

The Board of Education of La Harpe Community School District #347 held a regular School Board meeting May 16, 2023 in the school library. President Dustin Detherage called the meeting to order at 6:01 PM. Roll Call was answered by Allen, Blythe, Collins, Deitrich, Detherage, Gebhardt and Walker. Superintendent Janet Gladu, Dean of Students Ryan Hopper, and Board Secretary Marlie Deeter were also in attendance.

Visitors in attendance: No visitors were in attendance.

A Moment of Silence was observed.

Public Presentations: No public presentations.

Financial Report:

<u>Fund</u>	<u>FY2023</u>
Education	\$2,041,716.29
Building	\$49,675.81
Debt Service	\$98,454.21
Transportation	\$171,581.86
IMRF	\$40,795.52
Capital Projects	0.00
Working Cash	\$125,625.86
Tort	\$174,440.42
HLS	\$214,643.20
Total	<u>\$2,916,933.17</u>

FY 2022	\$2,637,407.38
FY 2021	\$2,220,128.78
FY 2020	\$1,484,190.54
FY 2019	\$1,161,070.86

Consent Agenda: The Consent Agenda included the Closed and Open Minutes of the April 26th Regular Board Meeting and Special Meetings, Financial Report, Individual fund balances, Payment, and Closed Session Records- deletion of items 18 months and older. A motion was made by Collins seconded by Detherage to approve the items on the Consent Agenda as presented. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval of 2022-2023 Final School Calendar

A motion was made by Blythe seconded by Allen to approve the Final School Calendar with an adjustment made for the Emergency Day used in March. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval of Studies Weekly- Science Curriculum for K-5

A motion was made by Deitrich seconded by Blythe to approve the Social Science curriculum. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval of Studies Weekly- Social Studies Curriculum for K-5

A motion was made by Collins seconded by Detherage to approve the Social Studies curriculum. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval of McGraw Hill Health Curriculum:

Motion by Gebhardt seconded by Deitrich to approve the health curriculum. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval of Parent Sponsored Golf Team:

A motion was made by Blythe seconded by Deitrich to approve a parent sponsored golf team. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Hire Five Part-Time Summer Hires:

Motion by Allen seconded by Walker to approve five part time summer hires. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Dispose of District Property; old student desks and unused furniture:

A motion was made by Deitrich seconded by Detherage to approve disposition of district property; old student desks and unused furniture. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval of the Hazardous Route:

A motion was made by Blythe seconded by Walker to approve the hazardous route. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval of Policy Updates:

A motion was made by Collins seconded by Gebhardt to approve the policy updates. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Reports to the Board:

Ryan Hopper shared with the board that 8th grade graduation preparation is complete.

Janet Gladu shared with the board that staff with 5 or more years of service will be handed awards at the staff appreciation luncheon.

Marlie Deeter exited at 7:05pm.

Closed Meeting

A motion was made by Allen seconded by Collins to adjourn to Closed Session at 7:05 PM to discuss items per 5 ILCS 120/2(c)(1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and ((2)) (14) closed session minutes.

Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion to adjourn (voice vote)

A motion was made by Gebhardt seconded by Collins to accept the resignation of Ashlee Goettsche effective 5/16/23.

Roll call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Collins seconded by Blythe to hire Ashlee Goettsche as a full time guidance counselor effective 5/16/23.

Roll call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Detherage seconded by Gebhardt to adjourn the May 2023 board meeting at 8:52 PM. (voice vote)

Board President

Board Secretary

Approved _____

LA HARPE COMMUNITY SCHOOL DISTRICT #347

TREASURER'S REPORT MAY 31, 2023

FUND	CASH BALANCES: NOW ACCOUNT				INVESTMENTS	
	Balance 4/30/2023	Receipts	Disbursements	Balance 5/31/2023		
EDUCATION	\$41,523.21	\$502,117.00	\$186,688.04	\$356,952.17	\$0.00	F.STATE/M.MRKT. \$1,571,774.15 IL TREAS POOL
BUILDING	\$48,230.81	\$1,445.00	\$79,667.66	(\$29,991.85)	\$0.00	F.STATE/M.MRKT. \$0.00 IL TREAS POOL
DEBT SERVICE	\$95,340.86	\$0.00	\$15,894.00	\$79,446.86	\$0.00	F.STATE/M.MRKT. \$3,113.35 IL TREAS POOL
TRANSPORTATION	\$47,703.50	\$0.00	\$13,529.02	\$34,174.48	\$0.00	F.STATE/M.MRKT. \$123,878.36 IL TREAS POOL
IL MUNICIPAL RET.	\$40,795.52	\$0.00	\$10,811.78	\$29,983.74	\$0.00	F.STATE/M.MRKT. \$0.00 IL TREAS POOL
CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	F.STATE/M.MRKT.
WORKING CASH	\$125,625.86	\$0.00	\$0.00	\$125,625.86	\$0.00	F.STATE/M.MRKT. \$0.00 IL TREAS POOL
TORT IMMUNITY FUND	\$174,440.42	\$0.00	\$0.00	\$174,440.42	\$0.00	F.STATE/M.MRKT. \$0.00 IL.TREAS.POOL
FIRE PREV & SAFETY	\$214,643.20	\$0.00	\$0.00	\$214,643.20	\$0.00	IL. TREAS.POOL
CURRENT TOTAL	\$788,303.38	\$503,562.00	\$306,590.50	\$985,274.88	\$1,698,765.86	
INVESTMENTS				\$1,698,765.86		
CASH & INVESTMENTS AS	5/31/2023			\$2,684,040.74		

NOTES:

	Daily Rate	Int./Month	Int./YTD
NOW Account	0.25%	\$139.52	\$2,978.77
Liquid Asset			
Treasurer's Pool	5.09%	\$9,381.38	\$67,017.60
First State/M.Market		\$0.00	\$0.00

Interest distributed to each FUND based on percentage invested

Karen Nudd 6-14-2023
 Karen Nudd Date

Paid Accounts Payable by Check Number

Printed: 06/07/2023 12:26:15PM
 La Harpe CSD 347
 Expense on Date: 5/30/2023 to 5/30/2023

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
7746	10-2310-410-1	** IMPREST FUND **	SUSAN PRATT - HONOR ROLL BREAK	7		5/30/23	5/30/23	90539	39.46	10-2310-410-1
7747	40-2550-332-1		BILL SHIPMAN - BUS MEALS	7		5/30/23	5/30/23	90539	16.52	40-2550-332-1
7749	40-2550-411-1		ED STEWART - SPEC ED TRANSPORT	7		5/30/23	5/30/23	90539	1,141.27	40-2550-411-1
7750	10-1255-290-400-15		ASHLEE GOETTSCHE - HOMELESS S	7		5/30/23	5/30/23	90539	197.84	10-1255-400-290-15
7751	20-2540-332-1		MICHAEL SIEGFRIED - APR MILEAGE	7		5/30/23	5/30/23	90539	108.08	20-2540-332-1
7752	10-1520-600-1		23-24 IESA REGISTRATION	7		5/30/23	5/30/23	90539	800.00	10-1520-600-1
7753	10-1520-600-1		23-24 IESA ADDL REGISTRATION	7		5/30/23	5/30/23	90539	300.00	10-1520-600-1
7754	10-2310-410-1		BEAUTIFUL & BELOVED - EMPLOYEE	7		5/30/23	5/30/23	90539	50.00	10-2310-410-1
7756	10-2210-400-4-1		ROBERY RYAN - STEM SUPPLIES	7		5/30/23	5/30/23	90539	35.02	10-2210-400-4-1
7757	10-1255-221-300-15		CASSIE BUNDY-CLASS REIMB	7		5/30/23	5/30/23	90539	1,800.00	10-1255-300-221-15
7758	10-1255-290-400-15		HOMESTEADLUMBER - HOMELESS -	7		5/30/23	5/30/23	90539	1,448.00	10-1255-400-290-15
7759	20-2540-410-1		DONNA NELL - CUSTODIAL SUPPLIES	7		5/30/23	5/30/23	90539	48.46	20-2540-410-1
7760	10-2310-610-1		RANDY SHUMAKER - BUS MEALS	7		5/30/23	5/30/23	90539	38.14	10-2310-610-1
7761	10-2310-610-1		RANDY SHUMAKER - BUS MEALS	7		5/30/23	5/30/23	90539	5.39	10-2310-610-1
7762	10-2310-410-1		THE ANNEX - EMPLOYEE APPRECIAT	7		5/30/23	5/30/23	90539	400.00	10-2310-410-1
7763	20-2540-410-1		DONNA NELL - CUSTODIAL SUPPLIES	7		5/30/23	5/30/23	90539	14.88	20-2540-410-1
7764	20-2540-410-1		JENNIFER HENSLEY - CUSTODIAL SU	7		5/30/23	5/30/23	90539	35.79	20-2540-410-1
7765	10-2560-411-1		CAFETERIA	7		5/30/23	5/30/23	90539	19.42	10-2560-411-1
7765	10-2130-410-1		SCH.HEALTH SUPPLIES	7		5/30/23	5/30/23	90539	4.01	10-2130-410-1
7765	10-2310-410-1		SUPPLIES	7		5/30/23	5/30/23	90539	13.99	10-2310-410-1
7765	10-1101-410-0-1		KINDG. SUPPLIES	7		5/30/23	5/30/23	90539	11.98	10-1101-410-1
7765	40-2550-332-1		TRAVEL	7		5/30/23	5/30/23	90539	10.89	40-2550-332-1
7765	20-2540-410-1		OBM-CUSTODIAL SUPPLIES	7		5/30/23	5/30/23	90539	45.00	20-2540-410-1

Total 6,584.14
Report Total \$6,584.14

La Harpe CSD 347 Revenue Report

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La Harpe CSD 347

Education Fund 10		1000		General Levy		Description		Account	
Revenue	Budget	M.T.D.	Y.T.D.	Budget	% of	State Account Number	Revenue	Budget	Revenue
		Revenue	Revenue	Balance	Budget				
General Levy									
10-1110-01-1	960,000.00	0.00	963,412.59	(3,412.59)	100.36	10-1110-01-1			
10-1130-01-1	27,000.00	0.00	27,098.36	(98.36)	100.36	10-1130-01-1			
10-1140-01-1	21,000.00	0.00	22,120.22	(1,120.22)	105.33	10-1140-01-1			
10-1210-01-1	500.00	0.00	0.00	500.00	0.00	10-1210-01-1			
10-1230-1	50,000.00	0.00	144,731.03	(94,731.03)	289.46	10-1230-1			
10-1510-1	0.00	8,099.94	56,822.23	(56,822.23)	0.00	10-1510-1			
10-1611-1	0.00	115.20	2,065.88	(2,065.88)	0.00	10-1611-1			
10-1711-4-1	1,000.00	0.00	0.00	1,000.00	0.00	10-1711-4-1			
10-1711-5-1	1,000.00	0.00	2,520.00	(1,520.00)	252.00	10-1711-5-1			
10-1711-6-1	1,000.00	0.00	0.00	1,000.00	0.00	10-1711-6-1			
10-1811-1	3,500.00	0.00	4,375.00	(875.00)	125.00	10-1811-1			
10-1999-1	280,000.00	113.73	323,548.18	(43,548.18)	115.55	10-1999-1			
10-1999-1-1	0.00	0.00	3,400.00	(3,400.00)	0.00	10-1999-1-1			
	1,345,000.00	8,328.87	1,550,093.49	(205,093.49)	115.25	Source of Revenue			
Revenue From State Sources									
10-3001-1	500,000.00	46,806.00	468,060.00	31,940.00	93.61	10-3001-1			
10-3360-1	0.00	0.00	621.48	(621.48)	0.00	10-3360-1			
10-3705-11	88,441.00	7,370.00	81,070.00	7,371.00	91.67	10-3705-11			
	588,441.00	54,176.00	549,751.48	38,689.52	93.43	Source of Revenue			
Revenue From Federal Sources									
10-4210-1	130,000.00	11,269.82	112,942.89	17,057.11	86.88	10-4210-1			
10-4220-1	0.00	3,921.36	36,441.45	(36,441.45)	0.00	10-4220-1			
10-4300-14	0.00	0.00	17,135.00	(17,135.00)	0.00	10-4300-14			
10-4300-15	61,520.00	0.00	47,361.00	14,159.00	76.98	10-4300-15			
10-4399-1	14,000.00	0.00	0.00	14,000.00	0.00	10-4399-1			
10-4400-1	10,000.00	0.00	14,503.00	(4,503.00)	145.03	10-4400-1			
10-4600-1	2,601.00	0.00	2,541.00	60.00	97.69	10-4600-1			
10-4620-1	64,361.00	0.00	97,919.00	(33,558.00)	152.14	10-4620-1			
10-4932-1	7,646.00	0.00	7,902.00	(256.00)	103.35	10-4932-1			
10-4991-1	7,500.00	0.00	0.00	7,500.00	0.00	10-4991-1			
10-4992-1	2,500.00	0.00	8,223.84	(5,723.84)	328.95	10-4992-1			
10-4998-3	54,287.00	0.00	0.00	54,287.00	0.00	10-4998-3			
10-4998-4	3,100.00	0.00	2,304.00	796.00	74.32	10-4998-4			
10-4998-5	0.00	0.00	4,790.00	(4,790.00)	0.00	10-4998-5			
	357,515.00	15,191.18	352,063.18	5,451.82	98.48	Source of Revenue			
	2,290,956.00	77,696.05	2,451,908.15	(160,952.15)	107.03	Fund			

La Harpe CSD 347 Revenue Report

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Account	Source of Revenue	1000	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance	% of Budget	State Account Number
Oper, Build, & Maint Fund 20									
1000 General Levy									
20-1111-01-1	BLDG/CURR.TAX LEVY	0.00		260,000.00	0.00	260,927.93	(927.93)	100.36	20-1111-01-1
20-1210-01-1	MOBILE HOME TAXES	0.00		130.00	0.00	0.00	130.00	0.00	20-1210-01-1
20-1510-1	OBM/INT.ON INVESTMENT	0.00		30.00	0.00	0.00	30.00	0.00	20-1510-1
20-1999-1	OBM/OTHER & JOHNSON EST.	0.00		35,000.00	0.00	65,000.00	(50,000.00)	242.86	20-1999-1
	1000 General Levy	0.00		295,160.00	0.00	345,927.93	(50,767.93)	117.20	* Source of Revenue
Revenue From Federal Sources									
20-4998-2	ESSR II	0.00		127,983.00	0.00	65,733.00	42,250.00	66.99	20-4998-2
20-4998-3	ESSR III	0.00		133,510.00	0.00	78,873.00	54,637.00	59.08	20-4998-3
20-4998-4	ESSR ARP	0.00		8,373.00	0.00	6,531.00	1,842.00	78.00	20-4998-4
	4000 Revenue From Federal Sources	0.00		269,866.00	0.00	171,137.00	98,729.00	63.42	* Source of Revenue
Sources of Funds									
20-7110-1	ABATEMENT	0.00		0.00	0.00	54,671.70	(54,671.70)	0.00	20-7110-1
	7000 Sources of Funds	0.00		0.00	0.00	54,671.70	(54,671.70)	0.00	* Source of Revenue
20 Oper, Build, & Maint Fund									
1000 General Levy									
30-1112-01-1	DEBT SERVICE/CURR.TAX LEVY	0.00		217,973.00	0.00	220,596.18	(2,623.18)	101.20	30-1112-01-1
30-1210-01-1	MOBILE HOME TAXES	0.00		120.00	0.00	0.00	120.00	0.00	30-1210-01-1
30-1510-1	DEBT SERVICES/INT.ON INVEST	0.00		30.00	0.00	0.00	30.00	0.00	30-1510-1
	1000 General Levy	0.00		218,123.00	0.00	220,596.18	(2,473.18)	101.13	* Source of Revenue
30 Debt Service Fund or Fund Group									
	1000 General Levy	0.00		218,123.00	0.00	220,596.18	(2,473.18)	101.13	Fund
General Levy									
40-1113-01-1	TRANSPORTATION/CURR.TAX LEVY	0.00		65,000.00	0.00	65,234.96	(234.96)	100.36	40-1113-01-1
40-1210-01-1	MOBILE HOME TAXES	0.00		35.00	0.00	0.00	35.00	0.00	40-1210-01-1
40-1412-1	TRANS.FEES-OTHER DIST.	0.00		0.00	0.00	250.00	(250.00)	0.00	40-1412-1
40-1510-1	TRANSP/INT. ON INVEST.	0.00		7.00	0.00	0.00	7.00	0.00	40-1510-1
40-1999-1	TRANSP /OTHER & JOHNSON	0.00		65,000.00	0.00	65,000.00	0.00	100.00	40-1999-1
	1000 General Levy	0.00		130,042.00	0.00	130,484.96	(442.96)	100.34	* Source of Revenue
Revenue From State Sources									
40-3500-1	TRANSP.-REGULAR	0.00		72,779.00	0.00	81,322.21	(8,543.21)	111.74	40-3500-1
40-3510-1	TRANSP/SPEC ED	0.00		78,591.00	0.00	75,323.53	3,267.47	95.84	40-3510-1
	3000 Revenue From State Sources	0.00		151,370.00	0.00	156,645.74	(5,275.74)	103.49	* Source of Revenue
40 Transportation Fund									
	40 Transportation Fund	0.00		281,412.00	0.00	287,130.70	(5,718.70)	102.03	Fund
General Levy									
50-1114-01-1	IMRF/CURR.TAX LEVY	0.00		70,000.00	0.00	70,250.08	(250.08)	100.36	50-1114-01-1
50-1150-01-1	FICA-MED.ONLY/CURR.TAX LEVY	0.00		58,000.00	0.00	58,206.34	(206.34)	100.36	50-1150-01-1
50-1210-01-1	MOBILE HOME TAXES	0.00		60.00	0.00	0.00	60.00	0.00	50-1210-01-1

La Harpe CSD 347 Revenue Report

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Report as of: 5/31/2023

J.M.R.F./Soc. Sec. Fund 50		1000		General Levy		State Account Number	
Source of Revenue	Description	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget		
Account							
50-1510-1	1000 General Levy	14.00	0.00	14.00	0.00	50-1510-1	
		128,074.00	128,456.42	(382.42)	100.30	Source of Revenue	
	50 I.M.R.F./Soc. Sec. Fund	0.00	128,456.42	(382.42)	100.30	Fund	
		27,000.00	27,651.25	(651.25)	102.41	70-1115-01-1	
	General Levy	14.00	0.00	14.00	0.00	70-1210-01-1	
	70-1115-01-1	3.00	0.00	3.00	0.00	70-1510-1	
	70-1210-01-1	27,017.00	27,651.25	(634.25)	102.35	Source of Revenue	
	70-1510-1	0.00	0.00	0.00	0.00		
	Sources of Funds	0.00	(54,671.70)	54,671.70	0.00	70-8110-1	
	7000 Sources of Funds	0.00	(54,671.70)	54,671.70	0.00	Source of Revenue	
	70 Working Cash Fund	27,017.00	(27,020.45)	54,037.45	-100.01	Fund	
		185,000.00	185,660.40	(660.40)	100.36	80-1120-01-1	
	General Levy	100.00	0.00	100.00	0.00	80-1210-01-1	
	80-1120-01-1	10.00	0.00	10.00	0.00	80-1510-1	
	80-1210-01-1	185,110.00	185,660.40	(550.40)	100.30	Source of Revenue	
	80-1510-1	0.00	0.00	(550.40)	100.30	Fund	
	80 Tort Immunity and Judgment Fund	0.00	185,660.40	(550.40)	100.30		
		27,000.00	27,098.36	(98.36)	100.36	90-1118-01-1	
	General Levy	14.00	0.00	14.00	0.00	90-1210-01-1	
	90-1118-01-1	3.00	0.00	3.00	0.00	90-1510-1	
	1000 General Levy	27,017.00	27,098.36	(81.36)	100.30	Source of Revenue	
	90 Capital Improvement Fund	27,017.00	27,098.36	(81.36)	100.30	Fund	
		3,722,735.00	3,845,566.39	(122,831.39)	103.30		
	Report Total:						

La Harpe CSD 347 Expenditure Report - Bc

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La Harpe CSD 347

Account	Description	1000	Instruction	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-1101-110-1	ELEM/JRH TCH SALARIES	490,000.00		33,873.69	432,963.22	57,036.78	88.36	10-1101-110-1	
10-1101-115-1	ELEM/JRH CLRM CLERKS & AIDES	70,520.00		7,835.50	57,835.40	12,684.60	82.01	10-1101-115-1	
10-1101-115-3	ESSR III- PARAPROFESSIONAL	56,666.00		0.00	0.00	56,666.00	0.00	10-1101-115-3	
10-1101-120-1	ELEM-JRH SUB TCH	20,000.00		8,266.92	30,857.64	(10,857.64)	154.29	10-1101-120-1	
10-1101-125-1	ELEM-JRH TCH SALARIES & AIDES	15,000.00		652.50	14,649.53	350.47	97.66	10-1101-125-1	
10-1101-211-1	ELEM/JRH TCH SALARIES (38B)	11,000.00		529.29	6,566.66	4,433.34	59.70	10-1101-211-1	
10-1101-212-1	ELEM/JRH TCH SALARIES (51B)	3,000.00		230.62	2,623.66	376.34	87.46	10-1101-212-1	
10-1101-220-1	ELEM-JRH/INS BENEFITS	149,000.00		11,225.48	117,624.02	31,375.98	78.94	10-1101-220-1	
10-1101-410-0-1	KINDG. SUPPLIES	200.00		11.98	82.67	117.33	41.34	10-1101-410-1	
10-1101-410-1	ELEM/GENERAL SUPL	6,500.00		0.00	2,481.75	4,018.25	38.18	10-1101-410-1	
10-1101-410-1-1	1ST GRADE SUPL	200.00		0.00	222.77	(22.77)	111.39	10-1101-410-1-1	
10-1101-410-2-1	2ND GRADE SUPPLIES	200.00		0.00	301.03	(101.03)	150.52	10-1101-410-2-1	
10-1101-410-3-1	3RD GRADE SUPPLIES	200.00		0.00	309.77	(109.77)	154.89	10-1101-410-3-1	
10-1101-410-4-1	4TH GRADE SUPPLIES	200.00		0.00	236.00	(36.00)	118.00	10-1101-410-4-1	
10-1101-410-5-1	SUPPLY-5TH GRADE	200.00		0.00	0.00	200.00	0.00	10-1101-410-5-1	
10-1101-410-6-1	PRE-K SUPPLIES (NON-GRANT)	200.00		0.00	0.00	200.00	0.00	10-1101-410-6-1	
10-1101-411-1-1	MATH 6-7-8	2,600.00		0.00	6,719.88	(4,119.88)	258.46	10-1101-411-1	
10-1101-411-2-1	SCIENCE 6-7-8	200.00		0.00	91.23	108.77	45.62	10-1101-411-2-1	
10-1101-411-3-1	SOCIAL STUDIES 6-7-8	200.00		0.00	51.32	148.68	25.66	10-1101-411-3-1	
10-1101-411-3-1	LANGUAGE ARTS 6-7-8	200.00		0.00	74.12	125.88	37.06	10-1101-411-4-1	
10-1101-411-4-1	PE & HEALTH SUPL	1,600.00		0.00	1,523.08	76.92	95.19	10-1101-411-550-1	
10-1101-411-7-1	ART SUPPLIES/ELEM - JRH	1,500.00		0.00	757.59	742.41	50.51	10-1101-411-7-1	
10-1101-411-8-1	ACTIVITY FUND PURCH.	1,000.00		0.00	0.00	1,000.00	0.00	10-1101-411-8-1	
10-1101-411-9-1	JRH BAND & CHORAL MUSIC	1,000.00		60.00	1,698.48	(698.48)	169.85	10-1101-411-9-1	
10-1101-413-1	BAND REPAIRS & SUPL	1,000.00		0.00	329.90	670.10	32.99	10-1101-413-1	
10-1101-414-8	ARP-IDEA GRANT SUPPLIES	0.00		0.00	7,800.47	(7,800.47)	0.00	10-1101-414-8	
10-1125-255-100-10	PRE SCH AT RISK/TRANSP	50.00		0.00	0.00	50.00	0.00	10-1125-100-255-10	
10-1125-100-110-10	PRE KTCH SALARY 2021-2022	0.00		0.00	8,443.50	(8,443.50)	0.00	10-1125-110-100-10	
10-1125-100-110-11	PRESCH TCH SAL./2022-2023	52,500.00		4,336.83	39,400.51	13,099.49	75.05	10-1125-110-100-11	
10-1125-100-115-10	PRE K/AIDE SALARY 2021-2022	18,000.00		0.00	152.00	(152.00)	0.00	10-1125-115-100-10	
10-1125-100-115-11	PRESCH/AIDE SAL. 2022-2023	0.00		1,642.67	14,070.01	3,929.99	78.17	10-1125-115-100-11	
10-1125-211-100-10	PRE KTCH SALARY 2021-22 (38B)	1,200.00		0.00	133.36	(133.36)	0.00	10-1125-211-100-10	
10-1125-211-100-11	PRESCH TCH SAL./2022-2023 (38B)	825.00		68.10	617.21	582.79	51.43	10-1125-211-100-11	
10-1125-110-211-11	PRESCH/TRS-THIS BENEFIT	0.00		0.00	0.00	825.00	0.00	10-1125-211-110-11	
10-1125-212-100-10	PRE KTCH SALARY 2021-22 (51B)	305.00		0.00	49.66	(49.66)	0.00	10-1125-212-100-10	
10-1125-212-100-11	PRESCH TCH SAL./2022-2023 (51B)	0.00		25.16	228.03	76.97	74.76	10-1125-212-100-11	
10-1125-100-220-10	PRE SCH AT RISK/INSURANCE	0.00		0.00	1,500.40	(1,500.40)	0.00	10-1125-220-100-10	
10-1125-100-220-11	PRESCH/INS BENEFIT	19,500.00		1,639.20	14,300.72	5,199.28	73.34	10-1125-220-100-11	
10-1125-221-332-11	PRESCH/IMPROV INSTR 2022-2023	0.00		0.00	285.00	(285.00)	0.00	10-1125-332-221-11	
10-1125-254-410-10	PRESCH/PLAYGROUND	0.00		0.00	6,629.00	(6,629.00)	0.00	10-1125-400-254-10	

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Account	Description	1000	Instruction	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-1125-256-400-11	PRESCH/FOOD SERV	700.00		0.00	305.50	394.50	43.64	10-1125-400-256-11	
10-1125-100-410-11	PRESCH/TCH SUPPL	515.00		0.00	242.16	272.84	47.02	10-1125-410-100-11	
10-1125-300-410-11	PRESCH/COMM SERV SUP 2022-23	0.00		0.00	212.99	(212.99)	0.00	10-1125-410-300-11	
10-1205-110-1	SPEC ED-TCH SAL.	88,000.00		6,661.18	74,042.48	13,957.52	84.14	10-1205-110-1	
10-1205-113-1	SPEC ED-/HOMEBOUND TUTORING	250.00		0.00	400.00	(150.00)	160.00	10-1205-113-1	
10-1205-115-1	SPEC ED-CLERK SAL.	87,000.00		5,948.54	79,992.68	7,007.32	91.95	10-1205-115-1	
10.1205.211.1	SPEC ED-TCH SAL. (38B)	2,000.00		43.68	494.36	1,505.64	24.72	10-1205-211-1	
10.1205.212.1	SPEC ED-TCH SAL. (51B)	500.00		16.14	182.64	317.36	36.53	10-1205-212-1	
10-1205-220-1	SPEC ED-BENE/INS.	51,000.00		3,001.03	37,558.12	13,441.88	73.64	10-1205-220-1	
10-1205-300-1	SPEC ED/CONTRACTED SERV	250.00		0.00	16.99	233.01	6.80	10-1205-300-1	
10-1205-332-1	SPEC ED-TRAVEL	100.00		0.00	0.00	100.00	0.00	10-1205-332-1	
10-1205-410-1-1	SUPPLIES-ELEM	500.00		0.00	48.85	451.15	9.77	10-1205-410-09-1	
10-1205-410-1-1	SUPPLIES-JR HIGH	500.00		0.00	693.68	(193.68)	138.74	10-1205-410-2-1	
10-1205-410-3-1	ARRA IDEA PART B PRESCH	0.00		283.00	2,547.00	(2,547.00)	0.00	10-1205-410-3-1	
10-1205-410-4-1	ARRA IDEA PART B FLOW THROUGH	0.00		6,891.00	55,128.00	(55,128.00)	0.00	10-1205-410-4-1	
10-1205-410-0-1	PRE SCH SPEC ED/IDEA PART B	0.00		0.00	9,048.50	(9,048.50)	0.00	10-1250-110-100-14	
10-1250-221-110-14	TITLE I SALARIES 2021-22	0.00		0.00	3,309.82	(3,309.82)	0.00	10-1250-110-221-14	
10-1250-210-211-14	TITLE I PROF DEV STIPEND	0.00		0.00	142.08	(142.08)	0.00	10-1250-211-100-14	
10.1250.212.100.14	TITLE I/TRS - 9.85%	100.00		0.00	52.48	47.52	52.48	10-1250-212-100-14	
10-1250-220-220-14	TITLE I/SALARIES 2021-22 (51B)	0.00		0.00	1,532.92	(1,532.92)	0.00	10-1250-220-100-14	
10-1255-300-100-15	TITLE I/NS BENEFITS	0.00		0.00	250.00	(250.00)	0.00	10-1255-100-300-15	
10-1255-100-100-15	COMM SERV/RD NIGHT - SAL	57,549.00		6,545.75	46,036.75	11,512.25	80.00	10-1255-110-100-15	
10-1255-100-110-15	TITLE I-SALARIES/2022-23	2,663.00		245.82	3,364.82	(691.82)	125.98	10-1255-211-100-15	
10-1255-100-211-15	TITLE I/TRS-10.41%	0.00		0.00	27.81	(27.81)	0.00	10-1255-211-300-15	
10.1255.211.300.15	COMM SERV/RD NIGHT - SAL (38B)	1,000.00		36.24	273.20	726.80	27.32	10-1255-212-100-15	
10-1255-212-100-15	TITLE I-SALARIES/2022-23 (51B)	0.00		0.00	2.78	(2.78)	0.00	10-1255-212-300-15	
10-1255-212-300-15	COMM SERV/RD NIGHT - SAL (35B)	9,910.00		1,085.20	8,224.12	1,685.88	82.99	10-1255-220-100-15	
10-1255-220-300-15	TITLE I-NS BENEFITS	0.00		0.00	129.15	(129.15)	0.00	10-1255-300-221-15	
10-1255-221-300-15	COMM SERV/RD NIGHT - SAL (46B)	11,549.00		1,842.20	9,639.53	1,909.47	83.47	10-1255-300-300-15	
10-1255-300-300-15	TITLE I/IMPROV INST	5,750.00		0.00	0.00	5,750.00	0.00	10-1255-310-100-15	
10-1255-100-310-15	TITLE I/COM SERV-PURCH SER	3,429.00		0.00	0.00	3,429.00	0.00	10-1255-400-221-15	
10-1255-221-400-15	TITLE I/SOFTWARE	1,500.00		450.97	3,378.76	(1,878.76)	225.25	10-1255-400-290-15	
10-1255-290-400-15	IMPROV OF INST/SUPP	200.00		197.84	197.84	2.16	98.92	10-1255-410-100-15	
10-1255-300-410-15	TITLE I/HOMELESS	1,500.00		0.00	7,805.26	(6,305.26)	520.35	10-1255-410-300-15	
10-1255-300-410-15	TITLE I/SUPPLIES	2,909.00		0.00	2,150.11	758.89	73.91	10-1255-410-100-15	
10-1400-110-1	TITLE I/COMM.SERV.SUPL	10,000.00		670.00	8,485.00	1,515.00	84.85	10-1400-110-1	
10-1408-300-1	TECH SALARIES	1,000.00		0.00	0.00	1,000.00	0.00	10-1408-300-1	
10-1408-410-1	TECH/PURCH. SERVICES	3,600.00		0.00	679.71	2,920.29	18.88	10-1408-410-1	
10-1408-411-1	TECH.SUPPLIES	52,000.00		3,628.50	48,620.65	3,379.35	93.50	10-1408-411-1	
10-1408-412-1	TECH/SOFTWARE	4,000.00		38.15	1,673.50	2,326.50	41.84	10-1408-412-1	

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Account	Function	Description	2000	Support Services	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-2310-318-1		BD OF EDUC.-LEGAL	7,500.00		147.50	4,966.80	2,533.20	66.22	10-2310-318-1	
10-2310-319-1		BANK & WIRE CHGS.	50.00		0.00	0.00	50.00	0.00	10-2310-319-1	
10-2310-332-1		BD OF ED-TRAVEL	100.00		0.00	0.00	100.00	0.00	10-2310-332-1	
10-2310-340-1		BD OF EDUC.-POSTAGE	1,600.00		0.00	550.34	1,049.66	34.40	10-2310-334-1	
10-2310-350-1		ADVERTISING	1,750.00		0.00	902.45	847.55	51.57	10-2310-350-1	
10-2310-410-1		SUPPLIES	15,000.00		791.62	10,404.72	4,595.28	69.36	10-2310-410-1	
10-2310-610-1		MISC OTHER	1,500.00		59.32	2,220.54	(720.54)	148.04	10-2310-610-1	
10-2310-640-1		DUES & FEES	2,000.00		1,874.00	2,854.00	(854.00)	142.70	10-2310-640-1	
10-2310-690-1		MISC-CONVENTION	14,000.00		0.00	8,137.78	5,862.22	58.13	10-2310-690-1	
10-2320-110-1		SUPT SALARY	54,000.00		10,000.00	113,295.72	(59,295.72)	209.81	10-2320-110-1	
10-2320-115-1		SUPT SECY/CO-OP STU	18,000.00		6,138.67	39,157.07	(21,157.07)	217.54	10-2320-115-1	
10-2320-211-1		SUPT SALARY (39B)	2,715.00		157.00	1,751.98	963.02	64.53	10-2320-211-1	
10-2320-212-1		TRS BENEFIT EXPENSE	0.00		0.00	(51.74)	51.74	0.00	10-2320-211-110-1	
10-2320-220-1		SUPT SALARY (35B)	700.00		58.00	647.23	52.77	92.46	10-2320-212-1	
10-2320-332-1		TRSNW EMPLOY.CONTR.	0.00		0.00	(19.11)	19.11	0.00	10-2320-212-110-1	
10-2320-410-1		EMPL.BENE/INS	10,000.00		1,656.99	10,972.07	(972.07)	109.72	10-2320-220-1	
10-2320-410-1		TRAVEL	750.00		0.00	0.00	750.00	0.00	10-2320-332-1	
10-2320-410-1		OFFICE SUPPL./SUBSCRIP	0.00		0.00	308.55	(308.55)	0.00	10-2320-410-1	
10-2320-640-1		DUES & FEES	800.00		0.00	1,323.07	(523.07)	165.38	10-2320-640-1	
10-2410-110-1		ELEM.PRINC.-SALARY	161,000.00		3,416.67	76,749.99	84,250.01	47.67	10-2410-110-1	
10-2410-115-1		ELEM SEC.-SALARY	30,000.00		3,968.30	38,117.74	(8,117.74)	127.06	10-2410-115-1	
10-2410-211-1		ELEM.PRINC.-SALARY (39B)	2,664.00		53.65	498.50	830.83	18.14	10-2410-212-1	
10-2410-212-1		ELEM.PRINC.-SALARY (35B)	1,015.00		19.82	184.17	2,165.50	18.71	10-2410-211-1	
10-2410-220-1		ELEM.PRINC.-SALARY (46B)	2,037.00		1,203.79	11,303.52	(9,266.52)	554.91	10-2410-220-1	
10-2410-220-1		ELEM.PRINC.-BENE.INS.	11,110.00		0.00	0.00	11,110.00	0.00	10-2410-220-1-1	
10-2410-600-1		OTHER MISC. EXPENSE	100.00		0.00	0.00	100.00	0.00	10-2410-300-1	
10-2410-332-1		ELEM.PRINC.-TRAVEL	300.00		0.00	0.00	300.00	0.00	10-2410-332-1	
10-2410-340-1		ELEM.-POSTAGE	0.00		0.00	419.95	(419.95)	0.00	10-2410-340-1	
10-2410-410-1		ELEM.OFFICE SUPPLIES	2,500.00		104.11	2,981.44	(381.44)	115.26	10-2410-410-1	
10-2410-640-1		ELEM.PRINC.-DUES & FEES	500.00		0.00	309.00	191.00	61.80	10-2410-640-1	
10-2490-110-1		DEAN OF STUDENT SALARY	0.00		4,583.33	50,416.67	(50,416.67)	0.00	10-2490-110-1	
10-2490-211-1		DEANOF STUDENTS.-SALARY (39B)	0.00		71.94	791.40	(791.40)	0.00	10-2490-211-1	
10-2490-212-1		TRS	0.00		26.58	292.40	(292.40)	0.00	10-2490-212-1	
10-2490-220-1		ELEM.PRINC.-SALARY (35B) TRS	0.00		663.26	6,739.04	(6,739.04)	0.00	10-2490-220-1	
10-2510-110-1		DEAN OF STUDENTS - BENE.INS.	58,000.00		4,650.00	55,223.25	2,776.75	95.21	10-2510-110-1	
10-2510-220-1		SALARY-BOOKKEEPER	9,910.00		825.46	8,903.06	1,006.94	89.84	10-2510-220-1	
10-2510-300-1		EMPLOYEE BENE INS	150.00		0.00	0.00	150.00	0.00	10-2510-300-1	
10-2510-332-1		PURCHASED SERVICES	875.00		0.00	0.00	875.00	0.00	10-2510-332-1	
10-2510-652-1		TRAVEL	1,275.00		0.00	0.00	1,275.00	0.00	10-2510-652-1	
10-2520-300-1		BOOKKEEPER FIDELITY BOND	13,000.00		0.00	12,500.00	500.00	96.15	10-2520-300-1	
10-2520-300-1		FISCAL SERVICES/AUDIT								

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Function Account	2000 Description	Support Services	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
20-2540-340-1	UTIL-TELEPHONE		8,100.00	623.57	6,835.35	1,264.65	84.39	10-2540-340-1
10-2560-110-1	CAFETERIA SALARIES		62,500.00	4,250.33	50,987.52	11,512.48	81.58	10-2560-110-1
10-2560-220-1	EMPLOYEE BENE INS		29,800.00	1,650.92	19,064.75	10,735.25	63.98	10-2560-220-1
10-2560-300-1	CAFETERIA/PURCH.SERVICES		5,000.00	110.00	540.00	4,460.00	10.80	10-2560-300-1
10-2560-323-1	REPAIRS/MAINTENANCE		10,000.00	0.00	0.00	10,000.00	0.00	10-2560-323-1
10-2560-332-1	TRAVEL		200.00	0.00	190.00	10.00	95.00	10-2560-332-1
10-2560-410-1	SUPL.-OTHER(NON FOOD)		10,000.00	0.00	10,789.33	(789.33)	107.89	10-2560-410-1
10-2560-411-1	SUPPLIES-FOOD ITEMS		70,000.00	5,745.72	69,369.00	631.00	99.10	10-2560-411-1
10-2560-540-1	CAPITAL OUTLAY		5,000.00	0.00	0.00	5,000.00	0.00	10-2560-540-1
10-2560-600-1	MISC OTHER EXPENSES		800.00	0.00	1,361.30	(561.30)	170.16	10-2560-600-1
10-2660-600-1	DATA PROC./COPIER RENTAL		7,600.00	947.33	8,503.07	(903.07)	111.88	10-2660-600-1
	2000 Support Services		778,686.00	66,277.47	733,108.71	43,577.29	94.39	* Function
	Nonprogrammed Charges		55,000.00	8,252.39	32,478.31	22,521.69	59.05	10-4120-320-1
10-4120-320-1	TUITION PMTS-WCISEC		55,000.00	8,252.39	32,478.31	22,521.69	59.05	* Function
	4000 Nonprogrammed Charges		55,000.00	8,252.39	32,478.31	22,521.69	59.05	* Function
	10 Education Fund		2,214,776.00	184,986.02	2,044,792.02	169,983.98	92.33	Fund
	Support Services		100,000.00	8,795.36	120,690.04	(20,690.04)	120.69	20-2540-110-1
20-2540-110-1	OBM-REG.SALARIES		3,210.00	0.00	1,767.50	1,442.50	55.06	20-2540-110-2
20-2540-110-2	OBM-ESSR 2 SALARIES		1,000.00	0.00	0.00	1,000.00	0.00	20-2540-120-1
20-2540-120-1	OBM/SUB SALARIES		19,850.00	2,476.38	25,343.73	(5,493.73)	127.68	20-2540-220-1
20-2540-220-1	OBM-BENE/INS.		1,450.00	0.00	0.00	1,450.00	0.00	20-2540-220-2
20-2540-220-2	OBM-ESSR 2 BENEFITS		63,000.00	4,211.30	31,325.81	31,674.19	49.72	20-2540-300-1
20-2540-300-1	PURCHASED SERVICES		3,676.00	0.00	0.00	3,676.00	0.00	20-2540-300-2
20-2540-300-2	OBM-ESSR 2 PURCHASE SERVICES		40,000.00	1,388.77	24,537.46	15,462.54	61.34	20-2540-321-1
20-2540-321-1	UTIL-HEATING		82,000.00	4,670.07	83,273.04	(1,273.04)	101.55	20-2540-327-1
20-2540-327-1	OBM/UTIL-ELECTRIC		7,000.00	603.15	6,787.78	212.22	96.97	20-2540-328-1
20-2540-328-1	OBM/UTIL-WATER & SEWAGE		2,000.00	108.08	1,914.62	85.38	95.73	20-2540-332-1
20-2540-332-1	TRAVEL		500.00	545.61	545.61	(45.61)	109.12	20-2540-334-1
20-2540-334-1	UNIT TRUCK EXPENSE		5,200.00	1,012.69	10,453.39	(5,253.39)	201.03	20-2540-410-1
20-2540-410-1	REPAIRS/MAINT SUPPLIES		30,000.00	1,184.55	16,058.84	13,941.16	53.53	20-2540-411-1
20-2540-411-1	OBM-ESSR 2 BLDG SUPPLIES		0.00	0.00	21,094.00	(21,094.00)	0.00	20-2540-411-2
20-2540-411-2	IDEA ARP GRANT SUPPLIES		21,475.00	0.00	605.61	20,869.39	2.82	20-2540-413-8
20-2540-413-8	OBM-CAPITAL OUTLAY		10,000.00	54,671.70	61,051.70	(51,051.70)	610.52	20-2540-540-1
20-2540-540-1	OBM-ESSR 2 CAP PROJECTS		124,772.00	0.00	427,347.14	(302,575.14)	342.50	20-2540-540-2
20-2540-540-2	OBM-OTHER EXP.		0.00	0.00	1,754.33	(1,754.33)	0.00	20-2540-600-1
	2000 Support Services		515,133.00	79,667.66	834,550.60	(319,417.60)	162.01	* Function
	20 Oper, Build, & Maint Fund		515,133.00	79,667.66	834,550.60	(319,417.60)	162.01	Fund

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Debt Service Fund or Fund Group 30		Debt Services		Current Budget		M.T.D. Activity		Y.T.D. Activity		Budget Balance		% of Budget		State Account Number	
Function	Account	Description	5000												
Debt Services															
30-5200-621-1		DEBT SERVICE-INT EXPENSE/LONG TERM	32,959.20	15,894.00	32,959.20	0.00	100.00	30-5200-621-1							
30-5300-650-1		DEBT SERVICES-PRINCIPAL LONG TERM	183,000.00	0.00	183,000.00	0.00	100.00	30-5300-650-1							
30-5400-655-1		DEBT SERVICE-OTHER (AGENT FEE)	500.00	0.00	500.00	0.00	100.00	30-5400-655-1							
5000		Debt Services	216,459.20	15,894.00	216,459.20	0.00	100.00								
30		Debt Service Fund or Fund Group	216,459.20	15,894.00	216,459.20	0.00	100.00								
Support Services															
40-2550-110-1		TRANSP-REG. SALARY	115,000.00	8,864.74	98,063.87	16,936.13	85.27	40-2550-110-1							
40-2550-211-1		TRANSP-REG. SALARY (3888)	0.00	25.81	73.93	(73.93)	0.00	40-2550-211-1							
40-2550-212-1		TRANSP-REG. SALARY (51B)	0.00	9.53	27.31	(27.31)	0.00	40-2550-212-1							
40-2550-220-1		TRANSP-BENE/INS.	9,910.00	1,248.88	10,100.44	(190.44)	101.92	40-2550-220-1							
40-2550-300-1		LABOR REPAIR/PARTS	10,000.00	280.87	6,726.47	3,273.53	67.26	40-2550-300-1							
40-2550-310-1		HEALTH SERVICES	1,700.00	85.00	1,565.19	134.81	92.07	40-2550-310-1							
40-2550-315-1		TRANSP./PURCH SERVICES	1,000.00	0.00	0.00	1,000.00	0.00	40-2550-315-1							
40-2550-332-1		TRAVEL	200.00	27.41	272.06	(72.06)	0.00	40-2550-332-1							
40-2550-411-1		GASOLINE & DIESEL	38,000.00	2,835.78	39,268.19	(1,268.19)	103.34	40-2550-411-1							
40-2550-412-1		OIL & GREASE	0.00	0.00	18.78	(18.78)	0.00	40-2550-412-1							
40-2550-413-1		TIRES & TUBES	1,000.00	0.00	2,362.00	(1,362.00)	236.20	40-2550-413-1							
40-2550-414-1		TRANSP/CELLULAR PHONE	2,300.00	0.00	811.20	1,488.80	35.27	40-2550-414-1							
40-2550-550-1		CAPITAL OUTLAY-VEHICLES	78,031.00	0.00	74,030.76	4,000.24	94.87	40-2550-550-1							
40-2550-600-1		OTHER EXPENSE	2,500.00	151.00	2,084.31	415.69	83.37	40-2550-600-1							
2000		Support Services	259,641.00	13,529.02	235,404.51	24,236.49	90.67								
40		Transportation Fund	259,641.00	13,529.02	235,404.51	24,236.49	90.67								
Instruction															
50-1101-212-1		ELEM AIDES/IMRF	7,004.00	850.19	6,506.57	497.43	92.90	50-1101-212-1							
50-1101-213-1		ELEM. AIDES/FICA	4,469.00	662.21	5,450.05	(981.05)	121.95	50-1101-213-1							
50-1101-214-1		ELEM/JRH TCH-MED ONLY	8,200.00	607.74	6,726.47	1,473.53	82.03	50-1101-214-1							
50-1125-212-100.10		PRE K/AIDE SALARY 2019-20 (33B)	1,900.00	0.00	3.94	1,896.16	0.20	50-1125-212-100-10							
50-1125-212-100.11		PRESCH/AIDE SAL. 2020-21 (33B)	420.00	178.24	1,804.95	(1,184.95)	382.13	50-1125-212-100-11							
50-1125-213-100.10		PRE K/AIDE SALARY 2019-20 (FR)	945.00	0.00	2.45	942.55	0.26	50-1125-213-100-10							
50-1125-213-100.11		PRESCH/AIDE SAL. 2020-21 (FR)	200.00	125.66	1,083.54	(883.54)	541.77	50-1125-213-100-11							
50-1125-214-100.10		PRE K/TCH SALARY 2019-20 (MR)	630.00	0.00	123.59	506.41	19.62	50-1125-214-100-10							
50-1125-214-100.11		PRESCH TCH SAL./2020-2021 (MR)	160.00	62.88	577.56	(417.56)	360.98	50-1125-214-100-11							
50-1205-212-1		LD AIDES/IMRF	14,175.00	645.39	9,184.78	4,990.22	64.80	50-1205-212-1							
50-1205-213-1		LD AIDES/FICA	7,350.00	455.05	6,119.39	1,230.61	83.26	50-1205-213-1							
50-1205-214-1		LD TCH/MEDICARE ONLY	1,325.00	96.60	1,062.80	262.20	80.21	50-1205-214-1							
50-1250-214-100.14		TITLE I SALARIES 2017-201 (MR)	0.00	0.00	131.20	(131.20)	0.00	50-1250-214-100-14							

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Function	Description	1000	Instruction	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
				250.00	0.00	0.00	250.00	0.00	50-1255-212-100-15
	TITLE I-SALARIES/2020-21 (33B)			0.00	0.00	5.43	(5.43)	0.00	50-1255-212-300-15
	COMM SERV/RD NIGHT - SAL (33B)			200.00	0.00	0.00	200.00	0.00	50-1255-213-100-15
	TITLE I-SALARIES/2020-21 (FR)			0.00	0.00	3.82	(3.82)	0.00	50-1255-213-300-15
	COMM SERV/RD NIGHT - SAL (FR)			800.00	94.91	667.30	132.70	83.41	50-1255-214-100-15
	TITLE I-SALARIES/2020-21 (MR)			0.00	0.00	2.88	(2.88)	0.00	50-1255-214-300-15
	COMM SERV/RD NIGHT - SAL (MR)			0.00	51.26	583.32	(583.32)	0.00	50-1400-213-1
	TECH/FICA			145.00	0.00	12.48	132.52	8.61	50-1400-214-1
	TECH TCH/MED. ONLY			1,000.00	0.00	100.70	899.30	10.07	50-1520-212-1
	JRH ATHLETICS/IMRF			1,000.00	0.00	870.80	129.20	87.08	50-1520-213-1
	JRH ATHLETICS/FICA			500.00	7.66	234.75	265.25	46.95	50-1520-214-1
	JRH ATHLETICS/MED.ONLY			50,673.00	3,637.79	41,058.67	9,614.33	81.03	* Function
	1000 Instruction								
	Support Services			680.00	0.00	96.68	583.32	14.22	50-2140-214-1
	50-2140-214-1			0.00	82.45	286.40	(286.40)	0.00	50-2210-212-3-1
	50-2210-212-3-1			0.00	58.14	241.74	(241.74)	0.00	50-2210-213-3-1
	50-2210-213-3-1			0.00	28.42	101.35	(101.35)	0.00	50-2210-214-3-1
	50-2210-214-3-1			2,400.00	217.22	2,380.29	19.71	99.18	50-2220-212-1
	50-2220-212-1			1,500.00	153.16	1,590.84	(90.84)	106.06	50-2220-213-1
	50-2220-213-1			4,300.00	666.06	4,455.51	(155.51)	103.62	50-2320-212-1
	50-2320-212-1			2,800.00	469.62	2,995.61	(195.61)	106.99	50-2320-213-1
	50-2320-213-1			1,751.00	145.00	1,642.80	108.20	93.82	50-2320-214-1
	50-2320-214-1			3,800.00	390.85	4,232.29	(432.29)	111.38	50-2410-212-1
	50-2410-212-1			2,500.00	303.58	2,916.05	(416.05)	116.64	50-2410-213-1
	50-2410-213-1			1,537.00	49.54	1,112.86	424.14	72.40	50-2410-214-1
	50-2410-214-1			0.00	66.46	731.06	(731.06)	0.00	50-2490-214-1
	50-2490-214-1			8,000.00	504.52	6,331.69	1,668.31	79.15	50-2510-212-1
	50-2510-212-1			4,400.00	355.72	4,224.55	175.45	96.01	50-2510-213-1
	50-2510-213-1			12,500.00	903.07	11,435.49	1,064.51	91.48	50-2540-212-1
	50-2540-212-1			8,000.00	672.87	9,232.82	(1,232.82)	115.41	50-2540-213-1
	50-2540-213-1			4,000.00	491.21	5,917.51	(1,917.51)	147.94	50-2550-212-1
	50-2550-212-1			6,500.00	671.31	7,476.95	(976.95)	115.03	50-2550-213-1
	50-2550-213-1			0.00	1.30	4.71	(4.71)	0.00	50-2550-214-1
	50-2550-214-1			7,300.00	417.47	5,210.66	2,089.34	71.38	50-2560-212-1
	50-2560-212-1			4,700.00	325.13	3,900.51	799.49	82.99	50-2560-213-1
	50-2560-213-1			0.00	0.89	0.89	(0.89)	0.00	50-2560-214-1
	50-2560-214-1			76,668.00	6,973.99	76,519.26	148.74	99.81	* Function
	2000 Support Services			127,341.00	10,811.78	117,577.93	9,763.07	92.33	Fund
	50 I.M.R.F./Soc. Sec. Fund								
	Support Services			15,000.00	0.00	14,141.94	858.06	94.28	80-2362-300-1
	80-2362-300-1								

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Tort Immunity and Judgment Fund: 80		Support Services							
Function	2000	Description	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number		
Account									
80-2363-300-1		TORT/UNEMPLOYMENT INS.EXP.	0.00	7,607.05	(2,607.05)	152.14	80-2363-300-1		
80-2364-300-1		PROPERTY/CASUALTY INS.EXP.	0.00	52,338.31	(5,838.31)	112.56	80-2364-300-1		
80-2367-100-1		TORT/ED. INSPECT. SUPERV. SERV	0.00	0.00	117,555.00	0.00	80-2367-100-1		
2000 Support Services			0.00	74,087.30	109,967.70	40.25	*	Function	
80 Tort Immunity and Judgment Fund			0.00	74,087.30	109,967.70	40.25	Fund		
Support Services									
90-2530-300-1		FIRE PREV & SAFETY/ PURCH SERV.	0.00	6,140.00	18,860.00	24.56	90-2530-300-1		
2000 Support Services			0.00	6,140.00	18,860.00	24.56	*	Function	
90 Capital Improvement Fund			0.00	6,140.00	18,860.00	24.56	Fund		
Report Total:			304,888.48	3,529,011.56	13,393.64	99.62			

Paid Accounts Payable by Check Number

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 Expense on Date: 6/14/2023 to 6/14/2023

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
71221	10-2560-323-1	ARNOLD'S REFRIGERATION	CAFETERIA TWO DOORE FREEZER R	14		6/14/23	6/14/23	90550	682.30	10-2560-323-1
71224	10-2560-323-1		WALK IN FREEZER REPAIR	14		6/14/23	6/14/23	90550	470.00	10-2560-323-1
								Total	1,152.30	
06/09/2023	40-2550-600-1	CARSON MOTORS INC.	BUS TEST #8	14		6/14/23	6/14/23	90551	57.68	40-2550-600-1
								Total	57.68	
05/25/2023	20-2540-327-1	CONSTELLATION NEWENERGY	OBM/UTIL-ELECTRIC	14		6/14/23	6/14/23	90552	5,754.87	20-2540-327-1
								Total	5,754.87	
113031	10-2560-300-1	COPPEES TERMITE & PEST	MONTHLY CAFETERIA SPRAYING	14		6/14/23	6/14/23	90553	40.00	10-2560-300-1
								Total	40.00	
05/20/2023	20-2540-411-1	D&K BENNETT INC	CARPET CLEANER	14		6/14/23	6/14/23	90554	2,449.00	20-2540-411-1
05/13/2023	20-2540-411-1		SCRUBBER PARTS	14		6/14/23	6/14/23	90554	19.95	20-2540-411-1
								Total	2,468.95	
06/15/2023	10-2140-110-1	DALLAS E.S.D.#327	DC - PSYCHOLOGY-SALARY	14		6/14/23	6/14/23	90555	25,192.32	10-2140-110-1
06/15/2023	50-2140-214-1		DC - PSYCH/MEDICARE ONLY	14		6/14/23	6/14/23	90555	332.41	50-2140-214-1
06/15/2023	10-2140-110-211-1		DC - PSYCH/TRS-THIS BENEFIT	14		6/14/23	6/14/23	90555	188.94	10-2140-211-110-1
06/15/2023	10-2140-110-212-1		DC - PSYCH/TRS-NEC BENEFIT	14		6/14/23	6/14/23	90555	146.12	10-2140-212-110-1
06/15/2023	10-2140-110-211-1		DC - PSYCH/TRS-THIS BENEFIT	14		6/14/23	6/14/23	90555	231.77	10-2140-211-110-1
06/15/2023	10-2140-220-1		DC - PSYCH-BENE/INS.	14		6/14/23	6/14/23	90555	3,942.96	10-2140-220-1
06/15/2023	80-2362-300-1		DC - PSHYCH - WORKERS' COMPENS	14		6/14/23	6/14/23	90555	89.41	80-2362-300-1
								Total	30,123.93	
05/31/2023	10-2560-411-1	EARTHGRAINS/BIMBO BAKERIE	CAFETERIA	14		6/14/23	6/14/23	90556	526.45	10-2560-411-1
								Total	526.45	
05/31/2023	10-2310-350-1	HANCOCK-HENDERSON QUILL	FUEL BIDS	14		6/14/23	6/14/23	90557	28.00	10-2310-350-1
05/10/2023	10-2310-350-1		BUDGET NOTICE	14		6/14/23	6/14/23	90557	13.11	10-2310-350-1
								Total	41.11	
62337	20-2540-300-1	IDEAL ENVIRONMENTAL ENGR.	SIX MONTH ASBESTOS	14		6/14/23	6/14/23	90558	510.00	20-2540-300-1
								Total	510.00	
64950	20-2540-328-1	JACKSON DISPOSAL - LRS	OBM/UTIL-GARBAGE & ADDL ROLL OI	14		6/14/23	6/14/23	90559	963.05	20-2540-328-1
								Total	963.05	
06/14/2023	10-2310-310-1	KAREN NUDD	TREASURER DUTIES	14		6/14/23	6/14/23	90560	480.00	10-2310-310-1

Paid Accounts Payable by Check Number

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
05/31/2023	10-2560-411-1	KOHL GROCER	CAFETERIA	14		6/14/23	6/14/23	90561	480.00	10-2560-411-1
								Total	3,477.42	
05/31/2023	10-2540-340-1	LA HARPE TELEPHONE CO.	UTIL-TELEPHONE	14		6/14/23	6/14/23	90562	833.57	10-2540-340-1
								Total	3,477.42	
05/31/2023	20-2540-328-1	LA HARPE WATERWORKS	OBM/UTIL-WATER & SEWAGE	14		6/14/23	6/14/23	90563	394.35	20-2540-328-1
								Total	833.57	
128217725001	10-1101-411-6-1	MCGRRAW-HILL	HEALTH CURRICULUM	14		6/14/23	6/14/23	90564	3,272.01	10-1101-411-550-1
128219813001	10-1101-411-6-1		HEALTH CURRICULUM TRAINING	14		6/14/23	6/14/23	90564	1,500.00	10-1101-411-550-1
								Total	4,772.01	
41736	20-2540-411-1	MELTON'S AUTO	LAWN MOWER BLADE	14		6/14/23	6/14/23	90565	74.49	20-2540-411-1
								Total	74.49	
05/23/2023	10-2130-300-1	MEMORIAL MEDICAL CLINICS	REBECCA RING PHYSICAL	14		6/14/23	6/14/23	90566	50.00	10-2130-300-1
								Total	50.00	
75409	20-2540-411-1	MENARDS	BLDG SUPPLIES - CENTRAL OFFICE	14		6/14/23	6/14/23	90567	1,196.52	20-2540-411-1
75763	20-2540-411-1		CENTRAL OFFICE BLDG SUPPLIES	14		6/14/23	6/14/23	90567	773.79	20-2540-411-1
								Total	1,970.31	
103958	10-2310-318-1	MILLER, TRACY, BRAUN, FUNK, BD OF EDUC.-LEGAL		14		6/14/23	6/14/23	90568	885.00	10-2310-318-1
								Total	885.00	
06/06/2023	10-1255-100-410-15	NCS PEARSON, INC.	AIMSWEB - 16 ADDL 22-23	14		6/14/23	6/14/23	90569	108.00	10-1255-410-100-15
								Total	108.00	
05/17/2023	20-2540-321-1	NICOR GAS	UTIL-HEATING	14		6/14/23	6/14/23	90570	43.00	20-2540-321-1
								Total	43.00	
365190500	10-1101-411-9-1	PEPPER & SON, INC.	JRH BAND & CHORAL MUSIC	14		6/14/23	6/14/23	90571	22.39	10-1101-411-9-1
								Total	22.39	
3042727	20-2540-411-1	PER MAR SECURITY SERVICES	CAMERA REPAIRS	14		6/14/23	6/14/23	90572	1,530.87	20-2540-411-1
								Total	1,530.87	
345146	10-1408-411-1	POWER SCHOOL GROUP LLC	POWER SCHOOL SIS MAINTENANCE	14		6/14/23	6/14/23	90573	2,052.00	10-1408-411-1
345146	10-1408-411-1		POWER SCHOOL SIS HOSTING	14		6/14/23	6/14/23	90573	1,590.00	10-1408-411-1
345146	10-1408-411-1		POWER SCHOOL SIS HOSTING CERT	14		6/14/23	6/14/23	90573	515.18	10-1408-411-1

Paid Accounts Payable by Check Number

Printed: 06/14/2023 10:49:49AM
 La Harpe CSD 347
 Expense on Date: 6/14/2023 to 6/14/2023

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense Date	Check #	Amount	State Account #
05/27/2023	10-2560-411-1	PRAIRIE FARMS DAIRY	CAFETERIA	14		6/14/23	6/14/23	90574	4,157.18	10-2560-411-1
									Total	1,717.13
68741	10-1408-413-1	QUALITY NETWORK SOLUTIONS	NETWORK UPGRADE PROJECT	14		6/14/23	6/14/23	90575	6,574.86	10-1408-413-1
68740	10-1408-413-1	QUALITY NETWORK SOLUTIONS	NETWORK UPGRADE PROJECT	14		6/14/23	6/14/23	90575	8,622.11	10-1408-413-1
61957	10-1408-411-1	QUALITY NETWORK SOLUTIONS	MONTHLY CONTRACT INVOICE	14		6/14/23	6/14/23	90575	3,478.50	10-1408-411-1
									Total	18,675.47
05/16/2023	10-2130-300-1	REG. OFFICE OF EDUC.#26	HINCKS FINGERPRINTS	14		6/14/23	6/14/23	90576	70.00	10-2130-300-1
05/31/2023	10-2130-300-1	REG. OFFICE OF EDUC.#26	BERLETT FINGERPRINTS	14		6/14/23	6/14/23	90576	70.00	10-2130-300-1
05/31/2023	10-2130-300-1	REG. OFFICE OF EDUC.#26	P PORTER FINGERPRINTS	14		6/14/23	6/14/23	90576	70.00	10-2130-300-1
05/31/2023	10-2130-300-1	REG. OFFICE OF EDUC.#26	A PORTER FINGERPRINTS	14		6/14/23	6/14/23	90576	70.00	10-2130-300-1
06/06/2023	10-2130-300-1	REG. OFFICE OF EDUC.#26	RUSSELL FINGERPRINTS	14		6/14/23	6/14/23	90576	70.00	10-2130-300-1
									Total	350.00
0530-06	10-2130-300-1	REGIONAL OFFICE #26 - CAN	HEARING & VISION SCREENINGS/154	14		6/14/23	6/14/23	90577	1,078.00	10-2130-300-1
									Total	1,078.00
111780	20-2540-300-1	TMI AFTERMARKET SOLUTIONS	GYM HVAC UNIT REPAIRS	14		6/14/23	6/14/23	90578	3,345.00	20-2540-300-1
									Total	3,345.00
06/09/2023	10-4120-320-1	WEST CENT.ILL.SPEC.ED.	MAY TUITION	14		6/14/23	6/14/23	90579	3,581.49	10-4120-320-1
05/16/2023	10-4120-320-1	WEST CENT.ILL.SPEC.ED.	APRIL TUITION	14		6/14/23	6/14/23	90579	3,220.47	10-4120-320-1
									Total	6,801.96
153016517	20-2540-411-1	WEST CENTRAL FS, INC.	BUG SPRAY	14		6/14/23	6/14/23	90580	69.37	20-2540-411-1
									Total	69.37
									Report Total	\$92,473.86

ISSUE 112

June 2023

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

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Next Issue: Legislative Update

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to www.iasb.com and click on the  button on the top navigation.
- Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from info@iasb.com, if you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing in to www.iasb.com, please contact Michael Ifkovits at mifkovits@iasb.com.
- Click the  button on the top navigator bar. This will bring you to your account page
- Under "My Account Links," click on "PRESS Login."

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Issue 112 Lead Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219, Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (**PRM**) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words a.k.a "tracked changes".

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB's website.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 3.

Please spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS** Online. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.



Progress Report - The contents of this table frequently change.

Topics	Our Response
<p>Final Title IX Regulations Expected Soon</p> <p>The U.S. Department of Education is expected to release final Title IX regulations shortly. These regulations would replace 2020 Title IX regulations and would require extensive updates to existing policies and procedures governing discrimination based on sex, including sexual harassment.</p>	<p>Relevant PRESS materials, including policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, and its accompanying procedures will be updated once the final regulations are issued.</p>
<p>School Wellness Policy Updates Coming This Fall</p> <p>In response to a request from the ISBE Nutrition Dept., 6:50, <i>School Wellness</i>, will be updated to include a new subhead for other school-based activities that promote student wellness. Including this subhead will allow districts to clearly show that this topic is addressed in policy as required by 7 C.F.R. §210.3 and as detailed in ISBE's Local Wellness Policy Content Checklist at www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf.</p>	<p>Policy 6:50, <i>School Wellness</i>, will be updated in the fall 2023 PRESS Issue.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

<p>Certain PRM materials in a PRESS Issue may be labeled in the PRESS Bundles, Revision Table and Committee Worksheets with one or more of the following categories:</p> <p>NEW. This material is brand new to the PRM.</p> <p>RENUMBERED. This material has been assigned a new number within the PRM, usually due to the addition of NEW material.</p> <p>RENAMED. The title of the material has been amended.</p> <p>REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.</p> <p>REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the PRM. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.</p>

Number and Title	Revision Descriptions
2:80, Board Member Oath and Conduct	The policy is unchanged. The footnotes are updated in response to a five-year review. An option is added to footnote 3 if a board wants to designate a local official to administer the oath of office. <input type="checkbox"/>
2:80-E, Board Member Code of Conduct	The exhibit is unchanged. <input type="checkbox"/>
2:170, Procurement of Architectural, Engineering, and Land Surveying Services	The Legal References and footnote 1 are updated in response to a five-year review. <input type="checkbox"/>
4:45, Insufficient Fund Checks and Debt Recovery	The policy, Legal References, and footnotes are updated in response to a five-year review. <input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:240-AP, Field Trip Guidelines	The procedure and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
7:15-E, Notification to Parents of Family Privacy Rights	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:150-AP, Agency and Police Interviews	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:275, Orders to Forgo Life-Sustaining Treatment	The policy and its footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:280-E3, Prevention of Staphylococcal Infections for Schools	REWRITTEN. The exhibit is updated and rewritten in response to a five-year review.	<input type="checkbox"/>
7:300-E2, Certificate of Physical Fitness for Participation in Athletics	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy, Legal References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is updated in response to a five-year review and P.A. 102-1006, requiring that emergency medical dispatchers be included in the group of first responders who annually review the school-specific emergency action plans for interscholastic activities.	<input type="checkbox"/>
7:330, Student Use of Buildings – Equal Access	The policy, Cross References, and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
7:330-E, Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities	The policy is unchanged. Footnotes 1 and 5 are updated in response to a five-year review.	<input type="checkbox"/>
8:95, Parental Involvement	The policy is unchanged. Footnote 1 is updated in response to a five-year review.	<input type="checkbox"/>

PRESS Issue 112 Trivia

61 PRM pages • 14,653 words • 30 PRM materials

School Board

Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office: ¹

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education² of (name of School District), in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for (name of School District);

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for (name of School District); and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Although the policy is not required by State or federal law, each board member, before taking his or her seat on the board, must take an oath in substantially the form given in the statute as reprinted in this sample policy. 105 ILCS 5/10-16.5; amended by P.A. 100-1055, eff. 1-1-19. Districts often ask whether this applies only to newly elected board members or to all members elected and/or re-elected. To assure compliance, those members that are newly elected or appointed and returning by re-appointment and/or re-election should take the oath as the board determines it should be administered, i.e., examine the board's policy or its current practice for administering the oath of office.

This policy contains the verbatim oath because many of its provisions have policy implications. However, if a board prefers to remove the oath from the policy, it should replace the first sentence with this alternative:

Each Board member, before taking his or her seat on the Board, shall take the oath of office as prescribed in Section 10-16.5 of the School Code.

² Replace "Board of Education" with "Board of School Directors" throughout, when applicable.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath. ³

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*.⁴ A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ Optional.— State law allows the board to determine how the oath is administered. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19. Use the following alternative if a board does not want anyone to administer the oath:

Each Board member who is taking office shall read the oath during an open meeting and swear or affirm to follow it as indicated in the oath.

If the Board's practice is to have a local official administer the oath, revise the paragraph as follows:

The Board President may designate a local official, such as a judge, to administer the oath at an open Board meeting. Otherwise, the Board President will administer the oath during an open Board meeting; in the absence of the President, the Vice President will administer the oath.

⁴ Although national and state associations have developed codes of conduct, each board may find it helpful, as part of its self-evaluation process, to consider what behavior members expect from each other. The resulting ethics statement may serve as an important step in new member orientation. Additionally, IASB provides *School Board Member Opportunities and Expectations*, a summary of the treatment that all board members are entitled to expect as members of the school board. For IASB resources, see www.iasb.com/conference-training-and-events/training/training-resources/, https://www.iasb.com/training/sch_bd_resources.cfm and www.iasb.com/training/schoolboardgovernancebooklet.pdf.

School Board

Exhibit - Board Member Code of Conduct

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

School Board

Procurement of Architectural, Engineering, and Land Surveying Services ¹

The School Board selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: 40 U.S.C. §1101 et seq~~54~~.
50 ILCS 510/, Local Government Professional Services Selection Act.
105 ILCS 5/10-20.21.
Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist. 2002),
appeal denied.

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy’s content. The Local Government Professional Services Selection Act describes the required selection procedure. 50 ILCS 510/. A district may not, prior to selecting a firm for contract negotiation, seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation. Id. at 510/5. If the district has a satisfactory relationship with a person or firm, the relationship may continue. ~~50 ILCS~~Id. at 510/4 through 6.

Construction-manager services, unlike general contractor services, are significantly different from construction work because they involve a professional activity (i.e., assisting the owner with the project’s planning, costing, and management). As such, a construction-management contract is exempt from mandatory bidding by virtue of the professional services exemption. Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist. 2002).

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks¹

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. 810 ILCS 5/3-806 authorizes a \$25.00 collection fee whenever a check is not honored upon presentation because the individual does not have an account with the bank, the individual does not have sufficient funds in his or her account, or the individual does not have sufficient credit with the bank.

This fee may be considered punitive considering several banks rarely charge this amount for an insufficient funds check. To allow more flexibility for the superintendent and his or her designees to charge the full collection fee of \$25.00, a portion thereof, or none of it, the first sentence states "up to the maximum fee." Boards choosing to allow this flexibility should discuss equal protection issues with the board attorney. As a general rule, any flexibility should be applied with uniform rules to all individuals and/or groups to avoid triggering the Constitution's Equal Protection Clause.

Boards that wish to charge the maximum fee in all circumstances should delete the words *up to* in the first sentence: "The Superintendent or designee is responsible for collecting ~~up to~~ the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason."

Delinquent Debt Recovery ²

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law. ³

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) ~~in the future~~. To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of the District's delinquent debt claim of no less than \$500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes the District more than five meals and/or snacks; (b) the Superintendent or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) the District requested

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

² This section is optional but because the policy's title refers to debt recovery, at least the first sentence should be retained. Deletion of this section may affect a district's ability to enter the Ill. Office of the Comptroller's (IOC) Local Debt Recovery Program (LDRP) for collecting debt owed to school districts by persons receiving payments from the State. This section helps the board's monitoring function by identifying the LDRP's important components. It also serves as an element of due process by informing the public and the district's debtors that the district may collect debt through the LDRP.

The Ill. Office of the Comptroller (IOC) operates an Offset System for collecting debt owed to the State, political subdivisions of the State, and school districts by persons receiving payments from the State. Seeking debt recovery through an offset of a future payment the State makes to a debtor is optional. The requirements in this policy for obtaining an offset are either in statute or the IOC's intergovernmental agreement (IGA), 15 ILCS 405/10.05 and 10.05d. The first step to participate is to enter into the IGA with the IOC's office. Contact a Local Debt Recovery Program (LDRP) manager with the IOC to request an IGA with the IOC's office to join. Program managers work one-on-one with districts and matters are handled on a case-by-case basis. The LDRP's general number for local governments is 312-814-3090/855-881-2301 and email is LDRPhelpdesk@illinoiscmptroller.gov. Contact the board attorney for advice and assistance. While this paragraph is not a prerequisite to participation in the LDRP, it will help the board's monitoring function by identifying the Program's important components. Moreover, it serves as an element of due process by informing the public and the district's debtors that the district will collect debt through the LDRP.

The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/ ~~added by P.A. 100-1092~~) allows districts with *participating schools* under the National School Lunch and Child Nutrition Acts (defined in 7 C.F.R. Parts 210, 220, and 245) to seek an offset under the State Comptroller Act (15 ILCS 405/) when they have made reasonable efforts, for at least one year, to collect a debt owed for meals and snacks in the amount of no less than \$500 from a student's parent or guardian.

³ There are methods other than the IOC's LDRP to collect delinquent debts owed to the school district, i.e., small claims court, private collection agencies, etc. If the district decides it will not ever seek to enter the IOC's Local Debt Recovery Program, keep the first sentence and delete everything after it.

- the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, and they either: (i) did not qualify, or (ii) refused to apply.⁴
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
 - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
 - b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.
 3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
 4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d, [State Comptroller Act](#),
 105 ILCS 123/, [Hunger-Free Students' Bill of Rights Act](#),
 810 ILCS 5/3-806, [Uniform Commercial Code](#).

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ Optional. For districts that do not participate in free and reduced-price meal programs under the National School Lunch and Child Nutrition Acts (defined in 7 C.F.R. Parts 210, 220, and 245), delete this sentence and ~~105 ILCS 123/, Hunger-Free Students' Bill of Rights Act~~ from the Legal References. Inclusion of this sentence does not obligate a district to pursue all such delinquent debt claims. The district has discretion in this area, provided its recovery efforts are pursued on a non-discriminatory basis. [Note that historically, the IOC has been reluctant to pursue school lunch debts under the LDRP.](#)

For participating districts that do not want this sentence, delete it.

For participating districts that wish to retain this sentence, the HFSBRA ~~(105 ILCS 123/, added by P.A. 100-1092)~~ allows school districts to determine a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies. [105 ILCS 123/10.](#)

For districts that want to set a lower amount than the equivalent of five meals, delete ~~five~~ and insert: [number]. Be sure that this sentence's number matches the required notice in 4:130-E, *Free and Reduced-Price Food Services; Meal Charge Notifications*. Before the board and the superintendent engage in a conversation about lowering this number, the superintendent may want to consider a conversation with his or her staff regarding the logistics of contacting a student's parent(s)/guardian(s) more than once per week (five lunches (the law states one free lunch or snack per day)) as setting a lower number may be impracticable for staff members to implement.

~~Note: Deletion may affect a district's ability to enter any future IOC Offset System for collecting debt owed to school districts by persons receiving payments from the State. See fn 2, above.~~

Operational Services

Exhibit - School District Payment Order

This statutory order authorizes the Treasurer to pay a School Board-approved bill or obligation before the meeting minutes are officially approved. Several items may be attached to this form.

Order Date: _____

The Treasurer, _____, of _____ School District in _____ County, shall pay to the order of _____ the sum of \$ _____, for _____

By order of the _____ School Board.

Board President

Date

Secretary

Date

DRAFT

Operational Services

Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards

Cardholder's name

Cardholder's address

Cardholder's Position

Name of individual who authorized issuance of card.

I affirm that I am familiar with the Board's policy on using credit and procurement cards, that I understand my responsibilities regarding the use of such cards, and that I agree to adhere to all requirements regarding such cards.

Cardholder's signature

Date

I provided a copy of this Statement along with a copy of ~~the~~ Board policy 4:55, *Use of Credit and Procurement Cards*, to the cardholder who signed this statement.

Office personnel signature

Date

Operational Services

Exhibit - Notice to Contractors

On District letterhead.

Date

Notice to contractor:

You are receiving this notice because you may or will be performing *public works* for the School District as that term is defined in the Illinois Prevailing Wage Act (IPWA), 820 ILCS 130/2.

This notice applies to the public works described as: _____.

The IPWA requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the *prevailing rate of wages* (hourly cash wages plus fringe benefits) in the county where the work is performed. Any prevailing rate of wages as they are revised by the Ill. Dept. of Labor (IDOL) shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on IDOL's official website. For information regarding current prevailing wage rates, please see the IDOL's website at: <https://labor.illinois.gov/laws-rules/conmed-prevailing-wage-rates.html><https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

All contractors and subcontractors rendering services for the public works must comply with all requirements of the IPWA, including but not limited to, all wage, notice, and recordkeeping duties.

The above paragraph was or will be included in the project specifications and the contract. 820 ILCS 130/4(e). If the work is awarded without a public bid, contract, or project specification, the notice was or will be included in the purchase order related to the work or in a separate document, such as this notification. 820 ILCS 130/4(f).

Operational Services

Administrative Procedure - Checklist for Internal Controls ¹

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented. This includes:
 - No check is issued without pre-approved documentation for the expenditure pursuant to the Local Government Travel Expense Control Act, 50 ILCS 150/10-~~added by P.A. 99-604~~, e.g., 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
 - No bank account is opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number without pre-approved documentation.
 - No credit or procurement card is assigned to an individual without pre-approved documentation. All use of a credit or procurement card must be in compliance with Board policy 4:55, *Use of Credit and Procurement Cards*, and administrative procedure 4:55-AP, *Controls for the Use of District Credit and Procurement Cards*.
 - Every receipt to and expenditure from a revolving fund and a petty cash fund are supported with clear documentation and otherwise comply with Board policies 4:50, *Payment Procedures*, and 4:80, *Accounting and Audits*.
 - A record is made of all checks issued and all payments made by credit or procurement cards that includes descriptive information sufficient to allow assignment of the appropriate code.
2. Financial records and data must be accurate and complete. This includes:
 - Data entries are timely made.
 - Cash handling is properly recorded.
 - Checks are sequentially numbered and missing checks are accounted for.
 - Financial reporting deadlines are followed.
3. Accounts payable must be accurate and punctual. This includes:
 - Payments are made on a timely basis.
 - A thorough explanation is provided for any over/underpayments.
 - Payroll and benefits are reviewed and continually updated.
4. District assets must be protected from loss or misuse.
 - The District implements a Fraud, Waste, and Abuse Awareness Program. See 4:80-AP2, *Fraud, Waste and Abuse Awareness Program*.

The footnotes should be removed before the material is used.

¹ This administrative procedure is intended to generate discussion concerning internal controls among relevant district staff members and the district's auditor. **It must be customized to reflect conditions in each district.** Its effectiveness will be greatly enhanced if the employee responsible for each control is identified. A board that wants to take a significant oversight role regarding internal controls may want to list the numbered sentences in its policy 4:80, *Accounting and Audits*, as required inclusions in the superintendent's program for internal controls. For an additional resource, see the Ill. State Board of Education's *Internal Control Handbook* (updated July 2017), available at: www.isbe.net/Pages/School-Finance-Historical-Reports.aspx.

- Valuable technology assets are safeguarded from theft or loss.
 - A backup and recovery system is developed for electronic systems.
 - Only authorized individuals have access to various systems.
 - Passwords are kept secure and frequently changed.
 - Keys are kept secure and accounted for.
 - District property is not *borrowed* or otherwise used for private purposes.
 - District personal property having a monetary value (excluding, for example, trash, outdated equipment, consumed consumables, and spoilage) is discarded only with the Board's prior approval.
5. Incompatible duties should be segregated, if possible. This includes:
- Transaction approval is separated from disbursement approval duties, as well as record-keeping duties so that no single individual or two individuals control all phases of the claim payment process.
 - Reconciliation of checking accounts and credit cards is performed by an individual who does not have check-writing authority, and if possible, by someone who does not record checks and credit card payments in the District's books.
 - Other controls are used if segregation of duties is impossible.
6. Accounting records are periodically reconciled. This includes:
- All accounts are balanced monthly.
 - All statements from checking accounts and credit cards are reconciled monthly.
 - Expenses are verified against receipts.
 - Out-of-balance conditions are investigated.
7. Equipment and supplies must be safeguarded. This includes:
- Inventories are periodically taken and inspections are frequently made.
 - A reliable record is kept identifying what technology assets have been provided to specific employees.
 - Access to supplies is limited and controlled.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
- Responsibilities match job descriptions.
 - If required by State law, staff members are appropriately bonded.
 - Staff members are held accountable for complying with Board policies and administrative processes or procedures that have been established to safeguard the District's financial condition.
 - Staff members are appropriately trained and evaluated.
 - Staff members are encouraged to notify their supervisors or the Superintendent of risks, losses, and/or concerns.
9. Any unnecessary weaknesses or financial risks must be promptly corrected. This includes:
- Internal control concerns raised by the District's independent auditor in connection with the annual financial audit or by the Ill. State Board of Education in connection with its administration of the Grant Accountability and Transparency Act or a monitoring visit are properly addressed.
 - Internal or external auditors are annually engaged to assess risk and/or test existing internal controls for those areas not included within the scope of the annual financial audit; concerns are promptly addressed.

Operational Services

Insurance Management ¹

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following: ²

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified-licensed staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified-licensed staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3 53b (new superintendents); and student teachers. ³
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of \$50,000. ⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. The Health Insurance Portability and Accountability Act (HIPAA) guarantees the continuity of health insurance benefits for individuals changing employment. It also contains provisions promoting the: (1) standardization and efficiency for the electronic submission, processing, and payment of health care claims, and (2) security and privacy requirements for health information. See 45 C.F.R. §§160 and 164. **School officials are urged to consult with their insurance providers and legal counsel to devise a compliance plan.**

² Other types of district-purchased insurance should also be listed here, such as insurance programs for employees and their dependents (authorized by 105 ILCS 5/10-22.3a). Note that: (1) any employee or retired employee insurance program is a mandatory subject of bargaining, and (2) State law provides persons entering into a civil union with the obligations, responsibilities, protections, and benefits afforded or recognized by Ill. law to spouses (750 ILCS 75/).

General liability and property insurance policies typically do not cover cyber risks. For more information, see https://rems.ed.gov/docs/Cybersecurity_K-12_Fact_Sheet_508C.PDF, at p. 4.

³ A board's duty to indemnify and protect specific individuals is found in 105 ILCS 5/10-20.20. A board's duty to insure against loss or liability is found in 105 ILCS 5/10-22.3. The lists of individuals to be protected are identical in both statutes except that *mentors* was added in 2009 to only the indemnification statute. As the best method for providing indemnification is through insurance, this policy includes mentors in its list of individuals covered by the district's liability insurance.

⁴ 105 ILCS 5/22-15 requires each school district having grades 9 through 12 to maintain catastrophic insurance coverage for student athletes participating in interscholastic athletic events sanctioned by the Ill. High School Association (IHSA). The minimum level of coverage must provide aggregate benefit levels of \$3 million or 5 years, whichever comes first, for injuries with total medical expenses exceeding \$50,000. The law authorizes IHSA to promulgate a plan of coverage under a group policy that provides the necessary coverage. If a district opts out of IHSA's group policy, it must offer alternative coverage and submit to IHSA a certificate from the provider stating that the insurance complies with the plan of coverage approved by IHSA.

3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance⁵

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, ~~400 Stat. 222, 26 U.S.C. §4980B(f) of the I.R.S. Code~~, 42 U.S.C. §300bb-1 *et seq.*
105 ILCS ~~5/2-3.53a, 5/2-3.53b~~, 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, 5/21A-5 et seq., and 5/22-15.
215 ILCS 5/, Ill. Insurance Code.
750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.
820 ILCS 305/, Workers' Compensation Act.

CROSS REF.: 7:300 (Extracurricular Athletics)

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Delete item #2 if the district: (1) does not maintain grades 9-12, or (2) qualifies for an exemption from the mandatory coverage (contact IHSA or the board attorney for information about claiming an exemption). A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. If so, the following may be *added to* item #2 (for unit districts) or may *replace* item #2 (for elementary districts): "Accident and/or health insurance on a group or individual basis for students in grades kindergarten through 8 participating in any school-sponsored athletic activity." If item #2 is deleted and the option is not used, the board should omit the citation to catastrophic accident insurance (105 ILCS 5/22-15) in the legal references.

⁵ Optional. Until May 2014, this paragraph was included in sample policy 4:170, *Safety*.

Operational Services

Administrative Procedure - Environmental Quality of Buildings and Grounds

Hazardous and/or Infectious Materials

The Buildings and Grounds Supervisor is responsible for the District's compliance with State and federal law concerning toxic, hazardous, and/or infectious materials.¹ This includes requirements in the federal Occupational Safety and Health Administration ([OHS-AOSHA](#)) *Hazard Communication Standards* (29 C.F.R. §1910.1200), adopted by the State Toxic Substances Disclosure to Employees Act (820 ILCS 255/, otherwise inoperative). See information on [OHS-A-OSHA](#)'s website at www.osha.gov/dsg-hazcom-index.html www.osha.gov/hazcom.

Pesticide Application on School Grounds²

The Buildings and Grounds Supervisor is responsible for compliance with the Lawn Care Products Application and Notice Act (415 ILCS 65/3) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building.
2. In coordination with the supervisor of each District building (including each Building Principal), notify employees and students and their parents/guardians in each building. The notification must:
 - a. Be provided at least four business days before a pesticide application on school grounds.
 - b. Be written or by telephone. If written, the notice may be included in newsletters, calendars, or other correspondence currently being published.
 - c. Identify the intended date of the application.
 - d. Provide the name and telephone contact number for the Buildings and Grounds Supervisor or other school personnel responsible for the pesticide program.

Prior notice is not required if an imminent threat to health or property exists. If such a situation arises, the Building and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written or telephonic notice is provided as soon as practicable.

The footnotes should be removed before the material is used.

¹ Alternatively, these duties may be given to another staff member, in which case that staff member's title should replace "Buildings and Grounds Supervisor" throughout this procedure.

² Notice to parents/guardians of students is required before pesticides are applied on school grounds (see the Lawn Care Products Application and Notice Act, 415 ILCS 65/3(f)). Notice to employees, while not required, is included in this procedure because notice to employees is mandated by the Structural Pest Control Act, 225 ILCS 235/10.3. Item #1 is not legally required. Items #2a-d are required by [415 ILCS 65.3\(f\)\(3\)](#). The district may alternatively maintain a registry of parents/guardians requesting written notification of pesticide application and notify only those people in the registry. Be sure the notice provision is consistent with board policy.

Pesticide Application in School Buildings and Structures³

The Buildings and Grounds Supervisor is responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building.
2. In coordination with the supervisor of each District building (including each Building Principal):
 - a. Maintain a registry of all employees and parents/guardians of students.
 - b. Notify those employees and parents/guardians of students before pesticides are applied in or on each building. The notification must:
 - i. Be provided at least two business days before a pesticide application in or on school buildings.
 - ii. Be written. The notice may be included in newsletters, bulletins, calendars, or other correspondence currently being published.
 - iii. Identify the intended date of the application.
 - iv. Provide the name and telephone contact number for the Buildings and Grounds Supervisor or other school personnel responsible for the pesticide program.

Prior notice is **not** required if an imminent threat to health or property exists. If such a situation arises, the Building and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.

The Buildings and Grounds Supervisor is responsible for the District's integrated pest management program and the District's compliance with the Structural Pest Control Act. 225 ILCS 235/.

- Applicable if the Superintendent determines that an integrated pest management program is economically feasible:*

The Buildings and Grounds Supervisor or designee shall: (1) develop and implement a program incorporating the Department of Public Health guidelines; (2) notify the Department, on forms provided by the Department, that a program is being implemented; (3) repeat the notification every five years after the initial notification; and (4) keep copies of all notifications and all written integrated pest management program plans.

- Applicable if the Superintendent determines that adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs:*

The Buildings and Grounds Supervisor or designee shall: (1) notify the Department, on forms provided by the Department, that the development and implementation of an integrated pest management program is not economically feasible; (2) include in the notification the projected pest

The footnotes should be removed before the material is used.

³ Item #1 is not legally required. The *registry* identified in item #2a is required by the Structural Pest Control Act, 225 ILCS 235/10.3. However, for ease of compliance, the procedure automatically puts all employees and parents/guardians in the registry. Change #2a as follows if the superintendent prefers to limit the registry to only those who expressed interest in being notified: "Maintain a registry of all employees and parents/guardians who have requested to receive notice before pesticides are applied to school property." The notice described in item #2b, i-iv, is mandatory required by 225 ILCS 235.10.3. Be sure the notice provision is consistent with board policy.

control costs for the term of the pest control program and projected costs for implementing a program for that same time period; (3) repeat this notification every five years after the initial notification until a program is developed and implemented; and (4) attend a training course, approved by the Department, on integrated pest management and repeat attendance every five years thereafter until a program is developed and implemented in the District's schools.

The Buildings and Grounds Supervisor or designee shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the Building Principal(s) or designee(s) sufficient information to allow him/her/them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

Training and Necessary Equipment

Each Building Principal and noncertificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials as required by 105 ILCS 5/10-20.17a. Emergency response and evacuation plans must be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards as required by 23 Ill.Admin.Code §1.330. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

Substitute Non-Hazardous Materials

District staff shall comply with State law governing toxic art supplies in schools. 105 ILCS 135/. This includes substituting non-hazardous material for hazardous substances whenever possible and minimizing the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

Infectious Materials

The Buildings and Grounds Supervisor shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials.⁴ The Plan shall comply with the Bloodborne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are generally exempt from the Plan and the Standards.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection

The footnotes should be removed before the material is used.

⁴ The federal regulatory agency administering the Occupational Safety and Health Act (OSHA) issued Bloodborne Pathogens Standards (29 C.F.R. Part 1910.1030) that were adopted by the Ill. Department of Labor (56 Ill.Admin.Code §350.700). The Standards were developed to reduce the risk of occupational exposure to bloodborne pathogens. According to the Standards, "occupational exposure" means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." The Standards require employers to institute a written Exposure Control Plan containing the elements in the sample procedures.

equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.

3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

Emergency Response Plan

The Building Principal shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for the actual cleanup,
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times, and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

Evacuation

The Building Principal shall ensure compliance with the School Safety Drill Act. 105 ILCS 128/. This includes, among other things, ensuring that evacuation rules are posted in each room and discussed with each class using the room during the first days of the school year. The evacuation rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Building Principal shall conduct evacuation drills according to School Board policy 4:170, *Safety*, and administrative procedure 4:170-API, *Comprehensive Safety and Security Plan*.

LEGAL REF: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, adopted by the Ill. Department of Labor at 56 Ill.Admin.Code §350.300.
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
105 ILCS 5/10-20.17a and 5/10-20.49.
105 ILCS 135/, Toxic Art Supplies in School Act.
105 ILCS 140/, Green Cleaning School Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
23 Ill.Admin.Code §1.330.

Professional Personnel

Maintaining Student Discipline¹

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated [licensed] educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s):² (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate.³ If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students.⁴ A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements for employees covered by it. If this policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement(s)." For employees not covered by a collective bargaining agreement, the policy should reflect the board's current practice.

² 23 Ill. Admin. Code §1.280. "Persons providing a student's related service(s)" includes both certificated [licensed] and non-certificated [non-licensed] employees. 105 ILCS 5/24-24.

³ School officials determine whether a behavioral intervention is appropriate. See 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456.

⁴ Teachers must be given the authority to remove disruptive students from the classroom. 105 ILCS 5/24-24.

An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l), added by P.A. 100-1035. Consult the board attorney regarding whether a teacher needs to be present for an in-school suspension program overseen by a school social worker or licensed mental health professional, and whether other licensed school support personnel (such as a school counselor or school psychologist) may oversee an in-school suspension program.

⁵ Required by 105 ILCS 5/24-24. See sample policy 7:190, *Student Behavior*, for a discussion of corporal punishment.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students
with Disabilities)

DRAFT

Instruction

Educational Philosophy and Objectives ¹

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life-long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ For more information about detecting ends and efficiently monitoring district performance, see IASB's *Foundational Principles of Effective Governance*, at: www.iasb.com/principles.cfm.

The items in both the objectives and monitoring lists are only examples. Each board should customize this policy, and re-visit it periodically, to ensure it is responsive to the district's needs and is effective and dynamic.

Alternative or additional objectives for the educational program might include one or more of the following:

1. Have all students meet or exceed State standards in their academic pursuits.
2. Provide meaningful learning activities for all students who have the capacity to learn.
3. Provide opportunities for students to develop emotionally, morally, and socially as well as to gain knowledge and skills to develop and maintain healthy minds and bodies.
4. Foster an appreciation for the efficient use of natural resources.
5. Cultivate students' understanding and appreciation for democracy and the history of the United States.
6. Have students take responsibility for their own actions including understanding their role in creating a positive learning environment as well as being active participants in the learning process.
7. Provide opportunities for students' parents/guardians to participate in their child's academic achievement and school performance.

Instruction

Administrative Procedure - Curriculum Development

Faculty Curriculum Committee

The Faculty Curriculum Committee assists in the District's curriculum planning process and provides the Superintendent with recommendations and supportive summaries. The Committee shall serve in an advisory capacity only.

The Faculty Curriculum Committee will:

1. Engage in two-way communication with teachers in order to address questions and concerns, keep everyone informed, and cooperatively strive for continuous improvement.
2. Provide system wide coordination of curriculum and student learning experiences.
3. Identify and categorize problems related to curriculum.
4. Research instructional methods and curriculum, utilizing available resources.
5. Engage in long-range planning for the continuous improvement of the curriculum.

The Superintendent or designee appoints Committee members and directs the Committee, providing specific tasks and ~~time frames~~ timeframes.

Curriculum Guides and Course Outlines

Development of guides:

1. Curriculum guides are best developed by the staff and teachers who are to use them.
2. When entire staff participation is not feasible, the Superintendent or designee will direct staff representatives and/or relevant department heads to study, create, and revise the guides.
3. Completed guides will be given to the Superintendent.

Use of guides:

1. Curriculum guides serve as a framework from which ~~a teacher~~ teachers will develop units of study, individual lesson plans, and approaches to instruction that will serve ~~the students'~~ students' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
2. In subjects where sequence is important, such as mathematics, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, ~~the teachers~~ teachers may be given a greater degree of freedom in respect to sequence.
3. In all cases, sufficient latitude shall be permitted to provide ~~the teachers~~ teachers with time to teach the current, topical, and incidental issues that add to motivation and meaningful teaching and learning.
4. The Building Principal and/or department heads shall see that optimum use is made of available curriculum guides.

Instruction

Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights

On District letterhead.

Date:

Dear Parent/Guardian:

Re: Section 504 Rights

Section 504 of the Rehabilitation Act of 1973, commonly referred to as *Section 504*, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) ensure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who has a record of having, or is regarded as having, a *physical or mental impairment* which substantially limits a *major life activity* as defined by 34 C.F.R. §104.3.

This notice describes the rights ensured by Section 504 to those disabled students who do not qualify for special education and related services under the Individuals With Disabilities Education Act (IDEA).¹ The intent of this notice is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any decisions in reference to Section 504. [If you have questions about the identification, assessment, and placement of children eligible for Section 504, please contact the District's Section 504 Coordinator at \[insert phone number and location\].](#)

Please keep this explanation for future reference.

Parents/Guardians and/or students have the right to:

1. Be informed by the School District of your rights and procedural safeguards under Section 504 in an understandable language. 34 C.F.R. Part 104. The purpose of this notice is to advise parents/guardians and/or students of these rights.
2. [The services of an interpreter, for parents/guardians who are deaf or do not typically communicate using spoken English and who participate in a Section 504 meeting. 105 ILCS 5.14-6.01.](#)
- ~~3.~~ A free appropriate public education designed to meet a student's individual educational needs as adequately as the needs of non-disabled students are met. 34 C.F.R. §104.33.

The footnotes should be removed before the material is used.

¹ ~~Beginning with the 2019-2020 school year,~~ School boards must post on their website, if any, and incorporate into their student handbooks/newsletters, notice that students with disabilities who do not qualify for an individualized education program under the IDEA may qualify for services under Section 504 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of a physical or mental impairment; or (3) is regarded as having a physical or mental impairment. 105 ILCS 5/14-6.01, amended by P.A. ~~102-1072+90-1+12~~. This notice must identify the location and phone number of the person in the district to whom inquiries should be directed. ~~Id.~~ [It must also state that any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a district representative shall be entitled to the services of an interpreter. Id.](#)

- ~~3-4.~~ Free educational services except for those fees that are imposed on non-disabled students or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 C.F.R. §104.33.
- ~~4-5.~~ A placement in the least restrictive environment to the maximum extent appropriate to meet the student's needs. 34 C.F.R. §104.34.
- ~~5-6.~~ Facilities, services, and activities comparable to those provided for non-disabled students. 34 C.F.R. §104.34.
- ~~6-7.~~ An evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 C.F.R. §104.35.
- ~~7-8.~~ Testing and other evaluation procedures conforming to the requirements of 34 C.F.R. §104.35(b) as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent/guardian observations, anecdotal reports and standardized test scores. 34 C.F.R. §104.35(c).
- ~~8-9.~~ Placement decisions made by a group of persons, i.e., a Section 504 committee, including the parent(s)/guardian(s) and persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements for the least restrictive environment and comparable facilities. 34 C.F.R. §104.35(c).
- ~~9-10.~~ Periodic reevaluation of students who have been provided special education and related services. 34 C.F.R. §104.35(d).
- ~~10-11.~~ A notice prior to any action by the District in regard to the identification, evaluation, or placement of the student. 34 C.F.R. §104.36.
- ~~11-12.~~ Examine relevant records. 34 C.F.R. §104.36.
- ~~12-13.~~ An impartial hearing regarding the student's identification, evaluation, or educational placement including an opportunity for parental participation in the hearing and representation by an attorney, and a review procedure. 34 C.F.R. §104.36.²
- [Insert details regarding the district's hearing and review procedures.]³*

The footnotes should be removed before the material is used.

² Although compliance with IDEA procedural safeguards is one means of meeting this requirement (34 C.F.R. §104.36), IDEA procedural safeguards go above and beyond Section 504 requirements. Consult with the board attorney to determine if IDEA procedural safeguards should be used for Section 504 disputes.

³ Section 504 does not prescribe hearing and review procedures, leaving the procedures used to the district's discretion. Consult with the board attorney to determine appropriate local procedures. Possible procedures include this option (based upon Section IX, *Impartial Hearing Procedures*, of **Sample Section 504 Procedures** at: www.iasb.com/law/sec504.cfm):

If you disagree with the District relative to the student's identification, evaluation, or educational placement, you must notify the District's Section 504 compliance coordinator or designee and attempt to resolve any differences informally. If informal procedures fail, you may request a hearing before an impartial hearing officer. The due process review procedures set forth in the IDEA and in Article 14 of the School Code shall not be employed unless you are contesting or asserting a right to special education services under the IDEA or Article 14. Your request for a hearing must be submitted in writing to the District's Section 504 compliance coordinator or designee within 10 days of the date of the decision to be reviewed. The District's Section 504 compliance coordinator or designee shall then appoint the impartial hearing officer.

You shall be provided with written notice of the hearing, which shall include the time, date, and location of the hearing and the identity of the hearing officer. Generally, the notice will be sent at least five business days in advance of the hearing. The notice will inform you that you have the right to: review any relevant records before the hearing; be represented by counsel at the hearing; and participate in the hearing. The decision of the impartial hearing officer shall be in writing and be issued within 10 days after the hearing. Either party may seek review of the hearing officer's decision by a court of competent jurisdiction.

~~13.~~14. ____ File a grievance under Board policy 2:260, *Uniform Grievance Procedure*, regarding any complaints that allege action prohibited by Section 504.

~~14.~~15. ____ File a complaint with the District's Section 504 coordinator or designee concerning Section 504 matters other than your student's identification, evaluation and/or placement. The Section 504 coordinator or designee will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

~~15.~~16. ____ File a complaint with the Office of Civil Rights. The Illinois regional Office of Civil Rights is located in Chicago at:

Chicago Office

Office for Civil Rights

U.S. Department of Education

Citigroup Center/John C. Kluczynski Federal Building

500 West Madison Street, Suite 1475/200 S. Dearborn Street, 37th Floor

Chicago, IL 60604

Phone: 312/730-1560

Fax: 312/730-157667

TDD: 877-521-2172/800-877-8339

Email: OCR.Chicago@ed.gov

If you would like more information about the differences between Section 504 and IDEA, see *Protecting Students with Disabilities FAQ about Section 504 and the Education of Children with Disabilities*, available at: www2.ed.gov/about/offices/list/ocr/504faq.html.

Sincerely,

Superintendent

Instruction

Extracurricular and Co-Curricular Activities ¹

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation. ²
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*. ³

Academic Criteria for Participation

For students in kindergarten through 8th grade, ⁴ selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Each school board in a district that maintains any of grades 9-12 must have a *no pass-no play* policy. 105 ILCS 5/10-20.30. State or federal law controls some aspects of this policy's content. The criteria for determining whether to sponsor a specific activity is a local board decision, except that an ISBE rule requires that: (1) programs for extra classroom activities provide opportunities for all students; (2) the desires of the student body be considered; and (3) co-curricular activities be carefully supervised by a school-approved sponsor. 23 Ill.Admin.Code § 1.420(j).

As State law does not define extracurricular or co-curricular, a board may desire to explain these terms in the policy, such as by including the following option at the beginning of the policy:

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

In January 2013, the U.S. Dept. of Education, Office for Civil Rights, issued a *Dear Colleague Letter* concerning the participation of students with disabilities in extracurricular athletic activities. It clarifies the types of accommodations and services that districts must provide pursuant to Section 504. See www2.ed.gov/about/offices/list/ocr/letters/colleague-201301-504.html.

² Optional. Assessing fees that are reasonable and do not exceed the actual cost of operation is a best practice that aligns with School Code provisions seeking to minimize cost barriers to students and parents/guardians. See 105 ILCS 5/2-3.71a(d), 5/10-22.18b, and 5/10-22.18d.

³ *Non-curriculum related* extracurricular activities that meet during non-instruction time in secondary schools trigger the Equal Access Act (EAA) (20 U.S.C. §4071 et seq.). The EAA prohibits the school from denying fair opportunity or *equal access* to any students who wish to conduct a meeting within a limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such a meeting. The U.S. Supreme Court interpreted "non-curriculum related student group" as any student group that does not directly relate to the body of courses offered by the school. *Bd. of Ed. of Westside Community Sch. Dist. v. Mergens*, 496 U.S. 226 (1990).

⁴ High school districts should omit this paragraph.

For high school students,⁵ selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District’s policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain an overall ___ grade point average.⁶ Any student-participant failing to meet these academic criteria shall be suspended from the activity for ___ calendar days or until the specified academic criteria are met, whichever is longer. ⁷

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ Elementary districts should omit this paragraph.

⁶ Each board in a district that maintains any of grades 9-12 must have a *no pass-no play* policy. 105 ILCS 5/10-20.30. The policy must specify a minimum grade point average (left blank in the sample policy) AND/OR a minimum grade in each course, such as *passing* (see alternatives below). The policy must provide a suspension period – stated in sample policy as “___ calendar days or until the specified academic criteria are met, whichever is longer.” The procedure for implementing this policy is an administrative, management function. Alternatives follow:

Alternative 1: ...a student must maintain an overall ___ grade point average and a passing grade [or minimum grade of ___] in each course the student is enrolled.

Alternative 2: ...a student must maintain a passing grade [or minimum grade of ___] in each course the student is enrolled.

Alternative 3: ...a student must satisfy the Illinois High School Association’s scholastic standing requirements [doing passing work in at least 25 credit hours of high school work per week].

⁷ Alternatives include:

Alternative 1: ...shall be suspended from the activity for ___ calendar days. *[Delete the rest of the sentence.]*

Alternative 2: ...shall be suspended from the activity until the specified academic criteria are met.

Instruction

Exhibit - Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement

This form accompanies policy 6:220, Bring Your Own Technology (BYOT); Responsible Use and Conduct. It must be signed before a student participates in a BYOT Program. Please submit this form to the Building Principal.

Student _____ **School year** _____

To be read and signed by the student-participant and his/her parent/guardian:

Dear Parents/Guardians:

Our School District allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. You must authorize your child's participation in the program by agreeing to the following terms and discussing them with your child, including using the Internet through the District's electronic network during instructional time (Children's Internet Protection Act (CIPA) (47 U.S.C. §254)). This authorization and agreement needs to be signed only once while your child is enrolled in the District.

Your child must also sign the *Student Authorization for Access to the District's Electronic Networks* agreement to participate in the program. If you have not read and signed this document or do not know whether one is already on file in the District, contact your Building Principal. You may also ask your Building Principal for any other forms or exhibits referenced in the BYOT authorization and agreement below.

The violation of any laws or Board policies while participating in the program may result in the loss of your child's privilege to participate in the program. Remember that you are legally responsible for your child's actions. If you agree to allow your child to participate in BYOT program, sign the authorization and agreement below and return it to your school.

The teacher's role in the program is that of instructor in your child's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their children share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a District-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The District will also expect you and your child to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the District's electronic network. Finally, the right to privacy in your child's BYOT device is limited while it is on any school property.

Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement

I hereby request that my child be allowed to participate in the District's BYOT program. *(Please indicate agreement by initialing the checkbox.)*

I have read this *BYOT Participation Authorization and Responsible Use Agreement*. I understand the program is designed for educational purposes and that during instructional times, my

child may access the District's Internet only through its electronic networks to minimize access to inappropriate material.

I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials or software obtained via the District's network and compliance with federal law(s) (including, but not limited to CIPA requirements).

I have previously signed the *Student Authorization for Electronic Network Access* form. I have also read and discussed with my child the following documents: (1) the Responsible Use and Conduct portion of policy 6:220, *Bring Your Own Technology (BYOT) Programs; Responsible Use and Conduct*; (2) 6:220-E2, *Bring Your Own Technology (BYOT) Program Student Guidelines*; and (3) 6:235-E5, *Children's Online Privacy Protection Act*.

I understand that my child and I share the responsibility for technical support, providing a properly charged BYOT device, and keeping the BYOT device free from viruses, malware and/or any other harmful programs that could infect or harm the District's electronic network.

I understand that the District does not provide liability protection for BYOT devices, and it is not responsible for any damages.

I understand that my child's privacy rights in his/her BYOT device while on any school property are limited as outlined in Board policy.

I consent that my child may share another student's BYOT device, or in the alternative, be asked to share his/her BYOT device with another student, from time to time as directed by the classroom teacher.

Parent/Guardian (please print)

Date

Parent/Guardian signature

Student signature

To be read and signed by student and parent/guardian who is not participating:

I have decided ~~not to participate~~ in the BYOT program sponsored by the School District for the remainder of this school year. -In order for me to participate in the BYOT program at a later date, I understand that I must contact the Building Principal and sign the above *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement-Form*.

Parent/Guardian (please print)

Date

Parent/Guardian signature

Student signature

Enclosures: 6:220, *Bring Your Own Technology (BYOT) Programs; Responsible Use and Conduct*; 6:220-E2, *Bring Your Own Technology (BYOT) Program Student Guidelines*; 6:235-E5, *Children's Online Privacy Protection Act*

Instruction

Exhibit - Bring Your Own Technology (BYOT) Program Student Guidelines

This exhibit accompanies policy 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct. It should be sent home with students along with 6:220-E1, Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement, and 6:235-E5, Children's Online Privacy Protection Act. It outlines BYOT guidelines. Building Principals may want to include this in the student handbook. Modify this exhibit to reflect the District's and any building-specific guidelines.

The purpose of the District's BYOT program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:

- Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, *Access to Electronic Networks*. Make no attempts to bypass the District's Internet gateway. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOT participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOT device with another student. Report inappropriate content and conduct to your classroom teacher.
- Follow the standards of your parents/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
- Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy, or otherwise compromise the network, and hacking, altering, or bypassing security policies or measures. Using, installing and updating anti-virus and anti-malware software and keeping the operating system on BYOT devices updated is encouraged/required. The District may examine any BYOT device that it suspects is causing network problems or may be the source of an attack or virus infection.
- Use of a BYOT device is subject to policy 7:190, *Student Behavior*.
- Transmit only appropriate content while using the District's electronic network. At no time, may a photographic image or video of any person on campus be made, posted, or shared, unless authorized by the teacher for instructional purposes. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, *Search and Seizure*. Bullying, harassment, or sexual material will not be tolerated and will be managed pursuant to policies 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, or 7:20, *Harassment of Students Prohibited, as appropriate.* Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.

- Charge all BYOT devices prior to school every day. Turn off and keep BYOT devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOT devices or close the screen. All BYOT devices must be in silent mode and put away when directed by teachers.
- Sharing BYOT devices with other students is allowed only when a parent/guardian has approved this in writing through the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form* and the teacher has directed it.

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Instruction

Field Trips¹

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.²

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board.³ The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip:⁴ educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.⁵

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ This is an optional policy. The following is an optional section for including class trips; add to the bottom of the policy and add "and Recreational Class Trips" to the policy's title.

Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational program. The provisions in this policy concerning field trips, except those regarding educational value, are also applicable to recreational class trips.

² As an alternative, substitute the verb "encouraged" for "permissible." State law also permits educational tours as a course supplement but does not authorize the use of school funds for such tours. 105 ILCS 5/10-22.29b.

³ According to 105 ILCS 5/29-3.1, "[t]he school board may provide transportation for pupils on bona fide field trips in Illinois or adjacent states." The superintendent or designee is delegated the responsibility to approve field trips after considering the factors in the policy.

105 ILCS 5/29-6.3 allows districts to transport students in multi-function school activity busses (MFSABs) for school sponsored activities.

⁴ These are at the local board's discretion.

⁵ Transportation fees are permitted by 105 ILCS 5/29-3.1. Such fees cannot exceed the cost of transportation but may include a reasonable allowance for vehicle depreciation. Id.

⁶ This paragraph is optional. It seeks to distinguish privately arranged trips from those that are controlled and sponsored by the district and provides a disclaimer.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives),
7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to
Students)

DRAFT

Instruction

Administrative Procedure - Field Trip Guidelines ¹

Actor	Action
Teacher(s) or administrator who seeks consent for a school-sponsored trip with students	<p>Submits a trip proposal to the Building Principal. The proposal must specifically describe each of the following:</p> <ol style="list-style-type: none"> 1. The trip, including possible dates, location, and experience 2. The trip's educational value 3. Transportation requirements 4. Supervision plans that include, among other things, plans for at least two adult supervisors to be present with every grouping of students 5. The students who will be involved 6. The alternative experience that will be provided non-participating students 7. A summary and evaluation of any previous similar trip
Building Principal	<p>Prepares a recommendation for the Superintendent or Board, as appropriate, using the following factors to analyze the trip proposal:</p> <ul style="list-style-type: none"> Educational value Distance to be traveled Location Travel arrangements Fees Parent concerns Insurance carrier's liability feedback Safety considerations Heightened security alerts Whether trip is an annual event
Appropriate teacher(s) and Building Principal	<p>Makes final transportation arrangements.</p> <p>Recruits parents/guardians for supervisory roles, as appropriate.</p> <p>Collects signed consent forms and fees from all participating students' parents/guardians.</p> <p>Makes sure all supervisors have a list of the following:</p> <ol style="list-style-type: none"> 1. Names of all student participants and supervisors 2. Names and specifics of students with special needs

The footnotes should be removed before the material is used

¹ Be sure these procedures are consistent with the board policy. See sample policy 6:240, *Field Trips*. In addition, make adjustments to include recreational class trips if the board's policy includes them. If class trips are included in the board's policy, add to the title, "and Recreational Class Trips."

Actor	Action
	<ol style="list-style-type: none"> 3. Name/phone number of emergency contacts for all students and supervisors 4. Date/time and specific destination of trip 5. Departure/arrival times both to and from destination 6. Name and phone number of transportation company and primary contact in case of emergency 7. Name/phone number of contact at destination 8. Once at destination, where to go in case of an emergency 9. Make final supervisor assignments and inform all supervisors of their individual assignments
Parent(s)/guardian(s)	<p>Decides whether to consent to their student's <u>child's</u> participation.</p> <p>If the student is participating, pays all applicable fees for entry, food, lodging, transportation, or other costs. The District will pay such costs for students who qualify for free and reduced school lunches <u>in accordance with policy 4:140, <i>Waiver of Student Fees</i>.</u></p>
Teacher(s) or administrator proposing the trip	After a trip, evaluates the trip and provides the Building Principal with the evaluation.

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Students

Exhibit - Notification to Parents of Family Privacy Rights ¹

Date _____

Re: Student Survey Participation

Dear Parents:

Your child will be asked to complete a survey as described below:

Survey description: _____

Survey grade/participants: _____ Anticipated Survey date(s): _____

Parents/guardians may request that their child not participate in surveys that concern one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex ~~behavior~~ behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or ~~student's parents/guardians~~ or
8. Income other than as required by law to determine program eligibility.

Commented [MB1]: "Sexual" is changed to "sex" to match statutory language.

The school will not penalize any student whose parent/guardian exercises this option. -In addition, a parent/guardian may review surveys asking questions about the above areas as well as other instructional materials. School Board policy 7:15, *Student and Family Privacy Rights*, contains a more thorough explanation of these rights and may be obtained from the Building Principal.

Opt-Out Instructions (Note: This notice and opt-out right transfers from parents/guardians to any student who is 18 years old.)

If you do not want your child to participate in this activity, contact your child's Building Principal no later than _____. If we do not hear from you by this date, we will assume that you do not object to having your child participate in the surveys described above.

Request to Review

If you wish to review any survey instrument or instructional material, please submit your request to the Building Principal. You will be notified of the time and place where you may review these materials.

Building Principal contact information: _____

The footnotes should be removed before the material is used.

¹ The Protection of Pupil Rights Act grants parents/guardians the right to preview surveys and to prohibit their child's participation. 20 U.S.C. §1232h(c). This form does not contain the mandatory notifications if a board adopts optional provisions concerning invasive physical examinations. See l/ns 2, 9, and 13 in sample policy 7:15, *Student and Family Privacy Rights*.

Students

Administrative Procedure - Agency and Police Interviews

The Ill. Council of School Attorneys, with participation from the DuPage County State's Attorney's Office and Regional Superintendent of Schools, developed *Guidelines for Interviews of Students at School by Law Enforcement Authorities* to assist law enforcement authorities and school officials in determining when it is appropriate for law enforcement authorities or the Ill. Dept. of Children and Family Services to interview students while the students are at school or participating in school-related activities. The document is available on the Illinois Association of School Boards website: www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf.

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Students

Orders to Forgo Life-Sustaining Treatment ¹

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child must be signed by the student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act. 755 ILCS 40/. ²

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school; ³
5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardian(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); and

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ This policy is optional. State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled in that there is no statute or binding decision resolving competing interests and providing direction to schools for handling *do not resuscitate* (DNR) orders or Practitioner Orders for Life-Sustaining Treatment (POLST) forms. For information on the Ill. Dept. of Public Health's Uniform POLST Form, see <https://dph.illinois.gov/topics-services/health-care-regulation/nursing-homes/advance-directives/polst-guidance-health-care.html#completing-reviewing-polst-form>.

² The Health Care Surrogate Act grants parents and court-appointed guardians the authority to decide whether to forgo life-sustaining treatment on behalf of their minor child in certain situations. 755 ILCS 40/20. The child must suffer a *qualifying condition*, which means the existence of a terminal condition, permanent unconsciousness, or an incurable or irreversible condition. These terms are defined in the Act.

The Act does not address the obligation of school staff members to comply with orders to forgo life-sustaining treatment, including DNR orders and POLST forms. Rather, the Act is silent regarding directives on life-sustaining care outside a health care facility or performed by a non-health care provider. The law does, however, indicate who should be the ultimate decision maker – the parent(s)/guardian(s). School officials should use the Act, after consulting the school board's attorney, as a guideline.

³ Municipal and/or village ordinances may affect response time and care from first responders.

8. School personnel designated by the Superintendent. ^{4 5}

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. ⁶

~~The~~ District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).
In re C.A., a minor, 236 Ill.App.3d 594 (1st Dist. 1992).

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ Consult the board attorney regarding the establishment of a multi-disciplinary team and whether attendance at meetings is necessary. Implementing orders to forgo life-sustaining care implicates the laws prohibiting discrimination on the basis of a disability. IDEA, 20 U.S.C. §1401; Section 504, 29 U.S.C. §794; ADAAA, 42 U.S.C. §12101 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub.L. 110-325 and modified by the Lilly Ledbetter Fair Act, Pub.L. 111-2. A school agreeing to abide by such an order does so because of the disability's severity; a less severely disabled or non-disabled student would be treated differently. The U.S. Dept. of Education's Office for Civil Rights approved a policy that provided for a multi-disciplinary team to develop individually designed interventions. School staff members must use these interventions that might require honoring an order to forgo life-sustaining care. 21 IDELR 83 (3-31-94). This sample policy balances the interests of the parents/guardians with the district's obligation under federal law by using such a team. However, liability may exist when a district determines specific interventions and then does not provide them. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016) (denying tort immunity to district, finding its response to a student's asthma attack was willful and wanton (which district disputed as a possible heart attack)); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied).

⁵ Consult the board attorney about requiring teachers and other non-administrative school employees to administer medical care and/or treatment to students who are ~~the~~ subjects of orders to forgo life-sustaining treatment. Generally, only licensed (formerly certificated) school nurses and non-licensed (formerly non-certificated) registered professional nurses may be required to administer medication to students. See 105 ILCS 5/10-22.21b and f/n 1 in policy 7:270, *Administering Medicines to Students*.

⁶ The following are two optional sentences to add at the end of this paragraph:

Option 1: The Superintendent or designee will ensure minutes are taken that summarize the decisions and guidelines made during multi-disciplinary meetings and obtain signatures of the child's parent(s)/guardian(s) on the minutes of each multi-disciplinary meeting.

Option 2: The Superintendent or designee will monitor the effectiveness of the guidelines established during the multi-disciplinary meetings at times the multi-disciplinary team determines are necessary.

Boards may choose either or both options.

Instruction

Exhibit - Prevention of Staphylococcal Infections for Schools

The following resources from the Ill. Dept. of Public Health (IDPH) and Centers for Disease Control and Prevention (CDC) may be distributed to students and their parents/guardians and staff to inform them about what staphylococcus aureus is, how it spreads, and how staph infections can be prevented:

- <https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/mrsa.html>
- www.cdc.gov/mrsa/community/
- Additional factsheets for parents, athletes and staff are available at: www.cdc.gov/mrsa/community/posters/index.html.

The local health department may also have more information specific to the District's jurisdiction.

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Students

Exhibit - Certificate of Physical Fitness for Participation in Athletics ¹

To be submitted to the Building Principal. (please print)

Student	Sport/Activity
Parent/Guardian	Home phone
Home address	Cell phone
Emergency contact (relationship to student)	Contact phone

Physician Physician phone

Medical History: Date of Birth: _____ Height: _____ Weight: _____

Heart condition Diabetes Asthma: Requires child to self-administer medication

Epilepsy Allergies: Requires student to carry EpiPen®

Other _____

List all medications (prescribed and over the counter)

Injuries (brief description and dates)

Surgeries (brief description and dates)

Physical activity restrictions (brief description and duration)

The footnotes should be removed before the material is used.

¹ Secondary schools should substitute the IHSA and IESA's Pre-Participation Examination Form for this form when the sport is IHSA regulated. It is available at: www.ihsa.org/Resources/Download-Center/www.ihsa.org/documents/sportsMedicine/Pre-participation%20Examination.pdf.

I certify that:

1. My child is in good health and is capable of participating in the above sport or activity. No need exists to limit my child'shis/her participation. I assume full responsibility for my child'shis/her physical condition and participation, and will notify you of any changes.
2. I have completed and submitted the *Authorization for Medical Treatment* form allowing the school to seek medical treatment for my child in the event of a medical emergency when reasonable attempts to contact me are unsuccessful.
3. If my child requires or may need medication while participating in athletics, I have completed and submitted the *School Medication Authorization Form*.

Parent/Guardian signature

Date

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Students

Student Athlete Concussions and Head Injuries ¹

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act ([YSCSA](#)), that provides, without limitation, each of the following: ²
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District. ³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Three Illinois statutes in the School Code have addressed student concussions:

1. The Youth Sports Concussion Safety Act ([YSCSA](#)) ([105 ILCS 5/22-80](#)), added by P.A. 99-245; amended by P.A.s 99-486 (delayed the compliance deadline until the beginning of the 2016-2017 school year) and 100-747, eff. 1-1-19. The Act contains concussion safety directives for school boards and certain identified staff members. A school district must implement ~~See 105 ILCS 5/22-80~~ if it offers interscholastic athletic activities or interscholastic athletics under the direction of a coach (volunteer or school employee), athletic director, or band leader. A school district may need to implement its return-to-learn protocol for a student's return to the classroom after he or she is believed to have experienced a concussion, "whether or not the concussion took place while the student was participating in an interscholastic activity." 105 ILCS 5/22-80(d). For a comprehensive discussion of this Act, see the IASB publication *Checklist for Youth Sports Concussion Safety Act* at: www.iasb.com/iasb/media/documents/checklistconcussionsafetvact.pdf (<https://www.iasb.com/law/Checklistconcussionsafetvact.pdf>). Helpful guidance for implementing this law is available from the Lurie Children's Hospital's *A Guide for Teachers and School Professionals*.
2. 105 ILCS 25/1.15 requires: (a) all high school coaching personnel to complete online concussion awareness training; and (b) all student athletes to view the [Ill. High School Association \(IHSA\)](#) video about concussions.
3. 105 ILCS 25/1.20, added by P.A. 99-834, requires the IHSA to require all member districts that have certified athletic trainers to have those trainers complete and submit a monthly report on student-athletes who have sustained a concussion during: (1) a school-sponsored activity overseen by the athletic trainer; or (2) a school-sponsored event of which the athletic director is made aware.

The Centers for Disease Control and Prevention ([CDC](#)) explains that a concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head, or by a hit to the body that causes the head and brain to move rapidly back and forth. See www.cdc.gov/headsup/index.html. The CDC website contains excellent resources for the recognition, response, and prevention of concussions, including the opportunity to order or download free educational materials on concussions that can be distributed to parents, students, and coaches.

² 105 ILCS 5/22-80, added by P.A. 99-245; amended by P.A.s 99-486, 100-309, and 100-747, eff. 1-1-19.

³ 105 ILCS 5/22-80(d), added by P.A. 99-245; amended by P.A.s 99-486 and 100-309. A physician, to the extent possible, must be on the Team. If the school employs an athletic trainer and/or nurse, they must be on the Team to the extent practicable. The Team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team. Other licensed health care professionals may be appointed to serve on the Team. The statute provides that the Team may be composed of only one person who need not be a licensed healthcare professional, however, that person may not be a coach. Id.

As this is administrative/staff work rather than governance work, the best practice is to have the Concussion Oversight Team be an *administrative* committee, but consult the board attorney for guidance. If it is a board committee, it must comply with the Open Meetings Act, 5 ILCS 120/1.02. For a discussion of the Open Meetings Act's treatment of committees, see the footnotes in 2:150, *Committees*.

- b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention: ⁴
- i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. ⁵
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol. ⁶
- c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity. ⁷

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⁴ 105 ILCS 5/22-80(d).

⁵ The ~~YSCSA Youth Sports Concussion Safety Act~~ contains requirements for a student to return to play following a concussion id. The supervisor of the person responsible for compliance with the return-to-play protocol may not be a coach. The student's treating physician, physician assistant, advanced practice registered nurse, or an athletic trainer working under a physician's supervision must evaluate and find that it is safe for the student to return to play. The student's parent/guardian must sign a consent form that complies with statutory prerequisites. In addition, the student must also complete the requirements in the district's return-to-play and return-to-learn protocols. Thus, the district through its protocols may add requirements for the student's return, but may not delete any statutory requirements.

It is an open question whether the return-to-play protocol is limited to when the concussion occurred during an interscholastic athletic activity because the statute does not state "whether or not the concussion took place while the student was participating in an interscholastic athletic activity." It makes sense, however, to apply the return-to-play protocol whenever a student suffers a concussion before allowing him or her to participate in an interscholastic athletic activity. See IHSA's *Post-concussion Consent Form (RTP/RTL)* at:

<http://ihsa.org/Resources/Sports-Medicine-Concussion-Management-Concussion-Resources.aspx> — <http://ihsa.org/Resources/Sports-Medicine-Concussion-Management-Concussion-Resources>.

⁶ 105 ILCS 5/22-80(g), added by P.A. 99-245; amended by P.A.s 99-486, 100-309, and 100-747, eff. 1-1-19. The supervisor of the person responsible for compliance with the return-to-learn protocol may not be a coach. The return-to-learn protocol governs a student's return to the classroom after a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity. Guidance from Lurie Children's Hospital explains that recovery from a concussion must be an individualized process because no two concussions are the same. See *Return to Learn after a Concussion: A Guide for Teachers and School Professionals*, Lurie Children's Hospital, at: www.luriechildrens.org/globalassets/media/pages/specialties-conditions/programs/concussion-program/documents/lurie-return-to-learn-guide-2017-updated.pdf. This *Guide* explains that a student's full recovery depends on both cognitive rest and physical rest. It suggests using a multidisciplinary team to facilitate a student's return to the classroom and provides examples of accommodations and interventions. It also stresses the importance of identifying a school staff member who will function as a case manager or concussion management leader, such as a school nurse, athletic trainer, or school counselor. See IHSA's *Post-concussion Consent Form (RTP/RTL)* at:

<http://ihsa.org/Resources/Sports-Medicine-Concussion-Management-Concussion-Resources>.

⁷ 105 ILCS 5/22-80(e), added by P.A. 99-245, amended by P.A. 99-486. *Interscholastic athletic activity* is defined in Section 105 ILCS 5/22-80(a) as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling." The form must be approved by the Illinois High School Association (IHSA). See <http://ihsa.org/Resources/Sports-Medicine-Concussion-Management-Concussion-Resources>, for *IHSA Concussion Protocols* and *IHSA Sports Medicine Acknowledgement & Consent Form* (Concussion, PES, Asthma Medication).

- d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol. ⁸
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn. ⁹
 - f. The following individuals must complete concussion training as specified in the ~~Youth Sports Concussion Safety Act~~ YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team. ¹⁰
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly. ¹¹
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussions*, which includes its *Return to Play (RTP) Policy*.¹² These specifically require that:

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⁸ 105 ILCS 5/22-80(f), added by P.A. 99-245, amended by P.A. 99-486.

⁹ 105 ILCS 5/22-80(g), added by P.A. 99-245, amended by P.A.s 99-486, 100-309, and 100-747, eff. 1-1-19. Most students with a concussion will not need a formal 504 plan or individualized education program; contact the board attorney whenever one is requested or the student's symptoms are prolonged.

¹⁰ 105 ILCS 5/22-80(h), added by P.A. 99-245, amended by P.A.s 99-486 and 100-309. Individuals covered by this training mandate must take a training course from an authorized training provider prior to serving on a Concussion Oversight Team (Team) and at least once every two years (or if not serving on the Team, at least once every two years). See the footnotes in 5/100, *Staff Development Program*. Physicians on Teams are required, to the greatest extent practicable, to periodically take an appropriate medical course on concussions. 105 ILCS 5/22-80(h)(3).

Note: *Licensed healthcare professionals* includes nurses and licensed clinical psychologists, physical therapists, occupational therapists, physicians' assistants, and athletic trainers working under the supervision of a physician. 105 ILCS 5/22-80(b). *Non-licensed healthcare professionals* is not specifically defined. Therefore, it is not entirely clear if a Team may include an individual, i.e., a building principal that is not mandated to take the training. As a matter of best practice and to reduce liability, all Team members should receive the training; however, consult with the board attorney for further guidance.

¹¹ 105 ILCS 5/22-80(i), amended by P.A. 102-1006, added by P.A. 99-245, amended by P.A. 99-486. A template is available on the IHSA website under *Emergency Action Plan (EAP) Resources* at: <http://ihsa.org/Resources/Sports-Medicine/Concussion-Management/Concussion-Resources>.

¹² The *IHSA Protocol for Implementation of NFHS Sports Playing Rules for Concussions* (<http://ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>) contains concussion information, provides instructions when a student athlete sustains an apparent concussion, and includes a *Return to Play (RTP) Policy*. The *Return to Play (RTP) Policy* addresses the requirements for returning a student athlete to play after he or she exhibits signs, symptoms, or behaviors of a concussion.

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.¹³
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.¹⁴
 4. Require all student athletes to view the IHSA video about concussions.¹⁵
 5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.¹⁶
 6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.¹⁷
 7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.¹⁸
 8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a

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¹³ 105 ILCS 5/22-80(g)(4), amended by P.A.s 100-309 and 100-747, eff. 1-1-19, and 225 ILCS 65/20-10, amended by P.A. 100-513, P.A. 100-513 amended the Nurse Practice Act to add *registered* to the definition of *advanced practice registered nurse*; P.A. 100-747, eff. 1-1-19, similarly amended ~~Section 105 ILCS 5/22-80.~~

¹⁴ 105 ILCS 25/1.15(b) requires high school coaching personnel and athletic directors hired before 8-18-14 to have been certified by 8-19-15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before the starting date of their position.

¹⁵ 105 ILCS 25/1.15(e).

¹⁶ Required by 23 Ill.Admin.Code §1.530(b). IHSA drafted a sample *Concussion Information Sheet*, which is included within the *IHSA Sports Medicine Acknowledgement & Consent Form* and has been incorporated into 7:300-E1, *Agreement to Participate*. See <http://ihsa.org/Resources/Sports-Medicine/Concussion-Management/Concussion-Resources>.

An ISBE rule defines *health-related information* to include a concussion policy acknowledgment 23 Ill.Admin.Code §375.10. The acknowledgment, therefore, must be kept with the student's school student records as a temporary record. 23 Ill.Admin.Code §375.40.

¹⁷ IHSA has produced educational materials on concussions for coaches, parents/guardians, student athletes, and the school and health care providers on concussions. See:

<http://ihsa.org/Resources/Sports-Medicine/Concussion-Management/Concussion-Resources>.

¹⁸ This provision is optional.

concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available. ¹⁹

[For high school districts that belong to the IHSA and have certified athletic trainers.]

9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware. ²⁰

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15, [Interscholastic Athletic Organization Act](#).
[20 ILCS 2310/2310-307, Civil Administrative Code of Illinois](#).

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

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¹⁹ Required by 20 ILCS 2310/2310-307, ~~added by P.A. 100-747, eff. 1-1-19~~. The Ill. Dept. of Public Health did not develop its own brochure, but it refers to the CDC's *Heads Up* campaign brochures which include concussion fact sheets for athletes, parents, coaches, and school professionals, see <https://dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/concussion.html>.

²⁰ Required by 105 ILCS 25/1.20, ~~added by P.A. 99-831~~, for high school districts that belong to the IHSA and have certified athletic trainers.

Students

Administrative Procedure - Program for Managing Student Athlete Concussions and Head Injuries

State Law

1. The Youth Sports Concussion Safety Act (YSCSA) contains concussion safety directives for School Boards and certain identified staff members. 105 ILCS 5/22-80, ~~added by P.A. 99-245, amended by P.A.s 99-486, 100-309, and 100-747~~. A School District must implement ~~See: 105 ILCS 5/22-80~~ if it offers interscholastic athletic activities or interscholastic athletics under the direction of a coach (volunteer or school employee), athletic director, or band leader. An *interscholastic athletic activity* “means any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be interscholastic activities.” 105 ILCS 5/22-80(b).
A School District may need to implement its return-to-learn protocol for a student’s return to the classroom after he or she is believed to have experienced a concussion, “whether or not the concussion took place while the student was participating in an interscholastic activity.” 105 ILCS 5/22-80(d). For a comprehensive discussion of this Act, see the IASB publication, *Checklist for Youth Sports Concussion Safety Act*, at: <https://www.iasb.com/law/Checklistconcussionsafetyact.pdf> www.iasb.com/iasb/media/document/s/checklistconcussionsafetyact.pdf. Helpful guidance for implementing this law plus training modules are available from the Lurie Children’s Hospital’s *A Guide for Teachers and School Professionals*, also available using the above link.
2. 105 ILCS 25/1.15 requires: (a) all high school coaching personnel to complete online concussion awareness training, and (b) all student athletes to view the IHSA video about concussions.
3. 105 ILCS 25/1.20, ~~added by P.A. 99-831~~, requires the IHSA to require all member districts that have certified athletic trainers to have those trainers complete and submit a monthly report on student-athletes who have sustained a concussion during: (1) a school-sponsored activity overseen by the athletic trainer; or (2) a school-sponsored event of which the athletic director is made aware.
Concussion - A complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns and which may or may not involve a loss of consciousness. 105 ILCS 5/22-80. See also: *Returning to School After a Concussion: A Fact Sheet for School Professionals*, www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf.
4. 20 ILCS 2310/2310-207, ~~added by P.A. 100-747, eff. 1-1-19~~, requires: (a) the Ill. Dept. of Public Health (IDPH), subject to appropriation, to develop, publish, and disseminate a brochure to educate the general public on the effects of concussions in children and discuss how to look for concussion warning signs in children, and (b) schools to distribute this brochure, free of charge, to any child or parent/guardian of a child who may have sustained a concussion, regardless of whether or not the concussion occurred while the child was participating in an interscholastic athletic activity, if available. [The IDPH has adopted as its brochure the CDC's Heads Up campaign brochures which](#)

include concussion fact sheets for athletes, parents, coaches, and school professionals, see <https://dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/concussion.html>.

Actor	Action
School Board	<p>Adopt a Board policy on concussions. See policy 7:305, <i>Student Athlete Concussions and Head Injuries</i>.</p> <p>Approve members of the Concussion Oversight Team. 105 ILCS 5/22-80(d).</p> <p>Approve school-specific emergency action plan(s) for interscholastic athletic activities to address serious injuries and acute medical conditions that may cause a student’s condition to deteriorate rapidly. 105 ILCS 5/22-80(i).</p> <p>Monitor the effectiveness of Board policy 7:305, <i>Student Athlete Concussions and Head Injuries</i>, by discussing with the Superintendent or designee the type of data the Board needs to monitor the policy, establishing a monitoring calendar, and reviewing the data provided by the Superintendent or designee.</p>
Superintendent or designee	<p>Identify individuals to serve on the Concussion Oversight Team; request Board approval. 105 ILCS 5/22-80(d).</p> <p>A physician, to the extent possible, must be on the Team. If the school employs an athletic trainer and/or nurse, he or she must be on the Team to the extent practicable. The Team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team. Other licensed health care professionals may be appointed to serve on the Team. The Team may be composed of only one person who need not be a licensed healthcare professional, but may not be a coach.</p> <p>Note: As this is administrative/staff work rather than governance work, the best practice is to have the Concussion Oversight Team be an <i>administrative committee</i>, but consult the Board Attorney for guidance. If it is a <i>Board committee</i>, it must comply with the Open Meetings Act, 5 ILCS 120/1.02. For a discussion of the Open Meetings Act’s treatment of committees, see the footnotes in Board policy 2:150, <i>Committees</i>.</p> <p>Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain an online concussion certification in accordance with 105 ILCS 25/1.15.</p> <p>Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position’s starting date.</p> <p>Require that the following individuals complete concussion training as specified in the YSCSA Youth Sports Concussion Safety Act: coaches or assistant coaches (whether volunteer or a District</p>

Actor	Action
	<p>employee) of interscholastic athletic activities; nurses, physicians, other licensed health professionals and non-licensed health care professionals who serve on the Concussion Oversight Team; athletic trainers; and game officials of interscholastic athletic activities. 105 ILCS 5/22-80(h).</p> <p>Individuals covered by this training mandate must initially have completed the training prior to serving on the Concussion Oversight Team and at least once every two years (or if not on the Team, at least once every two years). See the footnotes in policies 5:100, <i>Staff Development Program</i>, and 7:305, <i>Student Athlete Concussions and Head Injuries</i>.</p> <p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its <i>Protocol for Implementation of NFHS Sports Playing Rules for Concussions</i>, at: www.ihsa.org/documents/sportsmedicine/ihsa_protocols_for_nfhs_concussion_playing_rule.pdf.</p> <p>Along with the Building Principal(s), develop and maintain school-specific emergency action plan(s) for interscholastic athletic activities to address serious injuries and acute medical conditions that may cause a student's condition to deteriorate rapidly; present it/them to the Board for approval. 105 ILCS 22-80(i).</p> <p>Hold the staff members responsible for implementing this procedure.</p>
Concussion Oversight Team	<p>Establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention (CDC). 105 ILCS 5/22-80(d). See www.cdc.gov/headsup/index.html.</p> <ol style="list-style-type: none"> 1. A <i>return-to-play protocol</i> governing a student's return to interscholastic athletic practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee (not a coach) must supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. 105 ILCS 5/22-80(g). The student's treating physician or an athletic trainer working under a physician's supervision must evaluate and find that it is safe for the student to return to play. The student's parent/guardian must sign a consent form that complies with statutory prerequisites. IHSA's website contains a form for this, <i>Post-concussion Consent Form (RTP/RTL)</i>, at: ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx http://ihsa.org/Resources/SportsMedicine/Concussion-Management/Concussion-Resources.

Actor	Action
	<p>It is an open question whether the return-to-play protocol is limited to when the concussion occurred during an interscholastic athletic activity, because the statute does not state “whether or not the concussion took place while the student was participating in an interscholastic athletic activity.” It makes sense, however, to apply the return-to-play protocol whenever a student suffers a concussion before allowing him or her to participate in an interscholastic athletic activity.</p> <p>2. A return-to-learn protocol governing a student’s return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee (not a coach) must supervise the person responsible for compliance with the return-to-learn protocol. 105 ILCS 5/22-80(g).</p> <p>The return-to-learn protocol governs a student’s return to the classroom after a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity. Guidance from Lurie Children’s Hospital explains that recovery from a concussion must be an individualized process, because no two concussions are the same. See <i>Return to Learn after a Concussion: A Guide for Teachers and School Professionals</i>, Lurie Children’s Hospital, at: www.luriechildrens.org/globalassets/media/pages/specialties-conditions/programs/concussion-program/documents/lurie-return-to-learn-guide-2017-updated.pdf. This Guide explains that a student’s full recovery depends on both cognitive and physical rest. It suggests using a multidisciplinary team to facilitate a student’s return to the classroom and provides examples of accommodations and interventions. It also stresses the importance of identifying a school staff member who will function as a case manager or concussion management leader, e.g., a school nurse, athletic trainer, or school counselor.</p>
Building Principals or designees	<p>Along with the Superintendent, develop and maintain school-specific <i>emergency action plan(s)</i> (EAP) for interscholastic athletic activities to address serious injuries and acute medical conditions that may cause a student’s condition to deteriorate rapidly; present the plan(s) to the Superintendent who will present it/them to the Board for approval. 105 ILCS 22-80(i).</p> <p>A template is available on the IHSA website under Emergency Action Plan (EAP) Resources, at: http://ihsa.org/Resources/Sports-Medicine/Concussion-Management/Concussion-Resources.</p>

Actor	Action
	<p><u>Ensure the EAP is distributed to all appropriate personnel and conspicuously posted at all venues utilized by the school. Id. at (4) & (5).</u></p> <p><u>Ensure the EAP is reviewed annually by all athletic trainers, first responders (including, but not limited to, emergency medical dispatchers), coaches, school nurses, athletic directors and volunteers for interscholastic athletic activities. Id. at (6), amended by P.A. 102-1006.</u></p> <p>Require coaches and assistant coaches, trainers, and other staff members who are responsible for student athletes to:</p> <ol style="list-style-type: none"> 1. Review and abide by the IHSA protocols, polices, and by-laws regarding concussions and head injuries, at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/StakeholderResponsibilities.aspx www.ihsa.org/Resources/Sports-Medicine/Concussion-Management/Stakeholder-Responsibilities. 2. Provide information to student athletes and their parents/guardians each school year about concussions and otherwise perform all duties identified by law or described in this procedure. School districts must include information about concussions in the student athlete agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before participating in a practice or interscholastic competition. IHSA drafted a sample <i>Concussion Information Sheet</i>, which is included within the <i>IHSA Sports Medicine Acknowledgement & Consent Form</i> at: http://ihsa.org/Resources/Sports-Medicine/Concussion-Management/Concussion-Resources. It has been incorporated into 7:300-E1, <i>Agreement to Participate</i>. 3. Distribute the IDPH concussion brochure, if available, to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity. 20 ILCS 2310/2310-307. <u>The IDPH has adopted as its brochure the CDC's <i>Heads Up</i> campaign brochures which include concussion fact sheets for athletes, parents, coaches, and school professionals. see https://dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/concussion.html.</u> <p>Maintain appropriate school student records for student athletes.</p> <p>Although a <i>concussion policy acknowledgment</i> is no longer required, an ISBE rule defines <i>health-related information</i> to include a <i>concussion policy acknowledgment</i>. 23 Ill.Admin.Code</p>

Actor	Action
	<p>§375.10. The acknowledgment must be kept with the student's school student records as a temporary record. 23 Ill.Admin.Code §375.40.</p> <p>All written information concerning an injury to a student athlete, including without limitation, a return-to-play clearance, must be kept with the student's school student records as a temporary record. 23 Ill.Admin.Code §§375.10 and 375.40. An ISBE rule defines <i>health-related information</i> to include "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." 23 Ill.Admin.Code §375.10.</p>
<p>Each student participant in an interscholastic athletic activity and his or her parent/guardian</p>	<p>Each school year, sign a concussion information receipt form before participating in an interscholastic athletic activity. 105 ILCS 5/22-80(e).</p> <p><i>Interscholastic athletic activity</i> is defined on the first page of this procedure. 105 ILCS 5/22-80(b).</p> <p>The form must be approved by IHSA. See http://ihsa.org/Resources/Sports-Medicine-Concussion-Management-Concussion-Resources, for IHSA Concussion Protocols and IHSA Sports Medicine Acknowledgement & Consent Form (Concussion, PES, Asthma Medication).</p> <p>Annually view IHSA's video about concussions (applicable to only high school student athletes). 105 ILCS 25/1.15(e).</p> <p>Become knowledgeable about the concussion symptoms and ask questions of any athletic staff member.</p> <p>Inform the coach or other supervisor about any trauma to the student's head and/or any symptoms of a concussion or confirmed concussion regardless of where and when it occurred.</p> <p>Follow the District's return-to-play and/or return-to-learn protocol(s), as applicable, whenever the student suffers a concussion.</p>
<p>Coaches or Assistant Coaches (whether volunteer or a District employee) of <i>interscholastic athletic activities</i>;</p> <p>Nurses and Physicians who serve on the Concussion Oversight Team;</p> <p>Athletic Trainers; and</p>	<p>Complete concussion training as specified in the YSCSA Youth Sports Concussion Safety Act. 105 ILCS 5/22-80(h).</p> <p><i>Interscholastic athletic activity</i> is defined on the first page of this procedure. 105 ILCS 5/22-80(b).</p> <p>Individuals covered by this training mandate must complete the training prior to serving on the Concussion Oversight Team and at least once every two years (or if not on the Team, at least once every two years). See the footnotes in policy 5:100, <i>Staff Development Program</i>.</p>

Actor	Action
Game Officials of interscholastic athletic activities	<p>Complete IHSA's online concussion certification program (required only of high school coaching personnel including, without limitation, athletic directors). 105 ILCS 25/1.15.</p> <p>Learn concussion symptoms and danger signs. See http://ihsa.org/documents/sportsMedicine/current/Sports%20Medicine%20Consent%20and%20Acknowledgement.pdf www.ihsa.org/documents/sportsmedicine/ihsa_concussion_information_sheet.pdf and www.cdc.gov/headsup/youthsports/officials.html.</p>
Coaches and Assistant Coaches of interscholastic athletic activities Athletic Trainers Other staff members who are responsible for student athletes	<p>Each school year, have student athletes and their parents/guardians, or another person with legal authority to make medical decisions for the student, sign a form "that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion." The form must be approved by IHSA. 105 ILCS 5/22-80(e).</p> <p>Each school year, inform student athletes and their parents/guardians about concussions and head injuries by:</p> <ol style="list-style-type: none"> 1. Giving them a copy of the IHSA's <i>Concussion Information Sheet</i> at the time they sign exhibit 7:300-E1, <i>Agreement to Participate</i>, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition. <i>The Concussion Information Sheet</i>, is included within the <i>IHSA Sports Medicine Acknowledgement & Consent Form</i> at: www.ihsa.org/Resources/DownloadCenter.aspx. 2. Using educational material provided by IHSA to educate student athletes and parents/guardians about the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. See www.ihsa.org/Resources/Sports-Medicine/Concussion-Management/Concussion-Resources www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx. The Center for Disease Control and Prevention CDC offers free printed educational materials on concussions that can be ordered or downloaded and distributed to parents, students, and coaches. See www.cdc.gov/headsup/index.html. <p><u>Each school year, participate in the review of the EAP, as directed by the Building Principal or designee.</u></p> <p>Remove a student from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer,</p>

Actor	Action
	<p>the student’s parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol. 105 ILCS 5/22-80(f).</p> <p>Comply with the IHSA concussion management guidelines, including its <i>Protocol for Implementation of NFHS Sports Playing Rules for Concussion</i>, which includes its <i>Return to Play (RTP) Policy</i>, at: www.ihsa.org/documents/sportsmedicine/ihsa_protocols_for_nfhs_concussion_playing_rule.pdf. These guidelines, in summary, require that:</p> <ol style="list-style-type: none"> 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game shall be removed from participation or competition at that time. 2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. 3. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois, and has completed the return-to-play protocol in compliance with the YSCSA <i>Youth Sports Concussion Safety Act</i> YSCSA, 105 ILCS 5/22-80(g). <p>Inform the student athlete’s parent/guardian about a possible concussion and give the parent/guardian a fact sheet on concussion, at:- www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx px www.ihsa.org/Resources/Sports-Medicine/Concussion-Management/Concussion-Resources.</p> <p>Allow a student who was removed from interscholastic athletic practice or competition to return only after all statutory prerequisites are completed, including without limitation, completing the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student’s return-to-play or return-to-learn. 105 ILCS 5/22-80(g).</p> <p>Most students with a concussion will not need a formal 504 plan or individualized education program; contact the Board Attorney whenever one is requested or the student’s symptoms are prolonged.</p>

Actor	Action
Athletic trainers [<i>high school only</i>]	<p>Complete a monthly report on student-athletes who have sustained a concussion during: (1) a school-sponsored activity overseen by the athletic trainer; or (2) a school-sponsored event of which the athletic director is made aware. Do not identify student names in the monthly report. 105 ILCS 25/1.20.</p> <p>Submit this monthly report to the interscholastic athletic organization to which the school belongs.</p>

DRAFT

Students

Student Use of Buildings - Equal Access ¹

[For high school and unit districts]

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions: ²

1. The meeting is held during those non-instructional times identified by the Superintendent or designee for non-curricular student groups, clubs, or organizations to meet. *Non-instructional*

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled. This sample policy implements the Equal Access Act (EAA), 20 U.S.C. §4071 *et seq.* The EAA applies to public secondary schools that receive federal financial assistance. The policy should be adopted by districts with secondary school(s) that wish to establish or already have a *limited open forum* as defined in the EAA and quoted below. The policy allows non-school sponsored student groups to meet on school premises, free of charge, on the same basis that non-curriculum related student groups are allowed to meet. Hence the policy is named, *Equal Access*.

The EAA has no applicability to the community's use of school facilities. See [sample policy 8:20, Community Use of School Facilities](#).

The EAA requires a secondary school to grant fair opportunity or *equal access* to students who wish to conduct a meeting within a *limited open forum* without regard to the religious, political, philosophical, or other content of the speech at such a meeting. A secondary school has a *limited open forum* whenever it "grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time." 20 U.S.C. §4071(a). Thus, the equal access obligation is triggered when a secondary school allows one *non-curriculum related* group, e.g., a sports team, to meet.

The EAA's requirements may be avoided by closing the forum, i.e., by refusing to permit any non-curriculum related group to use its facilities (thereby creating a closed forum). But creating a closed forum is difficult given the U.S. Supreme Court's expansive interpretation of *non-curriculum related*.

A student group is *non-curriculum related* if it does not directly relate to the body of courses offered by the school. [Brd. of Ed. of Westside Community Sch. Dist. v. Mergens](#), 496 U.S. 226 (1990). School officials cannot avoid triggering the EAA's equal access requirements by tying the purposes of the student clubs it wants to allow to some broadly defined educational goal. Likewise, it does not matter whether the school sponsors, recognizes, or supports the student group – the Act's equal access requirements will be triggered whenever any student group is allowed to meet that is unrelated to the curriculum. The [Mergens](#) Court said that a student group directly relates to a school's curriculum only if:

1. The group's subject matter is actually taught, or will soon be taught, in a regularly offered course;
2. The group's subject matter concerns a body of courses as a whole; or
3. Participation in the group is required for a particular course or results in academic credit.

Just as a *non-curriculum related* determination is fact-sensitive, so is determining whether a particular time period is *non-instructional time*. A morning activity period was found to be *non-instructional time* making a high school's refusal to allow a student Bible club to meet in school during that period a violation of the EAA. [Donovan v. Punxsutawney Area Sch. Bd.](#), 336 F.3d 211 (3d. Cir. 2003). The Ninth Circuit reached the opposite conclusion in a similar case. [Prince v. Jacoby](#), 303 F.3d 1074 (9th Cir. 2002).

A school violates the EAA by allowing some student groups to meet on campus but refusing similar access to gay-lesbian clubs. [Colin v. Orange Unified Sch. Dist.](#), 83 F.Supp.2d 1135 (C.D. Cal. 2000); [White County High School Peers Rising In Diverse Ed. v. White Cty. Sch. Dist.](#), 2006 WL 1991990- (D. Ga. 2006); [SAGE v. Osseo Area Sch. Dist. No. 279](#), 2007 WL 2885810 (D. Minn. 2007). But see [Caudillo v. Lubbock Ind. Sch. Dist.](#), 311 F.Supp.2d 550 (N.D.Tex. 2004)(school did not violate the EAA when it denied a gay student club's request for access because the "maintain order and discipline" exception applied). Note the U.S. Supreme Court refused to apply N.J.'s public accommodation law to the Boy Scouts because forcing the Boy Scouts to accept a homosexual as a member would violate the Scouts' freedom of expressive association. [Boy Scouts of Amer. v. Dale](#), 530 U.S. 120 (2000).

² All of the listed conditions are from the EAA, except for 10 and 11.

time means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. *Non-curricular student groups* are those student groups, clubs, or organizations that do not directly relate to the curriculum.³

2. All non-curriculum related student groups that are not District sponsored receive substantially the same treatment.⁴
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.⁵
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

LEGAL REF.: 20 U.S.C. §4071 *et seq.*, Equal Access Act.
Bd. of Ed. of Westside Community Sch. Dist. v. Mergens, 496 U.S. 226 (1990).
Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied*, 535 U.S. 1017.

CROSS REF.: 7:10 (Equal Educational Opportunities), 8:20 (Community Use of School Facilities)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ 20 U.S.C. §4072.

⁴ The Ninth Circuit Court of Appeals found that a school district violated the EAA and the student's First Amendment rights by denying her Bible club the same rights and benefits as other student clubs. Prince v. Jacoby, 303 F.3d 1074 (9th Cir. 2002). Nothing in the decision suggests that the school was required to *sponsor* the Bible club and financially support it. However, the school board voluntarily gave "associated student body" clubs certain benefits that were denied the plaintiff's religious club. Thus, the district unlawfully treated one non-curriculum related student club differently from another non-curriculum related student club.

⁵ In response to a school's invitation for all student groups to paint murals in the school hallway, a Bible club sought to include a large cross. The school principal forbade the cross in order to avoid conflicts among students – there was evidence the student body contained Satanic and neo-Nazi adherents. The principal's decision was insulated from liability under the EAA by the Act's provision that "nothing in [the Act] shall be construed to limit the authority of the school ... to maintain order and discipline on school premises." Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied*, 535 U.S. 1017 (2002).

Students

Exhibit - Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings

[For high school and unit districts]

A student must complete this form to request the free use of school premises for a meeting of a student group that is not school-sponsored. Only one student needs to complete the application. Submit the completed application to the Building Principal at least one week before the first meeting. When a copy of this form is returned to the student with the necessary approval signature, the group may use the designated school premises, at the identified time, for its meetings.

Student applicant	Student contact number
Student group	Requested premise
Program/Meeting	Program/Activity date(s) and time(s)

Materials to be brought into facility, if any

The following rules apply to the free use of school premises by non-school-sponsored student groups:

1. The meeting(s) must be student-initiated, meaning that a request to use school premises is being made by a student.
2. The meeting(s) must occur during non-instructional time identified by the Building Principal. This time is typically before classroom instruction begins or after it ends.
3. In scheduling the use of school premises, activities associated with the District's educational program have priority over the activities of any other organization. Otherwise, school premises will be available on a first come, first served basis.
4. The assigned room and its contents must be restored to its original condition and configuration after each use. Only modular furniture may be moved. Nothing shall be adhered or affixed to walls that will leave marks. Any decorations used shall be removed after the meeting. The contents of any assigned room are the property of the School District or teacher and shall not be handled or removed.
5. Before any meeting, a member of the non-school-sponsored student group must give the office the names of anyone attending the meeting who is neither a student nor a school staff member. All visitors must register at the school office before proceeding to any scheduled student meeting. Non-school individuals may not regularly attend meetings. Any visitors to school

property are also expected to follow Board policy 8:30, Visitors to and Conduct on School Property.

6. The following mediums are available on request to announce group meetings:
 - Office bulletin board containing announcements
 - Public address system
 - Student newspaper
 - School or District ~~W~~website
7. No activity is allowed on school grounds that would violate the student disciplinary policy. Any student who engages in misconduct is subject to disciplinary action, including suspension and expulsion.
8. A school staff member or other responsible adult must be present in a supervisory capacity.
9. The Equal Access Act, 20 U.S.C. §4071 et seq., controls the free use of school premises by non-school-sponsored student groups. The use of school facilities by non-school-sponsored groups is governed by Board policy 8:20, *Community Use of School Facilities*.

I agree to abide by follow the conditionsrules stated in this application and ~~to adhere to~~ all Board policies and administrative procedures related to the student group's use of the school's facilities.

Student applicant signature

Date

Note to office: after the Building Principal acts on this application, return a copy of it to the student making the request and keep the original in the office.

Approved **Denied**

This non-school-sponsored student group may meet in the following location at the identified times:

Location

Time

Building Principal or designee

Date

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities¹

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement.² All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content, but the area of law is unsettled. Schools are *nonpublic forums*, meaning they need not open their doors to private speakers but may not discriminate against disfavored viewpoints or subjects, e.g., religion. *Id.*, Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993). This policy establishes a limited public forum, i.e., non-school entities may only distribute material concerning events pertinent to students' interests or involvement. Alternatively, boards may refuse to allow the distribution or posting of any material requested by non-school related organizations. Hedges v. Wauconda Community Unit Sch. Dist. No. 18, 9 F.3d 1295 (7th Cir. 1993); Muller v. Jefferson Lighthouse Sch., 98 F.3d 1530 (7th Cir. 1996). The following language can be used to completely ban the distribution of material by non-school related organizations:

No material or literature shall be posted in schools or distributed to students by non-school related organizations or individuals.

² This sentence establishes a limited public forum, i.e., the school limits non-school expressive activity to "events pertinent to students' interests or involvement." Such a limitation survives First Amendment scrutiny if it is reasonable and not based on the speaker's viewpoint. A school's refusal to post an individual's sign containing the Ten Commandments on the baseball field's fence open to commercial advertising did not violate the individual's free speech rights because the fence was open for a limited purpose (commercial ads) and the school's content restrictions were reasonable. DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

³ This section authorizes the superintendent or designee to approve non-commercial ads. Most boards do not want to approve these ads because of their frequency; however, a board may use the following alternative for #3, "be approved in advance by the Board."

The distribution of flyers from religious youth organizations will survive scrutiny under the First Amendment's Establishment Clause if the organization's religious message is sufficiently separated from the school to prevent students from confusing the two. Sherman v. CCSD 21, 8 F.3d 1160 (7th Cir. 1993); Rusk v. Crestview Local Schools, 379 F.3d 418 (6th Cir. 2004). However, a policy allowing viewpoint discrimination will be set aside. Hills v. Scottsdale Unified Sch. Dist., No. 48, 329 F.3d 1044 (9th Cir. 2003) (refusal to distribute summer camp brochures offering Bible classes because of their religious content violated the First Amendment); Child Evangelism Fellowship of NJ v. Stafford Twp. Sch. Dist., 386 F.3d 514 (3rd Cir. 2004) (struck a policy prohibiting classroom distribution of religious fliers because it discriminated on basis of viewpoint); Child Evangelism Fellowship v. Montgomery Co. Public Schools, 457 F.3d 376 (4th Cir. 2006) (policy limiting classroom distribution of materials from outside groups based on *type of group*, rather than content of the materials, violates religious group's free speech rights because of inadequate protection against viewpoint discrimination, i.e., it gave school officials *unfettered discretion* to engage in viewpoint discrimination).

Limitations that are not based on the material's viewpoint are permissible. Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011) (policy limiting the volume of promotional materials sent home with elementary students did not violate the First Amendment rights of a nonprofit Ministry Foundation).

Commercial Companies and Political Candidates or Parties ⁴

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations.⁵ The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Allowing Gideons to meet with students and distribute Bibles during instructional time violates the Establishment Clause. Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993); Doe v. South Iron R-1 Sch. Dist., 498 F.3d 878 (8th Cir. 2007).

⁴ Commercial advertising may be accepted without making the school a forum for all types of expressive activity. See f/n 2 above. If the board does not want to sell advertising space, use the following alternative:

Commercial companies and political candidates or organizations are prohibited from advertising in schools, on the school grounds, or on school or District websites.

The list of places where commercial companies may purchase space for their advertisements must be tailored to meet local needs and circumstances.

This sample policy requires board approval only for ads that alter the look of school property. Boards that want to approve all commercial and political ads may use the following alternative for the final two sentences:

Prior approval from the Board is needed for all commercial or political advertisements.

Boards that want to authorize the superintendent or designee to approve all commercial and political ads may use the following alternative:

Prior approval from the Superintendent or designee is needed for all commercial or political advertisements.

⁵ Consult the board attorney when commercial advertising companies seek to purchase space for their advertisements within the school's available technology platforms. The Student Online Personal Protection Act (SOPPA), (105 ILCS 85/), added by P.A. 100-315, provides safeguards to protect the privacy and security of data about students when it is collected by educational technology companies and specifies that the use of such data may only be for *beneficial purposes* such as providing personalized learning and innovative educational technologies. It specifically prohibits *targeted advertising* (presenting advertisements to students where they are selected based on information obtained or inferred *over time* from that students' online behaviors, usage of applications, or *covered information* (as defined by SOPPA)). But students may be targeted for online advertisements when they visit an online location based upon their own response to or request for information or feedback, e.g., using Google brand products, where ads are an inherent part of the search engine, or other types of search engines or Internet-based resources to do assignments.

- LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).
Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*,
113 S.Ct. 2344 (1993).
Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993),
cert. denied, 8 F.3d 1160 (1994).
Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir.
1993).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d
329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).
DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).
- CROSS REF.: 7:325 (Student Fundraising Activities), 7:330 (Student Use of Buildings - Equal
Access)

DRAFT

Community Relations

Parental Involvement ¹

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent² shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:20 (Parent Organizations and Booster Clubs)

ADMIN. PROC.: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact), 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ A board may allow the district to participate and implement a *Bring Your Parents to School Day* the first Monday in October of each year. 105 ILCS 5/10-20.55. Its purpose is to promote parental involvement and student success. Consult the board attorney for advice before implementing this law. It may be an item upon which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Boards may also want to consider the impact *Bring Your Parents to School Day* may have upon students' instructional time and how the implementation of this day will impact school safety and security. See policy 4:170, *Safety*, and its implementing procedures.

If a board chooses to implement this day, insert the following optional subhead as the second paragraph and add the Legal Reference before the Cross Reference:

Bring Your Parents to School Day

On the first Monday in October of each year, students' parents/guardians are invited to attend class with their children and meet with teachers and administrators during the school day.

The following Legal Reference must also be inserted into the policy: "105 ILCS 5/10-20.55."

² The default text of this policy does not use "or designee" because it is important and the board likely wants to monitor it.

The original preliminary budget approved in the fall had the following totals:

Revenue - 3,722,735

Expense - 3,542,405

The amended budget totals are as follows:

Revenue – 4,126,114.62

Expense – 3,818,473.90

Expenses increased due to key cards, grant reimbursement (FY24), Kelly training Erin, Erin training Brittany, additional SPEC Ed transport – parent transport, and Ashley training Marlie.

Approximate % of budgets at fiscal year end:

10 - 101.49%

20 - 100.72%

30 - 100.00%

40 - 99.55 %

50 - 102.03%

70 –100%

80 - 104.61%

90 – 76.75%

Total Rev - 96%

Total Exp - 101.18%

The Admin Cost is at 5%

District Type:

School District
 Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2022 - June 30, 2023

Accounting Basis:

Cash

Balanced budget; no Deficit Reduction Plan is required.

Date of Amended Budget: 06/20/2023 (MM/DD/YY)

District Name: La Harpe CSD 347
District RCDD No: 26-034-3470-04

If your FY2022 AFR states that you need to do a deficit reduction plan and your FY2023 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of La Harpe CSD 347, County of Hancock/Henderson/McDonough, State of Illinois, for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

WHEREAS the Board of Education of La Harpe CSD 347, County of Hancock/Henderson/McDonough, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 20th day of June, 2023, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be beginning July 1, 2022 and ending June 30, 2023.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 20th day of June, 2023 by a roll call vote of 5 Yeas, and 0 Nays, to wit:

Table with 2 columns: ** MEMBERS VOTING YEA: and ** MEMBERS VOTING NAY: containing handwritten signatures.

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.
** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

- (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
(2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to School Finance Report (SFR): https://sec1.isbe.net/attachmgr/default.aspx
Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

BUDGET SUMMARY

	A	B	C	D	E	F	G	H	I	J	K	L
	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
	Description: Enter Whole Numbers Only											
1	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) ¹ as of July 1, 2022		1,542,787	232,822	78,423	106,327	19,105	0	152,646	62,867	193,685	
2	RECEIPTS/REVENUES (without Student Activity Funds)											
3	LOCAL SOURCES	1000	1,383,338	506,088	218,123	130,042	128,074	0	27,017	185,110	27,017	
4	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
5	STATE SOURCES	3000	553,315	50,000	0	151,370	0	0	0	0	0	
6	FEDERAL SOURCES	4000	442,083	269,866	0	0	0	0	0	0	0	
7	Total Direct Receipts/Revenues ⁴		2,378,736	825,954	218,123	281,412	128,074	0	27,017	185,110	27,017	
8	Receipts/Revenues for "On Behalf" Payments ²	3998										
9	Total Receipts/Revenues		2,378,736	825,954	218,123	281,412	128,074	0	27,017	185,110	27,017	
10	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
11	INSTRUCTION	1000	1,383,090				50,673			0		
12	SUPPORT SERVICES	2000	726,686	819,995		275,731	76,668	0		166,500	8,000	
13	COMMUNITY SERVICES	3000	0	0		0	0	0		0	0	
14	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	40,000	0		0	0	0		0	0	
15	DEBT SERVICES	5000	0	0	216,459	0	0	0		0	0	
16	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
17	Total Direct Disbursements/Expenditures ⁵		2,149,776	819,995	216,459	275,731	127,341	0		166,500	8,000	
18	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
19	Total Disbursements/Expenditures		2,149,776	819,995	216,459	275,731	127,341	0		166,500	8,000	
20	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		228,960	5,959	1,664	5,681	733	0	27,017	18,610	19,017	
21	OTHER SOURCES/USES OF FUNDS											
22	PERMANENT TRANSFER FROM VARIOUS FUNDS											
23	Abolishment the Working Cash Fund ¹⁶	7110										
24	Abatement of the Working Cash Fund ¹⁶	7110										
25	Transfer of Working Cash Fund Interest	7120										
26	Transfer Among Funds	7130										
27	Transfer of Interest	7140										
28	Transfer from Capital Projects Fund to O&M Fund	7150		0								
29	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
30	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3,4} Proceeds to Debt Service Fund	7170		0	0							
31	SALE OF BONDS (7200)											
32	Principal on Bonds Sold ⁴	7210										
33	Premium on Bonds Sold	7220										
34	Accrued Interest on Bonds Sold	7230										
35	Sale or Compensation for Fixed Assets ⁵	7300										
36	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400		0	0							
37	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500		0	0							
38	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600		0	0							
39	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700		0	0							
40	ISBE Loan Proceeds	7800						0				
41	Other Sources Not Classified Elsewhere	7900										
42	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	0

BUDGET SUMMARY

	A	B	C	D	E	F	G	H	I	J	K	L
		Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only											
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int. Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8540										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	0
80	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	0
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2023		1,771,747	238,781	80,087	112,008	19,838	0	179,663	81,477	212,702	
82	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2022		15,477									
83	RECEIPTS/REVENUES (For Student Activity Funds)		13,000									
84	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799										
85	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)		11,000									
86	Total Student Activity Direct Disbursements/Expenditures	1999										
87	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		2,000									
88	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2023		17,477									
89												
90												

	A	B	C	D	E	F	G	H	I	J	K	L
	1	2	3	4	5	6	7	8	9	10	11	12
	Description: Enter Whole Numbers Only											
	Total ESTIMATED BEGINNING FUND BALANCE (All Sources including Student Activity Funds) as of July 1, 2022											
	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
	1000	2000	3000	4000	5000	6000	3998					
	LOCAL SOURCES	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	STATE SOURCES	FEDERAL SOURCES	Total Direct Receipts/Revenues ⁸	Receipts/Revenues for "On Behalf" Payments ²	Total Receipts/Revenues					
	1000	2000	3000	4000	5000	6000	4180					
	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
	1000	2000	3000	4000	5000	6000	4180					
	INSTRUCTION	SUPPORT SERVICES	COMMUNITY SERVICES	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	DEBT SERVICES	PROVISION FOR CONTINGENCIES	Total Direct Disbursements/Expenditures ⁹	Disbursements/Expenditures for "On Behalf" Payments ²	Total Disbursements/Expenditures	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		
	OTHER SOURCES/USES OF FUNDS											
	OTHER SOURCES OF FUNDS (7000)											
	OTHER USES OF FUNDS (8000)											
	OTHER SOURCES/USES OF FUND											
	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2023											
	1789,224	238,781	80,087	112,008	19,838	81,477	179,663	212,702				

SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)												
	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object		
	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety			
	Acct #	Description	Acct #	Description	Acct #	Description	Acct #	Description	Acct #	Description		
122		Object Name										
123	100	Salaries	100	1,391,535	119,210					1,735,745		
124	200	Employee Benefits	200	352,310	21,300					515,951		
125	300	Purchased Services	300	147,932	198,176					433,508		
126	400	Supplies & Materials	400	225,724	59,475					327,499		
127	500	Capital Outlay	500	6,500	421,834					506,365		
128	600	Other Objects	600	25,775	0					244,734		
129	700	Non-Capitalized Equipment	700	0	0					0		
130	800	Termination Benefits	800	0	0					0		
131		Total Expenditures		2,149,776	819,995	216,459	275,731	127,341	8,000	3,763,802		

SUMMARY OF CASH TRANSACTIONS

	A	B	C	D	E	F	G	H	I	J	K
	Description: Enter Whole Numbers Only	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
1											
2	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds) ⁷ as of July 1, 2022		1,542,787	232,822	78,423	106,327	19,105	0	152,646	62,867	193,685
3	Total Direct Receipts & Other Sources ⁸		2,378,736	825,954	218,123	281,412	128,074	0	27,017	185,110	27,017
4	OTHER RECEIPTS										
5	Interfund Loans Payable (Loans from Other Funds)	411	0	0	0	0	0	0	0	0	0
6	Interfund Loans Receivable (Repayment of Loans)	141									
7	Notes and Warrants Payable	433									
8	Other Current Assets	199									
9	Total Other Receipts		0	0	0	0	0	0	0	0	0
10	Total Direct Receipts, Other Sources, & Other Receipts		2,378,736	825,954	218,123	281,412	128,074	0	27,017	185,110	27,017
11	Total Amount Available		3,921,523	1,058,776	296,546	387,739	147,179	0	179,663	247,977	220,702
12	Total Direct Disbursements & Other Uses ⁹		2,149,776	819,995	216,459	275,731	127,341	0	0	166,500	8,000
13	OTHER DISBURSEMENTS										
14	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
15	Interfund Loans Payable (Repayment of Loans)	411									
16	Notes and Warrants Payable	433									
17	Other Current Liabilities	499									
18	Total Other Disbursements		0	0	0	0	0	0	0	0	0
19	Total Direct Disbursements, Other Uses, & Other Disbursements		2,149,776	819,995	216,459	275,731	127,341	0	0	166,500	8,000
20	ENDING CASH BALANCE ON HAND (without Student Activity Funds) ⁷ as of June 30, 2023		1,771,747	238,781	80,087	112,008	19,838	0	179,663	81,477	212,702
21											
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND ⁷ as of July 1, 2022		15,477								
24	Total Direct Receipts & Other Sources ⁸		13,000								
25	Total Amount Available		28,477								
26	Total Direct Disbursements & Other Uses ⁹		11,000								
27	Activity funds ENDING CASH BALANCE ON HAND ⁷ as of June 30, 2023		17,477								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds) ⁷ as of July 1, 2022		1,558,264	232,822	78,423	106,327	19,105	0	152,646	62,867	193,685
30	Total Direct Receipts & Other Sources ⁸		2,391,736	825,954	218,123	281,412	128,074	0	27,017	185,110	27,017
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		2,391,736	825,954	218,123	281,412	128,074	0	27,017	185,110	27,017
33	Total Amount Available		3,950,000	1,058,776	296,546	387,739	147,179	0	179,663	247,977	220,702
34	Total Direct Disbursements & Other Uses ⁹		2,160,776	819,995	216,459	275,731	127,341	0	0	166,500	8,000
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		2,160,776	819,995	216,459	275,731	127,341	0	0	166,500	8,000
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds) ⁷ as of June 30, 2023		1,789,224	238,781	80,087	112,008	19,838	0	179,663	81,477	212,702

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
2											
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110 1120)		963,413	260,928	217,973	65,000	70,000	0	27,000	185,000	27,000
6	Leasing Purposes Levy ¹²	1130	27,098	0							
7	Special Education Purposes Levy	1140	22,120	0		0	58,000	0			
8	FICA and Medicare Only Levies	1150									
9	Area Vocational Construction Purposes Levy	1160	0	0	0						
10	Summer School Purposes Levy	1170	0	0	0						
11	Other Tax Levies (Describe & Itemize)	1190	0	0	0	0	0	0	0	0	0
12	Total Ad Valorem Taxes Levied by District		1,012,631	260,928	217,973	65,000	128,000	0	27,000	185,000	27,000
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210	500	130	120	35	60	0	14	100	14
15	Payments from Local Housing Authority	1220	0	0	0						
16	Corporate Personal Property Replacement Taxes ¹³	1230	179,832	0	0	0	0	0	0	0	0
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290	0	0	0	0	0	0	0	0	0
18	Total Payments in Lieu of Taxes		180,332	130	120	35	60	0	14	100	14
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311	0								
21	Regular Tuition from Other Districts (In State)	1312	0								
22	Regular Tuition from Other Sources (In State)	1313	0								
23	Regular Tuition from Other Sources (Out of State)	1314	0								
24	Summer School Tuition from Pupils or Parents (In State)	1321	0								
25	Summer School Tuition from Other Districts (In State)	1322	0								
26	Summer School Tuition from Other Sources (In State)	1323	0								
27	Summer School Tuition from Other Sources (Out of State)	1324	0								
28	CTE Tuition from Pupils or Parents (In State)	1331	0								
29	CTE Tuition from Other Districts (In State)	1332	0								
30	CTE Tuition from Other Sources (In State)	1333	0								
31	CTE Tuition from Other Sources (Out of State)	1334	0								
32	Special Education Tuition from Pupils or Parents (In State)	1341	0								
33	Special Education Tuition from Other Districts (In State)	1342	0								
34	Special Education Tuition from Other Sources (In State)	1343	0								
35	Special Education Tuition from Other Sources (Out of State)	1344	0								
36	Adult Tuition from Pupils or Parents (In State)	1351	0								
37	Adult Tuition from Other Districts (In State)	1352	0								
38	Adult Tuition from Other Sources (In State)	1353	0								
39	Adult Tuition from Other Sources (Out of State)	1354	0								
40	Total Tuition		0								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411				0					
43	Regular Transportation Fees from Other Districts (In State)	1412				0					
44	Regular Transportation Fees from Other Sources (In State)	1413				0					
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415				0					
46	Regular Transportation Fees from Other Sources (Out of State)	1416				0					
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421				0					
48	Summer School Transportation Fees from Other Districts (In State)	1422				0					
49	Summer School Transportation Fees from Other Sources (In State)	1423				0					
50	Summer School Transportation Fees from Other Sources (Out of State)	1424				0					
51	CTE Transportation Fees from Pupils or Parents (In State)	1431				0					
52	CTE Transportation Fees from Other Districts (In State)	1432				0					
53	CTE Transportation Fees from Other Sources (In State)	1433				0					
54	CTE Transportation Fees from Other Sources (Out of State)	1434				0					

ESTIMATED RECEIPTS/REVENUES

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
1											
2											
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441				0					
56	Special Education Transportation Fees from Other Districts (In State)	1442				0					
57	Special Education Transportation Fees from Other Sources (In State)	1443				0					
58	Special Education Transportation Fees from Other Sources (Out of State)	1444				0					
59	Adult Transportation Fees from Pupils or Parents (In State)	1451				0					
60	Adult Transportation Fees from Other Districts (In State)	1452				0					
61	Adult Transportation Fees from Other Sources (In State)	1453				0					
62	Adult Transportation Fees from Other Sources (Out of State)	1454				0					
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	25,000	30	30	7	14	0	3	10	3
66	Gain or Loss on Sale of Investments	1520	0	0	0	0	0	0	0	0	0
67	Total Earnings on Investments		25,000	30	30	7	14	0	3	10	3
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	0								
70	Sales to Pupils - Breakfast	1612	0								
71	Sales to Pupils - A la Carte	1613	0								
72	Sales to Pupils - Other (Describe & Itemize)	1614	0								
73	Sales to Adults	1620	0								
74	Other Food Service (Describe & Itemize)	1690	0								
75	Total Food Service		0								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711	3,000	0							
78	Admissions - Other	1719	0	0							
79	Fees	1720	0	0							
80	Book Store Sales	1730	0	0							
81	Other District/School Activity Revenue (Describe & Itemize)	1790	0	0							
82	Student Activity Fund Revenues	1799	13,000	0							
83	Total District/School Activity Income (without Student Activity Funds 1799)		3,000	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		16,000								
85	TEXTBOOK INCOME	1800									
86	Textbook Rentals - Regular Textbooks	1811	4,375								
87	Textbook Rentals - Summer School Textbooks	1812	0								
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813	0								
89	Textbook Rentals - Other (Describe & Itemize)	1819	0								
90	Textbook Sales - Regular Textbooks	1821	0								
91	Textbook Sales - Summer School	1822	0								
92	Textbook Sales - Adult/Continuing Education	1823	0								
93	Textbook Sales - Other (Describe & Itemize)	1829	0								
94	Other Textbook Income (Describe & Itemize)	1890	0								
95	Total Textbooks		4,375								

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
1											
2											
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910	0	0	0	0	0	0	0	0	0
98	Contributions and Donations from Private Sources	1920	0	0	0	0	0	0	0	0	0
99	Impact Fees from Municipal or County Governments	1930	0	0	0	0	0	0	0	0	0
100	Services Provided Other Districts	1940	0	0	0	0	0	0	0	0	0
101	Refund of Prior Years' Expenditures	1950	0	0	0	0	0	0	0	0	0
102	Payments of Surplus Moneys from TIF Districts	1960	0	0	0	0	0	0	0	0	0
103	Drivers' Education Fees	1970	0	0	0	0	0	0	0	0	0
104	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
105	School Facility Occupation Tax Proceeds	1983	0	0	0	0	0	0	0	0	0
106	Payment from Other Districts	1991	0	0	0	0	0	0	0	0	0
107	Sale of Vocational Projects	1992	0	0	0	0	0	0	0	0	0
108	Other Local Fees (Describe & Itemize)	1993	0	0	0	0	0	0	0	0	0
109	Other Local Revenues (Describe & Itemize)	1999	158,000	245,000	0	65,000	0	0	0	0	0
110	Total Other Revenue from Local Sources		158,000	245,000	0	65,000	0	0	0	0	0
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	1,383,338	506,088	218,123	130,042	128,074	0	27,017	185,110	27,017
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		1,396,338								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100	0	0	0	0	0	0	0	0	0
115	Flow-Through Revenue from Federal Sources	2200	0	0	0	0	0	0	0	0	0
116	Other Flow-Through Revenue (Describe & Itemize)	2300	0	0	0	0	0	0	0	0	0
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0	0	0	0	0	0	0	0
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	464,874	50,000	0	0	0	0	0	0	0
121	Reorganization Incentives (Accounts 3005-3021)	3005	0	0	0	0	0	0	0	0	0
122	Fast Growth District Grants	3030	0	0	0	0	0	0	0	0	0
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099	0	0	0	0	0	0	0	0	0
124	Total Unrestricted Grants-In-Aid		464,874	50,000	0	0	0	0	0	0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	0	0	0	0	0	0	0	0	0
128	Special Education - Funding for Children Requiring Sp Ed Services	3105	0	0	0	0	0	0	0	0	0
129	Special Education - Personnel	3110	0	0	0	0	0	0	0	0	0
130	Special Education - Orphanage - Individual	3120	0	0	0	0	0	0	0	0	0
131	Special Education - Orphanage - Summer Individual	3130	0	0	0	0	0	0	0	0	0
132	Special Education - Summer School	3145	0	0	0	0	0	0	0	0	0
133	Special Education - Other (Describe & Itemize)	3199	0	0	0	0	0	0	0	0	0
134	Total Special Education		0	0	0	0	0	0	0	0	0
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200	0	0	0	0	0	0	0	0	0
137	CTE - Secondary Program Improvement (CTEI)	3220	0	0	0	0	0	0	0	0	0
138	CTE - WECPEP	3225	0	0	0	0	0	0	0	0	0
139	CTE - Agriculture Education	3235	0	0	0	0	0	0	0	0	0
140	CTE - Instructor Practicum	3240	0	0	0	0	0	0	0	0	0
141	CTE - Student Organizations	3270	0	0	0	0	0	0	0	0	0
142	CTE - Other (Describe & Itemize)	3299	0	0	0	0	0	0	0	0	0
143	Total Career and Technical Education		0	0	0	0	0	0	0	0	0

ESTIMATED RECEIPTS/REVENUES

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	Educational (10)	Operations & Maintenance (20)	Debt Service (30)	Transportation (40)	Municipal Retirement/ Social Security (50)	Capital Projects (60)	Working Cash (70)	Tort (80)	Fire Prevention & Safety (90)
1											
2											
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305	0				0				
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310	0				0				
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	0				0				
149	School Breakfast Initiative	3365	0	0			0				
150	Driver Education	3370	0	0			0				
151	Adult Education (from ICCB)	3410	0	0	0		0		0	0	0
152	Adult Education - Other (Describe & Itemize)	3499	0	0	0		0		0	0	0
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500	0	0		72,779	0				
155	Transportation - Special Education	3510	0	0		78,591	0				
156	Transportation - Other (Describe & Itemize)	3599	0	0		0	0				
157	Total Transportation		0	0		151,370	0				
158	Learning Improvement - Change Grants	3610	0				0				
159	Scientific Literacy	3660	0	0			0				
160	Truant Alternative/Optional Education	3695	0				0				
161	Early Childhood - Block Grant	3705	88,441	0			0				
162	Chicago General Education Block Grant	3766	0	0			0				
163	Chicago Educational Services Block Grant	3767	0	0			0				
164	School Safety & Educational Improvement Block Grant	3775	0	0	0		0		0	0	0
165	Technology - Technology for Success	3780	0	0	0		0		0	0	0
166	State Charter Schools	3815	0				0				
167	Extended Learning Opportunities - Summer Bridges	3825	0	0			0				
168	Infrastructure Improvements - Planning/Construction	3920					0				
169	School Infrastructure - Maintenance Projects	3925					0				
170	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	0	0	0		0		0	0	0
171	Total Restricted Grants-In-Aid		88,441	0	0	151,370	0		0	0	0
172	Total Receipts/Revenues from State Sources	3000	553,315	50,000	0	151,370	0		0	0	0
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001	0	0	0	0	0		0	0	0
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4009	0	0	0	0	0		0	0	0
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0		0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045	0				0				
180	Construction (Impact Aid)	4050	0	0			0				
181	MAGNET	4060	0	0			0				
182	Other Restricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4090	0	0	0		0		0	0	0
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0	0	0	0		0	0	0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100	0	0			0				
187	Title V - SEA Projects	4105	0	0			0				
188	Title V - Rural Education Initiative (REI)	4107	0	0			0				
189	Title V - Other (Describe & Itemize)	4199	0	0			0				
190	Total Title V		0	0			0				

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	Educational (10)	Operations & Maintenance (20)	Debt Service (30)	Transportation (40)	Municipal Retirement/ Social Security (50)	Capital Projects (60)	Working Cash (70)	Tort (80)	Fire Prevention & Safety (90)
1											
2											
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200	0				0				
193	National School Lunch Program	4210	124,106				0				
194	Special Milk Program	4215	0				0				
195	School Breakfast Program	4220	40,544				0				
196	Summer Food Service Admin/Program	4225	0				0				
197	Child and Adult Care Food Program	4226	0				0				
198	Fresh Fruit and Vegetables	4240	0				0				
199	Food Service - Other (Describe & Itemize)	4299	0				0				
200	Total Food Service		164,649				0				
201	TITLE I										
202	Title I - Low Income	4300	61,520	0			0				
203	Title I - Low Income - Neglected, Private	4305	0	0			0				
204	Title I - Migrant Education	4340	0	0			0				
205	Title I - Other (Describe & Itemize)	4399	23,842	0			0				
206	Total Title I		85,362	0			0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400	10,000	0			0				
209	Title IV - 21st Century	4421	0	0			0				
210	Title IV - Other (Describe & Itemize)	4499	0	0			0				
211	Total Title IV		10,000	0			0				
212	FEDERAL - SPECIAL EDUCATION										
213	Federal Special Education - Preschool Flow-Through	4600	2,601	0			0				
214	Federal Special Education - Preschool Discretionary	4605	0	0			0				
215	Federal Special Education - IDEA Flow Through	4620	64,361	0			0				
216	Federal Special Education - IDEA Room & Board	4625	0	0			0				
217	Federal Special Education - IDEA Discretionary	4630	0	0			0				
218	Federal Special Education - IDEA - Other (Describe & Itemize)	4699	0	0			0				
219	Total Federal Special Education		66,962	0			0				
220	CTE - PERKINS										
221	CTE - Perkins-Title III E Tech Prep	4770	0	0			0				
222	CTE - Other (Describe & Itemize)	4799	0	0			0				
223	Total CTE - Perkins		0	0			0				
224	Federal - Adult Education	4810	0	0			0				
225	ARRA - General State Aid - Education Stabilization	4850	0	0			0				
226	ARRA - Title I - Low Income	4851	0	0			0				
227	ARRA - Title I - Neglected, Private	4852	0	0			0				
228	ARRA - Title I - Delinquent, Private	4853	0	0			0				
229	ARRA - Title I - School Improvement (Part A)	4854	0	0			0				
230	ARRA - Title I - School Improvement (Section 1003g)	4855	0	0			0				
231	ARRA - IDEA - Part B - Preschool	4856	0	0			0				
232	ARRA - IDEA - Part B - Flow-Through	4857	0	0			0				
233	ARRA - Title IID - Technology - Formula	4860	0	0			0				
234	ARRA - Title IID - Technology - Competitive	4861	0	0			0				
235	ARRA - McKinney - Vento Homeless Education	4862	0	0			0				
236	ARRA - Child Nutrition Equipment Assistance	4863	0	0			0				
237	Impact Aid Formula Grants	4864	0	0			0				
238	Impact Aid Competitive Grants	4865	0	0			0				
239	Qualified Zone Academy Bond Tax Credits	4866	0	0			0				
240	Qualified School Construction Bond Credits	4867	0	0			0				
241	Build America Bond Tax Credits	4868	0	0			0				
242	Build America Bond Interest Reimbursement	4869	0	0			0				
243	ARRA - General State Aid - Other Government Services Stabilization	4870	0	0			0				

ESTIMATED RECEIPTS/REVENUES

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	Educational (10)	Operations & Maintenance (20)	Debt Service (30)	Transportation (40)	Municipal Retirement/ Social Security (50)	Capital Projects (60)	Working Cash (70)	Tort (80)	Fire Prevention & Safety (90)
1											
2											
244	Other ARRA Funds - II	4871	0	0	0	0	0	0	0	0	0
245	Other ARRA Funds - III	4872	0	0	0	0	0	0	0	0	0
246	Other ARRA Funds - IV	4873	0	0	0	0	0	0	0	0	0
247	Other ARRA Funds - V	4874	0	0	0	0	0	0	0	0	0
248	ARRA - Early Childhood	4875	0	0	0	0	0	0	0	0	0
249	Other ARRA Funds - VIII	4876	0	0	0	0	0	0	0	0	0
250	Other ARRA Funds - VIII	4877	0	0	0	0	0	0	0	0	0
251	Other ARRA Funds - IX	4878	0	0	0	0	0	0	0	0	0
252	Other ARRA Funds - X	4879	0	0	0	0	0	0	0	0	0
253	Other ARRA Funds - Ed Job Fund Program	4880	0	0	0	0	0	0	0	0	0
254	Total Stimulus Programs		0	0	0	0	0	0	0	0	0
255	Race to the Top Program	4901	0	0	0	0	0	0	0	0	0
256	Race to the Top - Preschool Expansion Grant	4902	0	0	0	0	0	0	0	0	0
257	Title III - Instruction for English Learners & Immigrant Students	4905	0	0	0	0	0	0	0	0	0
258	Title III - English Language Acquisition	4909	0	0	0	0	0	0	0	0	0
259	McKinney Education for Homeless Children	4920	0	0	0	0	0	0	0	0	0
260	Title II - Eisenhower - Professional Development Formula	4930	0	0	0	0	0	0	0	0	0
261	Title II - Teacher Quality	4932	8,551	0	0	0	0	0	0	0	0
262	Federal Charter Schools	4960	0	0	0	0	0	0	0	0	0
263	State Assessment Grants	4981	0	0	0	0	0	0	0	0	0
264	Grant for State Assessments and Related Activities	4982	0	0	0	0	0	0	0	0	0
265	Medicaid Matching Funds - Administrative Outreach	4991	7,500	0	0	0	0	0	0	0	0
266	Medicaid Matching Funds - Fee-For-Service Program	4992	2,500	0	0	0	0	0	0	0	0
267	Other Restricted Grants Received from Fed. Govt. thru State (Describe & Itemize)	4998	96,579	269,866	0	0	0	0	0	0	0
268	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		442,083	269,866	0	0	0	0	0	0	0
269	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	442,083	269,866	0	0	0	0	0	0	0
270	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		2,378,736	825,954	218,123	281,412	129,074	0	27,017	185,110	27,017
271	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		2,391,736								

		B	C	D	E	F	G	H	I	J	K	L
		Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3		30 - EDUCATIONAL FUND (ED)										
4		INSTRUCTION (ED)	1000									
5		Regular Programs	1100	652,186	163,000	0	17,200	0	0	0	0	832,386
6		Tuition Payment to Charter Schools	1115		0	0						0
7		Pre-K Programs	1125	70,550	21,830	0	1,215	0	0	0	0	93,595
8		Special Education Programs (Functions 1200 - 1220)	1200	175,250	53,500	350	1,000	0	0	0	0	230,100
9		Special Education Programs Pre-K	1225	0	0	0	0	0	0	0	0	0
10		Remedial and Supplemental Programs K-12	1250	57,549	13,673	20,728	6,109	0	0	0	0	98,059
11		Remedial and Supplemental Programs Pre-K	1275	0	0	0	0	0	0	0	0	0
12		Adult/Continuing Education Programs	1300	0	0	0	0	0	0	0	0	0
13		CTE Programs	1400	10,000	1,000	1,000	73,600	1,500	0	0	0	86,100
14		Interscholastic Programs	1500	22,000	2,250	300	17,000	0	1,300	0	0	42,850
15		Summer School Programs	1600	0	0	0	0	0	0	0	0	0
16		Gifted Programs	1650	0	0	0	0	0	0	0	0	0
17		Driver's Education Programs	1700	0	0	0	0	0	0	0	0	0
18		Bilingual Programs	1800	0	0	0	0	0	0	0	0	0
19		Traunt Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
20		Pre-K Programs - Private Tuition	1910									
21		Regular K-12 Programs - Private Tuition	1911									
22		Special Education Programs K-12 Private Tuition	1912									
23		Special Education Programs Pre-K Tuition	1913									
24		Remedial/Supplemental Programs K-12 Private Tuition	1914									
25		Remedial/Supplemental Programs Pre-K Private Tuition	1915									
26		Adult/Continuing Education Programs Private Tuition	1916									
27		CTE Programs Private Tuition	1917									
28		Interscholastic Programs Private Tuition	1918									
29		Summer School Programs Private Tuition	1919									
30		Gifted Programs Private Tuition	1920									
31		Bilingual Programs Private Tuition	1921									
32		Traunt Alternative/Opt Ed Programs Private Tuition	1922									
33		Student Activity Fund Expenditures	1999									
34		Total Instruction* (Without Student Activity Funds 1999)	1000	987,535	254,253	22,378	116,124	1,500	1,300	0	0	1,383,090
35		Total Instruction*14 (With Student Activity Funds 1999)	1000	987,535	254,253	22,378	116,124	1,500	12,300	0	0	1,394,090
36		SUPPORT SERVICES (ED)	2000									
37		Support Services - Pupil	2100									
38		Attendance & Social Work Services	2110	0	0	25,000	0	0	0	0	0	25,000
39		Guidance Services	2120	0	0	0	0	0	0	0	0	0
40		Health Services	2130	0	0	3,500	0	0	0	0	0	3,500
41		Psychological Services	2140	46,500	11,150	0	200	0	0	0	0	57,850
42		Speech Pathology & Audiology Services	2150	0	0	0	200	0	0	0	0	200
43		Other Support Services - Pupils (Describe & Itemize)	2190	0	0	0	0	0	0	0	0	0
44		Total Support Services - Pupil	2100	46,500	11,150	28,500	400	0	0	0	0	86,550
45		Support Services - Instructional Staff	2200									
46		Improvement of Instruction Services	2210	0	7,046	0	10,800	0	0	0	0	17,846
47		Educational Media Services	2220	20,000	9,910	0	900	0	0	0	0	30,810
48		Assessment & Testing	2230	0	0	0	0	0	0	0	0	0
49		Total Support Services - Instructional Staff	2200	20,000	16,956	0	11,700	0	0	0	0	48,656
50		Support Services - General Administration	2300									
51		Board of Education Services	2310	0	0	18,579	15,000	0	13,500	0	0	47,079
52		Executive Administration Services	2320	72,000	13,415	750	0	0	800	0	0	86,965
53		Special Area Administration Services	2330	0	0	0	0	0	0	0	0	0
54		Tort Immunity Services	2361, 2365	0	0	0	0	0	0	0	0	0
55		Total Support Services - General Administration	2300	72,000	13,415	19,329	15,000	0	14,300	0	0	134,044

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
1											
2											
56	Support Services - School Administration										
57	Office of the Principal Services	2410	145,000	16,826	400	2,500	0	500	0	0	165,226
58	Other Support Services - School Administration (Describe & Itemize)	2490	0	0	0	0	0	0	0	0	0
59	Total Support Services - School Administration	2400	145,000	16,826	400	2,500	0	500	0	0	165,226
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510	58,000	9,910	1,025	0	0	1,275	0	0	70,210
62	Fiscal Services	2520	0	0	13,000	0	0	0	0	0	13,000
63	Operation & Maintenance of Plant Services	2540	0	0	8,100	0	0	0	0	0	8,100
64	Pupil Transportation Services	2550	0	0	0	0	0	0	0	0	0
65	Food Services	2560	62,500	29,800	15,200	80,000	5,000	800	0	0	193,300
66	Internal Services	2570	0	0	0	0	0	0	0	0	0
67	Total Support Services - Business	2500	120,500	39,710	37,325	80,000	5,000	2,075	0	0	284,610
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610	0	0	0	0	0	0	0	0	0
70	Planning, Research, Development & Evaluation Services	2620	0	0	0	0	0	0	0	0	0
71	Information Services	2630	0	0	0	0	0	0	0	0	0
72	Staff Services	2640	0	0	0	0	0	0	0	0	0
73	Data Processing Services	2650	0	0	0	0	0	0	0	0	0
74	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
75	Other Support Services - Misc. (Describe & Itemize)	2900									
76	Total Support Services	2000	404,000	98,057	85,554	109,600	5,000	24,475	0	0	726,686
77	COMMUNITY SERVICES (ED)	3000	0	0	0	0	0	0	0	0	0
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	PAYMENTS TO OTHER DIST & GOVT UNITS (In-State)	4100									
80	Payments for Regular Programs	4110	0	0	0	0	0	0	0	0	0
81	Payments for Special Education Programs	4120	0	0	40,000	0	0	0	0	0	40,000
82	Payments for Adult/Continuing Education Programs	4130	0	0	0	0	0	0	0	0	0
83	Payments for CTE Programs	4140	0	0	0	0	0	0	0	0	0
84	Payments for Community College Programs	4170	0	0	0	0	0	0	0	0	0
85	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190	0	0	0	0	0	0	0	0	0
86	Total Payments to Other Dist & Govt Units (In-State)	4100	0	0	40,000	0	0	0	0	0	40,000
87	Payments for Regular Programs - Tuition	4210	0	0	0	0	0	0	0	0	0
88	Payments for Special Education Programs - Tuition	4220	0	0	0	0	0	0	0	0	0
89	Payments for Adult/Continuing Education Programs - Tuition	4230	0	0	0	0	0	0	0	0	0
90	Payments for CTE Programs - Tuition	4240	0	0	0	0	0	0	0	0	0
91	Payments for Community College Programs - Tuition	4270	0	0	0	0	0	0	0	0	0
92	Payments for Other Programs - Tuition	4280	0	0	0	0	0	0	0	0	0
93	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290	0	0	0	0	0	0	0	0	0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200	0	0	0	0	0	0	0	0	0
95	Payments for Regular Programs - Transfers	4310	0	0	0	0	0	0	0	0	0
96	Payments for Special Education Programs - Transfers	4320	0	0	0	0	0	0	0	0	0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330	0	0	0	0	0	0	0	0	0
98	Payments for CTE Programs - Transfers	4340	0	0	0	0	0	0	0	0	0
99	Payments for Community College Programs - Transfers	4370	0	0	0	0	0	0	0	0	0
100	Payments for Other Programs - Transfers	4380	0	0	0	0	0	0	0	0	0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390	0	0	0	0	0	0	0	0	0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300	0	0	0	0	0	0	0	0	0
103	Payments to Other Dist & Govt Units (Out of State)	4400	0	0	0	0	0	0	0	0	0
104	Total Payments to Other Dist & Govt Units	4000	0	0	40,000	0	0	0	0	0	40,000

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
1											
2											
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									
108	Tax Anticipation Notes	5120									
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									
110	State Aid Anticipation Certificates	5140									
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									
112	Total Debt Service - Interest on Short-Term Debt	5100									
113	Debt Service - Interest on Long-Term Debt	5200									
114	Total Debt Service	5000									
115	PROVISION FOR CONTINGENCIES (ED)	6000									
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999)		1,391,535	352,310	147,932	225,724	6,500	25,775	0	0	2,149,776
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999)		1,391,535	352,310	147,932	225,724	6,500	36,775	0	0	2,160,776
118	Student Activity Funds 1999										228,960
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Activity Funds 1999)										230,960
120	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
121	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190	0	0	0	0	0	0	0	0	0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510	0	0	0	0	0	0	0	0	0
127	Facilities Acquisition & Construction Services	2530	0	0	0	0	0	0	0	0	0
128	Operation & Maintenance of Plant Services	2540	119,210	21,300	198,176	59,475	421,834	0	0	0	819,995
129	Pupil Transportation Services	2550	0	0	0	0	0	0	0	0	0
130	Food Services	2560									
131	Total Support Services - Business	2500	119,210	21,300	198,176	59,475	421,834	0	0	0	819,995
132	Other Support Services - Misc. (Describe & Itemize)	2900	0	0	0	0	0	0	0	0	0
133	Total Support Services	2000	119,210	21,300	198,176	59,475	421,834	0	0	0	819,995
134	COMMUNITY SERVICES (O&M)	3000									
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110			0						0
138	Payments for Special Education Programs	4120			0						0
139	Payments for CTE Program	4140			0						0
140	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190			0						0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0						0
142	Payments to Other Dist & Govt Units (Out of State)	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			0						0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									
147	Tax Anticipation Notes	5120									
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									
149	State Aid Anticipation Certificates	5140									
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									
151	Total Debt Service - Interest on Short-Term Debt	5100									
152	Debt Service - Interest on Long-Term Debt	5200									
153	Total Debt Service	5000									
154	PROVISION FOR CONTINGENCIES (O&M)	6000									
155	Total Direct Disbursements/Expenditures		119,210	21,300	198,176	59,475	421,834	0	0	0	819,995
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										5,959
157											
158	30 - DEBT SERVICE FUND (DS)										

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									
162	Payments for Special Education Programs	4120									
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									
164	Total Payments to Other Dist & Govt Units (In-State)	4000									
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									
168	Tax Anticipation Notes	5120									
169	Corporate Personal Prop Tax Anticipation Notes	5130									
170	State Aid Anticipation Certificates	5140									
171	Other Interest on Short-Term Debt (Describe & Itemize)	5150									
172	Total Debt Service - Interest on Short-Term Debt	5100									
173	Debt Service - Interest on Long-Term Debt	5200									
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									
175	Debt Service - Other (Describe & Itemize)	5400									
176	Total Debt Service	5000									
177	PROVISION FOR CONTINGENCIES (DS)	6000									
178	Total Direct Disbursements/Expenditures										
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils (Describe & Itemize)	2190									
185	Support Services - Business										
186	Pupil Transportation Services	2550	125,000	15,000	12,900	42,300	78,031	2,500			275,731
187	Other Support Services - Business (Describe & Itemize)	2900	0	0	0	0	0	0	0	0	0
188	Total Support Services	2000	125,000	15,000	12,900	42,300	78,031	2,500	0	0	275,731
189	COMMUNITY SERVICES (TR)	3000									
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									
193	Payments for Special Education Programs	4120									
194	Payments for Adult/Continuing Education Programs	4130									
195	Payments for CTE Programs	4140									
196	Payments for Community College Programs	4170									
197	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									
198	Total Payments to Other Dist & Govt Units (In-State)	4100									
199	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									
200	Total Payments to Other Dist & Govt Units	4000									
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									
204	Tax Anticipation Notes	5120									
205	Corporate Personal Prop Tax Anticipation Notes	5130									
206	State Aid Anticipation Certificates	5140									
207	Other Interest on Short-Term Debt (Describe & Itemize)	5150									
208	Total Debt Service - Interest on Short-Term Debt	5100									
209	Debt Service - Interest on Long-Term Debt	5200									
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									

ESTIMATED DISBURSEMENTS/EXPENDITURES

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
1											
2											
211	Debt Service - Other (Describe & Itemize)	5400						0			0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000						0			0
214	Total Direct Disbursements/Expenditures		125,000	15,000	12,900	42,300	78,031	2,500	0	0	275,731
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										5,681
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		19,673							19,673
220	Pre-K Programs	1125		4,255							4,255
221	Special Education Programs (Functions 1200-1220)	1200		22,850							22,850
222	Special Education Programs Pre-K	1225		0							0
223	Remedial and Supplemental Programs K-12	1250		1,250							1,250
224	Remedial and Supplemental Programs Pre-K	1275		0							0
225	Adult/Continuing Education Programs	1300		0							0
226	CTE Programs	1400		145							145
227	Interscholastic Programs	1500		2,500							2,500
228	Summer School Programs	1600		0							0
229	Gifted Programs	1650		0							0
230	Driver's Education Programs	1700		0							0
231	Bilingual Programs	1800		0							0
232	Truant Alternative & Optional Programs	1900		0							0
233	Total Instruction	1000		50,673							50,673
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		0							0
237	Guidance Services	2120		0							0
238	Health Services	2130		0							0
239	Psychological Services	2140		680							680
240	Speech Pathology & Audiology Services	2150		0							0
241	Other Support Services - Pupils (Describe & Itemize)	2190		0							0
242	Total Support Services - Pupil	2100		680							680
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		0							0
245	Educational Media Services	2220		3,900							3,900
246	Assessment & Testing	2230		0							0
247	Total Support Services - Instructional Staff	2200		3,900							3,900
248	Support Services - General Administration	2300									
249	Board of Education Services	2310		0							0
250	Executive Administration Services	2320		8,851							8,851
251	Special Area Administrative Services	2330		0							0
252	Claims Paid From Self Insurance Fund	2361		0							0
253	Risk Management and Claims Services Payments	2365		0							0
254	Total Support Services - General Administration	2300		8,851							8,851
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		7,837							7,837
257	Other Support Services - School Administration (Describe & Itemize)	2490		0							0
258	Total Support Services - School Administration	2400		7,837							7,837

ESTIMATED DISBURSEMENTS/EXPENDITURES

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
1											
2											
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510		12,400							12,400
261	Fiscal Services	2520		0							0
262	Facilities Acquisition & Construction Services	2530		0							0
263	Operation & Maintenance of Plant Service	2540		20,500							20,500
264	Pupil Transportation Services	2550		10,500							10,500
265	Food Services	2560		12,000							12,000
266	Internal Services	2570		0							0
267	Total Support Services - Business	2500		55,400							55,400
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610		0							0
270	Planning, Research, Development & Evaluation Services	2620		0							0
271	Information Services	2630		0							0
272	Staff Services	2640		0							0
273	Data Processing Services	2660		0							0
274	Total Support Services - Central	2600		0							0
275	Other Support Services - Misc. (Describe & Itemize)	2900									
276	Total Support Services	2000		76,668							76,668
277	COMMUNITY SERVICES (MR/SS)	3000									
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110		0							0
280	Payments for Special Education Programs	4120		0							0
281	Payments for CTE Programs	4140		0							0
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110		0							0
286	Tax Anticipation Notes	5120		0							0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130		0							0
288	State Aid Anticipation Certificates	5140		0							0
289	Other Interest on Short-Term Debt (Describe & Itemize)	5150		0							0
290	Total Debt Service	5000		0							0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									
292	Total Direct Disbursements/Expenditures			127,341							127,341
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										733
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530		0							0
299	Other Support Services (Describe & Itemize)	2900		0							0
300	Total Support Services	2000		0							0
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100		0							0
303	Payments to Regular Programs	4110		0							0
304	Payment for Special Education Programs	4120		0							0
305	Payment for CTE Programs	4140		0							0
306	Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190		0							0
307	Total Payments to Other Districts & Govt Units	4000		0							0
308	PROVISION FOR CONTINGENCIES (CP)	6000									
309	Total Direct Disbursements/Expenditures			0							0
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
312	70 WORKING CASH FUND (WC)										
314	80 - TORT FUND (TF)										

ESTIMATED DISBURSEMENTS/EXPENDITURES

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
1											
2											
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100	0	0	0	0	0	0	0	0	0
317	Tuition Payment to Charter Schools	1115									
318	Pre-K Programs	1125	0	0	0	0	0	0	0	0	0
319	Special Education Programs (Functions 1200 - 1220)	1200	0	0	0	0	0	0	0	0	0
320	Special Education Programs Pre-K	1225	0	0	0	0	0	0	0	0	0
321	Remedial and Supplemental Programs K-12	1250	0	0	0	0	0	0	0	0	0
322	Remedial and Supplemental Programs Pre-K	1275	0	0	0	0	0	0	0	0	0
323	Adult/Continuing Education Programs	1300	0	0	0	0	0	0	0	0	0
324	CTE Programs	1400	0	0	0	0	0	0	0	0	0
325	Interscholastic Programs	1500	0	0	0	0	0	0	0	0	0
326	Summer School Programs	1600	0	0	0	0	0	0	0	0	0
327	Gifted Programs	1650	0	0	0	0	0	0	0	0	0
328	Driver's Education Programs	1700	0	0	0	0	0	0	0	0	0
329	Bilingual Programs	1800	0	0	0	0	0	0	0	0	0
330	Traut Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
331	Pre-K Programs - Private Tuition	1910									
332	Regular K-12 Programs Private Tuition	1911									
333	Special Education Programs K-12 Private Tuition	1912									
334	Special Education Programs Pre-K Tuition	1913									
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									
337	Adult/Continuing Education Programs Private Tuition	1916									
338	CTE Programs Private Tuition	1917									
339	Interscholastic Programs Private Tuition	1918									
340	Summer School Programs Private Tuition	1919									
341	Gifted Programs Private Tuition	1920									
342	Bilingual Programs Private Tuition	1921									
343	Traut Alternative/Opt Ed Programs Private Tuition	1922									
344	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110	0	0	0	0	0	0	0	0	0
348	Guidance Services	2120	0	0	0	0	0	0	0	0	0
349	Health Services	2130	0	0	0	0	0	0	0	0	0
350	Psychological Services	2140	0	0	0	0	0	0	0	0	0
351	Speech Pathology & Audiology Services	2150	0	0	0	0	0	0	0	0	0
352	Other Support Services - Pupils (Describe & Itemize)	2190	0	0	0	0	0	0	0	0	0
353	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210	0	0	0	0	0	0	0	0	0
356	Educational Media Services	2220	0	0	0	0	0	0	0	0	0
357	Assessment & Testing	2230	0	0	0	0	0	0	0	0	0
358	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
359	Support Services - General Administration	2300									
360	Board of Education Services	2310	0	0	0	0	0	0	0	0	0
361	Executive Administration Services	2320	0	0	0	0	0	0	0	0	0
362	Special Area Administration Services	2330	0	0	0	0	0	0	0	0	0
363	Claims Paid from Self Insurance Fund	2361	0	0	66,500	0	0	0	0	0	66,500
364	Risk Management and Claims Services Payments	2365	100,000	0	0	0	0	0	0	0	100,000
365	Total Support Services - General Administration	2300	100,000	0	66,500	0	0	0	0	0	166,500

ESTIMATED DISBURSEMENTS/EXPENDITURES

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
1											
2											
4.24	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300						0			0
4.25	Debt Service - Other (Describe & Itemize)	5400			0			0			0
4.26	Total Debt Service	5000			0			0			0

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
1											
2											
427	PROVISION FOR CONTINGENCIES (TF)	6000						0			0
428	Total Direct Disbursements/Expenditures		100,000	0	66,500	0	0	0	0	0	166,500
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										18,610
430											
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530	0	0	8,000	0	0	0	0	0	8,000
435	Operation & Maintenance of Plant Service	2540	0	0	0	0	0	0	0	0	0
436	Total Support Services - Business	2500	0	0	8,000	0	0	0	0	0	8,000
437	Other Support Services - Misc. (Describe & Itemize)	2900	0	0	0	0	0	0	0	0	0
438	Total Support Services	2000	0	0	8,000	0	0	0	0	0	8,000
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110						0			0
441	Payments to Special Education Programs	4120						0			0
442	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190						0			0
443	Total Payments to Other Districts & Govt Units (FP&S)	4000						0			0
444	DEBT SERVICE (FP&S)	5000									
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110						0			0
447	Other Interest on Short-Term Debt (Describe & Itemize)	5150						0			0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									
	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase	5300									
450	Principal Retired) (Describe & Itemize)	5000									
451	Total Debt Service	6000									
452	PROVISIONS FOR CONTINGENCIES (FP&S)										
453	Total Direct Disbursements/Expenditures		0	0	8,000	0	0	0	0	0	8,000
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										19,017

This page is provided for detailed itemizations as requested within the body of the Report.

Please enter notes in "Source of Revenue/Use of Expense" column for the below line items. If page does not list specific revenues/expenditures, no itemization notes are required.

Fund-Account Number		Source of Revenue/Use of Expense	Amount
Estimated Revenues			
10-1999	Other Local Revenues	Johnson Estate	\$158,000
20-1999	Other Local Revenues	Johnson Estate	\$245,000
40-1999	Other Local Revenues	Johnson Estate	\$65,000
10-4399	Title I - Other	Reap	\$23,842
10-4998	Other Restricted Grants Received from Fed. Govt. thru State	ESSR II & III	\$96,579
20-4998	Other Restricted Grants Received from Fed. Govt. thru State	ESSR II & III	\$269,866
Estimated Expenditures			
30-5300	Debt Service - Payments of Principal on Long-Term Debt	Principal Payment on Bond	\$183,000
30-5400	Debt Service - Other	Agency Payment for Bond Pay	\$500

A	B	C	D	E	F	G
1	DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
2	Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
3	Direct Revenues	2,378,736	825,954	281,412	27,017	3,513,119
4	Direct Expenditures	2,149,776	819,995	275,731		3,245,502
5	Difference	228,960	5,959	5,681	27,017	267,617
6	Estimated Fund Balance - June 30, 2023	1,771,747	238,781	112,008	179,663	2,302,199
7	Balanced budget; no Deficit Reduction Plan is required.					
8	A deficit reduction plan is required if the local board of education adopts (or amends) the 2022-2023 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).					
9	Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.					
11	Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2021-2022 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.					
13	The deficit reduction plan, if required, is developed using ISBE guidelines and format.					
14						
15						

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

A	B	C	DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2022-2023				ESTIMATED BUDGET FY2023-2024				L	
			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund		Working Cash Fund
1	*School Districts Only											
2												
3	26034327004											
4	District Number											
5	La Harpe CSD 347											
6	District Name											
7	ESTIMATED BEGINNING FUND BALANCE											
8	(must equal prior Ending Fund Balance)											
9	Acct #											
10	1000	1,542,787	232,822	106,327	152,646	2,046,485	1,771,747	238,781	112,008	179,663	2,302,199	
11	2000	1,383,338	506,088	130,042	27,017	2,046,485					0	
12	3000	0	0	0	0	0	0	0	0	0	0	
13	4000	553,315	50,000	151,370	0	754,685	0	0	0	0	0	
14	5000	442,083	265,866	0	0	711,949	0	0	0	0	0	
15	6000	2,378,736	825,954	281,412	27,017	3,513,119	0	0	0	0	0	
16	Funct #											
17	1000	1,383,090				1,383,090					0	
18	2000	726,686	819,995	275,731		1,822,412					0	
19	3000	0	0	0	0	0	0	0	0	0	0	
20	4000	40,000	0	0	0	40,000	0	0	0	0	0	
21	5000	0	0	0	0	0	0	0	0	0	0	
22	6000	2,149,776	819,995	275,731	0	3,245,502	0	0	0	0	0	
23	Total Disbursements/Expenditures											
24		228,960	5,959	5,681	27,017	267,617	0	0	0	0	0	
25	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures											
26		0	0	0	0	0	0	0	0	0	0	
27	OTHER SOURCES/USES OF FUNDS											
28		0	0	0	0	0	0	0	0	0	0	
29	OTHER SOURCES OF FUNDS (7000)											
30		0	0	0	0	0	0	0	0	0	0	
31	OTHER USES OF FUNDS (8000)											
32		0	0	0	0	0	0	0	0	0	0	
33	TOTAL OTHER SOURCES/USES OF FUNDS											
34		1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199	
35	ESTIMATED ENDING FUND BALANCE											

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A		B		M		N		O		P		Q		R		S		T		U		V					
	ESTIMATED BUDGET FY2024-2025																											
1	*School Districts Only																											
2	2603437004																											
3	District Number																											
4	La Harpe CSD 347																											
5	District Name																											
6	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)																											
7	Acc't #	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199		
8	RECEIPTS/REVENUES																											
9	LOCAL SOURCES																											
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT																											
11	STATE SOURCES																											
12	FEDERAL SOURCES																											
13	Total Receipts/Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES																											
15	INSTRUCTION																											
16	SUPPORT SERVICES																											
17	COMMUNITY SERVICES																											
18	PAYMENTS TO OTHER DISTRICTS % GOVT. UNITS																											
19	DEBT SERVICES																											
20	PROVISION FOR CONTINGENCIES																											
21	Total Disbursements/Expenditures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS																											
24	OTHER SOURCES OF FUNDS (7000)																											
25	OTHER USES OF FUNDS (8000)																											
26	TOTAL OTHER SOURCES/USES OF FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199	1,771,747	238,781	112,008	179,663	2,302,199		

A		B	W	X	Y	Z
*School Districts Only			SUMMARY			
BUDGET ADDENDUM - DEFICIT REDUCTION PLAN			ESTIMATED BUDGET			
Date of Adoption:			Date of Adoption:			
District Name			District # (MM/DD/YY)			
1	26034347004					
2	La Harpe CSD 347					
3						
4						
5						
6						
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		2,034,542	2,302,199	2,302,199	2,302,199
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	2,046,485	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	4000	754,685	0	0	0
12	FEDERAL SOURCES	6000	711,949	0	0	0
13	Total Receipts/Revenues		3,513,119	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	1,383,090	0	0	0
16	SUPPORT SERVICES	2000	1,822,412	0	0	0
17	COMMUNITY SERVICES	3000	0	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	40,000	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		3,245,502	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		267,617	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		2,302,199	2,302,199	2,302,199	2,302,199

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2022-2023
through Fiscal Year 2025-2026

La Harpe CSD 347 26034347004

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance)? If yes, please explain:

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)
(For Local Use Only)

This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2023 budgeted expenditures over actual FY2022 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report. An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET

(Section 17-1.5 of the School Code)

School District Name: **La Harpe CSD 347**

RCDT Number: **26-034-3470-04**

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2022			Budgeted Expenditures, Fiscal Year 2023		
		(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Total Tort Fund	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Total Tort Fund
1. Executive Administration Services	2320	83,662		83,662	86,965	0	86,965
2. Special Area Administration Services	2330			0	0	0	0
3. Other Support Services - School Administration	2490			0	0	0	0
4. Direction of Business Support Services	2510	66,214		66,214	70,210	0	70,210
5. Internal Services	2570			0	0	0	0
6. Direction of Central Support Services	2610			0	0	0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.				0			0
8. Totals		149,876	0	149,876	157,175	0	157,175
9. Estimated Percent Increase (Decrease) for FY2023 (Budgeted) over FY2022 (Actual)							5%

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance.	
Out-of-balance conditions are marked here with an error message.	
Once all errors are corrected: Windows users, click "Save Budget for ISBE" button to the right. Mac users, click File > Save As. Once saved, submit to ISBE.	
Budget Item References	Message
Are all errors corrected?	OK - You may now save and submit form
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be selected from drop-down. (Cell H13) (Do not type full district name manually.)	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	OK
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2022 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2022 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 - Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2022 (CashSum 5 tab, All Funds) cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2023 (CashSum 5 tab - All Funds) cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - Cell F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - Cell H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source/expenditure use.	OK

End of Balancing

REPORTING OF PUBLIC VENDOR CONTRACTS OF \$1,000 OR MORE (School Districts Only)

In accordance with the School Code, Section 10-20.21, all school districts are required to file a report listing 'vendor contracts' as an attachment to their budget. In this context, the term "vendor contracts" refers to "all contracts and agreements that pertain to goods and services that were intended to generate additional revenue and other remunerations for the school district in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services. The report is to list information regarding such contracts for the fiscal year immediately preceding the fiscal year of the budget. All such contracts executed on or after July 1, 2007 must be approved by the school board.

See: School Code, Section 10-20.21 - Contracts

If more rows are required, select a cell above where you'd like additional rows. Then click "Add Rows" button to the right and enter number of desired rows. Rows will generate beneath the selected cell.

Name of Vendor	Product or Service Provided	Net Revenue	Non-Monetary Remuneration	Purpose of Proceeds	Distribution Method and Recipient of Non-Monetary Remunerations Distributed
Pepsi	Water, Pop, Etc	2,797		Athletics	

Reference Description

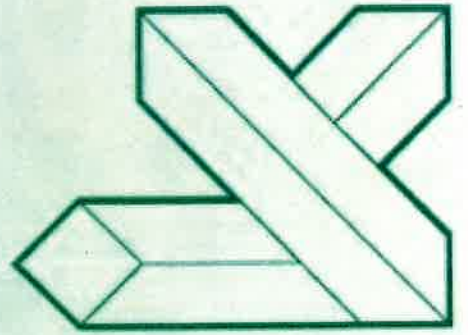
- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3^a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
Only abatement of working cash fund can transfer its funds to any fund in most need of money
(see 105 ILCS 5/20-10 for further explanation)

LAHARPE SCHOOL DISTRICT
NUMBER 347

HANCOCK, HENDERSON AND MCDONOUGH
COUNTIES, ILLINOIS

JUNE 20, 2023



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AREA SCHOOL DISTRICT CLIENTS

- Monmouth-Roseville CUSD 238
- Abingdon-Avon CUSD 276
- Bushnell - PC CUSD 170
- VIT CUSD 1
- Hamilton CCSD 328
- Astoria CUSD 1
- Liberty CUSD 2
- Mercer County SD 404
- Orion CUSD 223
- Galva CUSD 224
- ROWVA CUSD 208
- Princeville CUSD 326
- IVC – Chillicothe CUSD 321
- Payson CUSD 1



PARTIES INVOLVED IN A BOND ISSUANCE

- **Municipal Advisor**
 - Primary business is to provide advice concerning the structuring, timing, and method of sale of bonds. Coordinates efforts of all parties involved.
 - Retained by and responsible solely to the District, acting with a **fiduciary duty** to put the District's financial and other interests ahead of their own interests.
 - Districts who work with Municipal Advisors can expect to get a **lower effective interest rate** and **better terms** for their issues.
- **Broker-Dealer / Underwriter**
 - Primary business is to buy and resell bonds to various investors including banks, institutional investors, individuals, other dealers.
 - Required to act under a **duty of fair dealing** to the buyer and seller, although heavily incentivized to act in the best interest of the buyer from a business and regulatory perspective.
 - Districts who work with Underwriters can expect to gain **access to a broader market of buyers** for their issues.

* On large issues, Districts often choose to retain both a Municipal Advisor and an Underwriter to get the benefit of lower interest rates as well as access to a broader market of buyers. For small issues, often only one professional firm is selected to minimize costs.



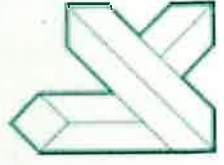
METHODS OF SALE

THE KINGS FINANCIAL 3 STEP MARKETING PROCESS

Step 1 – Evaluate the potential for the District to purchase some or all of their own Bonds as investments

Step 2 – Pursue direct sale of Bonds to local investors to garner lower effective interest rates and more favorable terms without incurring expenses associated with public offerings of Bonds

Step 3 – Assist the district in selecting an underwriting team to complete a public offering, and supervise the process to ensure the lowest possible interest rate on the day of sale



DEBT LIMITATIONS

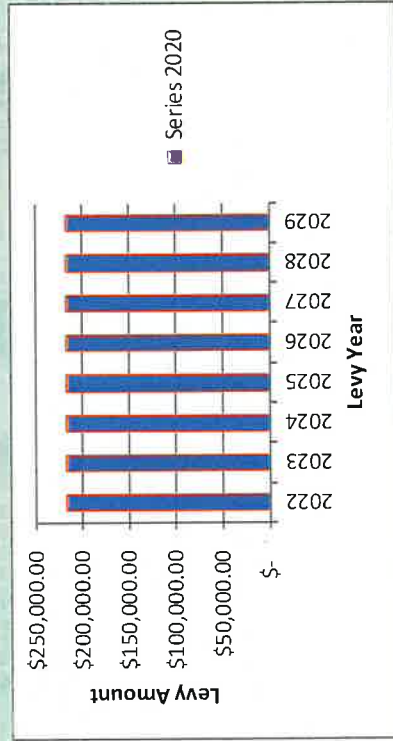
Hancock Co SD 347 (LaHarpe)													
Debt Limitations													
District Debt Limit	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">EAV 2022</td> <td style="width: 30%; text-align: right;">\$61,624,081</td> <td style="width: 30%;"></td> </tr> <tr> <td>TIF</td> <td style="text-align: right;">\$0</td> <td></td> </tr> <tr> <td>EZ</td> <td style="text-align: right;">\$0</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">\$61,624,081</td> <td style="text-align: right;">x 6.90% = \$ 4,252,062</td> </tr> </table>	EAV 2022	\$61,624,081		TIF	\$0		EZ	\$0			\$61,624,081	x 6.90% = \$ 4,252,062
EAV 2022	\$61,624,081												
TIF	\$0												
EZ	\$0												
	\$61,624,081	x 6.90% = \$ 4,252,062											
Less Bonds Outstanding	Series 2020 \$1,590,000												
Remaining Debt Capacity	<u>\$ 1,590,000</u> \$ 2,662,062												
Working Cash Fund/Bonding Limits													
EAV 2022	\$61,624,081												
Maximum Education Fund Rate/\$100 EAV	<u>\$1.80</u>												
Maximum Education Fund Levy	\$ 1,109,233												
Plus Evidence Based Funding Gross Base Minimum Payments	\$ 509,205												
Plus Corporate Personal Property Replacement Tax - 2022	<u>\$ 159,102</u>												
Total	\$1,777,540 85%												
Maximum Working Cash Fund Balance	<u>\$1,510,909</u>												
less: greater of outstanding working cash bonds or minimum fund balance (5¢ levy)	\$30,812												
Maximum Working Cash Bond Issue	<u>\$1,480,097</u>												
Kings Financial Consulting Inc.	20-Jun-2023												



EXISTING DEBT

Hancock Co SD 347 (LaHarpe) Existing Debt

		Series 2020			Total Levy
		Working Cash/Refunding Bonds callable 12/1/2025			
Levy Year	Due 12/1	Principal	Rate	P&I	
2022	2023	\$ 186,000	1.48%	\$ 216,411.60	\$ 216,411.60
2023	2024	\$ 189,000	1.68%	\$ 216,447.60	\$ 216,447.60
2024	2025	\$ 192,000	1.83%	\$ 216,103.20	\$ 216,103.20
2025	2026	\$ 196,000	1.98%	\$ 216,406.00	\$ 216,406.00
2026	2027	\$ 200,000	2.08%	\$ 216,385.60	\$ 216,385.60
2027	2028	\$ 204,000	2.18%	\$ 216,082.00	\$ 216,082.00
2028	2029	\$ 209,000	2.28%	\$ 216,475.80	\$ 216,475.80
2029	2030	\$ 214,000	2.38%	\$ 216,546.60	\$ 216,546.60
		\$1,590,000		\$1,730,858.40	\$ 1,730,858



EAV AND RATE HISTORY

Hancock Co SD 347 (LaHarpe) EAV & Rate History

Levy Year	Rate-Setting	% incr	B & I Rate	B & I Levy	Total Rate
2012	35,631,364		0.50	175,180	3.56
2013	38,923,579	9.24%	0.56	212,540	3.65
2014	40,894,375	5.06%	0.54	214,818	3.61
2015	41,707,276	1.99%	0.53	214,928	3.82
2016	43,485,041	4.26%	0.51	217,815	3.79
2017	45,781,043	5.28%	0.48	215,515	3.74
2018	47,771,079	4.35%	0.45	212,990	3.66
2019	49,389,880	3.39%	0.44	214,940	3.58
2020	51,716,636	4.71%	0.42	213,630	3.56
2021	55,106,687	6.56%	0.40	215,960	3.49
2022	61,624,081	11.83%	0.35	216,412	3.25

5 year growth rate	6.12%
10 year growth rate	5.63%

Kings Financial Consulting Inc.

20-Jun-2023



WHAT IF NEEDS ARE MORE THAN DEBT LIMITATIONS?

Two step process – Step 1:

- ❖ Alternate Revenue Bonds.
 - ❖ Repaid from specific pledged revenue stream (state aid, etc.), with backup tax levy established that is abated annually as other funds are received.
 - ❖ 30 day petition period – 7.5% of registered voters
 - ❖ Must hold public hearing.
 - ❖ Not subject to debt limit as long as taxes are not extended for repayment.
 - ❖ Maximum 40 years repayment.

Step 2:

- ❖ Funding Bonds
 - ❖ Issued to pay “claims” against the District – in this case the Alternate Bonds.
 - ❖ 30 day petition period – 10% of registered voters.
 - ❖ Must hold public hearing.
 - ❖ Can exceed debt limitations.
 - ❖ Maximum 20 years repayment.
 - ❖ Repaid from separate bond & interest levy.



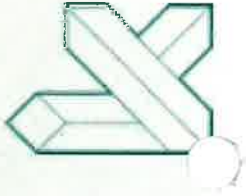
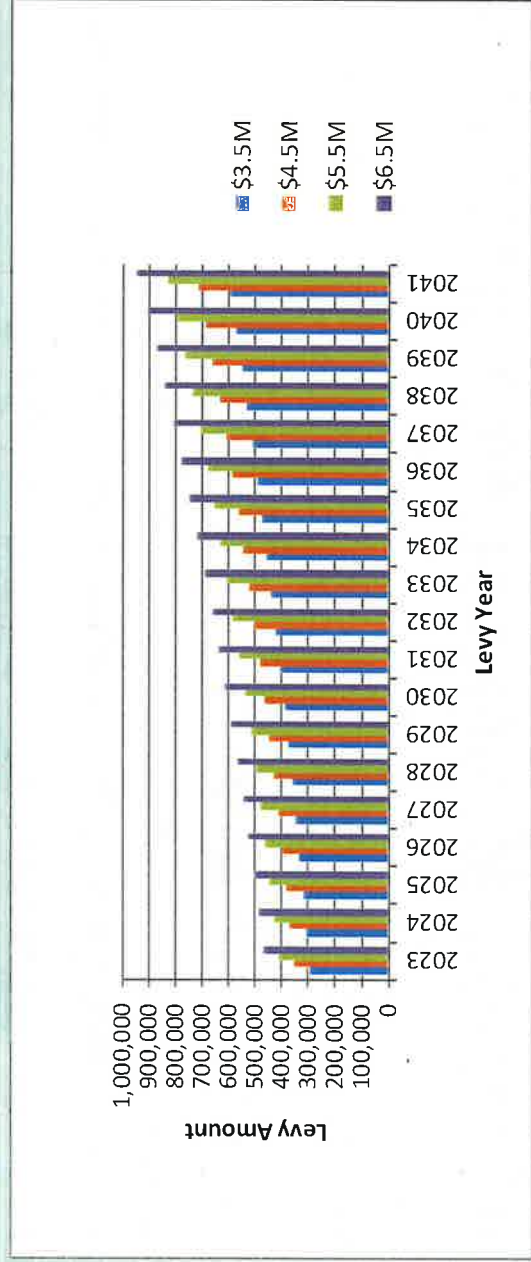
REPAYMENT OPTIONS

Hancock Co SD 347 (LaHarpe)

Financing Options & Tax Impact

20 Year Issue - 4% annual EAV increase estimate

Project Funds	Repayment Estimates			Rate Increase	Tax Impact		
	First Year Bond Levy	Final Year Bond Levy	Initial Increase		Home Value		
	\$50k	\$100k	\$150k				
	Existing Levy \$ 216,412						
\$ 3,500,000	\$ 300,000	\$ 600,000	\$ 83,588	\$ 0.14	\$ 14.47	\$ 37.08	\$ 59.68
\$ 4,500,000	\$ 355,000	\$ 720,000	\$ 138,588	\$ 0.22	\$ 23.99	\$ 61.47	\$ 98.95
\$ 5,500,000	\$ 415,000	\$ 835,000	\$ 198,588	\$ 0.32	\$ 34.37	\$ 88.08	\$ 141.79
\$ 6,500,000	\$ 475,000	\$ 950,000	\$ 258,588	\$ 0.42	\$ 44.76	\$ 114.70	\$ 184.63



FOR ADDITIONAL INFORMATION CONTACT:

KENDALL J. KING

217-762-5468

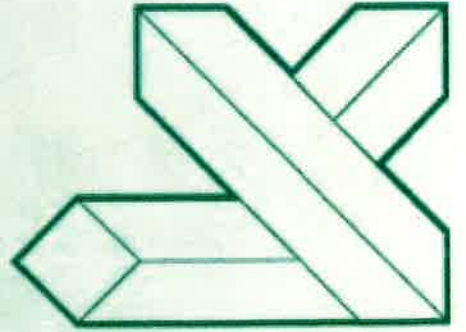
KENDALL@KINGSFCI.COM

E. TIMOTHY KING

217-762-4578

TIM@KINGSFCI.COM

We look forward to serving your public finance needs!



KINGS
FINANCIAL CONSULTING INC.

Non-LEA/Non-Certified Staff Salary Worksheet

Employee	Position	Year Started	Sick/Personal/Vacation	FY23 Salary	FY 24 Salary Increase	Notes
Baker, Aaron	Custodian	2011	15/4/15	\$16.18 - hr		
Deeter, Marlie	Admin Asst	2023	15/4/10	\$19.00 - hr	→ Same	
Detherage, Emily	Cook	2022	10/3/0	\$14.00 - hr		
Humphrey, Wayne	Bus	2017	10/3/0	\$28.92 - hr		
Jones, Laura	Finance Manager	2011	15/4/15	\$31.00 - hr	5%	
Mathew, Mark	Bus	2013	10/3/0	\$28.92 - hr		Salary Increase
Mathew, Mark	PreK (AM only)	-	Included above	\$25.63 - hr		
Nell, Donna	Bus	2009	10/3/0	\$28.92 - hr		
Nell, Donna	Bus - Sped	-	Included above	25.63 hr		
Nudd, Karen	Treasurer	-	None	\$480 - mthly		across Board
Richardson, Jeni	Head Cook	2010	10/3/0	\$16.75 - hr		
Shumaker, Randy	Bus	2008	10/3/0	\$28.92 - hr		
Siegfried, Michael	Head Maint	2021	15/4/10	\$20.00 - hr		
Sturek, Kelly	Custodian	2020	10/3/0	\$14.00		except Marlie
Swanson, Leesa	Head Cook	2016	10/3/0	\$16.25 - hr		
Teesdale, Brittany	Secretary	2022	10/3/0	\$17.00 hr		
Sub - Cook				\$14.00 - hr		
Sub - Custodian				\$14.00 - hr		
Entry Custodian				\$14.00 - hr		
Extra-Curricular Bus				\$16.25 - hr		
Sub Teacher				\$120 per day		
Sub Para				\$15 per hour		

x *[Signature]* 20 June 2023

x *[Signature]* 20 June 2023

SUPPORT PERSONNEL - paraprofs only

2023-2024 179 days - 7hrs per day (175 student + 4 TI) 6/15/2023

yrs of exp including 23-24	2023-2024 HOURLY WAGE		2022-2023 HOURLY WAGE		% of increase	EMPLOYEE - PARAPROFES	ACCOUNT #	2023-2024 SALARY	50-2320-212 BD, PD IMRF		50-2320-213 BD, PD, FICA		50-2320-213 BD PD MEDICARE		10-2320-220 BD PD INS.		TOTAL WAGE&BENEFITS	# HOURS PER YEAR
	2023-2024	2022-2023	2023-2024	2022-2023					11.15%	6.20%	1.45%	10-2320-220	50-2320-213	50-2320-213	10-2320-220			
						KASSANDRA DUERRE	10-1101-115	\$ 19,108.25	\$ 2,130.57	\$ 1,184.71	\$ 277.07	\$ 10,193.90	\$ 32,894.50	1253				
						CINDY FRY	10-1101-115	\$ 21,927.50	\$ 2,444.92	\$ 1,359.51	\$ 317.95	\$ 10,193.90	\$ 36,243.77	1253				
						ERIN NEFF	10-1101-115	\$ 21,301.00	\$ 2,375.06	\$ 1,320.66	\$ 308.86	\$ 41.40	\$ 25,346.99	1253				
						LORRIE HARL	10-1101-115	\$ 19,108.25	\$ 2,130.57	\$ 1,184.71	\$ 277.07	\$ 10,193.90	\$ 32,894.50	1253				
						AUBREY PORTER	10-1101-115	\$ 19,734.75	\$ 2,200.42	\$ 1,223.55	\$ 286.15	\$ 10,193.90	\$ 33,638.78	1253				
						CASSIE BUNDY	10-1101-115	\$ 20,674.50	\$ 2,305.21	\$ 1,281.82	\$ 298.78	\$ 10,193.90	\$ 34,755.21	1253				
						TOTAL		\$ 121,854.25	\$ 13,586.75	\$ 7,554.96	\$ 1,766.89	\$ 51,010.90	\$ 195,773.75					
						EMPLOYEE	ACCOUNT #	2023-2024 SALARY	50-2220-212 BD, PD IMRF	50-2220-213 BD, PD, FICA	50-2220-213 BD PD MEDICARE	10-2220-220 BD PD INS.	WAGE&BENEFITS					
22	20.50	19.50	5.13		5.13	DENISE KOST	10-2220-110	\$ 25,686.50	\$ 2,864.04	\$ 1,592.56	\$ 372.45	\$ 10,193.90	\$ 40,709.46	1253				
						TOTAL		\$ 25,686.50	\$ 2,864.04	\$ 1,592.56	\$ 372.45	\$ 10,193.90	\$ 40,709.46					
						EMPLOYEE - SPEC ED	ACCOUNT #	2023-2024 SALARY	50-1205-213 BD, PD IMRF	50-1205-213 BD, PD, FICA	50-1205-213 BD PD MEDICARE	10-1205-220 BD PD INS.	WAGE&BENEFITS					
5	16.25	15.25	6.56		6.56	KAYLA MARTIN	10-1205-115	\$ 20,361.25	\$ 2,270.28	\$ 1,262.40	\$ 295.24	\$ 41.40	\$ 24,230.57	1253				
4	16.00	15.00	6.67		6.67	STEVE FERNETTI	10-1205-115	\$ 20,048.00	\$ 2,235.35	\$ 1,242.98	\$ 290.70	\$ 10,193.90	\$ 34,010.92	1253				
2	15.25	14.50	5.17		5.17	BRANDIE STOKKE	10-1205-115	\$ 19,108.25	\$ 2,130.57	\$ 1,184.71	\$ 277.07	\$ 41.40	\$ 22,742.00	1253				
3	15.75	14.75	6.78		6.78	DARCIE PALMER	10-1205-115	\$ 19,734.75	\$ 2,200.42	\$ 1,223.55	\$ 286.15	\$ 10,193.90	\$ 33,638.78	1253				
						TOTAL		\$ 79,252.25	\$ 8,836.63	\$ 4,913.64	\$ 1,149.16	\$ 20,470.60	\$ 114,622.27					
						EMPLOYEE - PRE-K	ACCOUNT #	2023-2024 SALARY	50-1125-212 BD, PD IMRF	50-1125-213 BD, PD, FICA	50-1125-213 BD PD MEDICARE	10-1125-100-220 BD PD INS.	WAGE&BENEFITS					
8	17.00	16.00	6.25		6.25	CHRISTINA GEISSLER	10-1125-100-115	\$ 21,301.00	\$ 2,375.06	\$ 1,320.66	\$ 308.86	\$ 10,193.90	\$ 35,499.49	1253				
						TOTAL		\$ 21,301.00	\$ 2,375.06	\$ 1,320.66	\$ 308.86	\$ 10,193.90	\$ 35,499.49					
						SUB PARAPROS												
						TOTAL 2023-2024		\$ 248,094.00	\$ 27,662.48	\$ 15,381.83	\$ 3,597.36	\$ 91,869.30	\$ 386,604.97					
						TOTAL 2022-2023 WAGES		\$ 239,606.02	\$ 26,053.02	\$ 14,855.57	\$ 3,474.29	\$ 100,615.30	\$ 384,604.20					
						TOTAL COST INCREASE/DE		\$ 8,487.98	\$ 1,609.46	\$ 526.26	\$ 123.07	\$ (8,746.00)	\$ 2,000.77					
								3.54%	6.18%	3.54%	3.54%	-8.69%	0.52%					

SUPPORT PERSONNEL - excluded paraprofessionals

6/15/2023

2023-2024

2023-2024	2022-2023	EMPLOYEE	ACCOUNT NUMBER	2023-2024	50-2320-212	50-2320-213	50-2320-213	50-2320-213	10-2320-220	TOTAL	# HOURS
HOURLY WAGE	HOURLY WAGE			SALARY	BD, PD IMRF	BD, PD, FICA	BD PD MEDICARE	BD PD MEDICARE	BD PD INS.	WAGE&BENEFITS	PER YEAR
					11.15%	6.20%	1.45%	1.45%	9917.40		
19.00	19.00	MARIE DEETER	10-2320-115	\$ 34,200.00	\$ 3,813.30	\$ 2,120.40	\$ 495.90	\$ 495.90	\$ 9,917.40	\$ 50,547.00	1800
		TOTAL		\$ 34,200.00	\$ 3,813.30	\$ 2,120.40	\$ 495.90	\$ 495.90	\$ 9,917.40	\$ 50,547.00	
31.00	31.00	LAURA JONES	10-2510-110	\$ 55,800.00	\$ 6,221.70	\$ 3,459.60	\$ 809.10	\$ 809.10	\$ 9,917.40	\$ 76,207.80	1800
		TOTAL		\$ 55,800.00	\$ 6,221.70	\$ 3,459.60	\$ 809.10	\$ 809.10	\$ 9,917.40	\$ 76,207.80	
		KAREN NUDD	10-2310-310	\$ 5,760.00						\$ 5,760.00	
		TOTAL		\$ 5,760.00						\$ 5,760.00	
17.00	17.00	BRITTANY TEESDALE	10-2410-115	\$ 24,862.50	\$ 2,772.17	\$ 1,541.48	\$ 360.51	\$ 360.51	\$ 9,917.40	\$ 39,454.05	1462.5
		TOTAL		\$ 24,862.50	\$ 2,772.17	\$ 1,541.48	\$ 360.51	\$ 360.51	\$ 9,917.40	\$ 39,454.05	
16.75	16.75	JENI RICHARDSON	10-2560-110	\$ 22,110.00	\$ 2,465.27	\$ 1,370.82	\$ 320.60	\$ 320.60	\$ 9,917.40	\$ 36,184.08	1320
16.25	16.25	LEESA SWANSON	10-2560-110	\$ 21,450.00	\$ 2,391.68	\$ 1,329.90	\$ 311.03	\$ 311.03	\$ 9,917.40	\$ 35,400.00	1320
14.00	14.00	EMILY DEITHERAGE	10-2560-110	\$ 17,248.00	\$ 1,923.15	\$ 1,069.38	\$ 250.10	\$ 250.10	\$ 9,917.40	\$ 30,408.02	1232
14.00	14.00	SUB & ENTRY LEVEL COOKS	10-2560-110	\$ 60,808.00	\$ 6,780.09	\$ 3,770.10	\$ 881.72	\$ 881.72	\$ 29,752.20	\$ 101,992.10	
		TOTAL		\$ 60,808.00	\$ 6,780.09	\$ 3,770.10	\$ 881.72	\$ 881.72	\$ 29,752.20	\$ 101,992.10	
16.18	16.18	AARON BAKER	20-2540-110	\$ 33,654.40	\$ 3,752.47	\$ 2,086.57	\$ 487.99	\$ 487.99	\$ 9,917.40	\$ 49,898.83	2080
20.00	20.00	MICHAEL SIEGFRIED	20-2540-110	\$ 41,600.00	\$ 4,638.40	\$ 2,579.20	\$ 603.20	\$ 603.20	\$ 9,917.40	\$ 59,338.20	2080
15.35	15.35	LAURA KNEISS	20-2540-110	\$ 15,357.68	\$ 1,712.38	\$ 952.18	\$ 222.69	\$ 222.69	\$ 9,917.40	\$ 18,244.92	1000.5
14.00	14.00	KELLY STUREK	20-2540-110	\$ 12,180.00	\$ 1,358.07	\$ 755.16	\$ 176.61	\$ 176.61	\$ 9,917.40	\$ 14,469.84	870
14.00	14.00	SUB, SUMMER, & ENTRY LEVEL CUST.	20-2540-110	\$ 102,792.08	\$ 11,461.32	\$ 6,373.11	\$ 1,490.49	\$ 1,490.49	\$ 19,834.80	\$ 141,951.79	
		TOTAL		\$ 102,792.08	\$ 11,461.32	\$ 6,373.11	\$ 1,490.49	\$ 1,490.49	\$ 19,834.80	\$ 141,951.79	
28.92	28.92	MARK MATHEW - AM & PM RTE 1.5&1.75	40-2550-110	\$ 16,354.26	\$ 1,823.50	\$ 1,013.96	\$ 237.14	\$ 237.14	\$ 9,917.40	\$ 19,428.86	565.5
25.63	25.63	PK AM RTE 1	40-2550-110	\$ 4,331.47	\$ 482.96	\$ 268.55	\$ 62.81	\$ 62.81	\$ 9,917.40	\$ 5,145.79	169
28.92	28.92	DONNA NELL - AM & PM RTE 3	40-2550-110	\$ 15,096.24	\$ 1,683.23	\$ 935.97	\$ 218.90	\$ 218.90	\$ 9,917.40	\$ 17,994.33	522
25.63	25.63	DONNA NELL - AM & PM SE RTE 5	40-2550-110	\$ 15,608.67	\$ 1,740.37	\$ 967.74	\$ 226.33	\$ 226.33	\$ 9,917.40	\$ 28,460.50	609
28.92	28.92	RANDY SHUMAKER - AM & PM RTE 3	40-2550-110	\$ 15,096.24	\$ 1,683.23	\$ 935.97	\$ 218.90	\$ 218.90	\$ 9,917.40	\$ 16,251.10	522
28.92	28.92	WAYNE HUMPHREY-AM & PM RTE1.5&1.75	40-2550-110	\$ 16,354.26	\$ 1,823.50	\$ 1,013.96	\$ 237.14	\$ 237.14	\$ 9,917.40	\$ 17,605.36	565.5
16.25	16.25	EXTRA CURRICULAR DRIVERS	40-2550-110	\$ 82,841.14	\$ 5,730.06	\$ 5,136.15	\$ 1,201.20	\$ 1,201.20	\$ 9,917.40	\$ 104,825.94	
		TOTAL		\$ 82,841.14	\$ 5,730.06	\$ 5,136.15	\$ 1,201.20	\$ 1,201.20	\$ 9,917.40	\$ 104,825.94	
		TOTAL 2023-2024		\$ 367,063.72	\$ 36,778.63	\$ 22,400.83	\$ 5,238.90	\$ 5,238.90	\$ 89,256.60	\$ 520,738.68	
		TOTAL 2022-2023 WAGES		\$ 372,867.52	\$ 38,316.33	\$ 22,760.67	\$ 5,323.06	\$ 5,323.06	\$ 80,195.05	\$ 519,482.62	
		TOTAL COST INCREASE/DEC		\$ (5,803.80)	\$ (1,537.70)	\$ (359.84)	\$ (84.16)	\$ (84.16)	\$ 9,061.55	\$ 1,276.06	
				-1.56%	-4.01%	-1.58%	-1.58%	-1.58%	11.30%	0.25%	

LaHarpe CSD #347

6-15-23

The average certified teacher increase per LEA contract from 2022-2023 to 2023-2024 is 6.24%