

DIXON PUBLIC SCHOOLS #170

"A Place to Grow"

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Margo Empen, Superintendent
Doug Stansford, Asst. Superintendent
Marc Campbell, Business Manager

Date: June 20, 2025

To: Board of Education Members

From: Margo Empen, Superintendent & Marc Campbell, Chief School Business Official

RE: Resolution for the Expenditure of Funds Prior to Adoption of the FY 2026 Budget

Illinois School Code does not require a budget be adopted by the Board of Education until the end of September, which is the end of the first quarter of each fiscal year. Although there is no statutory requirement for the authorization of spending prior to that date, it is imminent that spending will be required in that three-month period. School districts may adopt a best practices solution by adopting a resolution allowing the superintendent or designee to manage contracts, expend funds owed and make necessary purchases in advance of the formal budget adoption. Dixon Unit School District #170 did adopt such a resolution prior to the beginning of the last fiscal year.

The attached resolution gives that spending authorization to the superintendent or designee and eliminates any uncertainty as to whether any required spending is permitted by the Board of Education. This will not be any change in payment or purchasing practices other than ensuring that there is proper authorization.

It is the recommendation of District Administration that the attached resolution be approved at the June 25, 2025 Board of Education meeting.

Dixon Public Schools, in cooperation with the community, will provide students with a comprehensive educational program that produces well-educated, self-sufficient, and involved citizens.

**DIXON UNIT SCHOOL DISTRICT 170
RESOLUTION FOR THE EXPENDITURE OF FUNDS
PRIOR TO ADOPTION OF FY 2026 BUDGET**

WHEREAS, the Board of Education for Dixon Unit School District 170 (“Board of Education”) is the governing board of Dixon Unit School District 170, Dixon, Illinois;

WHEREAS, pursuant to Section 17-1 of the Illinois School Code (105 ILCS 5/10-22.8), the Board of Education is required to pass a budget by the end of the 1st quarter of the fiscal year, on or before September 30th of each year;

WHEREAS, pursuant to Section 4:60 of the Board Policy Manual for Dixon Unit School District 170, adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed;

WHEREAS, also pursuant to Section 4:60, of the Board Policy Manual for Dixon Unit School District 170, the Superintendent or designee shall manage the District’s purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies;

WHEREAS, also pursuant to Section 4:60, of the Board Policy Manual for Dixon Unit School District 170, the Superintendent or designee shall manage the execution of District contracts; and

WHEREAS, there are purchases required to be made and funds to be expended prior to the formal adoption of the annual budget for Fiscal Year 2026 so that the schools are ready for opening, personnel are paid and other services and supplies are purchased;

NOW THEREFORE, BE IT RESOLVED by the Board of Education for Dixon Unit School District 170, Lee and Ogle Counties, Illinois as follows:

Section 1. The Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are true, correct, and complete and does hereby incorporate them into this Resolution by reference.

Section 2. This Resolution is in full force effective July 1, 2025.

Section 3. The Board of Education authorizes the School District’s Chief School Business Official to purchase items or enter contracts on its behalf prior to adoption of the Fiscal Year 2026 annual budget.

ADOPTED this 25th day of June 2025 upon receiving a motion from Member

_____, and a second of the motion by Member

_____ followed by a roll call vote recorded as follows:

AYES:

NAYS:

ABSENT/ABSTAIN:

Board of Education
Dixon Unit School District #170
Counties of Lee and Ogle
State of Illinois

President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Dixon Unit School District 170 (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION FOR THE EXPENDITURE OF FUNDS
PRIOR TO ADOPTION OF FY 2026 BUDGET**

as adopted by the Board at its meeting held on the 25th day of June, 2025.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of June, 2025.

Secretary, Board of Education