



SCHOOL DISTRICT 12  
**JOHNSBURG**  
INSPIRING OUR STUDENTS

**Dr. Dan Johnson**  
*Superintendent*

**Dr. Jason Nault**  
*Deputy Superintendent*

**Annie Mulvaney**  
*Assistant Superintendent*

**Dawn Barrett**  
*Director of Curriculum*

**Fran Milewski**  
*Director of Student Services*

**Johnsburg School District 12**

2222 W. Church Street

Johnsburg, IL 60051

(815) 385-6916

(815) 385-4715 - Fax

To Whom It May Concern:

When choosing furniture for school, you should consider the following guidelines:

- **Safety:** The furniture should be sturdy and stable, it should have rounded edges and corners, and comply with fire safety regulations
  - Fire Rating- Please check for proper fire rating when purchasing furniture to be used at school. All proposed furniture must meet flame resistance and cleanability standards. Durability: The materials used and how they will be affected by the school's conditions.
- **Durability:** The furniture should be sturdy and capable of withstanding frequent use.
  - Will it clean / disinfect easily and withstand daily, repetitive use?
  - Will it hold up against zippers, buttons, shoes, backpacks?
  - Weight capacity: Whether the furniture can safely support the weight of students.
- **Comfort:** The furniture should be ergonomic and support proper posture.
- **Purpose:** The furniture should be suitable for the age and needs of the students.
- **Flexibility:** The furniture should be easy to reconfigure and adjustable for height as necessary.
- **Certifications:** The furniture can be reviewed for certifications like GREENGUARD or BIFMA, which indicate that it meets certain standards.
- **Manufacturer:** The manufacturer should have a proven testing process and good customer service.

All furniture purchases must be approved by your Principal and Operations Director; please send proposed furniture specifications before ordering. Any used furniture that you would like to bring in must go through the same process.

Here are some vendors that the District recommends when purchasing classroom furniture:

- Cabay & Company, Inc.
- Demco
- Discount School Supply
- Palmer Hamilton
- Really Good Stuff
- School Specialty

Here are some vendors to avoid when purchasing classroom furniture:

- Amazon
- Wayfair



# MINI-GRANT APPLICATION

2222 West Church Street  
Johnsburg, IL 60051  
1-815-900-3366  
www.jepf.org

Please fill out this form as detailed as possible, obtain your building principal's signature and email to [JEPF@jepf.org](mailto:JEPF@jepf.org).

Person(s) requesting Mini-grant: \_\_\_\_\_

Items to purchase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total amount requested: \_\_\_\_\_

School(s) benefitting from this Mini-grant: \_\_\_\_\_

Grade level(s) benefitting from this Mini-grant: \_\_\_\_\_

Focus area (Science, Math etc.) of this Mini-grant: \_\_\_\_\_

Summary of the proposal: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

Educational goals of the proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Building principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_