

**DEPARTMENT OF FINANCE & OPERATIONS**  
**Wilmette Public Schools**

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**ACTION ITEM**

**Date:**           **October 28, 2019**

**To:**             **Kari Cremascoli, Ph.D.**  
                      **Superintendent**

**From:**         **Ellen Crispino**  
                      **Business Manager/CSBO**

**Subject:**      **October Manual Checks**

**Proposed Action by Board of Education**

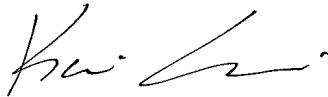
Approve the manual checks issued between September 24, 2019 and October 28, 2019 in the following amounts:

|                         |                     |
|-------------------------|---------------------|
| Educational Fund        | \$555,462.09        |
| O & M Fund              | 3,434.21            |
| Transportation Fund     | 262.44              |
| <b>TOTAL ALL FUNDS:</b> | <b>\$559,158.74</b> |

**Background**

The above amounts represent manual checks issued between September 24, 2019 and October 28, 2019. A complete listing is enclosed for board review.

**Recommended for approval  
by the Board of Education**



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**Kari Cremascoli, Ph.D.**  
**Superintendent**

WILMETTE PUBLIC SCHOOLS  
DISTRICT #39

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MANUAL CHECKS  
SEPTEMBER 24, 2019 – OCTOBER 28, 2019

WILMETTE PUBLIC SCHOOL DISTRICT 39 MANUAL CHECK REPORT 10/28/19

| CHECK NUMBER | VENDOR                                      | PO NUMBER | INVOICE DESCRIPTION  | CHECK DATE | INVOICE NUMBER      | ACCOUNT NUMBER             | AMOUNT            |
|--------------|---|-----------|--|------------|---------------------|----------------------------|-------------------|
| 125891       | Albertsons/Safeway                          | 0         | SUPPLIES   | 10/3/2019  | 185144              | 10E000 1221 4020 00 000000 | 75.37             |
| 125891       | Albertsons/Safeway                          | 0         | SUPPLIES   | 10/3/2019  | 185144              | 10E108 2410 4020 00 000000 | 158.88            |
| 125891       | Albertsons/Safeway                          | 0         | SUPPLIES   | 10/3/2019  | 185144              | 10E109 2410 4020 00 000000 | 39.96             |
| 125891       | Albertsons/Safeway                          | 0         | SUPPLIES   | 10/3/2019  | 185144              | 40E000 2550 4020 00 000000 | 31.49             |
|              | <b>Albertsons/Safeway Total</b>             |           |  |            |                     |                            | <b>305.70</b>     |
| 125888       | American Express Co                         | 0         | TECHNOLOGY SERVICES, ANNUAL FEE, CONFERENCES, & ADMIN SUPPLIES | 9/19/2019  | 072419 082319       | 10E000 2320 4000 00 000000 | 302.00            |
| 125888       | American Express Co                         | 0         | TECHNOLOGY SERVICES, ANNUAL FEE, CONFERENCES, & ADMIN SUPPLIES | 9/19/2019  | 072419 082319       | 10E000 2320 6400 00 000000 | 95.00             |
| 125888       | American Express Co                         | 0         | TECHNOLOGY SERVICES, ANNUAL FEE, CONFERENCES, & ADMIN SUPPLIES | 9/19/2019  | 072419 082319       | 10E000 2662 4700 00 000000 | 249.00            |
| 125888       | American Express Co                         | 0         | TECHNOLOGY SERVICES, ANNUAL FEE, CONFERENCES, & ADMIN SUPPLIES | 9/19/2019  | 072419 082319       | 10E000 2320 3322 00 000000 | 40.00             |
| 125888       | American Express Co                         | 0         | TECHNOLOGY SERVICES, ANNUAL FEE, CONFERENCES, & ADMIN SUPPLIES | 9/19/2019  | 072419 082319       | 10E000 2220 4700 00 000000 | 38.56             |
| 125888       | American Express Co                         | 0         | TECHNOLOGY SERVICES, ANNUAL FEE, CONFERENCES, & ADMIN SUPPLIES | 9/19/2019  | 072419 082319       | 10E000 2310 3322 00 000000 | 144.00            |
| 125892       | American Express Co                         | 0         | C&I SUPPLIES, SCHOOL SUPPLIES, & PROFESSIONAL DEVELOPMENT      | 10/3/2019  | 7-95008             | 10E000 2620 4020 00 000000 | 235.89            |
| 125892       | American Express Co                         | 0         | C&I SUPPLIES, SCHOOL SUPPLIES, & PROFESSIONAL DEVELOPMENT      | 10/3/2019  | 7-95008             | 10E108 2410 4000 00 000000 | 329.28            |
| 125892       | American Express Co                         | 0         | C&I SUPPLIES, SCHOOL SUPPLIES, & PROFESSIONAL DEVELOPMENT      | 10/3/2019  | 7-95008             | 10E000 2310 3322 00 000000 | 48.00             |
|              | <b>American Express Co Total</b>            |           |  |            |                     |                            | <b>1,481.73</b>   |
| 125893       | AT&T Mobility                               | 0         | PHONE SERVICE SEPT   | 10/3/2019  | 827390752x09192019  | 20E000 2540 3401 00 000000 | 481.80            |
|              | <b>AT&amp;T Mobility Total</b>              |           |  |            |                     |                            | <b>481.80</b>     |
| 125889       | Blitt And Gaines, P.C.                      | 0         | PAYROLL ACCRUAL  | 9/27/2019  | 20190927ADWAG2      | 20L000 4593 0000 75 000000 | 100.00            |
| 125896       | Blitt And Gaines, P.C.                      | 0         | PAYROLL ACCRUAL  | 10/11/2019 | 20191011ADWAG2      | 20L000 4593 0000 75 000000 | 100.00            |
|              | <b>Blitt And Gaines, P.C. Total</b>         |           |  |            |                     |                            | <b>200.00</b>     |
| 125898       | Blue Cross Blue Shield of IL                | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10L000 4562 0000 74 000000 | 268,304.66        |
| 125898       | Blue Cross Blue Shield of IL                | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10E000 2900 2000 00 000000 | 8,065.60          |
|              | <b>Blue Cross Blue Shield of IL Total</b>   |           |  |            |                     |                            | <b>276,370.26</b> |
| 125900       | Cooperative 90's Dental Plan                | 0         | INSURANCE PREMIUM SEPT   | 10/10/2019 | 100119              | 10L000 4562 0000 76 000000 | 17,024.00         |
| 125900       | Cooperative 90's Dental Plan                | 0         | INSURANCE PREMIUM SEPT   | 10/10/2019 | 100119              | 10E000 2900 2000 00 000000 | 384.00            |
|              | <b>Cooperative 90's Dental Plan Total</b>   |           |  |            |                     |                            | <b>17,408.00</b>  |
| 125899       | Cooperative 90's Medical Plan               | 0         | INSURANCE PREMIUM SEPT   | 10/10/2019 | 100119              | 10L000 4562 0000 74 000000 | 226,067.00        |
| 125899       | Cooperative 90's Medical Plan               | 0         | INSURANCE PREMIUM SEPT   | 10/10/2019 | 100119              | 10E000 2900 2000 00 000000 | 3,872.00          |
|              | <b>Cooperative 90's Medical Plan Total</b>  |           |  |            |                     |                            | <b>229,939.00</b> |
| 125890       | Corner Bakery                               | 0         | SUPPLIES   | 9/26/2019  | 92619               | 10E000 2620 4020 00 000000 | 23.87             |
|              | <b>Corner Bakery Total</b>                  |           |  |            |                     |                            | <b>23.87</b>      |
| 125901       | Delta Dental of Illinois                    | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10L000 4562 0000 76 000000 | 2,485.36          |
| 125901       | Delta Dental of Illinois                    | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10E000 2900 2000 00 000000 | 16.31             |
|              | <b>Delta Dental of Illinois Total</b>       |           |  |            |                     |                            | <b>2,501.67</b>   |
| 125894       | Home Depot Credit Services                  | 0         | O&M SUPPLIES   | 10/3/2019  | 6035 3225 0201 9965 | 20E000 2541 4100 00 000000 | 1,278.22          |
| 125894       | Home Depot Credit Services                  | 0         | O&M SUPPLIES   | 10/3/2019  | 6035 3225 0201 9965 | 20E104 2541 4100 00 000000 | 884.87            |
| 125894       | Home Depot Credit Services                  | 0         | O&M SUPPLIES   | 10/3/2019  | 6035 3225 0201 9965 | 20E202 2541 4100 00 000000 | 166.38            |
| 125894       | Home Depot Credit Services                  | 0         | O&M SUPPLIES   | 10/3/2019  | 6035 3225 0201 9965 | 10E202 1120 4000 82 000000 | 338.43            |
|              | <b>Home Depot Credit Services Total</b>     |           |  |            |                     |                            | <b>2,667.90</b>   |
| 125781       | Illinois ASBO                               | 0         | MEMBERSHIP RENEWAL   | 10/21/2019 | 343690              | 20E000 2540 4100 00 000000 | -855.00           |
| 125908       | Illinois ASBO                               | 0         | MEMBERSHIP RENEWAL   | 10/21/2019 | 343690              | 20E000 2540 4100 00 000000 | 340.00            |
|              | <b>Illinois ASBO Total</b>                  |           |  |            |                     |                            | <b>-515.00</b>    |
| 125906       | Madison National Life                       | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10L000 4563 0000 71 000000 | 5,181.88          |
| 125906       | Madison National Life                       | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10L000 4563 0000 74 000000 | 1,734.67          |
| 125906       | Madison National Life                       | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10L000 4560 0000 00 000000 | 2,784.87          |
|              | <b>Madison National Life Total</b>          |           |  |            |                     |                            | <b>9,701.42</b>   |
| 125902       | NCPERS Group Life Ins.                      | 0         | INSURANCE PREMIUM OCT  | 10/10/2019 | 100119              | 10L000 4563 0000 72 000000 | 48.00             |
|              | <b>NCPERS Group Life Ins. Total</b>         |           |  |            |                     |                            | <b>48.00</b>      |
| 125907       | New Trier Township High School              | 0         | REIMBURSE LIPLEP EXPENSES YTD 08/19                            | 10/10/2019 | 93019               | 10E000 4120 6100 00 280000 | 1,840.95          |
|              | <b>New Trier Township High School Total</b> |           |  |            |                     |                            | <b>1,840.95</b>   |

WILMETTE PUBLIC SCHOOL DISTRICT 39 MANUAL CHECK REPORT 10/28/19

| CHECK NUMBER | VENDOR  | PO NUMBER | INVOICE DESCRIPTION             | CHECK DATE | INVOICE NUMBER      | ACCOUNT NUMBER             | AMOUNT            |
|--------------|---|-----------|---------------------------------|------------|---------------------|----------------------------|-------------------|
| 125897       | North Suburban Teachers Union Local 1274              | 0         | PAYROLL ACCRUAL                 | 10/11/2019 | 20191011ADIFT       | 10L000 4590 0000 74 000000 | 3,826.56          |
| 125897       | North Suburban Teachers Union Local 1274              | 0         | PAYROLL ACCRUAL                 | 10/11/2019 | 20191011ADIFT       | 20L000 4590 0000 74 000000 | 937.94            |
| 125897       | North Suburban Teachers Union Local 1274              | 0         | PAYROLL ACCRUAL                 | 10/11/2019 | 20191011ADIFT       | 40L000 4590 0000 74 000000 | 17.73             |
|              | <b>North Suburban Teachers Union Local 1274 Total</b> |           |                                 |            |                     |                            | <b>4,782.23</b>   |
| 125903       | Panera Bread  | 0         | MEETING SUPPLIES                | 10/10/2019 | 100119              | 10E000 3100 4000 00 280000 | 108.86            |
| 125903       | Panera Bread  | 0         | MEETING SUPPLIES                | 10/21/2019 | 100119              | 10E000 3100 4000 00 280000 | -108.86           |
|              | <b>Panera Bread Total</b>                             |           |                                 |            |                     |                            | <b>0.00</b>       |
| 125904       | Reserve Account                                       | 0         | POSTAGE                         | 10/10/2019 | 47846951            | 10E000 2630 3400 00 000000 | 1,500.00          |
|              | <b>Reserve Account Total</b>                          |           |                                 |            |                     |                            | <b>1,500.00</b>   |
| 125895       | Sam's Club  | 0         | SUPPLIES                        | 10/3/2019  | 6046 0020 0925 3310 | 10E000 2310 4000 00 000000 | 101.59            |
| 125895       | Sam's Club  | 0         | SUPPLIES                        | 10/3/2019  | 6046 0020 0925 3310 | 10E000 2642 4000 00 000000 | 26.96             |
| 125895       | Sam's Club  | 0         | SUPPLIES                        | 10/3/2019  | 6046 0020 0925 3310 | 10E108 2560 4000 00 000000 | 32.34             |
| 125895       | Sam's Club  | 0         | SUPPLIES                        | 10/3/2019  | 6046 0020 0925 3310 | 10E108 2569 4100 00 000000 | 11.96             |
| 125895       | Sam's Club  | 0         | SUPPLIES                        | 10/3/2019  | 6046 0020 0925 3310 | 10E000 2560 4000 00 000000 | 77.28             |
|              | <b>Sam's Club Total</b>                               |           |                                 |            |                     |                            | <b>250.13</b>     |
| 125905       | Vision Service Plan                                   | 0         | INSURANCE PREMIUM OCT           | 10/10/2019 | 100119              | 10L000 4562 0000 77 000000 | 615.60            |
|              | <b>Vision Service Plan Total</b>                      |           |                                 |            |                     |                            | <b>615.60</b>     |
| 201900190    | Benefit Advantage                                     | 0         | TOTAL HRA'S SEPT                | 9/30/2019  | 93019               | 10L000 4562 0000 74 000000 | 1,521.63          |
|              | <b>Benefit Advantage Total</b>                        |           |                                 |            |                     |                            | <b>1,521.63</b>   |
| 201900189    | Revtrak Inc   | 0         | CREDIT CARD FEES SEPTEMBER 2019 | 9/30/2019  | 93019               | 10E000 2520 6410 00 000000 | 7,820.63          |
| 201900189    | Revtrak Inc   | 0         | CREDIT CARD FEES SEPTEMBER 2019 | 9/30/2019  | 93019               | 40E000 2550 6410 00 000000 | 213.22            |
|              | <b>Revtrak Inc Total</b>                              |           |                                 |            |                     |                            | <b>8,033.85</b>   |
|              | <b>Grand Total</b>                                    |           |                                 |            |                     |                            | <b>559,158.74</b> |