



To: Board of Education  
Dr. Jon Bartelt, Superintendent

From: Ms. Valerie Varhalla

Re: Resolution of Designation to Prepare the Budget

Date: January 27, 2025

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**Bloomington  
School District 13**  
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Bloomington,  
Illinois  
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**Phone:**  
630-893-9590

**Background:**

At tonight's Board of Education meeting, the Board of Education is to follow section 105 ILCS 5/17-1 of the Illinois School Code pertaining to the annual budget, which requires a person or persons be designated to prepare the annual budget in tentative form.

**Situation:**

At tonight's meeting, the Board of Education will present a resolution that will appoint Valarie Varhalla, CSBO and Treasurer, to prepare the tentative budget for fiscal year 2025-2026. The resolution also directs the CSBO and Treasurer to place the tentative budget on public display for 30 days prior to adoption. As a matter of convenience, I have attached the resolution to this memo.

**Recommendation:**

It is the Administration's recommendation that the Board of Education of Bloomington School District 13 adopt the attached Resolution for the Designation of the Finance Director and Treasurer to prepare the annual budget, as written.

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**Dr. Jon Bartelt**  
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**Ms. Valerie Varhalla**  
Director of Finance  
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**RESOLUTION FOR THE DESIGNATION OF THE FINANCE DIRECTOR AND  
TREASURER TO PREPARE THE ANNUAL BUDGET**

WHEREAS Section 105 ILCS 5/17-1 of the Illinois School Code pertaining to the annual budget requires that a person or persons be designated to prepare the annual budget in tentative form,

BE IT RESOLVED by the Board of Education of School District 13 in the County of DuPage, State of Illinois, that Valerie Varhalla, currently serving as the district’s Director of Finance and Treasurer, is hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2025 and ending June 30, 2026, and

BE IT FURTHER RESOLVED that such tentative budget shall be filed with the Secretary of this Board, and shall be made conveniently available to public inspection for at least 30 days prior to final action thereon, and

BE IT FURTHER RESOLVED that notice of availability for public inspection and of scheduled public hearing shall be printed in a newspaper published in the district at least 30 days prior to the time of such hearing.

Adopted at the regular meeting of the Board of Education of Bloomingdale Elementary School District 13 on January 27, 2025 and recorded in the official minutes thereof.

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President

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Secretary

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Notary