Since not every student has a Facebook page or even access to Facebook, you must consider this when using a Fan Page to communicate with your student group. District 88 does not require students to have Facebook accounts, as this is a family decision. Therefore, you must make any information posted on a Facebook Fan Page accessible to non-Facebook users by alternate means.

## **Important Reminders for Employees who use Facebook, Twitter, or other Social Media Sites for Personal Purposes**

Staff members who use Facebook, Twitter, or other social media sites may **not** engage in any of the following regardless of time, place or type of technology, except as part of a legitimately school-sponsored function or genuine school purposes:

- Take pictures or videos of students
- Record audio of students
- Message, “tweet” or otherwise communicate with students
- “Friend” students or accept “friend requests” from students on Facebook or similar social networks

- Post or transmit an image or private information about themselves or others in a manner readily accessible to students and which is inappropriate to share with students
- Post or transmit an image or information about a student , a parent, or another staff member

Staff members who use Facebook to communicate with friends, family and their personal networks are encouraged to set their privacy settings to "Only Friends." If the "Friends of Friends" or "Networks and Friends" settings are used, staff members open their content to a much larger group of people, including students, parents, and third parties. The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.

Any information or images that staff members publish, post, transmit or maintain, whether on Facebook, Twitter, a blog, a discussion thread or other website, should never compromise the professionalism, integrity and ethics in their role as a D88 professional. A good question that staff members should ask themselves before posting or emailing a message is, "Would I mind if that information appeared on the front page of the local newspaper?" If the answer is "yes," then do not post it. Contrary to what some people think, text messages, email and social networking sites are very public places.

Staff members who violate these procedures and guidelines may be subject to discipline, including but not limited to prohibiting the possession or use of technology on school grounds, suspension without pay, and termination from employment. Staff members may not be disciplined for first-time violations that are inadvertent or inconsequential, but may receive a warning.

Staff members should contact their building principal, director of communications, or director of technology with any questions.

07/30/13

## **Administrative Procedure – 7:340**

### **Handbook Policy - 11:20 Student Records**

#### **A. Legal Citations and Definitions**

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Illinois School Student Records Act (105 ILCS 10/1 et seq.) and the Illinois State Board of Education rules (23 Ill.Admin.Code Part 375). For easy reference, some definitions are re-printed in this procedure.

The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in these procedures but is governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1 et seq.).

#### **B. School Student Records Defined**

*School Student Record* means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. 105 ILCS 10/2(d).

*Special Education Records* means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.) and Article 14 of the School Code. These records include the report of the multidisciplinary staffing conference on which placement or nonplacement was based and all records and audio recordings in any format relating to special education placement hearings and appeals. 23 Ill.Admin.Code §375.10.

A school student record does not include any of the following:

1. Writings or other recorded information kept in a school staff member's sole possession that is destroyed not later than the student's graduation or permanent withdrawal, and is not accessible or revealed to any other person except a temporary substitute teacher. 105 ILCS 10/2(d).
2. Information maintained by law enforcement professionals working in the school. 105 ILCS 10/2(d).
3. Video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes. 23 Ill.Admin.Code §375.10.
4. Electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3. 23 Ill.Admin.Code §375.10.



5. Any reports received by a law enforcement agency and law enforcement records transmitted to the appropriate school official by a local law enforcement agency under a reciprocal reporting system. 23 Ill.Admin.Code §375.10

The content of video or other electronic recordings created and maintained by law enforcement officers working in the school or for security or safety reasons or purposes may become part of a school student record to the extent that school officials use and maintain this content for a particular reason (e.g., disciplinary action, compliance with a student's IEP) regarding a specific student. Such video or other electronic recordings which become part of a student's records are not a public record and shall be released only in conformance with federal and State law.

### **C. Eligible Students Accorded the Rights of Parent/Guardian**

All rights and privileges concerning school student records that are accorded to parents/guardians become exclusively those of the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first. 105 ILCS 10/2(g). Such students are called *eligible students* in this procedure.

### **D. Official Records Custodians**

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to prevent unauthorized access to or dissemination of school student records. 105 ILCS 10/4(a)&(b).
2. Reviews student temporary records at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. 23 Ill.Admin.Code §375.40(b).
3. When notified by the Dept. of Children and Family Services (DCFS), purges DCFS's final finding report from the student's record and returns the report to DCFS. If a school has transferred the report to another school as part of the transfer of the student's records, the sending school shall forward a copy of the DCFS's request to the receiving school. 325 ILCS 5/8.6.
4. Manages requests to access school student records.
5. Transfers a certified copy of the records of students transferring to another school and retains the original records.
6. Provides all required notices to parents/guardians and students, including without limitation, each of the following:

- a. Upon initial enrollment or transfer to the school, notification of rights concerning school student records; the notification may be delivered by any means likely to reach parents, including direct mail or email, delivery by the student to the parent, or incorporation into a student handbook. 23 Ill.Admin.Code §375.30.
  - b. Annual notification of information that is considered to be *directory information* and of the procedures to be used by parents/guardians to request that specific information not be released. 23 Ill.Admin.Code §375.80.
  - c. Notification to secondary students and their parents/guardians that they may opt out of the disclosure of students' names, addresses, and telephone listings to military recruiters and institutions of higher learning. Sec. 9528 of the No Child Left Behind, 20 U.S.C. §7908.
  - d. Notification of their right to a hearing to challenge any entry in the school student records (except for academic grades) and Official Records Custodian's name and contact information. 23 Ill.Admin.Code §375.90.
  - e. Upon a student's graduation, transfer, or permanent withdrawal, notification of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy. 105 ILCS 10/4(h); 23 Ill.Admin.Code §375.40(c).
7. Takes all action necessary to assure that school personnel are informed of the provisions of the School Student Records Act. 105 ILCS 10/3(c).
  8. Takes all reasonable measures to protect school student records through administrative, technical and security safeguards against risks, such as unauthorized access, release or use. 23 Ill.Admin.Code §375.80.
  9. Performs all actions required of the District described in this procedure and the laws governing school student records.

The Building Principal may delegate any of these duties to an appropriate staff member but shall remain responsible for the duty's execution.

**E. Maintenance of School Student Records** 105 ILCS 10/2; 23 Ill.Admin.Code §375.10.

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The *student permanent record* shall consist of the following and only the following:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by ISBE's Student Information System (23 Ill.Admin.Code §1.75.)

3. Attendance record
4. Health record, defined by ISBE rule as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code”
5. Record of release of permanent record information that contains the information listed in the subsection on **Record of Release**, below
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

If not maintained in the temporary record, the *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

No other information shall be placed in the permanent record.

The *student temporary record* contains all information not required to be kept in the student permanent record and must include:

1. Record of release of temporary record information that contains the information listed in the subsection on **Record of Release**, below
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey (23 Ill.Admin.Code §228.15(d).)
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report (*i.e.*, an “indicated” report) received from a Child Protective Service Unit provided to the school under the Section 8.6 of the Abused and Neglected Child Reporting Act; no report other than an indicated report shall be placed in the student record (23 Ill.Admin.Code §375.40(f).)
6. Health-related information, defined by ISBE rule as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110) or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, documentation regarding a

student athlete's and his or her parents' acknowledgement of the district's concussion policy adopted pursuant to Sections 10-20.53 and 34-18.45 of the School Code [105 ILCS 5/10-20.53 and 34-18.45], and other health-related information that is relevant to school participation (e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)”

7. Accident report, defined by ISBE rule as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any biometric information that is collected by the District in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34];
9. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred (23 Ill.Admin.Code §375.75(e).)
10. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement (23 Ill.Admin.Code §1.445.)

The *temporary record* may also consist of:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §701 *et seq.*)
12. Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

#### **F. Retention and Destruction of School Student Records**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(f). Individuals adding information to a student's temporary record must include their name, signature, and position and the date the information was added. 105 ILCS 10/4(d). Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the eligible student. 23 Ill.Admin.Code §375.40(d). Student records shall be destroyed under the conditions set forth in the Local Records Act.

#### **G. Social Security Numbers**

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. (Privacy Act of 1974, 5 U.S.C. §552a, as supplemented by Pub.L. 93-579.) The collection and retention of social security numbers shall be in accordance with Board Policy 4:15, *Identity Protection*.

#### **H. Access to School Student Records**

1. The phrase "access to a school student record" means any release or disclosure of information from a student's school record, whether or not any record is copied, and should be broadly interpreted. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies.
2. Neither the District nor any of its employees or school officials shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Illinois School Student Records Act. 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to the Immigration Customs Enforcement.

For purposes of this procedure, a "court order" is a document signed by a judge. A subpoena signed by a court clerk, an attorney, or an administrative agency office shall not be considered a court order unless signed by a judge. (23 Ill.Admin.Code §375.40(a).)

The Building Principal shall grant access to school student records as detailed below. The Building Principal shall consult with the Superintendent and, if authorized, the Board Attorney concerning any questions.

The District charges \$.35 per page for copies a student's records. No parent/guardian or student shall be precluded from receiving copies of the student's records information because of financial hardship. 23 Ill.Admin.Code §375.50.

### **Access to Parent/Guardian or Eligible Student**

1. A student's parent(s)/guardian(s) or eligible student, or designee, are entitled to inspect and copy information in the student's school record; a student under 18 years old may inspect or copy information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request. 105 ILCS 10/5(c).
2. The parent(s)/guardian(s) or the District may request a qualified professional to be present to interpret the student's records. 105 ILCS 10/5(b). If the District makes the request, it is responsible for securing and bearing the cost of the professional's presence.
3. Unless the District has a copy of a court order indicating otherwise:
  - a. Divorced or separated parents/guardians are both permitted to inspect and copy the student's student records.
  - b. The Building Principal shall send copies of the documents listed below to both parents/guardians at either's request. 105 ILCS 5/10-21.8.
    - 1) Academic progress reports or records
    - 2) Health related information
    - 3) Notices of parent-teacher conferences
    - 4) School calendar regarding the student
    - 5) Notices about open houses, graduations, and other major school events including student-parent/guardian interaction
4. The school will deny access to a student's school records to a parent against whom an order of protection was issued. 750 ILCS 60/214(b)(15). See **Orders of Protection**, below.

5. Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. 105 ILCS 10/5(e).

#### **Access With Consent of Parent/Guardian or Eligible Student**

1. Access will be granted to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student, stating to whom the records may be released, the information or record to be released, the reason for the release; the right of the parent(s)/guardian(s) or eligible student to copy the information to be disclosed, challenge its contents, limit the consent to designated record(s) or portion(s) of the information contained in those records, and revoke the consent in writing at any time; the consequences of a refusal to consent, if any; and the date on which the consent expires. 105 ILCS 10/6(a)(8); 23 Ill.Admin.Code §375.70(e).
2. Access to any record that is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/), specifically that of a therapist, social worker, psychologist, nurse, agency, or hospital that was made or received in the course of providing mental health or developmental disabilities services to a student, will be granted according to the consent requirements contained in MHDDCA. 740 ILCS 110/4, 5.

#### **Access Without Notification to or Consent of Parent/Guardian or Eligible Student**

1. District employees or school officials, and employees or officials of the Illinois State Board of Education, will be granted access, without parental/guardian consent or notification, if they have a current, demonstrable, educational or administrative interest in the student, in furtherance of such interest. A "school official" is a Board member, attorney, auditor, insurance representative, independent evaluator, or a contractor, consultant, volunteer, or other person to whom the District has outsourced institutional services or functions for which the District would otherwise use employees. A "current, demonstrable educational or administrative interest" means that the person requires access to the student record information to perform his or her required services or functions for the District.
2. Access will be granted, without parental/guardian consent or notification, to any person for the purpose of research, statistical reporting, or planning, provided that no

student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. 105 ILCS 10/6(a)(4).

3. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party.
4. A SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act. 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are "state and local officials and authorities" as those terms are used in the federal Family Educational Rights and Privacy Act. This federal law does not define "state and local officials and authorities;" rather, it limits when disclosure may be made to such officials and authorities.
5. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication (i.e., trial under the Juvenile Court Act of 1987), provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. *Juvenile authorities* means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).
6. Military recruiters and institutions of higher learning will be granted access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). Military recruiters and institutions of higher learning have access to students' names, addresses, and phone numbers even if the District does not release directory information. Sec. 9528 of the No Child Left Behind, 20 U.S.C. §7908. For more information, see 7:340-AP1, E3, *Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student*



*Directory Information; 7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information.*

**Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student**

1. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order shall be deemed to have received the required written notice, except where mental health or developmental disabilities records/information, as defined in the Mental Health and Developmental Disabilities Confidentiality Act, is in a student's records. The Building Principal shall respond to the order no earlier than 5 school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill.Admin.Code §375.70(d)
2. Information may be released without parental consent, in connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals. District employees and school officials shall make this decision taking into consideration the seriousness of the threat, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6(a)(7); 23 Ill.Admin.Code §375.60. When there is an emergency release of information, the District employees or school officials shall make a record of the nature of the threat that formed the basis for the disclosure and the parties to whom the school or district disclosed the information. The Building Principal shall notify the parent(s)/guardian(s) or eligible student, no later than the next school day after the date that the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
3. The District will grant access as specifically required by federal or State law, provided that the individual making the request provides the school with appropriate identification and a copy of the statute authorizing access, and prior to granting access, the Building Principal provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release relates to more than 25 students, a notice published in the newspaper is sufficient. 23 Ill.Admin.Code §375.70(b). 105 ILCS 10/6(a)(6), 6(b).

## **I. Record of Release**

Except as provided below, a record of all releases of information from school student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. 105 ILCS 10/6(c). This record shall be maintained for the life of the school student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other authorized person. The record of release shall include each of the following:

1. The nature and substance of the information released or made accessible
2. The name and signature of the Building Principal releasing the information
3. The name of the person obtaining the release or access, the capacity in which the request for information was made, and the purpose of the request
4. The date of the release or grant of access
5. A copy of any consent to such release

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order. 20 U.S.C. §1232(g)(j)(4).

## **J. Orders of Protection**

Upon receipt of a court order of protection, the Building Principal shall file it in the temporary record of a student who is the *protected person* under the order of protection. No student information or records shall be released to the Respondent named in the order of protection. 750 ILCS 60/222(e).

When a child who is a “protected person” under an order of protection transfers to another public or private school, the Building Principal shall, at the request of the Petitioner, provide written notice of the order of protection along with a certified copy of the order to the school to which the child is transferring, within 24 hours of the transfer or as soon as possible.

## **K. Transmission of Records Information for Transfer Students** 105 ILCS 10/6(a)(3); 23 Ill.Admin.Code §§375.70 & 375.75.

The Building Principal shall:

1. Upon the student’s request or that of the official records custodian of another school (or an official with similar responsibilities in a school outside of Illinois) in which the student has enrolled or intends to enroll, provide a certified copy of the student’s record (that is, the student’s permanent and temporary record), or information contained therein, to the official records custodian of that school and retain the original records. See Policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. This includes, but is not limited to, the disclosure of student records/information in connection with determining an appropriate placement for a student with a disability under the IDEA, provided that the parent(s)/guardian(s) shall be given prompt written notice.

2. Prior to disclosure, determine if any student record information is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/1 *et seq.*), specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made or received in the course of providing mental health or developmental disabilities services. If so, request the written consent for disclosure from the appropriate person(s) as identified in 740 ILCS 110/4. Any record information protected by MHDDCA shall not be disclosed to the new school absent receipt of such consent for disclosure as provided in 740 ILCS 110/5.
3. Provide the parent/guardian or eligible student prior written notice of the nature and substance of the information to be disclosed and opportunity to inspect, copy, and challenge it. If the parent's/guardian's/eligible student's address is unknown, notice may be served upon the official records custodian of the requesting school for transmittal to the parent/guardian/eligible student. This service is deemed conclusive, and 10 calendar days after this service, if the parents/guardians/eligible student make no objection, the records may be transferred to the requesting school.
4. Destroy any biometric information collected within 30 days and do not transfer it to another school district.
5. Retain the original records in accordance with the requirements of 105 ILCS 10/4.
6. Maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

If the student has unpaid fines, fees, or tuition charged pursuant to 105 ILCS 5/10-20.12a and is transferring to a public school located in Illinois or any other state, the Building Principal shall: 23 Ill.Admin.Code §§375.75(i).

1. Transfer the student's *unofficial record of student grades* in lieu of the student's official transcript of scholastic records. The *unofficial record of student grades* means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school's name and address, the student's name, the name and title of the school official transmitting the records, and the transmittal date.
2. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees and at the District's own expense, forward the student's official transcript of scholastic records to the student's new school.

The Principal shall include the following information with the transferred records if the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason: 105 ILCS 5/2-3.13a.

1. The date and duration of the period of any current suspension or expulsion; and

2. Whether the suspension or expulsion is for, (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §8921 et seq.); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

**L. Directory Information** 23 Ill.Admin.Code §375.80

The District may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

1. Name
2. Address
3. Gender
4. Grade level
5. Birth date and place
6. Parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers
7. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, except that:
  - a. No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, and
  - b. No image on a school security video recording shall be designated as directory information
  - c. 765 ILCS 1075/30). 23 Ill.Admin.Code §375.80.
8. Academic awards, degrees, and honors
9. Information in relation to school-sponsored activities, organizations, and athletics
10. Major field of study
11. Period of attendance in school

A student social security number or student identification or unique student identifier shall not be designated as directory information. 23 Ill.Admin.Code §375.80.

The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information. See 7:340-AP1,

*E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.*

**M. Student Biometric Information Collection [Necessary only if use biometric info]**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from parent(s)/guardian(s) or eligible student. Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited, except (1) if prior written consent is provided by the parent/guardian or eligible student, or (2) pursuant to court order.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or permanently withdraws from the District, or (2) the District receives a written request to discontinue use of biometric information from the parent/guardian or eligible student. Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

**N. Student Record Challenges**

Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill.Admin.Code §375.90. A request for a hearing must be submitted in writing to the Building Principal and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge: 105 ILCS 10/7; 23 Ill.Admin.Code §375.90.

1. The Superintendent or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Superintendent will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.
3. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by

### 5:170 Administrative Procedure - Copyright Compliance

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright-owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains copyright use resources available online.

1. Is the work copyright protected? *A "no" means you may use the work freely; a "yes" or uncertain answer means you should proceed with the second query.*
  - a. No, if it is in the public domain.
  - b. No, if it is a U.S. Government publication.
  - c. No, if it is an idea or method described in copyrighted work.
  - d. The presence of a copyright notice is not determinative.
  - e. Yes, almost all other works.
2. Do you want to exercise one of the copyright owner's exclusive rights? *A "yes" or uncertain answer means you should proceed with the third query.*
  - a. Yes, if you plan to copy the work.
  - b. Yes, if you plan to use the work as the basis for a new work.
  - c. Yes, if you plan to electronically distribute or publish copies.
  - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio digital or tape recording or a CD-ROM or DVD.
  - e. Yes, if the plan is to publicly display the work.
3. Does your planned use of the work require the copyright owner's permission? *A "no" means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a "yes" or uncertain answer means you should contact the Superintendent or designated copyright compliance officer.*
  - a. No, if your planned use of printed work is within the *fair use* exception as defined in 17 U.S.C. §107. Fair use means using a copyrighted work, including making copies of the work, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. See Appendix 1.
  - b. No, if your planned use of the work is within the *library's special rules* exception as defined in 17 U.S.C. §108.
    - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works, or if the existing format in which the work is stored has become obsolete, if the library has determined that an unused replacement cannot be obtained at a fair price and any such copy that is in digital format is not made available to the public in that format outside the premises of the library.
    - A library may make a single copy, or to distribute such copy, containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the copy or distribution is not being obtained for a direct or indirect commercial advantage.
    - A library may make three copies solely for purposes of preservation and security, or for research use in another library or archives, provided that any copy that is in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library.

- c. No, if your planned use of the work is within the *educational performances and displays* exception as defined in 17 U.S.C. §110.
- Performances or displays of works by teachers or students are permitted as part of a face-to-face teaching activity in a classroom or instructional setting.
  - Performances, displays, or transmissions of a nondramatic literary/musical work, or reasonable and limited portions of any work, are permitted if they are made by or under the supervision of a teacher as an integral part of a class, directly related to the class content, and provided to only students in the class and/or staff as part of their duties.
  - Performances of a nondramatic literary/musical work to the public are permitted so long as the purpose is not direct or indirect commercial advantage, no fees or other compensation are paid to its performers or organizers, no direct or indirect admission charges are required or the proceeds for such charges are used exclusively for educational or charitable purposes.
  - Performances or transmissions of a nondramatic literary work, or a single dramatic literary work published at least 10 years before the date of the performance or transmission, are permitted if specifically designed for and primarily directed to blind or deaf or other disabled persons who are unable to see/hear, so long as the purpose is not direct or indirect commercial advantage and they are made through District's facilities, a noncommercial educational broadcast station, or a cable system.
- d. No, if you plan to use it in an overhead or projector for instructional purposes.
- e. No, if you plan to copy and use music for academic purposes, other than performance.
- f. Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.
- g. Yes, notwithstanding the above, if copies will be *consumed* during the course. *Consumable* works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.
- h. Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.
- i. You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.
- j. You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software and/or CD-ROM or DVD products in District owned equipment. No one may install or download any program on District owned equipment without the Superintendent or designee's permission.
- k. You must follow licensing agreements applicable to District owned software and CD-ROM or DVD products.
- Licensing agreements with the manufacturer and vendor shall be followed.
  - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy

software or CD-ROM products across a network with multiple users unless the applicable license agreement permits.

- A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.

### Appendix 1: Copyright Fair Use Assessment Factors Checklist

Use this checklist to analyze whether material falls under the *fair use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

#### Purpose and Character of Use of Copyrighted Work

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Teaching	<input type="checkbox"/> Commercial activity - gain of financial rewards from use; e.g., sale of goods, services; advertising; fundraising, etc.
<input type="checkbox"/> Research/Scholarship/Academics	<input type="checkbox"/> Profiting from use
<input type="checkbox"/> Nonprofit educational institution	<input type="checkbox"/> Bad-faith behavior; e.g., misrepresentation of intended use
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author or artist
<input type="checkbox"/> Comment	<input type="checkbox"/> Entertainment
<input type="checkbox"/> News reporting	
<input type="checkbox"/> Used to create something new	
<input type="checkbox"/> Restricted access given	
<input type="checkbox"/> Parody	

#### Nature of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction based	<input type="checkbox"/> Highly creative work (art, music, novel)
<input type="checkbox"/> Out of print work	<input type="checkbox"/> Fiction

#### Amount and Substantiality of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Small amount used	<input type="checkbox"/> Large portion or whole work used
<input type="checkbox"/> Portion used not central or significant to entire work	<input type="checkbox"/> Portion used is the heart of the work



## Impact on Market of Copyrighted Work

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> User owns lawfully acquired/purchased copy	<input type="checkbox"/> Could replace sale of copyrighted work
<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs market/potential market of copyrighted work or derivative work
<input type="checkbox"/> No significant effect on market/potential market for copyrighted work	<input type="checkbox"/> Reasonable available licensing mechanisms
<input type="checkbox"/> No similar product marketed by copyright holder	<input type="checkbox"/> Affordable permission to use copyrighted work available
<input type="checkbox"/> No ready licensing or permission mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> Made accessible on the internet or elsewhere
	<input type="checkbox"/> Repeated or long-term use

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## Appendix 2: Copyright Resource List

U.S. Copyright Office  
[www.copyright.gov](http://www.copyright.gov)

Copyright Act, as amended, Title 17 of the United States Code  
[www.copyright.gov/title17/92chap1.html](http://www.copyright.gov/title17/92chap1.html)

Copyright Term and the Public Domain in the United States; updated every Jan. 1.  
[www.copyright.cornell.edu/resources/publicdomain.cfm](http://www.copyright.cornell.edu/resources/publicdomain.cfm)  
 Cornell University Copyright Information Center

Circular 21: Reproductions of Copyrighted Works by Educators and Librarians  
[www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)  
 U.S. Copyright Office

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6) [www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)  
[www.copyright.gov/title17/92appviii.html](http://www.copyright.gov/title17/92appviii.html)

The TEACH Act and some Frequently Asked Questions  
[www.ala.org/ala/issuesadvocacy/copyright/teachact/faq.cfm](http://www.ala.org/ala/issuesadvocacy/copyright/teachact/faq.cfm)

TEACH ACT - Amended Section 110(2) Comparison Chart, Sections 110(1)-(2)  
[www.unc.edu/~unc/ncg/TEACH.htm](http://www.unc.edu/~unc/ncg/TEACH.htm)  
 The University of North Carolina at Chapel Hill

WIPO (World Intellectual Property Organization)  
[www.wipo.org](http://www.wipo.org)

MPAA (Motion Picture Association of America)  
[www.mpa.org](http://www.mpa.org)

iCopyright.com (Automated copyright licensing system for digital content)

[www.icopyright.com](http://www.icopyright.com)

Permissions Group (Negotiation of rights and fees for the use of copyrighted material in and for all media)

[www.permissionsgroup.com](http://www.permissionsgroup.com)

SIIA (Software & Information Industry Association)

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

CCC Copyright Clearance Center (Copyright permission for publications worldwide)

[www.copyright.com](http://www.copyright.com)

ASCAP (American Society of Composers, Authors and Publishers)

[www.ascap.com](http://www.ascap.com)

BMI (Broadcast Music Inc.)

[www.bmi.com](http://www.bmi.com)

SESAC, Inc. (A performing rights organization)

[www.sesac.com](http://www.sesac.com)

The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)

[www.harryfox.com](http://www.harryfox.com)

The Authors Registry (Maintains an extensive directory of authors)

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

Copyright & Fair Use (Stanford University Libraries)

[fairuse.stanford.edu/](http://fairuse.stanford.edu/)

Copyright Society of the USA

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

The Copyright (Copyright Registration and Information Resource)

[www.benedict.com](http://www.benedict.com)

Crash Course in Copyright

University of Texas

[copyright.lib.utexas.edu/](http://copyright.lib.utexas.edu/)

Kohn on Music Licensing

[www.kohnmusic.com](http://www.kohnmusic.com)

National Writers Union

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

Poets & Writers, Inc.

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

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))

[www.promo.net/pg](http://www.promo.net/pg)

WATCH: Writers and Their Copyright Holders

[tyler.hrc.utexas.edu/](http://tyler.hrc.utexas.edu/)

World Intellectual Property Organization

[www.wipo.int/portal/index.html.en](http://www.wipo.int/portal/index.html.en)