



CENTRAL SCHOOL DISTRICT #104

Imagine . Inspire . Achieve

Director's Report

August 2026

Building & Grounds- Mr. Bergman

Finance- Mrs. Cavins

- Payroll taxes for 2 payrolls
- Bank file for 2 payrolls
- Bank deposit
- Balance for June
- June Financials for Board Meeting
- Correspond with attorney regarding subpoena and FOIA (several times)
- Complete FOIA requests (7)
- Finalize liability insurance annual renewal
- Input FY27 UHC and Guardian changes into SDS payroll records
- Enter raises, and sick, personal, vacation days in payroll records for employees with July 1st contracts
- Send out several emails to employees regarding insurance deduction changes
- Update insurance spreadsheet
- Email BMO regarding credit increase
- Activate Dr. Law's BMO card
- Set up two employees in SDS for payroll
- Correspond with insurance company regarding subpoena
- Update insurance spreadsheet with new employees and changes
- Update longevity spreadsheet
- Send out bus lot invoice to other 3 districts
- Complete DOW impact aid report
- Set up and complete Arbiter Pay service for sports department
- Complete Arbiter training
- Met with Assured Partners to negotiate a lower fee increase
- Submit 2 DoDEA grant expense reports
- Submit 6 grant expense reports
- Process employee resignation
- Complete FY27 salary summary sheets

- Complete SBHS quarterly financial report
- Complete salary sheets for all employees
- Provide employee with insurance coverage letter
- Send signed treasurer's bond to ROE
- Complete employee VOE
- Begin gathering information for auditor's visit
- Correspond with WC adjuster regarding employee on WC
- Transfer funds from Busey Bank to PMA Financial

Technology- Mrs. Daniels

Director of Student Services - Mrs. Shelton

- Contacted out-of-district parents about registration/transportation for the upcoming school year
- Contacted Illinois Central about upcoming routes for the school year
- Reviewed 504 files
- Reviewed IEP's for new students
- Contacted school districts regarding special education records for our new students
- Attended a legal admin academy on August 4
- Assigned caseloads in Embrace
- Met with two parents about their child's IEP
- Input Early Childhood Outcomes in SIS
- Reviewed prekindergarten files for missing paperwork
- Contacted parents for the missing paperwork
- Contacted the YMCA about swimming for the fall
- Contacted the YMCA about a list of before/after care students
- Contacted Aramark about donations for Back to School Bash
- Contacted Casey's about donations for Back to School Bash
- Sent IEP's to schools that requested them.