



WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION REGULAR MEETING - VIRTUAL MEETING VIA ZOOM

DATE: Tuesday, June 23, 2020
TIME: 7:00 PM

LOCATION: LUDWIG SCHOOL
708 N. STATE ST.
LOCKPORT, IL 60441

AGENDA

- I. **Call to Order and Roll Call**
- II. **Pledge of Allegiance**
- III. **Request for Agenda Addendum Items**
- IV. **Recognitions and Celebrations**
 - 1. Staff Recognition 3
- V. **Public Comments**
- VI. **Administrative Reports**
 - 1. Superintendent
 - A. Open Meetings Act - Changes due to COVID-19
 - B. Strategic Plan Impementation
 - C. Strategic Priorities 2019-20
 - D. Plans for Returning to School 2020-21
 - E. Status of 8th Grade Graduation
 - F. Joint Feasibility Study with District 91 and District 92
 - 2. Assistant Superintendent for Business Services 4
 - A. Traffic Study Update 5
 - B. Summer Construction Update 5
 - C. Annual Financial Audit
 - D. FY21 Budget Presentation 6
- VII. **Board Action Items - Consent Agenda**
 - 1. Board Policy Revisions - 2nd Reading 49
 - 2. MOU for Athletic Director Stipends 96
 - 3. Employee Handbook 97
 - 4. Pay Rates Review for 2020-21 134
 - 5. Meeting Minutes 149
 - 6. Treasurer's Report and Financial Reports 154
 - 7. Personnel 161
 - 8. Administrator Contracts 2020-21 162
 - 9. Permission for FY 21 Expenditures Prior to Budget Approval 197
 - 10. List of Paid Holidays for 2020-21 198
 - 11. Student Handbook for 2020-21 199
 - 12. Disposal of Surplus Inventory 239
 - 13. Copier Contract 240
 - 14. Job Description -Administrative Assistant to the District Office and Technology 242
- VIII. **Board Action Items**
 - 1. Monthly Expenditures 245
 - 2. FY20 Amended Budget 262
 - 3. Extension for Use of Vacation Days 310
 - 4. Appointment of the Board Secretary
- IX. **Board Discussion Items**

	1. Delegate for IASB Delegate Assembly - Nov. 2020	
X.	Old Business	
XI.	New Business	
XII.	Informational Items	
	1. Student Conduct	
	2. FOIA	311
XIII.	Closed Session	313
XIV.	Approval of Closed Session Minutes	314
XV.	Adjournment	

SECRETARY, BOARD OF EDUCATION

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: TIM ARNOLD
SUBJECT: RECOGNITION OF DISTRICT 92 RETIREES
DATE: 6/23/2020

There were many celebrations and recognitions that had to be altered at the end of the 2019-20 school year due to the COVID-19 pandemic. In addition to the changes made to various student recognition activities, we also altered the recognition of our retiring employees. It was decided that each school would coordinate a proper retirement recognition/party based on the employee's individual preference. Some employees elected for "drive-bys", some chose virtual, and some are waiting to be able to gather with their colleagues in person.

However the retirees chose to celebrate, the administration wishes to express our sincere gratitude for the way that each of these individuals have served the students of D92 throughout their careers. They will be missed and they will always be a part of the D92 community!

Karen Adamczyk, Social Worker
Laurie Antonick, ELL Teacher
Al Funkhouser, Building Maintenance
Gina Ilcewicz, Honors ELA Teacher
Karma Moore, Honors Math Teacher
Mark Murray, Principal
Patricia Naylor, Kindergarten Teacher
Pat Schauland, Special Education Teacher
Barb Sobieszek, Paraprofessional
Pat Wagner, Building Secretary

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: DAVE BLATCHLEY
SUBJECT: ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES UPDATE
DATE: 06/23/2020

Traffic Study Update

Our next meeting with Sam Schwartz and WT Engineering will be July 9, 2020. There is no other update at this time.

Summer Construction Update

The following work is underway:

Reed

Mitigation is underway on the gym floor, server room and hallway
Doors have been delivered

Oak Prairie

Work is underway on the ceiling repairs and replacements in the boys' bathrooms

Ludwig

1. Hardware has arrived and installation began on 6/17/2020

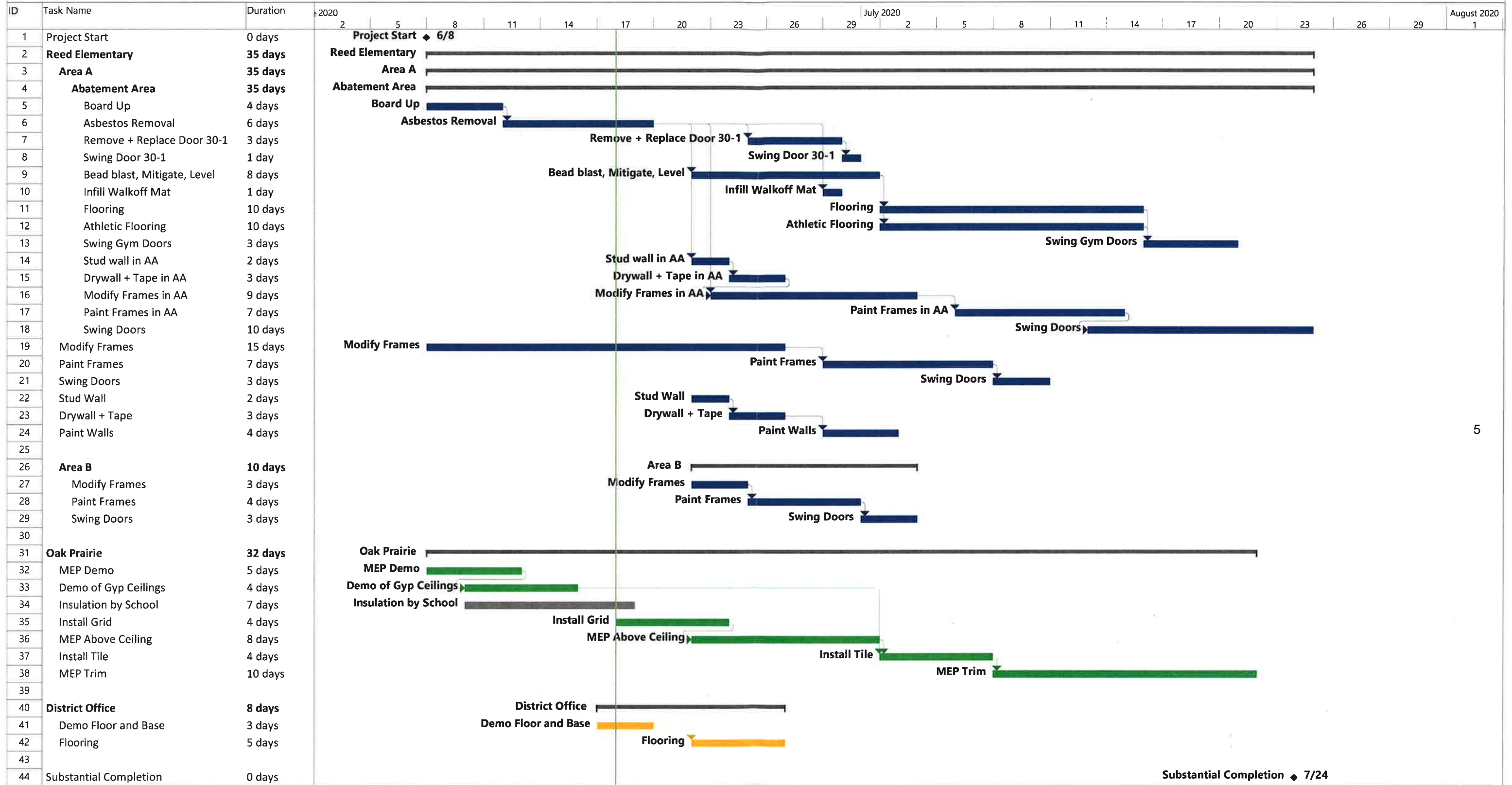
District Office

Work is underway to replace the flooring in the board room

Annual Financial Audit

Dates for our next audit have been set – we will have auditors on site 8/5/2020 and 8/6/2020

Will County SD 92 2020 Capital Improvements
CONSTRUCTION SCHEDULE



5

Project: Construction Schedule
Date: Thu 6/18/20

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

WILL COUNTY SCHOOL DISTRICT 92

2020/2021 TENTATIVE DISPLAY BUDGET PRESENTATION

JUNE 23, 2020

Budget Assumptions

- Revenue Assumptions

- Monitoring COVID-19 and continuing impact on economy
 - Federal funding – slight increase with CARES Act
 - Local funding
 - Up slightly – 2019 levy increase (1.9%)
 - Interest Rates budgeted higher - investments and abundant access to capital
 - Inclusive of all tenants – Lemont Refinery agreement
 - State funding
 - No significant increase from last year - need to watch revenue moving forward with EBF

Budget Assumptions

- Expenditure Assumptions
 - Administrator budget planning requests
 - Medical insurance (0% increase HMO; 0% increase PPO; Dental 0% increase)
 - Reserve for contingencies - \$100,000
 - Additional staff Kindergarten, First Grade, and Junior High
 - Minimum wage law mandates

Budget Assumptions

- Expenditure Assumptions (cont'd)
 - **Education Fund Budget increase**
 - Certified staff salary increases per CBA (TBD) & for classified staff (2%)
 - Administrator salary increases (2%)
 - **Transportation Budget increase: \$70,000 over prior year**
 - 5.5% increase – Regular Education services
 - Construction for the summer of 2021 needs to be evaluated
 - Life Safety expenditures of \$28,000- water consulting services & remediation

Maximum Allowable Travel, Meal & Lodging Expenditures (Board Policy 2:125)

- Adopted January 17, 2017
- Board regulates the reimbursement of all travel, meal, and lodging expenses in District by resolution
- Proposed budget presented – maximum allowable reimbursement to be included
- Current budget includes \$52,000 of said expenditures
- Last year budget included \$52,050 of said expenditures
- Resolution to be presented and approval requested at time of budget adoption (September 15, 2020)

Limitation of Administrative Costs

- Per State Law, budgeted increases for Administrative Costs may only increase 5% maximum over prior year actual
- Administrative Costs used in calculation: Offices of: Superintendent, Director of C&I, Assistant Superintendent of Business Services/CSBO
- Requirement to file for a waiver of the Limitation of Administrative Costs to General Assembly
- D92 will likely exceed the 5% this year

Thank you!

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

School District
 Joint Agreement

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2020 - June 30, 2021

Accounting Basis:

Cash
 Accrual

Balanced budget, no deficit reduction plan is required.

Date of Amended Budget: (MM/DD/YY)

District Name: Will County School District 92

District RCDT No: 56-099-0920-02

If your FY20 AFR states that you need to do a deficit reduction plan and your FY21 budget is balanced please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Will County School District 92, County of Will, State of Illinois, for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

WHEREAS the Board of Education of Will County School District 92, County of Will, 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 day of 20, 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, 2020 and ending June 30, 2021.

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 day of 20 by a roll call vote of Yeas, and Nays, to wit:

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

* 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

The electronic version does not require member signatures, we do not accept PDF copies.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE July 1, 2020 ¹ (without Student Activity Funds)		9,900,000	1,500,000	555,000	1,600,000	780,000	3,300,000	1,100,000		100,000	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	20,228,000	2,552,100	710,000	626,000	878,000	60,000	60,000	0	2,500	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	2,067,200	70,000	0	900,000	0	0	0	0	0	
8	FEDERAL SOURCES	4000	919,000	80,000	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	13,497,084				343,700				0	
14	SUPPORT SERVICES	2000	6,555,660	2,696,300		2,110,900	558,445	2,080,000			0	29,000
15	COMMUNITY SERVICES	3000	3,000	0		0	0				0	
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	640,000	0	0	0	0	0			0	0
17	DEBT SERVICES	5000	0	0	783,000	0	0				0	0
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0			0	0
19	Total Direct Disbursements/Expenditures ⁹		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000			0	29,000
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0			0	0
21	Total Disbursements/Expenditures		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000			0	29,000
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		2,518,456	5,800	(73,000)	(584,900)	(24,145)	(2,020,000)	60,000	0	(26,500)	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on Capital Leases	7400			0							
40	Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
48	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 ⁵	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 Capital Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420										
59	Other Revenues Pledged to Pay Principal on Capital Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440										
61	Taxes Pledged to Pay Interest on Capital Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520										
63	Other Revenues Pledged to Pay Interest on Capital Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Capital 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	
80	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	
81	ESTIMATED ENDING FUND BALANCE June 30, 2021 (Without Student Activity		12,418,456	1,505,800	482,000	1,015,100	755,855	1,280,000	1,160,000	0	73,500	
82	Student Activity ESTIMATED BEGINNING FUND BALANCE July 1, 2020											
83	Fund 11											
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	0									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
89	Student Activity ESTIMATED ENDING FUND BALANCE June 30, 2021		0									
90	Total ESTIMATED BEGINNING FUND BALANCE July 1, 2020 (All Sources Including Student Activity Funds)		9,900,000	1,500,000	555,000	1,600,000	780,000	3,300,000	1,100,000	0	100,000	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	20,228,000	2,552,100	710,000	626,000	878,000	60,000	60,000	0	2,500	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
95	STATE SOURCES	3000	2,067,200	70,000	0	900,000	0	0	0	0	0	
96	FEDERAL SOURCES	4000	919,000	80,000	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues ⁸		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500	

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0		0	0	
99	Total Receipts/Revenues		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	13,497,084				343,700			0		
102	SUPPORT SERVICES	2000	6,555,660	2,696,300		2,110,900	558,445	2,080,000		0	29,000	
103	COMMUNITY SERVICES	3000	3,000	0		0	0			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	640,000	0	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	783,000	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000		0	29,000	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000		0	29,000	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		2,518,456	5,800	(73,000)	(584,900)	(24,145)	(2,020,000)	60,000	0	(26,500)	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	
117	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	
118	ESTIMATED ENDING FUND BALANCE June 30, 2021 (All Sources With student Activity Funds)		12,418,456	1,505,800	482,000	1,015,100	755,855	1,280,000	1,160,000	0	73,500	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121	Description	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	Total By Object
122	Object Name											
124	Salaries	100	14,457,339	1,264,800		10,900		0		0	0	15,733,039
125	Employee Benefits	200	2,848,255	200,000		0	902,145	0		0	0	3,950,400
126	Purchased Services	300	1,084,000	560,000	3,000	2,100,000		80,000		0	29,000	3,856,000
127	Supplies & Materials	400	892,700	500,000		0		0		0	0	1,392,700
128	Capital Outlay	500	205,000	160,000		0		2,000,000		0	0	2,365,000
129	Other Objects	600	684,350	4,000	780,000	0	0	0		0	0	1,468,350
130	Non-Capitalized Equipment	700	524,100	7,500		0		0		0	0	531,600
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000		0	29,000	29,297,089

SUMMARY OF CASH TRANSACTIONS

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND July 1, 2020 ⁷ (Without Student Activity Funds)										
4	Total Direct Receipts & Other Sources ⁸		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500
12	Total Amount Available		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500
13	Total Direct Disbursements & Other Uses ⁹		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000	0	0	29,000
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000	0	0	29,000
21	ENDING CASH BALANCE ON HAND June 30, 2021 ⁷ (Without Student Activity Funds)										
22			2,518,456	5,800	(73,000)	(584,900)	(24,145)	(2,020,000)	60,000	0	(26,500)
23	Activity Funds BEGINNING CASH BALANCE ON HAND July 1, 2020 ⁷										
24	Total Direct Receipts & Other Sources ⁸		0								
25	Total Amount Available		0								
26	Total Direct Disbursements & Other Uses ⁹		0								
27	Activity funds ENDING CASH BALANCE ON HAND June 30, 2021 ⁷										
28			0								
29	Total BEGINNING CASH BALANCE ON HAND July 1, 2020 ⁷ (With Student Activity Funds)										
30	Total Direct Receipts & Other Sources ⁸		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500
33	Total Amount Available		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500
34	Total Direct Disbursements & Other Uses ⁹		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000	0	0	29,000
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		20,695,744	2,696,300	783,000	2,110,900	902,145	2,080,000	0	0	29,000
37	Total ENDING CASH BALANCE ON HAND June 30, 2021 ⁷ (With Student Activity Funds)										
			2,518,456	5,800	(73,000)	(584,900)	(24,145)	(2,020,000)	60,000	0	(26,500)

1	A	B	C	D	E	F	G	H	I	J	K
2	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
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-	18,400,000	2,400,000	700,000	600,000	420,000		40,000		
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	1,100,000								
8	FICA and Medicare Only Levies	1150					380,000				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	Total Ad Valorem Taxes Levied by District		19,500,000	2,400,000	700,000	600,000	800,000	0	40,000	0	0
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	240,000	130,000			65,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		240,000	130,000	0	0	65,000	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		0								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									

1	A	B	C	D	E	F	G	H	I	J	K
	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
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	200,000	20,000	10,000	26,000	13,000	20,000	20,000		2,500
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		200,000	20,000	10,000	26,000	13,000	20,000	20,000	0	2,500
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	135,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613	100,000								
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620	3,000								
74	Other Food Service (Describe & Itemize)	1690									
75	Total Food Service		238,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711									
78	Admissions - Other	1719									
79	Fees	1720									
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790									
82	Student Activity Fund Revenues	1799									
83	Total District/School Activity Income (without Student Activity Funds 1799)		0	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		0								
85	TEXTBOOK INCOME	1800									
86	Rentals - Regular Textbooks	1811									
87	Rentals - Summer School Textbooks	1812									
88	Rentals - Adult/Continuing Education Textbooks	1813									
89	Rentals - Other (Describe)	1819									
90	Sales - Regular Textbooks	1821									
91	Sales - Summer School Textbooks	1822									
92	Sales - Adult/Continuing Education Textbooks	1823									
93	Sales - Other (Describe & Itemize)	1829									
94	Other (Describe & Itemize)	1890									
95	Total Textbooks		0								
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910		2,000							
98	Contributions and Donations from Private Sources	1920						40,000			
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950	15,000								
102	Payments of Surplus Moneys from TIF Districts	1960									
103	Drivers' Education Fees	1970									
104	Proceeds from Vendors' Contracts	1980									
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993	35,000								

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1	A	B	C	D	E	F	G	H	I	J	K
2	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
109	Other Local Revenues (Describe & Itemize)	1999		100							
110	Total Other Revenue from Local Sources		50,000	2,100	0	0	0	40,000	0	0	0
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	20,228,000	2,552,100	710,000	626,000	878,000	60,000	60,000	0	2,500
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		20,228,000								
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)											
113	Flow-Through Revenue from State Sources	2100									
114	Flow-Through Revenue from Federal Sources	2200									
115	Other Flow-Through Revenue (Describe & Itemize)	2300									
116	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
117											
RECEIPTS/REVENUES FROM STATE SOURCES (3000)											
118	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
119	Evidence Based Funding Formula (Section 18-8.15)	3001	1,900,000	70,000							
120	Reorganization Incentives (Accounts 3005-3021)	3005									
121	Fast Growth District Grants	3030									
122	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
123	Total Unrestricted Grants-In-Aid		1,900,000	70,000	0	0	0	0		0	0
124											
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	160,000								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120									
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145	3,000								
133	Special Education - Other (Describe & Itemize)	3199									
134	Total Special Education		163,000	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235									
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		0	0			0				
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	1,700								
149	School Breakfast Initiative	3365									
150	Driver Education	3370									
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				400,000					
155	Transportation - Special Education	3510				500,000					
156	Transportation - Other (Describe & Itemize)	3599									

1	A	B	C	D	E	F	G	H	I	J	K
2	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
157	Total Transportation		0	0		900,000	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705									
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									
170	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	2,500								
171	Total Restricted Grants-In-Aid		167,200	0	0	900,000	0	0	0	0	0
172	Total Receipts/Revenues from Federal Sources	3000	2,067,200	70,000	0	900,000	0	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									
176	Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009		80,000							
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	80,000	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		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									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other (Describe & Itemize)	4199									
190	Total Title V		0	0		0	0				
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210	140,000								
194	Special Milk Program	4215									
195	School Breakfast Program	4220									
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other (Describe & Itemize)	4299									
200	Total Food Service		140,000				0				
201	TITLE I										
202	Title I - Low Income	4300	165,000								

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1	A	B	C	D	E	F	G	H	I	J	K
	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
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other (Describe & Itemize)	4399									
206	Total Title I		165,000	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400	20,000								
209	Title IV - 21st Century	4421									
210	Title IV - Other (Describe & Itemize)	4499									
211	Total Title IV		20,000	0		0	0				
212	FEDERAL - SPECIAL EDUCATION										
213	Federal Special Education - Preschool Flow-Through	4600	21,000								
214	Federal Special Education - Preschool Discretionary	4605									
215	Federal Special Education - IDEA Flow Through	4620	366,000								
216	Federal Special Education - IDEA Room & Board	4625									
217	Federal Special Education - IDEA Discretionary	4630									
218	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
219	Total Federal Special Education		387,000	0		0	0				
220	CTE - PERKINS										
221	CTE - Perkins-Title III E Tech Prep	4770									
222	CTE - Other (Describe & Itemize)	4799									
223	Total CTE - Perkins		0	0			0				
224	Federal - Adult Education	4810									
225	ARRA - General State Aid - Education Stabilization	4850									
226	ARRA - Title I - Low Income	4851									
227	ARRA - Title I - Neglected, Private	4852									
228	ARRA - Title I - Delinquent, Private	4853									
229	ARRA - Title I - School Improvement (Part A)	4854									
230	ARRA - Title I - School Improvement (Section 1003g)	4855									
231	ARRA - IDEA - Part B - Preschool	4856									
232	ARRA - IDEA - Part B - Flow-Through	4857									
233	ARRA - Title IID - Technology - Formula	4860									
234	ARRA - Title IID - Technology - Competitive	4861									
235	ARRA - McKinney - Vento Homeless Education	4862									23
236	ARRA - Child Nutrition Equipment Assistance	4863									
237	Impact Aid Formula Grants	4864									
238	Impact Aid Competitive Grants	4865									
239	Qualified Zone Academy Bond Tax Credits	4866									
240	Qualified School Construction Bond Credits	4867									
241	Build America Bond Tax Credits	4868									
242	Build America Bond Interest Reimbursement	4869									
243	ARRA - General State Aid - Other Government Services Stabilization	4870									
244	Other ARRA Funds - II	4871									
245	Other ARRA Funds - III	4872									
246	Other ARRA Funds - IV	4873									
247	Other ARRA Funds - V	4874									
248	ARRA - Early Childhood	4875									
249	Other ARRA Funds - VII	4876									
250	Other ARRA Funds - VIII	4877									
251	Other ARRA Funds - IX	4878									
252	Other ARRA Funds - X	4879									
253	Other ARRA Funds - Ed Job Fund Program	4880									
254	Total Stimulus Programs		0	0	0	0	0	0		0	0
255	Race to the Top Program	4901									

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	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
256	Race to the Top - Preschool Expansion Grant	4902									
257	Title III - Instruction for English Learners & Immigrant Students	4905									
258	Title III - English Language Acquisition	4909									
259	McKinney Education for Homeless Children	4920									
260	Title II - Eisenhower - Professional Development Formula	4930									
261	Title II - Teacher Quality	4932	37,000								
262	Federal Charter Schools	4960									
263	State Assessment Grants	4981									
264	Grant for State Assessments and Related Activities	4982									
265	Medicaid Matching Funds - Administrative Outreach	4991	30,000								
266	Medicaid Matching Funds - Fee-For-Service Program	4992	140,000								
267	Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4999									
268	Total Restricted Grants-in-Aid Received from Federal Govt. thru the State		919,000	0	0	0	0	0		0	0
269	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	919,000	80,000	0	0	0	0	0	0	0
270	TOTAL DIRECT RECEIPTS/REVENUES (WITHOUT STUDENT ACTIVITY FUNDS)		23,214,200	2,702,100	710,000	1,526,000	878,000	60,000	60,000	0	2,500
271	TOTAL DIRECT RECEIPTS/REVENUES (WITH STUDENT ACTIVITY FUNDS)		23,214,200								

1	A	B	C	D	E	F	G	H	I	J	K
2	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
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	7,638,929	1,782,885	60,000	380,000	75,000		82,000		10,018,814
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125	153,000			5,000					158,000
8	Special Education Programs (Functions 1200 - 1220)	1200	2,344,630	632,000	32,500	38,000	4,000	2,000	4,000		3,057,130
9	Special Education Programs Pre-K	1225	76,500								76,500
10	Remedial and Supplemental Programs K-12	1250				5,000					5,000
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400	7,140	100		24,000					31,240
14	Interscholastic Programs	1500			21,000	11,000					32,000
15	Summer School Programs	1600	92,800	800	1,000	3,000					97,600
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800	20,000	300		500					20,800
19	Truant Alternative & Optional Programs	1900									0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Private Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999									0
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	10,332,999	2,416,085	114,500	466,500	79,000	2,000	86,000	0	13,497,084
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	10,332,999	2,416,085	114,500	466,500	79,000	2,000	86,000	0	13,497,084
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	367,200	5,500							25 372,700
39	Guidance Services	2120									0
40	Health Services	2130	333,000	1,100	94,000	11,000			2,100		441,200
41	Psychological Services	2140	352,000	5,300							357,300
42	Speech Pathology & Audiology Services	2150	398,000	6,900	4,100						409,000
43	Other Support Services - Pupils (Describe & Itemize)	2190	35,700			4,000					39,700
44	Total Support Services - Pupil	2100	1,485,900	18,800	98,100	15,000	0	0	2,100	0	1,619,900
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210	97,000	34,000	176,000	18,000		2,850			327,850
47	Educational Media Services	2220	701,760	60,000	164,000	153,000	105,000	400	430,000		1,614,160
48	Assessment & Testing	2230			20,000	3,000					23,000
49	Total Support Services - Instructional Staff	2200	798,760	94,000	360,000	174,000	105,000	3,250	430,000	0	1,965,010
50	Support Services - General Administration	2300									
51	Board of Education Services	2310	1,500		350,000	11,000		18,000			380,500
52	Executive Administration Services	2320	283,560	40,570	13,400	5,000	3,000	5,000			350,530
53	Special Area Administration Services	2330	100,000	28,500							128,500
54	Tort Immunity Services	2360 - 2370									0
55	Total Support Services - General Administration	2300	385,060	69,070	363,400	16,000	3,000	23,000	0	0	859,530
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	963,900	190,300	6,800	12,500		6,600			1,180,100

	A	B	C	D	E	F	G	H	I	J	K
1	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
58	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
59	Total Support Services - School Administration	2400	963,900	190,300	6,800	12,500	0	6,600	0	0	1,180,100
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510	133,620		2,500			2,500			138,620
62	Fiscal Services	2520	148,000	60,000	13,500	1,500		1,000	1,000		225,000
63	Operation & Maintenance of Plant Services	2540									0
64	Pupil Transportation Services	2550									0
65	Food Services	2560	209,100		12,200	172,200	18,000	6,000	5,000		422,500
66	Internal Services	2570			110,000	35,000					145,000
67	Total Support Services - Business	2500	490,720	60,000	138,200	208,700	18,000	9,500	6,000	0	931,120
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630									0
72	Staff Services	2640									0
73	Data Processing Services	2660									0
74	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
75	Other Support Services <i>(Describe & Itemize)</i>	2900									0
76	Total Support Services	2000	4,124,340	432,170	966,500	426,200	126,000	42,350	438,100	0	6,555,660
77	COMMUNITY SERVICES (ED)	3000			3,000						3,000
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						10,000			10,000
81	Payments for Special Education Programs	4120						630,000			630,000
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units <i>(Describe & Itemize)</i>	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			0			640,000			640,000
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220									0
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units <i>(Describe & Itemize)</i>	4290									26
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			0			640,000			640,000
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0

	A	B	C	D	E	F	G	H	I	J	K
1	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
2								0			0
114	Total Debt Service	5000									0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		14,457,339	2,848,255	1,084,000	892,700	205,000	684,350	524,100	0	20,695,744
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		14,457,339	2,848,255	1,084,000	892,700	205,000	684,350	524,100	0	20,695,744
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (Without Student Activity Funds 1999)										2,518,456
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (With Student Activity Funds 1999)										2,518,456
120											
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190									0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530	438,600		20,000						458,600
128	Operation & Maintenance of Plant Services	2540	826,200	200,000	540,000	500,000	160,000	4,000	7,500		2,237,700
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	1,264,800	200,000	560,000	500,000	160,000	4,000	7,500	0	2,696,300
132	Other Support Services (Describe & Itemize)	2900									0
133	Total Support Services	2000	1,264,800	200,000	560,000	500,000	160,000	4,000	7,500	0	2,696,300
134	COMMUNITY SERVICES (O&M)	3000									0
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
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			0			0			0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									27
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									0
155	Total Direct Disbursements/Expenditures		1,264,800	200,000	560,000	500,000	160,000	4,000	7,500	0	2,696,300
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										5,800
157											
158	30 - DEBT SERVICE FUND (DS)										
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									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0

	A	B	C	D	E	F	G	H	I	J	K
1	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
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200						150,000			150,000
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300						630,000			630,000
175	Debt Service Other (Describe & Itemize)	5400			3,000						3,000
176	Total Debt Service	5000			3,000			780,000			783,000
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				3,000			780,000			783,000
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(73,000)
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils (Describe & Itemize)	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550	10,900		2,100,000						2,110,900
187	Other Support Services (Describe & Itemize)	2900									0
188	Total Support Services	2000	10,900	0	2,100,000	0	0	0	0	0	2,110,900
189	COMMUNITY SERVICES (TR)	3000									0
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									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			28
199	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt (Describe and Itemize)	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300									0
211	Debt Service - Other (Describe and Itemize)	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		10,900	0	2,100,000	0	0	0	0	0	2,110,900

	A	B	C	D	E	F	G	H	I	J	K
1	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
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(584,900)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		142,900							142,900
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		193,000							193,000
222	Special Education Programs Pre-K	1225									0
223	Remedial and Supplemental Programs K-12	1250									0
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500									0
228	Summer School Programs	1600		7,800							7,800
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800									0
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		343,700							343,700
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		4,700							4,700
237	Guidance Services	2120									0
238	Health Services	2130		44,000							44,000
239	Psychological Services	2140		4,300							4,300
240	Speech Pathology & Audiology Services	2150		6,300							6,300
241	Other Support Services - Pupils (Describe & Itemize)	2190		2,000							2,000
242	Total Support Services - Pupil	2100		61,300							61,300
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		10,900							10,900
245	Educational Media Services	2220		72,005							72,005
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		82,905							82,905
248	Support Services - General Administration	2300									
249	Board of Education Services	2310		400							400
250	Executive Administration Services	2320		12,400						29	12,400
251	Special Area Administrative Services	2330		2,400							2,400
252	Claims Paid from Self Insurance Fund	2361									0
253	Workers' Compensation or Workers' Occupation Disease Acts Payments	2362									0
254	Unemployment Insurance Payments	2363									0
255	Insurance Payments (regular or self-insurance)	2364									0
256	Risk Management and Claims Services Payments	2365									0
257	Judgment and Settlements	2366									0
258	Educatl, Inspectl, Supervisory Serv. Related to Loss Prevention or Reduction	2367									0
259	Reciprocal Insurance Payments	2368									0
260	Legal Service	2369									0
261	Total Support Services - General Administration	2300		15,200							15,200
262	Support Services - School Administration	2400									
263	Office of the Principal Services	2410		71,300							71,300
264	Other Support Services - School Administration (Describe & Itemize)	2490									0
265	Total Support Services - School Administration	2400		71,300							71,300
266	Support Services - Business	2500									
267	Direction of Business Support Services	2510		2,100							2,100
268	Fiscal Services	2520		48,000							48,000
269	Facilities Acquisition & Construction Services	2530									0
270	Operation & Maintenance of Plant Service	2540		235,000							235,000

1	A	B	C	D	E	F	G	H	I	J	K
2	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
271	Pupil Transportation Services	2550		5,640							5,640
272	Food Services	2560		37,000							37,000
273	Internal Services	2570									0
274	Total Support Services - Business	2500		327,740							327,740
275	Support Services - Central	2600									
276	Direction of Central Support Services	2610									0
277	Planning, Research, Development & Evaluation Services	2620									0
278	Information Services	2630									0
279	Staff Services	2640									0
280	Data Processing Services	2660									0
281	Total Support Services - Central	2600		0							0
282	Other Support Services (Describe & Itemize)	2900									0
283	Total Support Services	2000		558,445							558,445
284	COMMUNITY SERVICES (MR/SS)	3000									0
285	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
286	Payments for Regular Programs	4110									0
287	Payments for Special Education Programs	4120									0
288	Payments for CTE Programs	4140									0
289	Total Payments to Other Dist & Govt Units	4000		0							0
290	DEBT SERVICE (MR/SS)	5000									
291	Debt Service - Interest on Short-Term Debt	5100									
292	Tax Anticipation Warrants	5110									0
293	Tax Anticipation Notes	5120									0
294	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
295	State Aid Anticipation Certificates	5140									0
296	Other (Describe & Itemize)	5150									0
297	Total Debt Service	5000						0			0
298	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
299	Total Direct Disbursements/Expenditures			902,145				0			902,145
300	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(24,145)
301											
302	60 - CAPITAL PROJECTS (CP)										
303	SUPPORT SERVICES (CP)	2000									
304	Support Services - Business										
305	Facilities Acquisition & Construction Services	2530			80,000		2,000,000				30 2,080,000
306	Other Support Services (Describe & Itemize)	2900									0
307	Total Support Services	2000	0	0	80,000	0	2,000,000	0	0		2,080,000
308	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
309	Payments to Other Dist & Govt Units (In-State)	4100									
310	Payments to Regular Programs	4110									0
311	Payment for Special Education Programs	4120									0
312	Payment for CTE Programs	4140									0
313	Payments to Other Govt Units (In-State) (Describe & Itemize)	4190									0
314	Total Payments to Other Districts & Govt Units	4000			0			0			0
315	PROVISION FOR CONTINGENCIES (CP)	6000									0
316	Total Direct Disbursements/Expenditures		0	0	80,000	0	2,000,000	0	0		2,080,000
317	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(2,020,000)
318											
319	70 WORKING CASH FUND (WC)										
320											
321	80 - TORT FUND (TF)										
322	INSTRUCTION (TF)	1000									
323	Regular Programs	1100									0
324	Tuition Payment to Charter Schools	1115									0

1	A	B	C	D	E	F	G	H	I	J	K
2	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
325	Pre-K Programs	1125									0
326	Special Education Programs (Functions 1200 - 1220)	1200									0
327	Special Education Programs Pre-K	1225									0
328	Remedial and Supplemental Programs K-12	1250									0
329	Remedial and Supplemental Programs Pre-K	1275									0
330	Adult/Continuing Education Programs	1300									0
331	CTE Programs	1400									0
332	Interscholastic Programs	1500									0
333	Summer School Programs	1600									0
334	Gifted Programs	1650									0
335	Driver's Education Programs	1700									0
336	Bilingual Programs	1800									0
337	Truant Alternative & Optional Programs	1900									0
338	Pre-K Programs - Private Tuition	1910									0
339	Regular K-12 Programs Private Tuition	1911									0
340	Special Education Programs K-12 Private Tuition	1912									0
341	Special Education Programs Pre-K Tuition	1913									0
342	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
343	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
344	Adult/Continuing Education Programs Private Tuition	1916									0
345	CTE Programs Private Tuition	1917									0
346	Interscholastic Programs Private Tuition	1918									0
347	Summer School Programs Private Tuition	1919									0
348	Gifted Programs Private Tuition	1920									0
349	Bilingual Programs Private Tuition	1921									0
350	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
351	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
352	SUPPORT SERVICES (TF)	2000									
353	Support Services - Pupil	2100									
354	Attendance & Social Work Services	2110									0
355	Guidance Services	2120									0
356	Health Services	2130									0
357	Psychological Services	2140									0
358	Speech Pathology & Audiology Services	2150									0
359	Other Support Services - Pupils (Describe & Itemize)	2190									0
360	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	31
361	Support Services - Instructional Staff	2200									
362	Improvement of Instruction Services	2210									0
363	Educational Media Services	2220									0
364	Assessment & Testing	2230									0
365	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
366	Support Services - General Administration	2300									
367	Board of Education Services	2310									0
368	Executive Administration Services	2320									0
369	Special Area Administration Services	2330									0
370	Claims Paid from Self Insurance Fund	2361									0
371	Risk Management and Claims Services Payments	2365									0
372	Total Support Services - General Administration	2300	0	0	0	0	0	0	0	0	0
373	Support Services - School Administration	2400									
374	Office of the Principal Services	2410									0
375	Other Support Services - School Administration (Describe & Itemize)	2490									0
376	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
377	Support Services - Business	2500									
378	Direction of Business Support Services	2510									0
379	Fiscal Services	2520									0

1	A	B	C	D	E	F	G	H	I	J	K
2	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
380	Operation & Maintenance of Plant Services	2540									0
381	Pupil Transportation Services	2550									0
382	Food Services	2560									0
383	Internal Services	2570									0
384	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
385	Support Services - Central	2600									
386	Direction of Central Support Services	2610									0
387	Planning, Research, Development & Evaluation Services	2620									0
388	Information Services	2630									0
389	Staff Services	2640									0
390	Data Processing Services	2660									0
391	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
392	Other Support Services (Describe & Itemize)	2900									0
393	Total Support Services	2000	0	0	0	0	0	0	0	0	0
394	COMMUNITY SERVICES (TF)	3000									0
395	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
396	Payments to Other Dist & Govt Units (In-State)	4100									
397	Payments for Regular Programs	4110									0
398	Payments for Special Education Programs	4120									0
399	Payments for Adult/Continuing Education Programs	4130									0
400	Payments for CTE Programs	4140									0
401	Payments for Community College Programs	4170									0
402	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
403	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
404	Payments for Regular Programs - Tuition	4210									0
405	Payments for Special Education Programs - Tuition	4220									0
406	Payments for Adult/Continuing Education Programs - Tuition	4230									0
407	Payments for CTE Programs - Tuition	4240									0
408	Payments for Community College Programs - Tuition	4270									0
409	Payments for Other Programs - Tuition	4280									0
410	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
411	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
412	Payments for Regular Programs - Transfers	4310									0
413	Payments for Special Education Programs - Transfers	4320									0
414	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
415	Payments for CTE Programs - Transfers	4340									0
416	Payments for Community College Program - Transfers	4370									32
417	Payments for Other Programs - Transfers	4380									0
418	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
419	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
420	Payments to Other Dist & Govt Units (Out of State)	4400									0
421	Total Payments to Other Dist & Govt Units	4000			0			0			0
422	DEBT SERVICE (TF)	5000									
423	Debt Service - Interest on Short-Term Debt										
424	Tax Anticipation Warrants	5110									0
425	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
426	Other Interest or Short-Term Debt (Describe & Itemize)	5150									0
427	Total Debt Service	5000						0			0
428	PROVISION FOR CONTINGENCIES (TF)	6000									0
429	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
430	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
431											
432	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
433	SUPPORT SERVICES (FP&S)	2000									
434	Support Services - Business	2500									
435	Facilities Acquisition & Construction Services	2530									0
436	Operation & Maintenance of Plant Service	2540			29,000						29,000

1	A	B	C	D	E	F	G	H	I	J	K
2	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
437	Total Support Services - Business	2500	0	0	29,000	0	0	0	0		29,000
438	Other Support Services (Describe & Itemize)	2900									0
439	Total Support Services	2000	0	0	29,000	0	0	0	0		29,000
440	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
441	Payments to Regular Programs	4110									0
442	Payments to Special Education Programs	4120									0
443	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
444	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
445	DEBT SERVICE (FP&S)	5000									
446	Debt Service - Interest on Short-Term Debt	5100									
447	Tax Anticipation Warrants	5110									0
448	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
449	Total Debt Service - Interest on Short-Term Debt	5100						0			0
450	Debt Service - Interest on Long-Term Debt	5200									0
451	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300									0
452	Total Debt Service	5000						0			0
453	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
454	Total Direct Disbursements/Expenditures		0	0	29,000	0	0	0	0		29,000
455	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(26,500)

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

- 1.
- 2.
- 3.
- 4.

	A	B	C	D	E	F
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	23,214,200	2,702,100	1,526,000	60,000	27,502,300
4	Direct Expenditures	20,695,744	2,696,300	2,110,900		25,502,944
5	Difference	2,518,456	5,800	(584,900)	60,000	1,999,356
6	Estimated Fund Balance - June 30, 2021	12,418,456	1,505,800	1,015,100	1,160,000	16,099,356
7	Balanced budget, no deficit reduction plan is required.					
8	<p><i>A deficit reduction plan is required if the local board of education adopts (or amends) the 2020-21 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).</i></p>					
9	<p>Note: <i>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.</i></p>					
10	<p><i>The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2019-2020 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 20-24) to ISBE within 30 days after acceptance of the AFR.</i></p>					
12	<p><i>The deficit reduction plan, if required, is developed using ISBE guidelines and format.</i></p>					
13						

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	C	D	E	F	G
1	*School Districts Only		DEFICIT REDUCTION PLAN				
2							
3	56-099-0920-02						
4	<i>District Number</i>						
5	Will County School District 92						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		9,900,000	1,500,000	1,600,000	1,100,000	14,100,000
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000	20,228,000	2,552,100	626,000	60,000	23,466,100
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0		0
11	STATE SOURCES	3000	2,067,200	70,000	900,000	0	3,037,200
12	FEDERAL SOURCES	4000	919,000	80,000	0	0	999,000
13	Total Receipts/Revenues		23,214,200	2,702,100	1,526,000	60,000	27,502,300
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000	13,497,084				13,497,084
16	SUPPORT SERVICES	2000	6,555,660	2,696,300	2,110,900		11,362,860
17	COMMUNITY SERVICES	3000	3,000	0	0		3,000
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	640,000	0	0		640,000
19	DEBT SERVICES	5000	0	0	0		0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0
21	Total Disbursements/Expenditures		20,695,744	2,696,300	2,110,900		25,502,944
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		2,518,456	5,800	(584,900)	60,000	1,999,356
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		12,418,456	1,505,800	1,015,100	1,160,000	16,099,356

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ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	H	I	J	K	L
1	*School Districts Only		ESTIMATED BUDGET FY2021-2022				
2							
3	56-099-0920-02						
4	<i>District Number</i>						
5	Will County School District 92						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		12,418,456	1,505,800	1,015,100	1,160,000	16,099,356
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		12,418,456	1,505,800	1,015,100	1,160,000	16,099,356

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ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	M	N	O	P	Q
1	*School Districts Only		ESTIMATED BUDGET FY2022-2023				
2							
3	56-099-0920-02						
4	<i>District Number</i>						
5	Will County School District 92						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		12,418,456	1,505,800	1,015,100	1,160,000	16,099,356
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		12,418,456	1,505,800	1,015,100	1,160,000	16,099,356

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ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	R	S	T	U	V
1	*School Districts Only		ESTIMATED BUDGET FY2023-2024				
2							
3	56-099-0920-02						
4	<i>District Number</i>						
5	Will County School District 92						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		12,418,456	1,505,800	1,015,100	1,160,000	16,099,356
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		12,418,456	1,505,800	1,015,100	1,160,000	16,099,356

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ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	W	X	Y	Z
1	*School Districts Only		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption: _____ (Enter as MM/DD/YY)			
2						
3	56-099-0920-02					
4	District Number					
5	Will County School District 92					
6	District Name		FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		14,100,000	16,099,356	16,099,356	16,099,356
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	23,466,100	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	3,037,200	0	0	0
12	FEDERAL SOURCES	4000	999,000	0	0	0
13	Total Receipts/Revenues		27,502,300	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	13,497,084	0	0	0
16	SUPPORT SERVICES	2000	11,362,860	0	0	0
17	COMMUNITY SERVICES	3000	3,000	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	640,000	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		25,502,944	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		1,999,356	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		16,099,356	16,099,356	16,099,356	16,099,356

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2020-2021 through Fiscal Year 2023-2024

Will County School District 92 56-099-0920-02

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 FY2021 budgeted expenditures over FY2020 actual 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		School District Name: Will County School District 92					
(Section 17-1.5 of the School Code)		RCDT Number: 56-099-0920-02					
Description (Enter Whole Numbers Only)	Funct #	Estimated Actual Expenditures, Fiscal Year 2020			Budgeted Expenditures, Fiscal Year 2021		
		(10) Educational Fund	(20) Operations & Maintenance Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	Total
1. Executive Administration Services	2320			0	350,530		350,530
2. Special Area Administration Services	2330			0	128,500		128,500
3. Other Support Services - School Administration	2490			0	0		0
4. Direction of Business Support Services	2510			0	138,620	0	138,620
5. Internal Services	2570			0	145,000		145,000
6. Direction of Central Support Services	2610			0	0		0
7. Deduct - Early Retirement or other pension obligations required by state law and include above				0			0
8. Totals		0	0	0	762,650	0	762,650
9. Estimated Percent Increase (Decrease) for FY2021 (Budgeted) over FY2020 (Actual)							Enter Actual Data!

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.
- ^{3a} 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
- 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)

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance. Out-of-balance conditions are accompanied by an error message. Errors must be corrected before the budget is finalized and submitted to ISBE.	
Budget Item References	Message
Is Deficit Reduction Plan Required? (Joint Agreements do not complete a deficit reduction plan.)	Congratulations! You have a balanced budget.
If required, is Deficit Reduction Plan Completed (Page: DefReductPlan 23-27)?	
1. Cover Page - "School District or Joint Agreement" and "CASH or ACCRUAL"	
Check School District or Joint Agreement.	School District
Check one type of Accounting Basis used on the Cover sheet.	CASH
2. Budget Summary: Other Sources (Page BudgetSum 2-3 - Acct 7000), must equal Other Uses (BudgetSum 2-3 - Acct. 8000).	
Estimated Beginning Fund Balance July,1 2020 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	CHECK ERROR- IF ZERO, ENTER NUMBER 0
Estimated Activity Fund Beginning Fund Balance July,1 2020 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	CHECK ERROR- IF ZERO, ENTER NUMBER 0
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 Capital 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 Capital 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
3. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2020, (CashSum 4, 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)	CHECK ERROR - IF ZERO, ENTER NUMBER 0
4. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2021, (Page CashSum 4 - All Funds), cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	Check Error!
Transportation (Fund 40 - F21)	Check Error!
Municipal Retirement/Social Security (Fund 50 - Cell G21)	Check Error!
Capital Projects (Fund 60 - H21)	Check Error!
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	Check Error!
5. Summary of Cash Transactions: Other Receipts, (Page CashSum 4), must equal Other Disbursements, (Page CashSum 4).	
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

Evidence-Based Funding (EBF) Spending Plan - (School Districts Only)

School districts are reminded that, in addition to the budget template, they are required to submit an annual EBF Spending Plan. The IWAS application for the EBF Spending Plan will open on August 1, 2020. All EBF Spending Plans are due by September 30, 2020. The budget template is envisioned to include the EBF Spending Plan by FY 2023. More information is available at www.isbe.net/ebfspendingplan. Questions not addressed there may be directed to ebfspendingplan@isbe.net.

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: TIM ARNOLD
SUBJECT: BOARD POLICY REVISIONS - 2ND READING
DATE: JUNE 23, 2020

The Policy Committee met on May 19 to review the following policies, including recommended revisions, additions, and deletions. The policies were then presented to the Board of Education for a 1st Reading on May 19, 2020. At that time the Board recommended no further changes and the policies are being submitted for a 2nd Reading by the Board and subsequent approval.

2:125 School Board - Board Member Compensation; Expenses
2:160 School Board - Board Attorney
4:50 Operational Services - Payment Procedures
5:35 General Personnel - Compliance with the Fair Labor Standards Act
5:50 General Personnel - Drug- and Alcohol-Free Workplace; Tobacco Prohibition
5:60 General Personnel - Expenses
5:150 General Personnel - Personnel Records
5:210 Professional Personnel - Resignations
5:280 Educational Support Personnel - Duties and Qualifications
6:235 Instruction - Access to Electronic Networks
6:280 Instruction - Grading and Promotion
7:70 Students - Attendance and Truancy
7:90 Students - Release During School Hours
7:130 Students - Student Rights and Responsibilities
7:325 Students - Student Fundraising Activities
8:10 Community Relations - Connection with the Community
8:30 Community Relations - Visitors to and Conduct on School Property
8:80 Community Relations - Gifts to the District
8:110 Community Relations - Public Suggestions and Concerns

Recommendation: The Superintendent recommends the Board of Education approve the policy changes as presented in the attached documents.

School Board

Board Member Compensation; Expenses

Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. When presenting the proposed budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of

- coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
- d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
 4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
 5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: January 17, 2017

1st Reading: May 19, 2020

Revised: June 23, 2020

School Board

Board Attorney

The School Board may enter into agreements for legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services. The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may authorize a specific member to confer with legal counsel on its behalf. Any Board member is authorized to confer with legal counsel in the event that the member has concerns about misconduct on the part of the Superintendent or any other member or members of the Board. In that event, the Board member consulting with the attorney shall share, or direct the attorney to share, the results of that consultation with the rest of the Board at the earliest appropriate time.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.: Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

Adopted: November 17, 2015

Reviewed: June 23, 2020

Operational Services

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote, and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts),
4:80 (Accounting and Audits)

Adopted: November 17, 2015

Reviewed: June 23, 2020

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548,
553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310
(Compensatory Time-Off)

Adopted: February 12, 2015

Reviewed: June 23, 2020

General Personnel

Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the Cannabis Regulation and Tax Act (CRTA). For purposes of this policy, a controlled substance means a substance that is:
 - a) Not legally obtainable,
 - b) Being used in a manner different than prescribed,
 - c) Legally obtainable, but has not been legally obtained, or
 - d) Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use

of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/.
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

Adopted: November 17, 2015

1st Reading: May 19, 2020

Revised: June 23, 2020

General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.: 105 ILCS 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: January 17, 2017

1st Reading: May 19, 2020

Revised: June 23, 2020

General Personnel

Personnel Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 745 ILCS 46/10.
820 ILCS 40/
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

Adopted: February 12, 2015

Reviewed: June 23, 2020

Professional Personnel

Resignations

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Superintendent at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006).

Adopted: August 15, 2017

Reviewed: June 23, 2020

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio) detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).
34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

Adopted: February 12, 2015

Reviewed: June 23, 2020

Instruction

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,

2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District’s Electronic Networks* as a condition for using the District’s electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District’s administrative procedure, *Acceptable Use of the District’s Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
 Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).
 Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
 720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)

ADMIN PROC.: 6:235-API (Administrative Procedure - Acceptable Use of the District’s Electronic Networks), 6:235-API, E1 (Student Authorization for Access to the District’s Electronic Networks), 6:235-API, E2 (Exhibit - Staff Authorization for Access to the District’s Electronic Networks)

Adopted: January 17, 2017

Reviewed: June 23, 2020

Instruction

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: April 17, 2018

1st Reading: May 19, 2020

Revised: June 23, 2020

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: April 17, 2018

1st Reading: May 19, 2020

Revised: June 23, 2020

Students

Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

CROSS REF.: 4:170 (Safety)

Adopted: March 12, 2015

Reviewed: June 23, 2020

Students

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.
105 ILCS 20/5.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Discipline)

Adopted: March 15, 2016

Reviewed: June 23, 2020

Students

Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

Adopted: November 17, 2015

Reviewed: June 23, 2020

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
 - a. Commit to the determined purpose(s) and objective(s), and
 - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent will:

- a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),
- b. At least annually, prepare a report for the community engagement initiative, and/or
- c. Prepare a final report of the community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiatives are achieving the identified purpose(s) and objective(s), (2) consider what, if any, modifications would improve effectiveness, and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

Adopted: November 17, 2015

1st Reading: May 19, 2020

Revised: June 23, 2020

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person

admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.

105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

430 ILCS 66/, Firearm Concealed Carry Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Adopted: August 15, 2017

1st Reading: May 19, 2020

Revised: June 23, 2020

Community Relations

Gifts to the District

The School Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments implemented by
34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

Adopted: November 17, 2015

Reviewed: June 23, 2020

Community Relations

Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

Adopted: January 17, 2017

1st Reading: May 19, 2020

Revised: June 23, 2020

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: TIM ARNOLD
SUBJECT: MOU FOR ATHLETIC DIRECTOR
DATE: 6/23/2020

In conjunction with the collective bargaining process we are currently in with the teachers' union, we have tentatively agreed on establishing a \$4,500 stipend for the Athletic Director position that is currently vacant due to the retirement of Mark Murray.

If the Board of Education approves this stipend, then we will be able to create a MOU with the union and hire an individual to fill the position. The MOU would serve as a placeholder until the stipend can be included into the new collective bargaining agreement.

Recommendation: The Superintendent recommends that the Board of Education approve a stipend of \$4,500 for the Athletic Director position and authorize the Superintendent to enter into a MOU with the teachers' union to implement it for the start of the 2020-21 school year.



Will County School District 92

Employee Policy Handbook

2020-21

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Acknowledgements

Purpose

District 92 values each employee for the role they play in the education of our students. The District 92 Employee Policy Handbook is designed to provide consistency and clarity for the working conditions of all employee groups. This has been created in a collaborative manner with staff input and it provides efficient communication with all employees.

The Employee Handbook is intended to be reviewed annually and adjustments are anticipated over time. The original Employee Handbook and all subsequent changes must be approved by the District 92 Board of Education prior to taking effect. The District 92 Employee Handbook will be available to all staff via the District 92 employee website.

Thank You

This Employee Handbook would not be possible without the collective efforts of the following individuals who met for nearly 20 hours between November 2019 and May 2020 and spent countless additional hours getting feedback from staff in order to create the original document. Members of this team included:

- Sandy Cialoni, Reed School Administrative Assistant
- Corinne Cirillo, Walsh School Administrative Assistant
- Sandy Doran, District Administrative Assistant
- Starlynn Londos, District Administrative Assistant
- Elaine Vacuda, District Administrative Assistant
- Pat Wagner, Ludwig School Administrative Assistant
- Tina Wallace, Oak Prairie Jr. High Administrative Assistant
- Tim Arnold, Superintendent
- Dave Blatchley, Assistant Superintendent of Business Services

Record Of Receipt Of Employee Handbook

I, _____, acknowledge receiving the Will County School District 92 Employee Policy Handbook.

I clearly understand that this policy handbook does not create a contract for employment with Will County School District 92, and that the Board of Education may change or modify the policies and procedures in this handbook at any time, with or without prior notice. I also understand that Will County School District 92 will make reasonable efforts to inform me of any changes on a timely basis. I have read and understood the policies outlined in the Will County School District 92 Employee Policy Handbook, and agree to abide by the rules and regulations of Will County School District 92 during my employment with the district. I understand that violating the policies and rules set out in this handbook may lead to discipline, up to and including termination.

Employee Signature

Date

About District 92



District 92 Strategic Plan

OUR MOTTO

Inspire. Engage. Innovate.

OUR MISSION

WHY WE EXIST

Empowering each child to develop a love of learning in an ever-changing global society.

OUR VISION

WHERE WE ARE HEADED

For every child in every school we will commit to providing as a District:

- a *supportive environment* for responsible risk-taking
- a *culture* rewarding student perseverance and resiliency
- a *growth mindset* for students and adults
- a commitment to the whole child and *each child's social-emotional well-being*
- a collaborative, team-oriented *learning culture*
- a *curriculum* connected to students' interests, experiences, talents and the real world
- a critical, informed *thinkers*
- an *environment* where *creativity and curiosity* are encouraged

OUR CORE VALUES

WHAT WE STAND FOR

In order to fully realize our Mission and Vision, we commit to regularly demonstrating the following behaviors:

- Collaboration
- Critical Thinking
- Effective Communications
- Growth Mindset
- Perseverance
- Respect
- Responsibility

Preparing All Students for Success

For every student in every school we will ensure the knowledge, skills, and dispositions we teach will have real life application for students to demonstrate:



Our Goals And Strategies

GOAL 1	GOAL 2	GOAL 3	GOAL 4	GOAL 5
Student Growth and Achievement	Learning Culture	Professional Culture	Partnerships	Resources
Students will achieve success through a growth mindset where learners are collaborative, responsible and become contributing members of society.	Engage students in creative and inspirational learning journeys that require critical thinking and informed judgement from both individuals and teams.	Develop and nurture exemplary, collaborative educators who inspire, facilitate and energize student agency within real-world learning experiences.	Cultivate partnerships with families, businesses, agencies, and other community organizations that provide each student opportunities to extend learning and to serve others.	Provide the resources required to ensure conducive learning environments that empower a love of learning within an ever-changing global society.
<p>Suggested Key Performance Indicators</p> <ul style="list-style-type: none"> Annual growth targets – Math & Reading Annual attainment targets – math & reading Readiness – K, 2ND, 4TH, 6TH, HS Close achievement gaps Growth mindset characteristics Achievement & growth data benchmarked against neighboring districts 	<p>Suggested Key Performance Indicators</p> <ul style="list-style-type: none"> SEL Climate characteristics Student satisfaction Stable, lower class sizes High student attendance High student engagement Extra-curricular participation Student agency satisfaction Student learning responsibility criteria 	<p>Suggested Key Performance Indicators</p> <ul style="list-style-type: none"> Staff satisfaction Staff trust and sharing PD usefulness and goal alignment Teacher leadership opportunities Team function Team goal attainment Student agency promotion & delivery Team ratings based on PLC criteria 	<p>Suggested Key Performance Indicators</p> <ul style="list-style-type: none"> Family satisfaction Community satisfaction Partnerships for expanded student learning, community service opportunities Service learning opportunities Communication satisfaction with District, schools, classrooms 	<p>Suggested Key Performance Indicators</p> <ul style="list-style-type: none"> Annual and long-term fiscal stability Fiscal benchmarking against neighboring districts Meeting life-safety targets, timelines Meeting Facility Plan targets, timelines Meeting technology plan targets, timelines Meeting safety and response time targets Prioritizing necessary resources to pursue strategic goals and long-term strategies
Goal 1 Strategies	Goal 2 Strategies	Goal 3 Strategies	Goal 4 Strategies	Goal 5 Strategies
<ul style="list-style-type: none"> ➤ Aligned, Engaging Curriculum ➤ Communications Plan ➤ Professional Learning Communities (PLCs) ➤ Social-Emotional Learning (SEL) ➤ Standards & Data-based Reporting 	<ul style="list-style-type: none"> ➤ Aligned, Engaging Curriculum ➤ Communications Plan ➤ Long-term Facilities Plan ➤ Professional Learning Communities (PLCs) ➤ Safe Professional Culture ➤ Social Emotional Learning (SEL) ➤ Standards & Data-based Reporting 	<ul style="list-style-type: none"> ➤ Aligned, Engaging Curriculum ➤ Communications Plan ➤ Professional Learning Communities (PLCs) ➤ Safe Professional Culture ➤ Social Emotional Learning (SEL) ➤ Standards & Data-based Reporting 	<ul style="list-style-type: none"> ➤ Aligned Community Outreach ➤ Aligned, Engaging Curriculum ➤ Communications Plan ➤ Standards & Data-based Reporting 	<ul style="list-style-type: none"> ➤ Aligned, Engaging Curriculum ➤ Communications Plan ➤ Long-term Facilities Plan ➤ Professional Learning Communities (PLCs) ➤ Standards & Data-based Reporting

General Information

Equal Employment Opportunities

Will County School District 92 provides equal employment opportunities to all persons regardless of race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, gender identity, arrest record, military status or unfavorable military discharge, citizenship status, use of unlawful products while not at work, physical or mental handicap or disability, and other legally protected categories, if otherwise able to perform the essential functions of the job with reasonable accommodation.

Every employee and manager/supervisor has the responsibility to uphold this policy. If any questions arise or there are issues to be addressed, please contact the equal opportunity officer (See Board Policy 2:260 and 5:10 – Uniform Grievance Complaint Managers) and the officer will handle all concerns. Will County School District 92 takes seriously and will investigate promptly and thoroughly all charges of alleged discrimination in employment, and will inform Will County School District 92 employees of their rights in regard to equal employment.

Initiating a complaint shall not adversely affect the complainant's terms or conditions of employment.

Americans With Disabilities Act

No otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the Board of Education.

The term "disability" means a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term includes individuals who have a record of such impairment or who are regarded as having such impairment.

Notice of the Board's policy of non-discrimination on the basis of disability shall be posted throughout the district and published in statements regarding the availability or employment opportunities, educational services, or Board-sponsored programs.

Employment

Applicants for employment **shall not** be required to undergo a physical examination prior to an offer of employment. During the application process inquiries cannot be made as to whether such person has a disability, or the nature or severity of the disability, unless such inquiry is related to the applicant's ability to perform essential job functions.

Reasonable efforts must be made to accommodate individuals with disabilities. Reasonable accommodations may include, but are not limited to: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Programs and Facilities

The instructional program and activities in conjunction with the facilities shall be operated so that, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities. No individual with a disability is to be denied an opportunity to participate in a District 92 program that is available to non-disabled persons.

Enforcement

The Director of Student Services is designated as the district coordinator for the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Complaints shall be directed to the coordinator for prompt investigation and equitable resolution. A written statement, setting forth the facts and/or perceived wrongful act, should be submitted to the coordinator within thirty days after the incident or act.

In the event the matter cannot be resolved informally within ten business days after receipt of the written complaint, the coordinator will advise the complainant of his/her right to a hearing as set forth in the above-mentioned act.

The District

The Will County School District 92 is operated under the guidance of the Will County School District Board of Education. Board Policy and State Law supersede this Employee Policy Handbook. Board Policy may be accessed online at [\(Insert hyperlink\)](#) The district consists of:

Administration Center

708 N. State Street
Lockport, IL 60441
(815) 838-8031
Superintendent's Office
Assistant Superintendent of Business Services
Director of Curriculum
Director of Student Services (located at Ludwig School)

Schools

Walsh School Grades Pre-K - 1

514 MacGregor Road
Lockport, IL 60441
(815) 838-7858

Reed School Grades 2 - 3

14939 W. 143rd Street
Homer Glen, IL 60491
(708-301-0692

Ludwig School Grades 4 - 5

710 N. State Street
Lockport, IL 60441
815-838-8020

Oak Prairie Junior High School Grades 6 - 8

15161 S. Gougar Road
Homer Glen, IL 60491
815-836-2724

Website

The Will County School District 92 website, <http://www.d92.org/>, contains links to each school, Board of Education information and a "Staff Resource" area. [Employees may remotely access their e-mail from the website.](#)

Employment

Hiring Process

The district shall hire the best-qualified personnel consistent with budget and staffing requirements. All applicants must complete a district application form in order to be considered for employment.

Employees have the opportunity to advance within the district. Employment opportunities within the district are distributed to all applicable staff via email. Employment opportunities are available for viewing on the school district's website.

[District 92 Hiring Process Workflow](#)

Employment Categories

All positions are established by the Board of Education. Upon the Superintendent's recommendation and approval by the Board of Education, the general duties and authority of each employment category are contained in the respective position's job description. Job descriptions may be viewed in the district office.

- **Classified** – part-time and full-time employees. Classified employees should have the appropriate education, experience, license, and/or permits as specified in the position's job description.
 - Full-time 12-month position (Minimum 7.5 hours per day, 260 days per year)
 - Full-time, 10-month position (Minimum 7.5 hours per day, 190 or more days but less than 260 days)
 - Full-time, 9-month position (Minimum 7.0 hours per day, on days when students are in session, but less than 190 days)
 - Part-time (Minimum 600 hours, but less than 1400 hours per year)
 - Part-time (Less than 600 hours per year)
- **Licensed** – requires a teacher or administrator license. All licensed staff shall have the required valid licenses and appropriate endorsements issued by the appropriate Illinois licensing entity and such other qualifications as specified in the position's job description.
- **Director** – is a supervisory position. Educational or administrative certification is not required for a director position. The State of Illinois may require certification for a particular director position (i.e. Food Service Director).
- **Administrator** – is a supervisory position. All administrative personnel shall have a valid administrative certificate and appropriate endorsements issued by the State Certification Board and such other qualifications as specified in the position's job description.

Employment Requirements

Upon hire, the applicant must provide the following information to the district office:

- **Physical Examination:** A physician's statement indicating that an employee is free of communicable disease and is physically fit to engage in their assignment must be

submitted. The completed form must be submitted to the district office prior to the employee's first day of work.

- **State and Federal W-4 Forms:** These forms are required in order to withhold the correct amount of Federal and State Income Tax from each paycheck. The amount of tax withheld depends, in part, on the number of allowances claimed on this form. These completed forms will remain valid until new forms are filed with the district office. Payroll withholding can be changed anytime during the year. W-4 Forms can be found on the district website (<http://www.d92.org/>), under Human Resources.
- **Employee Criminal Background Check:** The State of Illinois requires that all new hires have a Livescan Fingerprinting (or similar fingerprint background check) in order to provide the district with an Employee Criminal Background Check. Fingerprinting will be done at the Will County Regional Office of Education.
- **Employment Eligibility Verification (I-9) Form:** All employees, citizens and non-citizens, hired after November 6, 1986, must complete Section 1 of the I-9 form at the time of hire, which is the actual beginning of employment. Proper identification, as listed on the form, must be presented to the district office at the time the form is returned. This information is collected to preclude the unlawful hiring of aliens who are not authorized to work in the United States.
- **Department of Children and Family Services Form:** The State of Illinois requires that this form to be completed to acknowledge that working in a school district assigns an employee Mandated Reporter Status. Employees are required to report or cause a report to be made to the National Child Abuse Hotline (1-800-25-ABUSE, 1-800-252-2873) if there is reasonable cause to believe that a child may be abused or neglected.

Orientation

The supervisor will provide the new employee with the school's rules and regulations and the responsibilities of the position. The district office will provide orientation information for new employees to acquaint them with district policies and procedures and the compensation and benefits package.

Employment at Will

District employment is at-will, meaning that employment may be terminated by the district or employee at any time, except that dismissal for reduction in force generally requires 30 days advance notice. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Employees should understand that nothing in this document, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract.

Annual Evaluations

Employee evaluations are intended to be given on an annual basis. Supervisors will provide the employees with a copy of the written evaluation and will discuss job performance with each employee. Employee job evaluations are intended to be a positive learning experience. Areas of professional strength will be noted as well as areas intended for the employee's professional

growth in the coming year. A copy of annual job evaluation will be included in employee personnel files.

Support Personnel Evaluations

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Explanation of Wages

Prior to July 1 of each year, each employee will receive an explanation of wage form indicating the following year's rate of pay/salary and available paid time off. Intent to return the following school term will also be provided to employees employed for less than twelve months. Employees are required to sign and return one copy of the explanation of wage form to the district office by the due date indicated on the form.

Employee IDs

It is our expectation that all employees will display their District 92 issued ID badge on the front of their person, either at or above the waist, at all times. Employees will be required to have their picture taken annually by the school photographers for the purpose of an ID badge. If an employee was not available when pictures were being taken, they should contact their direct supervisor to make alternate arrangements as soon as possible.

Employment Forms

The following forms are available for your convenience on our district website:

W-4 Federal & State

DCFS Mandated Reporter

FMLA Form

Direct Deposit Form

403(b) Vendor List

Other Employment Information

Role Models for Children

Our employees who come into contact with students are expected to serve as role models for children. All staff should report to work attired in a safe and thoughtful manner to perform their job responsibilities. Language, gestures, jewelry, tattoos, and clothing shall be judged appropriate using this standard. All staff shall present themselves in a professional manner. Matters of personal dress and grooming will be regulated when it is related to projecting an appropriate professional image, presents a threat of disruption to the education process, or threatens student or staff health and welfare.

Chain of Command

Will County School District 92 wishes to keep the lines of communication open with the staff. Please follow the chain of command to communicate any questions, issues or ideas that you may have. Here are a few simple steps to follow:

- Always try to resolve disputes or get questions answered with the source first by expressing the concern to your immediate supervisor. Give him/her an opportunity to share their perspective and listen to try to solve the situation. Even if the direct encounter with your immediate supervisor fails to resolve the problem, your credibility with the next-level administrator(s) will be greatly enhanced if you resist the urge to circumvent the chain of command.
- If you have a disagreement or problem with a co-worker or supervisor, try to address the issue first with the person directly. Yes, it can be uncomfortable. No, it is not easy. But it is always the place to start.
- Persons experiencing sexual harassment or other severe harassment shall not be required to confront their harasser if they are not comfortable doing so. Instead, such persons should contact the District's non-discrimination coordinator (see Board Policy 2:260)

[D92 Organizational Chart](#)

[D92 Administrative Roles and Responsibilities Chart](#)

Personnel Records

Will County School District 92 regards employee information as confidential and respects the need to protect each employee's privacy. The district maintains a complete personnel record for every current and former employee. Only one official personnel file shall be maintained. The employee shall have the right to respond, within thirty (30) calendar days, to any material that is placed in his/her file, and his/her response shall be attached to the material.

The employees' official personnel records shall be maintained in the administrative office of the district, under the direct supervision of the superintendent. Upon request, with an administrator present, an employee shall have the right to examine his/her official personnel file. Every effort will be made to arrange for the examination of the file within five (5) working days of the request. The employee, at his/her expense, may reproduce any materials in his/her file that each employee has legal right to see. In the event any file materials are determined to be inaccurate or unfair by the administration, such portion of materials will be removed from the employee's file.

Release of Credit Information

Will County School District 92 will confirm only employment dates when requested for credit information about a district employee. A company requesting wage information must do so in writing and the form must include the employee's signature. An administrator will authorize the form before the information is released.

Meal Periods

Employees who work at least 7 continuous hours shall receive a paid, 30-minute duty-free meal break, which begins within the first 5 hours of the employee's workday. (Board Policy 5:300)

Solicitations

Employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

Mileage Reimbursement

Mileage reimbursement will be based on the current IRS mileage reimbursement amount, and must be pre-approved by the building administrator and Superintendent.

Copy Charge

Personal copies may be made at a cost of \$.10 per page. Employees should check with the administrative office for additional information.

Sales Tax Exemption

The school district is exempt from paying sales tax. If an employee is requested or required to purchase materials to be used on the job, a copy of the tax-exempt letter will be provided when asked so that sales tax is not charged. By notifying the supplier prior to the purchase, the sales tax will not have to be paid on these purchases. The district does not reimburse sales tax on any purchase.

Ethics In The Workplace

Ethics - General Personnel

All district employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Political Activities

District employees shall not engage in partisan political activities during working hours. Employees shall not circulate political petitions on school premises. Students shall not be used or involved in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No district employee shall be directly or indirectly interested in any contract, work, or business of the district, or in the sale of any article by or to the district, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

No employee shall act as an agent of the district nor shall an employee act as an agent of any business in any transaction with the district for the purpose of acquiring profit or personal gain.

Employees shall not engage in any other employment or in any private business during regular working hours and such other times as are necessary to fulfill appropriate assigned duties. See Board Policy 5:120 Outside Employment and 5:140 Solicitation for additional details.

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of a school district's responsibilities. When an employee observes inappropriate behavior from a student, the appropriate course of action would be to immediately seek out the student's teacher or other personnel in charge of an event. If corrective action is not heeded, the employee's immediate supervisor or designee should be notified immediately so that the next course of action may be discussed and decided upon. Contacting law enforcement is an option if the seriousness of the situation so warrants.

Will County School District 92 employees cannot use physical force with students unless presented with specific circumstances, such as to keep student(s), school personnel, and others safe, or for self-defense or defense of property.

Compensation Process

Payroll Procedures

Payroll checks shall be issued bi-weekly, twenty-six (26) times per year every other Friday. Direct Deposit is strongly encouraged for all employees.

- If a regular pay date falls on a scheduled non-work day or holiday, paychecks will be distributed on the workday preceding that date. Checks and Direct Deposit will be dated the regular pay date.
- If banks are closed on the pay date, checks and Direct Deposit will be dated one day prior to the regular pay date.
- If a paycheck is lost, the payroll department should be immediately notified. A replacement check will be issued ten days after the pay date; this may allow time for the check to surface.

NOTE: *Periodically it is necessary for all employees who are paid year-round to have an adjusting year because bi-weekly pay periods result in beginning paydays falling earlier each fiscal year. For this reason, there will be an occasional fiscal year in which bi-weekly payrolls will be reset. Normally, this needs to be done at an 11-year interval. Affected employees will be notified prior to the fiscal year requiring an alternative pay schedule. The previous occurrences were 2001, 2016, and most recently July 12, 2019. The next occurrence of this will be July 2030.*

Direct Deposit Enrollment

Every employee has the opportunity of participating in Direct Deposit and is strongly encouraged to do so. Direct Deposit is a program in which an employee's payroll check is electronically deposited directly into the employee's choice of checking, savings, or money market accounts. Employees enrolled in Direct Deposit will receive their direct deposit notification via e-mail on payday. The notification will indicate the deductions, benefits and net pay deposited. Employee's interested in enrolling in Direct Deposit must complete a "SIGN-UP/AUTHORIZATION FORM" that is available from the Business Office. The form should be returned to the district office accompanied by a voided check from the account to be credited. Requests for Direct Deposit into savings accounts must include a written verification from the bank, of the account and routing number, attached to the enrollment form.

If an employee's Direct Deposit account has been modified in any way or the employee wishes to change the account used for Direct Deposit, a new Direct Deposit form must be completed.

Overtime

A classified employee works overtime whenever the employee works more than 40 hours during a single workweek. Overtime only applies to actual hours worked, meaning time paid for sick or personal days does not count towards working 40 hours in a given week. Employees will

be paid 1 ½ hours for each hour of overtime worked. Alternatively, compensatory time is allowed in lieu of pay per Board Policy 5:130.

Working overtime without prior authorization from the employee's immediate supervisor will result in discipline, up to and including termination.

Extra Payments

Extra duty and stipend payments will be made with regular payroll checks. This includes payments to gatekeepers, scorers, and timekeepers for the various athletic functions. When requests for extra payments are received and approved, they will be paid on the next available pay cycle.

403(b) Retirement Plans

The 403(b) is a tax deferred retirement plan available to employees of educational institutions as determined by section 501(c)(3) of the Internal Revenue Code. Contributions to a 403(b) plan are tax deferred until withdrawal (assumed to be retirement), at which time they are taxed as ordinary income. (See **Annual Updates Section** – Participating Providers for 403(b) Plans)

Board approval is required to add a new company to the list of providers. You can view the 403(b) plan document by going to the district website at <http://www.d92.org>, Human Resources.

Employee Benefit Information

Employee Insurance

A classified employee (full-time 12-month position, 10-month position, or 9-month position) is eligible to enroll in the medical, dental, vision and life insurance plans. Medical, dental, vision, and life insurance options can be selected individually. If a new employee does not enroll in the insurance at the time they are hired, they will not be able to enroll unless there has been a life change (spouse loses job, marriage or divorce, etc.) or the employee will have to wait to enroll during open enrollment in June with effective date of July 1.

Carrier

(See **Annual Updates Section** – Insurance Options and Health Insurance Contacts)

Cost

Insurance premiums are deducted from 26 paychecks each year and are deducted before calculating taxes. Insurance premiums are not deducted when a third payroll occurs in one month. (See **Annual Updates Section** – Insurance Options)

Medical Coverage

Eligible employees may choose either HMO or PPO coverage. Individual and family coverage is available under both options. The coverage selected will apply to all family members.

Dental Coverage

Eligible employees may choose either Plan A or Plan B coverage. Individual, employee and spouse, employee and child(ren) or family coverage is available under both options. The coverage selected will apply to all family members.

Term Life Coverage

Full-time 12-month classified employees: A \$30,000 term life insurance policy is provided at Board expense.

Full-time 9-month and 10-month classified employees: A \$10,000 term life insurance policy is provided at Board expense.

Forms designating a chosen beneficiary must be on file to receive this benefit.

Insurance Termination

Insurance coverage for covered employees that terminate or resign ends on the **last day of employment**, with the exception of a retirement, which is addressed in Board Policy 5:290.

Continuation of Insurance

According to the rules of the Consolidated Omnibus Budget Reconciliation Act (COBRA), an employee insured with Will County School District 92 who terminates for any reason, will be entitled to continue the medical and dental insurance provided by the plan for themselves, their spouse and their eligible dependents (if they had Family Coverage on the day before such event).

The employee, his/her spouse or his/her dependents must pay the total premium charge to the district's third-party administrator in a timely manner.

For additional information concerning coverage or continuation of insurance, please check the Benefit Program Booklet, contact the insurance company directly (See **Annual Updates Section – Health Insurance Contacts**) or speak to the Payroll Department.

Dental and Vision Insurance

The district offers insurance eligible employees a separate vision and/or dental plan that provides additional coverage. Individual, employee and spouse, employee and child(ren) or family coverage is available. This coverage is at the employee's expense (See **Annual Updates Section – Insurance Options**)

Working Hours

Normal Office Hours:

District Office: 7:30 a.m. - 4:30 p.m.

Walsh/Reed: 8:00 a.m. - 4:00 p.m.

Ludwig/Oak Prairie: 7:00 a.m. - 3:00 p.m.

Normal Office Coverage Hours:

District Office: 7:00 a.m. - 4:30 p.m.

Walsh/Reed: 8:00 a.m. - 4:30 p.m.

Ludwig/Oak Prairie: 7:00 a.m. - 3:30 p.m.

Normal Workday:

Administrative Assistants and Custodial/Maintenance: 7.5 hour paid work day, with a 30 min. paid duty-free lunch (with the option for an additional 30 min. of lunch unpaid) for a total of 8.0-8.5 hours on site.

Nurses: 6.5 hour work day, with a 30 min. paid duty free lunch for a total of 7.0 hours on site (unless covered by a collective bargaining agreement).

Normal Paraprofessional Hours:

Walsh 8:30-3:30 (7.0 hours for all paraprofessionals with extra .25 hour bus duty per semester)

Reed: 8:15-3:45 (7.5 hours for all paraprofessionals)

Ludwig: 7:15-2:45 (7.5 hours for all paraprofessionals)

Oak Prairie: 7:15-2:45 (7.5 hours instructional paraprofessionals)

Oak Prairie: 7:30-2:30 (7.0 hours for special education paraprofessionals)

Work Schedules When School Is Not In Session

Summer Office Hours: 7:30 a.m. - 2:30 p.m.

Summer Custodial Hours: TBD

Institute Days: TBD

SIP Days: Close one hour earlier than the normal office coverage hours

Early Release Days: Close one hour after student dismissal or when buses clear

Snow/Emergency Days: TBD

Fridays in July: During the month of July, offices will be closed on Fridays. Classified full-time 12-month employees will be paid their regular daily rate for the Fridays in July.

Winter Break and Spring Break: During the established Winter and Spring Breaks, offices will be open from 8:00 a.m. - 12:00 p.m., however classified full-time 12-month employees will be paid their regular daily rate for those days. An employee absence will be charged as a full day on those days. If the Board of Education establishes a Board Holiday outside of Spring Break, classified full-time 12-month employees will be paid their regular daily rate for that day(s).

Thanksgiving Break: During Thanksgiving Break, offices will be closed on the Wednesday before and the Friday after Thanksgiving. Classified full-time 12-month employees will be paid their regular daily rate for those two days.

December 24, 26, and 31: Offices will be closed on December 24, 26, and 31. Classified full-time 12-month employees will be paid their regular daily rate for those three days. If one of these days falls on a weekend, the office closure will be shifted accordingly.

Holidays

All classified full-time 12-month employees are eligible for eleven paid holidays. The list of actual paid holidays will be based on the Annual School Calendar approved by the Board of Education and will be shared with staff prior to July 1 each year.

When holidays fall on a weekend and are not taken on the school calendar, or the holiday is waived by the District, another day may be substituted by the District.

Supervisors shall grant an employee's request for time off to observe a religious holiday (if it is not one of the scheduled school holidays) if the employee gives at least five days prior notice and the absence does not cause an undue hardship. Employees may use earned vacation day or personal day to make up the absence. The employee may also request a per diem deduction.

Per board policy 5:330 and the Board Approved Employee Handbook, the following paid holidays and time off will apply to the 2020-2021 school year.

Full-Time 9 Month Classified Employees	Full-Time 10 Month Classified Employees	Full-Time 12 Month Classified Employees
TBD	TBD	Friday, July 3, 2020
		*Independence Day (Monday, 7/6/20)
		Friday, July 10, 2020
		Friday, July 17, 2020
		Friday, July 24, 2020
		Friday, July 31, 2020
		* Labor Day (9/7/20)
		* Columbus Day (10/12/20)
		* Day before Thanksgiving (11/25/20)
		* Thanksgiving Day (11/26/20)
		* Day after Thanksgiving (11/27/20)
		Christmas Eve (12/24/20)
		*Christmas Day (12/25/20)
		Day after Christmas (12/26/20)
		New Year's Eve (12/31/21)
		* New Year's Day (1/1/21)
		* Martin Luther King's B-day (1/18/21)
		* Presidents Day (2/15/21)
		Board Holiday (4/5/21)
		* Memorial Day (5/31/21)
		* Indicates Paid Holiday

Winter Break: December 21, 2020 - January 1, 2021 (1/2 days at full-day pay)

Spring Break: March 29, 2021 - April 2, 2021 (1/2 days at full-day pay)

Attendance

Will County School District 92 considers good attendance habits an integral part of every employee's job description. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time as essential functions of their jobs. Time off without pay will not be approved unless it is on an emergency basis or covered under an approved FMLA. Employees are expected to be at work in order to operate a successful educational program. See Board Policy 5:330 for additional information.

Each of the provisions in this section applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

All vacation, sick, personal, and bereavement days are accrued on a fiscal year basis. The fiscal year begins on July 1 and extends to June 30. The number of days listed on each employee's payroll stub assumes that the employee will remain in the employ of the school district for the remainder of the current fiscal year.

An employee's pay will be docked for absence after accumulated leave has been exhausted and disciplinary actions will also be taken. Abusing leave privileges could lead to termination of employment. All employee attendance records are maintained in the district office.

Notification

An employee's immediate supervisor should be notified directly as soon as it is determined that the employee will not be at work for whatever reason. The District's procedures for scheduling time off must be followed for all absences including sick, personal, vacation, bereavement, or professional development days.

Sick Days

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness in the immediate family or household. Immediate family is defined to be parents, spouse, brothers, sisters, children, grandparents, grandchildren, grandparents-in-law, parents-in-law, brothers-in-law, sisters-in-law, daughter-in-law, son-in-law, and legal guardians. For all new hires, sick days are prorated on a fiscal year basis. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to

perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Sick days are given on the following basis:

- Classified full-time 12-month employees are eligible for 16 sick days per year
- Classified full-time 10-month employees are eligible for 10 sick days per year
- Classified full-time 9-month employees are eligible for 10 sick days per year

Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Again, it is important that all sick days be reported to the employee's immediate supervisor. The district requires a doctor's diagnosis and prognosis when an employee is off or anticipates being off for three (3) or more consecutive days, or in other cases when the administration determines certification of the need for sick leave is required. If the employee is not able to return to work after exhausting their sick, personal and vacation days, they must request in writing a medical leave of absence without pay or if eligible, Family Medical Leave. A supervisor may request that an employee provide a doctor's diagnosis and prognosis at any time.

Personal Leave

Personal days are provided to employees for the purpose of attending to matters of a pressing nature that cannot be attended to other than during normal work hours. Examples of reasons for such leaves are as follows: court appearance, personal emergencies which arise in an employee's family and such other commitments, which cannot be met before or after work hours.

A personal day may not be used for income production, work stoppage, or activities that could be scheduled when school is not in session.

The use of a personal day is subject to the following conditions, however, the following conditions may be waived or accepted by the Superintendent in his/her discretion without establishing a precedent.

- Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
- No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
- Personal leave may not be used in increments of less than one-half day.
- Personal leave is subject to any necessary replacement's availability.

- Personal leave may not be used on an in-service training day and/or institute training days.
- Personal leave may not be used when the employee’s absence would create an undue hardship. (i.e. more than two staff per attendance center absent on personal leave).

Personal days are given on the following basis:

- Classified full-time 12-month employees are eligible for 3 personal days per year
- Classified full-time 10-month employees are eligible for 2 personal days per year
- Classified full-time 9-month employees are eligible for 2 personal days per year

For all new hires, personal days are prorated on a fiscal year basis. Unused personal days are not lost; they are converted to sick days for the following fiscal year.

Bereavement Days

A maximum of three (3) days per year per incident shall be allowed at full pay in the case of death of Immediate Family members. Bereavement leave used will not be deducted from accumulated sick leave or personal days. Any time required beyond three (3) days shall be deducted from sick leave. For other important individuals outside of the member’s Immediate Family, up to two (2) sick days may be used.

Jury Duty

Will County School District 92 will pay full salary during the time an employee is on jury duty. The employee will reimburse the district the difference between the jury duty stipend earned and the cost of transportation. An employee shall notify his/her supervisor at least five days prior to pending and/or possible jury duty.

Vacation

Classified full-time 12-month employees are eligible for vacation.

- An eligible employee hired on July 1 through July 15 is given 10 vacation days for the first year **after** completing six months of employment.
- An eligible employee hired after July 15 through December 31 is given 5 vacation days **after** completing six months of employment.

An eligible employee hired January 1 through June 30 will be eligible for vacation after July 1 of the following fiscal year. At that time, the eligible employee is given 10 days of vacation **after** completing six months of employment.

Years of Service	Monthly Accumulation	Maximum Vacation Leave Earned Per Year
1-5 years of service	0.83 Days	10 days of vacation per year
6-10 years of service	1.25 Days	15 days of vacation per year
11 or more	1.67 Days	20 days of vacation per year

Part-time employees who work at least half-time and year round are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee’s average number of part-

time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Vacation Time at End of Employment

Employees are earning their vacation as they work and must be actively working for vacation to accrue. For this reason, when employment with Will County School District 92 ends, the district will calculate and prorate any unused vacation days that the employee is entitled to receive. In turn, the employee is expected to reimburse the district for vacation time taken, but not yet earned. Any adjustment for vacation will be made on the employee's final paycheck.

Leaves Of Absence

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Family Medical Leave

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Professional Development

District 92 values continuous improvement, therefore meaningful and relevant professional development is essential for all staff. The most effective professional development will be research or evidence-based and provided in a job-embedded format to the greatest extent possible. Professional development needs are aligned with the District 92 Strategic Plan. Teacher Institute Days and School Improvement Days are primarily focused on activities that improve the safety, academic, and social-emotional needs of students, therefore all or most staff will benefit from participating in these activities.

There may be times when off-site professional development is required. When an employee identifies a need, they should discuss this with their immediate supervisor. Subject to the approval of the administration, employees may request professional leave to attend professional conferences, meetings, or workshops. The Superintendent or his/her designee may approve such requests by granting leave with pay and/or reimbursement for cost of attendance, on an individual basis. The granting of professional leave and/or reimbursement shall be on a non-precedential basis.

Employment Policy Information

Drug, Alcohol And Tobacco-Free Workplace

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Sexual Harassment

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Technology

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Uniform Grievance Procedure

This section will be added in 2020-21. In the meantime, see Board Policy 2:260 or applicable state or federal law for details.

Safety and Health Information

Personal Injury And/Or Damage To Property

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Emergency Information

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Communicable And Chronic Diseases

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Safety Tips

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

When Employment Ends

Termination

Resignation

Employees are asked to provide 2 weeks termination notice when possible. A resignation notice cannot be revoked once accepted by the Superintendent or Board President, or otherwise relied upon (such as, a new employee was hired).

Retirement

An employee planning to retire is asked to notify his or her supervisor at least 3 months before the retirement date. A copy of the notification should be given to the Superintendent. Illinois Municipal Retirement Fund can be contacted at (800) ASK-IMRF or www.imrf.org.

Dismissal

The district may terminate an at-will employee at any time. The Superintendent or supervisor may recommend an employee's discharge subject to the Board of Education's approval.

Reduction In Force and Recall

The Board of Education shall use a seniority list to determine the order of dismissal if it reduces educational support personnel or discontinues some type educational support service. The seniority list, categorized by positions, shall show the length of continuing service in the District of each full-time educational support employee. The employee with shorter length of continuing service in the District within the respective category of position shall be dismissed first.

Written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the effective dates of the dismissal (5 days if the reduction is due to an unexpected reduction in student population), together with a statement of honorable dismissal and the reason therefore.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from employment provided they are qualified to hold such positions.

Suspension

The Superintendent is authorized to suspend without pay an employee from a position when, in the Superintendent's judgment, the employee's conduct is detrimental to the district. The suspension may be a disciplinary measure or pending dismissal. A written notice stating the reason(s) for the suspension will be given the employee. The suspension policy for professional employees will be used for any classified employee with an employment contract for a definite term.

Final Paycheck

A terminating employee's final paycheck will be adjusted for vacation. Employees are earning their vacation as they work. For this reason, when employment with Will County School District 92 ends, the district will calculate and prorate any unused vacation days that the employee is entitled to receive. In turn, the employee is expected to reimburse the district for vacation time taken but not yet earned. Terminating employees will receive their final pay on the next regular payday following the date of termination.

Exit Interview

In order to improve the operations of Will County School District 92, an exit interview may be scheduled for employees leaving the district. The interview allows for ongoing input, which is important in improving the quality of education for all our students and maintaining an appropriate work environment for all employees. Information given at the interview will only be shared with school personnel who need to know for the sake of improvement.

Annual Updates

403(b) Participating Providers List

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Insurance Options and Health Insurance Contacts

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Employee Benefits at a Glance

This section will be added in 2020-21. In the meantime, see Board Policy or applicable state or federal law for details.

Ways To Help Your Schools

This section will be added in 2020-21.

Athletic Boosters

Music Boosters

PFA Executive Board

Education Foundation



Will County School District 92
“A Community Partnership Dedicated to Children”

Classified Personnel
 Starting Hourly Rate
 2019/2020 SY

Category	Central Office	Hourly Rate
I.	a. Administrative Assistant (Superintendent)	\$20.00
	b. Administrative Assistant (Asst. Superintendent)	\$18.00
	c. Administrative Assistant (Data Specialist)	\$17.00
	d. Administrative Assistant (Payroll)	\$18.00
	e. Administrative Assistant (Payable/Receivable)	\$18.00
	f. Administrative Assistant (Activity Accounts)	\$18.00
	g. Administrative Assistant (Curriculum)	\$18.00
	h. Administrative Assistant (Operations)	\$18.00
II.	Building - Office	
	a. Secretary	\$15.00
	b. * Attendance Clerk	\$13.00
III.	Building - Support Staff	
	a. * Paraprofessionals	\$13.50
	b. * Media Aides	\$12.00
IV.	Food Service	
	a. * Director	\$19.00 \$21.00
	b. * Managers/Cooks	\$13.00
	c. * Cashiers/Line Servers	\$10.00
	d. * Subs	\$9.50 \$10.00 as of 7/1/20
V.	Custodial	
	a. Building (Full Time)	\$15.00
	b. * Building (Part Time)	\$8.75 \$9.25 as of 1/1/20 \$10.00 as of 7/1/20
	c. Lunch Aides	\$8.60 \$9.25 as of 1/1/20 \$10.00 as of 7/1/20
	d. Door Greeter	\$12.00
VI.	Maintenance	
	a. Director	\$22.05
	b. Specialist	\$18.00
VII.	Technology	
	a. Director	\$28.52
	b. Specialist	\$18.00
VIII.	Health Services	
	a. * Nurse	\$22.00
	b. * Health Aide	\$13.50
	c. Sub Nurse - RN	\$18.00
	d. Sub Nurse - LPN	\$16.60
	e. Sub Nurse - CNA	\$13.60

* 180 days plus additional time as approved by supervisor
 Substitute Teacher - \$110.00/day (21st day - \$251.96/day)
 Substitute Aides - \$80.00/day



Will County School District 92
“A Community Partnership Dedicated to Children”

Classified Personnel
 Starting Hourly Rate
 2020/2021 SY

Category	Central Office	Hourly Rate
I.	a. Administrative Assistant (Superintendent)	\$20.00
	b. Administrative Assistant (Asst. Superintendent)	\$18.00
	c. Administrative Assistant (Data Specialist)	\$17.00
	d. Administrative Assistant (Payroll)	\$18.00
	e. Administrative Assistant (Payable/Receivable)	\$18.00
	f. Administrative Assistant (Activity Accounts)	\$18.00
	g. Administrative Assistant (Curriculum)	\$18.00
	h. Administrative Assistant (Operations)	\$18.00
II.	Building - Office	
	a. Secretary	\$15.00
	b. * Attendance Clerk	\$13.00
III.	Building - Support Staff	
	a. * Paraprofessionals	\$13.50
	b. * Media Aides	\$12.00
IV.	Food Service	
	a. * Director	\$21.00
	b. * Managers/Cooks	\$13.00
	c. * Cashiers/Line Servers	\$10.00 as of 7/1/20 \$11.00 as of 1/1/21
	d. * Subs	\$10.00 as of 7/1/20 \$11.00 as of 1/1/21
V.	Custodial	
	a. Building (Full Time)	\$15.00
	b. * Building (Part Time)	\$11.00
	c. Lunch Aides	\$11.00
	d. Door Greeter	\$12.00
VI.	Maintenance	
	a. Director	\$22.05
	b. Specialist	\$18.00
VII.	Technology	
	a. Director	\$28.52
	b. Specialist	\$18.00
VIII.	Health Services	
	a. * Nurse	\$22.00
	b. * Health Aide	\$13.50
	c. Sub Nurse - RN	\$18.00
	d. Sub Nurse - LPN	\$16.60
	e. Sub Nurse - CNA	\$13.60

* 180 days plus additional time as approved by supervisor

Substitute Teacher - \$111.00/day (21st day - \$252/day)

Substitute Aides - \$81.00/day

Parapros - If you sub as a teacher, add two (2) hours at your daily rate on a timesheet and submit to the B.O.

2% Hourly Rate Increase Recommendation for 2020/2021

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Category 8	Recess
Category 9	Food Service
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Category 31	Sub Nurses
Category 39	Subs Food

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	2020/21 Hourly 2.0%	2019/20	2020/21
1	AWALT	LYNETTE	\$ 17.73	\$18.09		
1	BOLEK	GREGORY	\$ 51.53	\$52.56		
1	CIALONI	SANDRA	\$ 26.23	\$26.75		
1	CIRILLO	CORINNE	\$ 20.61	\$21.02		
1	MURRAY	JANET	\$ 21.28	\$21.71		
1	DORAN	SANDRA	\$ 25.02		26.52	27.58
1	FEEHAN	JAMES	\$ 44.15	\$45.04		
1	JAROSZ	GENEVIEVE	\$ 28.18		29.87	31.06
1	LONDOS	STARLYNN	\$ 27.19	\$27.73	28.82	29.39
1	MAGOSKY	ANNE	\$ 20.00	\$20.40		
1	MBURU	PENNY	\$ 21.23		\$22.50	23.4
1	MOSER	GARY	\$ 51.73	\$52.77		
1	NOODWANG	REGINA	\$ 18.58	\$18.95		
1	RANDLE	MARY	\$ 30.14	\$30.74		
1	SMITHWICK	CYNTHIA	\$ 18.58	\$18.95		
1	SZYMANSKI	LISA		\$0.00		
1	VACUDA	ELAINE	\$ 22.46	\$22.91		
1	WALLACE	TINA	\$ 17.73	\$18.09		

PARAS

Category	Employee Last Name	Employee First Name	2019/20 20hourly	2020-21 Hourly 2%
2	BERNDT	CAROL	\$ 17.71	\$18.33
2	BOLAND	CYNTHIA	\$ 16.80	\$17.39
2				\$0.00
2	BORST	PAULA	\$ 16.80	\$17.39
2	BRADY	CAROLYN	\$ 15.96	\$16.52
2	BROWN	ROBYN	\$ 14.46	\$14.97
2				\$0.00
2	CIOE	MICHELLE	\$ 15.96	\$16.52
2	COFFEY	TAYLOR		\$0.00
2	DANGELO	SANDRA	\$ 15.96	\$16.52
2	EGELHOF	CHRISTINE	\$ 15.96	\$16.52
2	ELLINGSON	LIZA		\$0.00
2	CHRISTIANE	FEBEL	\$ 11.97	\$12.40
2	FISHER	JUDY	\$ 17.71	\$18.33
2	FISHER	MICHELLE	\$ 17.71	\$18.33
2	GORECKI	ALLYSON	\$ 15.46	\$16.00
2	KERRIGAN	JENNIFER	\$ 15.46	\$16.00
2	KIMMEY	CAROLYN	\$ 15.96	\$16.52
2	KRISTOFF	PATRICIA	\$ 16.63	\$17.21
2	KUZMA	BLAIR	\$ 14.46	\$14.97
2	LATKA	DEBRA	\$ 17.75	\$18.38
2	LENZ	SUSAN	\$ 17.71	\$18.33
2	LEWIS	STACY	\$ 14.97	\$15.49
2				\$0.00
2	LINDEMANN	KRISTINE	\$ 15.96	\$16.52
2	LONDOS	REBECCA	\$ 14.46	\$14.97
2			\$ -	\$0.00
2	MARTINEZ	ALAINNA	\$ 14.46	\$14.97
2	MARTINEZ	NADINE	\$ 16.63	\$17.21
				\$0.00
2	MERK	DANIELLE	\$ 15.96	\$16.52
2	MOLASCHI	BETH	\$ 15.96	\$16.52
2	MUCHA	MELISSA		\$0.00
2	MURPHY	MAUREEN	\$ 15.96	\$16.52
2	MUSICH	PATRICIA	\$ 17.71	\$18.33
2	NIELSEN	MICHELLE	\$ 14.97	\$15.49
2	OBOYLE	MARY	\$ 18.59	\$19.24
2	OROURKE	SUSAN	\$ 14.46	\$14.97
2	PAPPAGEORGE	WENDY	\$ 16.41	\$16.99

2	PHANOR	GARRY	\$ 16.41	\$16.99
2	PUSTELNIK	MAUREEN	\$ 16.85	\$17.45
2	SMITH	KIMBERLEY	\$ 19.07	\$19.74
2	SOBIESZEK	BARBARA	\$ 17.71	\$18.33
2	SPILLER	JANICE	\$ 18.59	\$19.24
2				\$0.00
2	STEISKAL	ASHLEY	\$ 15.46	\$16.00
2	STERKA	LORI	\$ 18.83	\$19.50
2			\$ -	\$0.00
2	VANDERMEER	KATHLEEN	\$ 21.01	\$21.75
2	WALDEN	JULIE	\$ 14.97	\$15.49
2	WILTGEN-MOSZ	AMANDA	\$ 16.41	\$16.99

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	2020/21 Hourly 2.0%
5	ANDREW	BAAR	\$ 11.31	\$11.54
5	BIANCA	BANICH	\$ 9.38	\$10.00
5	BILLY	BLAZEVICZ	\$ 13.73	\$14.01
5	JARED	BRONIEWICZ	\$ 9.71	\$10.00
5	DEREK	BRONIEWICZ	\$ 10.34	\$10.55
5	NICOLE	BURNS	\$ 10.02	\$10.22
5	ERIN	DOHERTY	\$ 9.71	\$10.00
5	GERALD	DOHERTY	\$ 9.06	\$10.00
5	JULIE	FIELD	\$ 10.02	\$10.22
5	JULIE	FIELD	\$ 12.45	\$12.70
5	BAILEY	FIELD	\$ 9.38	\$10.00
5	JEFFREY	HARTFORD	\$ 13.73	\$14.01
5	JACOB	HOMERDING	\$ 9.38	\$10.00
5	NOLAN	KAVANAGH	\$ 10.67	\$10.88
5	MAXIMUS	LEWIS	\$ 9.06	\$10.00
5	LUKE	MALMQUIST	\$ 9.06	\$10.00
5	ABIGAIL	PRASCH	\$ 9.06	\$10.00
5	BRUCE	RIGONI	\$ 9.06	\$10.00
5	ZACHARY	VANCE	\$ 9.38	\$10.00
5	KATARZYNA	WALICZEK	\$ 9.06	\$10.00

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	2020/21 Hourly 2%
6	BAUMA	DARRELL	\$ 17.17	\$17.78
6	BOO	BRANDON	\$ 13.74	\$14.22
6	BUDDEN	CARA	\$ 17.17	\$17.78
6	FRENCH	MARCIA	\$ 24.46	\$25.33

6	JONES	NICHOLAS	\$ 27.83	\$28.81
6	MENDOLA	ANTHONY	\$ 13.74	\$14.22
6	MOSER	SPENCER	\$ 22.55	\$23.35
6	NUCCIO	DEBORAH	\$ 20.93	\$21.66

6	SCHALLER	JOSEPH	\$ 23.64	\$24.47
6	SCHROLL	DENISE	\$ 17.17	\$17.78
6	SCHROLL	TIMOTHY	\$ 15.53	\$16.07
6	WACYRA	JAMES	\$ 21.28	\$22.03
6	WACYRA	KAREN	\$ 18.20	\$18.84

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	minimum wage adjustment	2020/21 Hourly 2.0%
7	CASTANEDA	ALEXANDRA	\$ 10.67	\$ 10.00	\$10.88
7	DANELLO	HALEY	\$ -	\$ 10.00	\$0.00
7	DOHERTY	ERIN		\$ 10.00	\$0.00
7	HOULIHAN	TIMOTHY	\$ 9.38	\$ 10.00	\$10.00
7	KING	ANDREW	\$ 9.37	\$ 10.00	\$10.00
7	KING	MATTHEW	\$ 9.37	\$ 10.00	\$10.00
7	KOWALIK	ADAM		\$ 10.00	\$0.00
7	LONDOS	MICHAEL		\$ 10.00	\$0.00
7	LYKE	COOPER		\$ 10.00	\$0.00
7	MARTIN	ZACHARY	\$ 10.02	\$ 10.00	\$10.22
7	PUSTELNIK	MAURENE		\$ 10.00	\$0.00
7	RANDLE	NATHAN	\$ 9.37	\$ 10.00	\$10.00
7	SKEVIS	KARA		\$ 10.00	\$0.00
7	SZYMANSKI	JACOB	\$ 9.37	\$ 10.00	\$10.00
7	VAN HENKELUM	COLLIN	\$ 9.37	\$ 10.00	\$10.00

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	Minimum wage adjustment	2020/21 Hourly 2%
8	BANFI	NICOLE	\$ 8.90	\$10.00	\$ 9.08
8	CASTANEDA	LISA	\$ 8.90	\$10.00	\$ 9.08
8	KARRAKER	MICHELLE	\$ 9.53	\$10.00	\$ 9.72
8	KERRIGAN	CINDY	\$ 9.84	\$10.00	\$ 10.04
8	MARKIEWICZ	DANA	\$ 9.21	\$10.00	\$ 9.40
8	MILES	KATIE	\$ 8.90	\$10.00	\$ 9.08
8	MUELLING	LISA	\$ 9.84	\$10.00	\$ 10.04
8	NICKEL	CARLA	\$ 8.90	\$10.00	\$ 9.08
8	PURCELL	ASHLEY	\$ 8.90	\$10.00	\$ 9.08

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	2020/21 Hourly 2.0%
9	ALBRECHT	MARGARET	\$ 11.09	\$ 11.31
9	BURIAN	KAREN	\$ 11.83	\$ 12.06
9	DEWEY	DEBRA	\$ 14.42	\$ 14.71
9	FEBEL	CHRISTIANE	\$ 11.97	\$ 12.21
9	FISCHER	NANCY	\$ 10.35	\$ 10.56
9	LITWICKI	ANDREA	\$ 11.09	\$ 11.31
9	LYNN	MAUREEN	\$ 11.98	\$ 12.22
9	MALEVITIS	LYNMARIE	\$ 13.93	\$ 14.20
9	MCGUIRE	MICHELLE	\$ 13.17	\$ 13.43
9	PACETTI	JULIE	\$ 16.85	\$ 17.19
9	PESAVENTO	MARY	\$ 13.46	\$ 13.72
9	RAMERIEZ	SUSANNA	\$ 10.00	\$ 10.20
9	REILLEY	MARIA	\$ 10.00	\$ 10.20
9	WALDEN	MARY	\$ 14.63	\$ 14.93
9	WYDRA	LORI	\$ 10.35	\$ 10.56
9	YOUNG	ELLEN	\$ 10.71	\$ 10.93
9	ZUKLIC	KAREN	\$ 12.46	\$ 12.71

Category	Employee Last Name	Employee First Name	2018/2019 HRLY	2020/21 Hourly 2.0%
11	MCGUIRE	PATRICIA	\$ 23.57	\$ 24.04
11	NORDSTROM	JENNIFER	\$ 22.00	\$ 22.44
11	PETIT	PAMELA	\$ 25.88	\$ 26.39

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	2020/21 Hourly 2.00
31	DEVITO	ROXANNE	\$ 17.78	\$18.14
31	DINELLO	HALEY	\$ 14.08	\$14.36

Category	Employee Last Name	Employee First Name	2019/2020 Hourly	2020/21 Hourly 2.0%
39	GALLAS	SHERIE	\$ 10.15	\$10.36
39	HAASE	BARBARA	\$ 10.51	\$10.72
39	NICKEL	SANDRA	\$ 10.15	\$10.36
39	REILLEY	MARIA	\$ 10.00	\$10.20

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: DAVE BLATCHLEY
SUBJECT: PAY RATE INCREASE
DATE: 06/23/2020

Several months ago, the District Office embarked on an activity to realign work duties between and among office staff. Some saw changes in their work duties while others did not. Assuming new work duties and seeing more responsibility, made it apparent that some should also see an increase in her hourly rate.

We have identified the staff and are presenting this memo to the board for consideration of those individuals who have assumed new responsibilities and an increased work load.

Starlynn Londos
Sandy Doran
Genevieve Jarosz
Penny Mburu

We are requesting an adjustment to the hourly rates effective prior to the COVID-19 crisis, and we are asking for consideration to increase the hourly rate again for FY 21.

Examples of the changes and new workloads—Star has taken over duties previously handled by someone else. Sandy has assumed several duties related to HR. Penny is being recommended for a new position consisting of her current front desk responsibilities along with several newly assigned roles in the tech department. With the turnover in the business office, Gen has assumed new roles related to training and overseeing the work of our new Payroll Coordinator.

Recommendation: The Assistant Superintendent recommends the Board of Education approve the pay increase as outlined on the following spreadsheet.



Minutes of Regular Meeting The Board of Education Will County School District 92

A Regular Meeting of the Board of Education of Will County School District 92 was held Tuesday, May 19, 2020, beginning at 7:00 PM. This was a virtual meeting via Zoom.

I. Call to Order and Roll Call

President Dusterhoft called the meeting to order at 7:01 p.m. Roll call was taken with the following members answering present: Adamczyk, Gorecki, Middleton, Sweis, and Dusterhoft.

Members Absent: Houlihan

Also present: Superintendent Tim Arnold and Assistant Superintendent for Business Services, Dave Blatchley.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Request for Agenda Addendum Items

None

IV. Recognitions and Celebrations

Dr. Arnold shared that each building will be coordinating retirement some sort of recognition or celebration with employees. Ms. Sweis asked about Board awards, as under normal circumstances, today's Board meeting would have been preceded by the Annual District 92 presentation of Board Awards to students and staff. Ms. Sweis said she would like to see some sort of academic recognition for the top 10% of the 8th grade graduating class. She suggested a certificate like the ones we have presented in the past. Dr. Arnold said he would work with the Oak Prairie administrators to see what can be done.

V. Public Comments

None

VI. Administrative Reports

1. Superintendent

A. Strategic Priorities Update and Strategic Plan Implementation

Dr. Arnold addressed both of the items above by explaining that the current pandemic has created barriers to being collaborative, which is essential in moving forward with this work. He acknowledged the stress that the pandemic has created for parents, students, teachers, and the committee members. He is confident that the work will resume once we return to school in the fall and assured the Board that we are focused on moving forward at the right pace.

B. Joint Demographic Study - The associated school districts of Lockport H.S. District 205 have tentatively agreed to participate in a two-phase a joint demographic study. Dr. Arnold shared the following information in a memo in the Boardbook:

Phase One (summer 2020): The first phase would begin this summer and provide a high level look at the demographic status. This would be completed with existing data. The second phase would begin after 2020 census data is available. Based on prior discussions with the District 92 Board of Education, Dr. Arnold has agreed to participate in phase one of the joint demographic study at a cost of \$500 to District 92. The costs for phase one are being split equally across all districts.

Phase Two (after 2020 Census): Participation in phase two will be voluntary and the decision as to whether or not District 92 participates will be made at a later date. That decision will need to be approved by the Board of Education due to an anticipated higher cost.

C. Feasibility Study between District 92 and District 91 - The latest update from the group conducting the Feasibility Study between District 92 and District 91 indicates that they are on schedule for delivering the study to both districts on time to meet the ISBE deadline, and are on track to submit a reimbursement claim. Dr. Arnold said that once the study is received in June, 2020, both Boards of Education will need to determine a date to share the results

with the public. Give the current COVID-19 pandemic, in all likelihood this meeting will need to be held in a virtual meeting format or later in the summer.

2. Assistant Superintendent for Business Services
 - A. Traffic Study Update - Mr. Blatchley shared that due to the current pandemic and county restrictions, future meetings are on hold until July 9th.
 - B. Pay Rates Review for 2020-21 - Mr. Blatchley said that they are currently reviewing the impact of the pandemic on revenue, and exploring the long and short term implications of the current minimum wage legislation.
 - C. Summer Construction Update - Construction begins at Reed on June 8th, with substantial completion by the end of July at Reed and Oak Prairie. He shared photos of the Ludwig playground remediation in the Boardbook.

VII. Board Action Items - Consent Agenda

Motion by member Sweis and seconded by member Gorecki to approve the Consent Agenda as follows:

Discussion: None

1. Meeting Minutes
 - A. Regular Board Meeting of April 21, 2020 as presented.
 - B. Special Board Meeting of May 5, 2020 as presented.
2. Treasurer's Report and Financial Report
3. Personnel
 - A. New Hires/Rehires (Pending background check from ROE, verification of prior experience, and new hire forms)
Courtney Cook, LBS1 Teacher at Walsh, per CBA, 8/18/20
Samantha Frankowski, Gr. 1 Teacher at Walsh, per CBA, 8/18/20
 - B. Resignations
Carol Marszalek, School Psychologist at Oak Prairie, effective 5/29/20, personal
Laura Gauthier, Paraprofessional at Walsh, effective 5/29/20, new position
 - C. Reassignments/Changes
Anne Magosky, from 1:1 Paraprofessional at Ludwig to HR Coordinator at District Office, \$20/hr., effective 4/28/20
Holly McAllister, from Instructional Paraprofessional at Walsh to Kindergarten Teacher at Walsh, per CBA, effective 8/18/20
Erica Barrett from PT Psychologist at Ludwig to 1.0 FTE School Psychologist at OP, per CBA, effective 8/18/20
Jaclyn Masini from PT Psychologist at Ludwig to 1.0 FTE School Psychologist at Ludwig, per CBA, effective 8/18/20
 - D. Retirements
Barb Sobieszek, Paraprofessional at Ludwig, effective 5/29/20
 - E. Terminations
None
 - F. Leaves
Jeri Gooding, intermittent, 2/14/19-8/20/20, Walsh, no sub needed
Starlynn Londos, intermittent, 2019/2020 school year, District Office, no sub needed
Nadine Martinez, intermittent, 8/20/19-11/30/20, Ludwig, internal sub
Julie Walden, intermittent, 8/20/19-6/4/20, Walsh, various subs
Mary Walden, 8/22/19-pending, Ludwig, no sub needed
Andrya Kubilius, intermittent, 3/5/20 - 3/4/21
Laura Kuczkowski, 3/11/20-8/01/20, Oak Prairie, Erica Wynsma, sub
Kristin Albright, 5/2/20-8/18/20, Oak Prairie, sub TBD
Eileen Murphy, 6/6/20-8/28/20, Ludwig, sub TBD
Emily Koriemek, 8/20/20-TBD and 2020-21 SY
 - G. Open Positions
2019-20 School Year
Custodian - PT
2020-21 School Year
Instructional Paraprofessional at Walsh
Lunchroom at Reed
4. Board of Education Meeting Dates for 2020-21
The Board of Education of Will County School District 92 will meet in open session meetings on the third (3rd) Tuesday of each month. Specific dates are: August 18, 2020, September 15, 2020, October 20, 2020, November 17, 2020, December 15, 2020, January 19, 2021, February 16, 2021, March 16, 2021, April 20, 2021, May 18, 2021, and June 15,

2021. The meeting time will be 7:00 p.m. Meeting location is in the library/media center at Ludwig School, 710 North State Street, Lockport, Will County, Illinois, 60441. Meeting dates, times and locations are subject to change through Board of Education action.

5. Special Education Memorandum of Understanding
6. Special Education Intergovernmental Agreement
7. Athletic Director Job Description
8. Treasurer Resolution and Appointment

Roll call being had thereon, the members voted:

AYE: Middleton, Gorecki, Adamczyk, Sweis, and Dusterhoft

NAY: None

ABSTAIN: None

ABSENT: Houlihan

Motion passed.

Whereupon President Dusterhoft declared the motion carried.

VIII. Board Action Items

1. Board Policy Revisions - Second Reading

Motion by member Sweis and seconded by member Middleton to approve the Revisions to Board Policies 2:70 and 2:80 as presented.

Discussion: None

Roll call being had thereon, the members voted:

AYE: Sweis, Adamczyk, Middleton, Gorecki, and Dusterhoft

NAY: None

ABSTAIN: None

ABSENT: Houlihan

Motion passed.

Whereupon President Dusterhoft declared the motion carried.

2. Appointment of New Board Member

Motion by member Middleton and seconded by member Sweis to appoint Mr. Grant Ferkaluk as a member of the Will County School District 92 Board of Education, effective immediately.

Discussion: Mr. Ferkaluk will serve as an appointed member of the Board of Education until April 2021, when the next elections are held.

Roll call being had thereon, the members voted:

AYE: Gorecki, Adamczyk, Sweis, Middleton, and Dusterhoft

NAY: None

ABSTAIN: None

ABSENT: Houlihan

None

Motion passed.

Whereupon President Dusterhoft declared the motion carried.

3. Monthly Expenditures

Motion by member Sweis and seconded by member Middleton to approve the monthly expenditures as presented.

Discussion:

Roll call being had thereon, the members voted:

AYE: Sweis, Gorecki, Middleton, and Dusterhoft

NAY: None

ABSTAIN: Adamczyk, Ferkaluk

ABSENT: Houlihan

Motion passed.

Whereupon President Dusterhoft declared the motion carried.

4. Tentative Amended Budget

Motion by member Gorecki and seconded by member Sweis to approve the Public Display of the Tentative Amended Budget for the 2019-20 School Year as presented.

Discussion: Mr. Blatchley explained that the changes to the budget are due to the unfilled Director of Curriculum position and the changes in transportation costs.

Roll call being had thereon, the members voted:
AYE: Sweis, Gorecki, Middleton, Ferkaluk, Adamczyk, and Dusterhoft
NAY: None
ABSTAIN: None
ABSENT: Houlihan
Motion passed.

Whereupon President Dusterhoft declared the motion carried.

5. Change June Board Meeting from June 16 to June 23, 2020

Motion by member Middleton and seconded by member Sweis to approve the change of the June 2020 Board Meeting from June 16, 2020 to June 23, 2020 as presented.

Discussion: This date change is from the 3rd Tuesday to the 4th Tuesday to meet the legal posting requirements for posting the amended budget. The only other option would have been to call a special meeting to approve the amended budget.

Roll call being had thereon, the members voted:
AYE: Ferkaluk, Gorecki, Adamczyk, Middleton, Sweis, and Dusterhoft
NAY: None
ABSTAIN: None
ABSENT: Houlihan
Motion passed.

Whereupon President Dusterhoft declared the motion carried.

6. Forecast 5 Financial Analysis Software

Motion by member Middleton and seconded by member Sweis to approve the Forecast 5 Analytics, Inc. one-year agreement as presented.

Discussion: Both Dr. Arnold and Mr. Blatchley said they have used this tool in previous districts, and it is a great data analysis tool. Mr. Blatchley said he plans to share results at the June meeting. He also explained that no confidential student or employee data is uploaded for analysis. Dr. Arnold said that that data the tool uses is all data from the state, and this will be a very powerful tool to use in decision-making.

Roll call being had thereon, the members voted:
AYE: Gorecki, Ferkaluk, Adamczyk, Sweis, Middleton, and Dusterhoft
NAY: None
ABSTAIN:
ABSENT: Houlihan
Motion passed.

Whereupon President Dusterhoft declared the motion carried.

7. Elimination of Student Registration Fees for 2020-21

Motion by member Sweis and seconded by member Ferkaluk to approve the Elimination of Student Registration Fees for the 2020-21 School Year as presented.

Discussion: Dr. Arnold said that this decision is important because it shows that District 92 recognizes and is sensitive to the impact the pandemic has had on the D92 community and families. Upon Board approval, no further payments for the 2020-21 school year will be accepted and the business office will begin processing refunds to families who have already paid. The only exception will be for families who had outstanding balances for previous years. In those cases, the 2020-21 payment would be applied to the outstanding balance.

Roll call being had thereon, the members voted:
AYE: Sweis, Ferkaluk, Adamczyk, Middleton, Gorecki, and Dusterhoft
NAY: None
ABSTAIN: None
ABSENT: Houlihan
Motion passed.

Whereupon President Dusterhoft declared the motion carried.

IX. Board Discussion Items

1. Employee Handbook - First Reading

Dr. Arnold told the Board that in addition to the committee that worked on the handbook, all classified employees had the opportunity to review and share feedback. The committee was formed and began working on the handbook in the fall of 2019. Mr. Dusterhoft said he understands what it takes to create something like this and he thanked everyone

for their hard work. Dr. Arnold added that he considers this to be a living document, and he will ask the Board for approval at the June meeting.

2. Board Policy Updates - First Reading

Policies 2:70, 2:80, 2:125, 2:160, 4:50, 5:35, 5:50, 5:60, 5:150, 5:210, 5:280, 6:235, 6:280, 7:70, 7:90, 7:130, 7:325, 8:10, 8:30, 8:80, and 8:110 were presented to the Board for first read. The Policy Committee met on May 19th. As no policies were reviewed during the 2018-19 school year, there are a large number of policies that need to be reviewed and revised where needed. Dr. Arnold said that he plans for the policy review and revisions to be complete and ready for approval in August, which gives Board members more time to review them all. He also told the Board that going forward, this will be done on a regular basis.

X. Old Business

None

XI. New Business

None

XII. Informational Items

The following informational items were presented to the Board:

1. Student Conduct Review
2. Freedom of Information Act (FOIA) Requests
3. Annual LEA Determination for IDEA - Dr. Arnold thanked Ms. Kim West and her team for achieving the highest rating possible.
4. Reed School Gym Floor - There was some discussion about the design for the Reed gym floor. Design examples were included in the Boardbook. Mr. Blatchley said he needs a decision in the next couple of days so that the project can be completed on time. He asked that Board members contact him with feedback on the designs he shared. The District 92 Athletic Association also had some feedback, and Mr. Blatchley will contact them.

XIII. Closed Session

Motion by member Sweis and seconded by member Middleton to enter Closed Session at 7:51 p.m. for the purpose of collective negotiating matters between the school board and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 5 ILCS 120/2(c)(1).

Ayes: 6, Nays 0.

The Board returned to Open Session at 9:13 p.m.

President Dusterhoft reminded the Board that a Board Secretary will need to be named, and that will be on the next meeting agenda.

XIV. Approval of Closed Session Minutes

Motion by member Adamczyk and seconded by member Ferkaluk to approve the Closed Session Minutes of the May 19, 2020 Board Meeting.

Ayes: 6, Nays 0.

Motion passed.

Whereupon President Dusterhoft declared the motion carried.

XV. Adjournment

Motion by member Adamczyk and seconded by member Middleton to adjourn the meeting at 9:14 p.m.

Ayes: 6, Nays 0.

Meeting adjourned.

Matthew Dusterhoft
President, Board of Education

Doreen Sweis
Secretary, Board of Education

Will County School District 92
Treasurer's Report
For the Month Ending
May 31, 2020

Financial Items Attached:

1. **Fund Balance Report**
(Showing beginning balances, monthly and year-to-date revenues and expenditures and current month-end balances)
2. **Statement of Position**
(Balance sheet at 05-31-2020)
3. **Investment Confirmation Statement**
4. **Budget Report**

Treasurer

Fund Balance Report

5/31/20

WILL COUNTY SCHOOL DIST #92

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	2,011,391.97	1,332,322.86	17,931,675.59	12,983,475.18	(4,948,200.41)	9,924,118.73	4,975,918.32
20	Oper, Build, & Maint Fund	166,960.27	131,120.86	2,011,332.68	1,455,962.43	(555,370.25)	1,528,569.69	973,199.44
21	Life Safety	0.00	223.63	7,044.00	1,764.55	(5,279.45)	109,535.59	104,256.14
30	Debt Service Fund	0.00	43,531.13	703,562.50	432,494.48	(271,068.02)	554,593.73	283,525.71
40	Transportation Fund	152,168.10	282,077.45	1,943,220.62	1,029,257.31	(913,963.31)	1,508,001.13	594,037.82
50	I.M.R.F./Soc. Sec. Fund	110,992.09	44,185.17	772,394.64	491,889.88	(280,504.76)	777,921.58	497,416.82
60	Capital Projects Fund	4,410.00	(13,451.62)	95,450.00	71,101.04	(24,348.96)	3,261,228.48	3,236,879.52
70	Working Cash Fund	0.00	4,488.08	0.00	29,345.46	29,345.46	1,061,502.89	1,090,848.35
		<u>\$2,445,922.43</u>	<u>\$1,824,497.56</u>	<u>\$23,464,680.03</u>	<u>\$16,495,290.33</u>	<u>(\$6,969,389.70)</u>	<u>\$18,725,471.82</u>	<u>\$11,756,082.12</u>

ASSETS	Education	Building	Life Safety		Debt Service	Trans- portation	Municipal Retirement/SS	Capital Projects	Working Cash	Tort Immunity	TOTAL
CASH IN BANK	1,377,011.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,377,011.56
PETTY CASH	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
REVOLVING FUND	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
LOANS DUE FROM IMRF FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOANS DUE FROM BLDG FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENTS	3,586,254.60	973,199.44	104,256.14	0.00	283,525.71	594,037.82	497,092.13	3,236,879.52	1,090,848.35	0.00	10,366,093.71
OTHER CURRENT ASSETS	-169,115.14	0.00	0.00	0.00	0.00	0.00	170.31	0.00	0.00	0.00	-168,944.83
TOTAL ASSETS	4,797,701.02	973,199.44	104,256.14	0.00	283,525.71	594,037.82	497,262.44	3,236,879.52	1,090,848.35	0.00	11,577,710.44
LIABILITIES											
ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOANS DUE TO TRANSPORTATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOANS DUE TO EDUCATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYROLL DEDUCTIONS PAYABLE	-178,217.30	0.00	0.00	0.00	0.00	0.00	-154.38	0.00	0.00	0.00	-178,371.68
OTHER CURRENT LIABILITIES	2,567.10	0.00	0.00	0.00	0.00	6.90	0.00	0.00	0.00	0.00	2,574.00
TOTAL LIABILITIES	-175,650.20	0.00	0.00	0.00	0.00	6.90	-154.38	0.00	0.00	0.00	-175,797.68
FUND BALANCE											
FUND BALANCE 07-01-19	9,921,551.63	1,528,569.69	109,535.59	0.00	554,593.73	1,507,994.23	777,921.58	3,261,228.48	1,061,502.89	0.00	18,722,897.82
REVENUE TO DATE	12,983,475.18	1,455,962.43	1,764.55	0.00	432,494.48	1,029,257.31	491,889.88	71,101.04	29,345.46	0.00	16,495,290.33
EXPENDITURES TO DATE	17,931,675.59	2,011,332.68	7,044.00	0.00	703,562.50	1,943,220.62	772,394.64	95,450.00	0.00	0.00	23,464,680.03
CURRENT FUND BALANCE	4,973,351.22	973,199.44	104,256.14	0.00	283,525.71	594,030.92	497,416.82	3,236,879.52	1,090,848.35	0.00	11,753,508.12
TOTAL LIABILITIES AND FUND BALANCE	4,797,701.02	973,199.44	104,256.14	0.00	283,525.71	594,037.82	497,262.44	3,236,879.52	1,090,848.35	0.00	11,577,710.44
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Investment Confirmation Statements

May 31, 2020

Total Investment at Cost

ISDLAF Account 101

Liquid	\$ 4,502,327.93	Page 3A
Max	800.07	Page 3A
FRIS	2,762,732.00	Page 3B
SDA – Bank of China	3,100,233.71	Page 3B

Bond Series – Account 202

Liquid	0
Max	0
FRIS	0
SDA – Bank of China	0

District 92	\$ 10,366,093.71
Investments	

District 92 Investments per Statement of Position

At 05/31/2020	\$ 10,366,093.71
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Total District 92 Investments	\$ 10,366,093.71
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Account	Settle	Mature	Description	Cost	Days	Rate
10577-101	5/31/18	6/1/20	MORGAN STANLEY BANK NA	\$246,000.00	732	2.8
10577-101	11/4/19	6/25/20	CITIBANK NA	\$800,000.00	234	1.4
10577-101	7/6/17	7/6/20	Discover Bank Certificate of Deposit	\$247,000.00	1096	1.75
10577-101	11/1/19	11/2/20	CFG BANK	\$245,800.00	367	1.59
10577-101	11/4/19	11/3/20	PATRIOT BANK - TN	\$246,300.00	365	1.49
10577-101	11/1/19	4/26/21	FINANCIAL FEDERAL BANK	\$244,200.00	542	1.55
10577-101	11/4/19	5/3/21	THIRD COAST BANK, SSB	\$244,400.00	546	1.5
10577-101	11/4/19	11/3/21	NORTH AMERICAN BANKING COMPANY	\$241,800.00	730	1.64
10577-101	11/15/19	11/15/21	FLAGSTAR BANK FSB	\$247,232.00	731	1.65

Total **\$2,762,732.00**

10577-101 SDA - BANK OF CHINA \$3,100,233.71

Total FRIS #101 **\$5,862,965.71**

Account	Account Name	LIQ.	MAX (Aged)	MAX (Unaged)	FRI	Total
101	GENERAL FUND	\$4,502,327.93	\$800.07	\$0.00	\$5,862,965.71	\$10,366,093.71
201	WILL COUNTY SCHOOL DISTRICT 92 BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
202	WORKING CASH BOND SERIES 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

As of 5/31/2020

Will County School District # 92					
Budget Report					
May 31, 2020					
Account	Description	Current Budget	YTD Expensed	Balance	% of Budget
10	Education & Special Education	\$20,605,787.00	\$17,931,675.59	\$2,674,111.41	87.02%
20	Building	\$2,631,000.00	\$2,011,332.68	\$619,667.32	76.45%
30	Debt Service	\$774,800.00	\$703,562.50	\$71,237.50	90.81%
40	Transportation	\$2,014,500.00	\$1,943,220.62	\$71,279.38	96.46%
50	Municipal Retirement/SS	\$900,000.00	\$772,394.64	\$127,605.36	85.82%
60	Capital Projects	\$2,080,000.00	\$95,450.00	\$1,984,550.00	4.589%
70	Working Cash	\$0.00	\$0.00	\$0.00	0.00%
80	Tort	\$0.00	\$0.00	\$0.00	0.00%
90	Life Safety	\$28,000.00	\$7,044.00	\$20,956.00	25.16%
	Report Total	\$29,034,087.00	\$23,464,680.03	\$5,569,406.97	80.82%

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: TIM ARNOLD
SUBJECT: PERSONNEL REPORT
DATE: JUNE 23, 2020

Name	Position	Prior Exp.	Salary / Rate	Employ./ Rehire Date	Last Day Worked	Reason
New Hires/Rehires						
none						
Resignations						
Jessica Knobbe	Teacher - Reading Specialist at Ludwig				5/29/20	personal
Carlie Yacobi	School Social Worker at Reed				5/29/20	personal
Isaias Morales Delgado	PT Custodian				6/8/20	personal
Malaika Mburu	PT/summer custodian				effective 6/8/20	personal
Reassignments/Changes						
Callie Matalas from grade 5 teacher at Ludwig to Reading Specialist at Ludwig, effective 2020/21 SY						
Retirements						
Al Funkhouser, Building Maintenance Supervisor, effective May 15, 2020						
Terminations						
None						

Note:

Long-term Leaves						
Name	FMLA (Yes/No)	Est. Start Date	Est. End Date	Substitute	School	
Jeri Gooding (1)	Yes	2/14/19	8/20/20	N/A	Walsh	
Starlynn Londos (1)	Yes	8/1/19	8/1/20	N/A	District	
Nadine Martinez (1)	Yes	8/20/19	11/30/20	various	Ludwig	
Mary Walden	Yes	8/22/19	pending	N/A	Ludwig	
Andrya Kubilius (1)	Yes	3/5/20	3/4/21	TBD	Reed	
Laura Kuczkowski	Yes	3/11/20	8/1/20	Erica Wynsma	Oak Prairie	
Kristin Albright	Yes	5/2/20	8/18/20	TBD	Oak Prairie	
Eileen Murphy	Yes	6/6/20	8/28/20	Krissy Strom	Ludwig	
Emily Koriemek (2)	Yes	8/20/20	2020-21 SY	TBD	Oak Prairie	

Notes:

- (1) Indicates Intermittent Leave
- (2) Employee is requesting an extended, unpaid leave following their FMLA as provided in the current CBA

Open Positions – 2019-20 School Year
Custodian - PT
Open Positions – 2020-21 School Year
Grade 5 Teacher at Ludwig
School Social Worker
Instructional Paraprofessional at Walsh
Lunchroom at Reed

Recommendation: The Superintendent recommends that the Board of Education approve the personnel actions as presented above.

ADMINISTRATOR'S CONTRACT (TRS)
One Year Term

THIS CONTRACT is made this 23rd day of June 2020, by and between the BOARD OF EDUCATION OF WILL COUNTY SCHOOL DISTRICT NO. 92, WILL COUNTY, ILLINOIS (the "BOARD"), and Cathy Slee ("ADMINISTRATOR"), and has been approved at the meeting of the BOARD held on June 23, 2020.

IT IS AGREED:

1. **EMPLOYMENT** - The ADMINISTRATOR is hereby hired and retained from July 1, 2020, through and including June 30, 2021, as Principal of Reed School for Will County School District 92, Will County, Illinois.

2. **DUTIES** - The duties and responsibilities of the ADMINISTRATOR shall be those incidental to the office of Building Principal, those set forth in the job description contained in Board Policy, as adopted, and which may be amended from time to time, those obligations imposed by the laws of the State of Illinois upon the ADMINISTRATOR, and to perform other professional duties customarily performed by a Building Principal as from time to time may be assigned to the ADMINISTRATOR by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ADMINISTRATOR to different duties from time to time during the term of this Contract, without notice, a hearing or loss of pay.

3. **SALARY** - In consideration of an annual salary of One Hundred Fourteen Thousand Forty Dollars and 68/100 Cents (\$114,040.68) for the 2020-2021 contract year, the ADMINISTRATOR agrees to devote such time, skill, labor and attention to her employment during the term of this Contract in order to faithfully perform the duties of Building Principal. Salary shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other licensed members of the professional staff, less such amounts as

provided for in this Contract, and other amounts required by law. The BOARD retains the right to adjust the annual salary of the ADMINISTRATOR during the term of this Contract, provided that any salary adjustment(s) shall not be lower than the annual salary paid by the BOARD as stated in this Contract. Any adjustment in salary made during the life of this Contract shall be or presently is in the form of an amendment and shall become a part of this Contract; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the ADMINISTRATOR nor that the termination date of his Contract has been in any way extended.

4. **EVALUATION** - At least annually, but not later than March 1, the Superintendent, or designee, shall review the ADMINISTRATOR'S job performance, progress toward established goals and working relationships with the BOARD, the total staff and the community and shall provide the ADMINISTRATOR with a written summary of that review. Failure by the Superintendent or designee to complete an evaluation does not preclude the ADMINISTRATOR'S dismissal, or nonrenewal of this Contract.

5. **LICENSE** - The ADMINISTRATOR shall furnish to the BOARD, during the term of this Contract, a valid, appropriate, and properly registered license to act as Building Principal, in accordance with the laws of the State of Illinois and as directed by the BOARD.

6. **OTHER WORK** – Only with the prior written agreement of the Superintendent, the ADMINISTRATOR may undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligations. Provided, however, that this other work shall not interfere in a material and substantial manner with the ADMINISTRATOR'S obligations set forth in this Contract.

7. TERMINATION OF CONTRACT - This Contract may be terminated prior to its expiration date by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ADMINISTRATOR gives the BOARD at least ninety (90) days written notice of the proposed resignation.
- D. Discharge for any conduct, act, or failure to act by the ADMINISTRATOR which is detrimental to the best interests of the District. Reasons for discharge will be given in writing to the ADMINISTRATOR, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the ADMINISTRATOR chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session.
- E. Failure to comply with the terms and conditions of this Contract.
- F. The ADMINISTRATOR'S permanent disability or incapacity, at any time after the ADMINISTRATOR has exhausted accumulated sick and vacation leave and either has been absent from employment for a continuous period of three (3) months or presents to the BOARD a physician's statement certifying permanent disability or incapacity. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity, provided that the ADMINISTRATOR shall be entitled to a hearing before the BOARD if he

so requests. The BOARD reserves the right to require the ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD deems the ADMINISTRATOR disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid for by the BOARD.

Nothing herein will prohibit the BOARD from suspending the ADMINISTRATOR without pay when the performance of the ADMINISTRATOR is justifiably questioned, pending the outcome of any inquiry.

8. **FRINGE BENEFITS** – The ADMINISTRATOR will receive those benefits set forth in the Will County School District No. 92 Administrator Benefits Plan, as amended from time to time.

9. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** - In addition to the salary paid to the ADMINISTRATOR by the BOARD as expressed in Section 3, the BOARD shall pick up and pay on the ADMINISTRATOR'S behalf, the ADMINISTRATOR'S entire contribution to the Illinois Teachers' Retirement System (“TRS”) pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the ADMINISTRATOR'S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The ADMINISTRATOR shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from TRS. The ADMINISTRATOR does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid

by the BOARD to TRS. These contributions are made as a condition of the ADMINISTRATOR'S employment for the ADMINISTRATOR'S future service, knowledge and experience.

10. **TEACHERS' HEALTH INSURANCE SECURITY FUND CONTRIBUTION** - The BOARD shall pick up and pay on behalf of the ADMINISTRATOR the ADMINISTRATOR'S entire contribution to the Teachers' Health Insurance Security ("THIS") fund. The BOARD shall remit this contribution to TRS as the fund's collection agent. Payments made by the BOARD to TRS under this section shall not be reportable to TRS as creditable earnings. The parties further agree that said payments shall be excluded from the ADMINISTRATOR'S taxable income.

11. **NOTICE** - Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:

BOARD OF EDUCATION
Will County School District No. 92
708 N. State Street
Lockport, IL 60441

If to the ADMINISTRATOR, to:

(or at the last address of the ADMINISTRATOR contained in official Business Office records of the BOARD).

12. **BACKGROUND INVESTIGATION** - The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit

certain criminal offenses. If the required criminal background investigation is not completed at the time this Contract is signed, and the subsequent investigation report reveals that there has been a prohibited conviction, this Contract shall immediately become null and void.

13. **MISCELLANEOUS -**

- A. This Contract has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.
- C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Contract shall be binding upon and inure to the benefit of the ADMINISTRATOR and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the

parties unless reduced to writing and duly authorized and signed by each of them.

- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Contract shall continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ADMINISTRATOR

BOARD OF EDUCATION OF
WILL COUNTY SCHOOL DISTRICT
NO. 92, WILL COUNTY, ILLINOIS

By: _____
President

ATTEST:

Secretary

ADMINISTRATOR'S CONTRACT (TRS)
One Year Term

THIS CONTRACT is made this 23rd day of June 2020, by and between the BOARD OF EDUCATION OF WILL COUNTY SCHOOL DISTRICT NO. 92, WILL COUNTY, ILLINOIS (the "BOARD"), and Lisa Lyke ("ADMINISTRATOR"), and has been approved at the meeting of the BOARD held on June 23, 2020.

IT IS AGREED:

1. **EMPLOYMENT** - The ADMINISTRATOR is hereby hired and retained from July 1, 2020, through and including June 30, 2021, as Principal of Ludwig School for Will County School District 92, Will County, Illinois.

2. **DUTIES** - The duties and responsibilities of the ADMINISTRATOR shall be those incidental to the office of Building Principal, those set forth in the job description contained in Board Policy, as adopted, and which may be amended from time to time, those obligations imposed by the laws of the State of Illinois upon the ADMINISTRATOR, and to perform other professional duties customarily performed by a Building Principal as from time to time may be assigned to the ADMINISTRATOR by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ADMINISTRATOR to different duties from time to time during the term of this Contract, without notice, a hearing or loss of pay.

3. **SALARY** - In consideration of an annual salary of One Hundred Seventeen Thousand One Hundred Seventy-Six Dollars and 53/100 Cents (\$117,176.53) for the 2020-2021 contract year, the ADMINISTRATOR agrees to devote such time, skill, labor and attention to her employment during the term of this Contract in order to faithfully perform the duties of Building Principal. Salary shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other licensed members of the professional staff, less such

amounts as provided for in this Contract, and other amounts required by law. The BOARD retains the right to adjust the annual salary of the ADMINISTRATOR during the term of this Contract, provided that any salary adjustment(s) shall not be lower than the annual salary paid by the BOARD as stated in this Contract. Any adjustment in salary made during the life of this Contract shall be or presently is in the form of an amendment and shall become a part of this Contract; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the ADMINISTRATOR nor that the termination date of his Contract has been in any way extended.

4. **EVALUATION** - At least annually, but not later than March 1, the Superintendent, or designee, shall review the ADMINISTRATOR'S job performance, progress toward established goals and working relationships with the BOARD, the total staff and the community and shall provide the ADMINISTRATOR with a written summary of that review. Failure by the Superintendent or designee to complete an evaluation does not preclude the ADMINISTRATOR'S dismissal, or nonrenewal of this Contract.

5. **LICENSE** - The ADMINISTRATOR shall furnish to the BOARD, during the term of this Contract, a valid, appropriate, and properly registered license to act as Building Principal, in accordance with the laws of the State of Illinois and as directed by the BOARD.

6. **OTHER WORK** – Only with the prior written agreement of the Superintendent, the ADMINISTRATOR may undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligations. Provided, however, that this other work shall not interfere in a material and substantial manner with the ADMINISTRATOR’S obligations set forth in this Contract.

7. TERMINATION OF CONTRACT - This Contract may be terminated prior to its expiration date by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ADMINISTRATOR gives the BOARD at least ninety (90) days written notice of the proposed resignation.
- D. Discharge for any conduct, act, or failure to act by the ADMINISTRATOR which is detrimental to the best interests of the District. Reasons for discharge will be given in writing to the ADMINISTRATOR, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the ADMINISTRATOR chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session.
- E. Failure to comply with the terms and conditions of this Contract.
- F. The ADMINISTRATOR'S permanent disability or incapacity, at any time after the ADMINISTRATOR has exhausted accumulated sick and vacation leave and either has been absent from employment for a continuous period of three (3) months or presents to the BOARD a physician's statement certifying permanent disability or incapacity. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity, provided that the ADMINISTRATOR shall be entitled to a hearing before the BOARD if he

so requests. The BOARD reserves the right to require the ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD deems the ADMINISTRATOR disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid for by the BOARD.

Nothing herein will prohibit the BOARD from suspending the ADMINISTRATOR without pay when the performance of the ADMINISTRATOR is justifiably questioned, pending the outcome of any inquiry.

8. **FRINGE BENEFITS** – The ADMINISTRATOR will receive those benefits set forth in the Will County School District No. 92 Administrator Benefits Plan, as amended from time to time.

9. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** - In addition to the salary paid to the ADMINISTRATOR by the BOARD as expressed in Section 3, the BOARD shall pick up and pay on the ADMINISTRATOR'S behalf, the ADMINISTRATOR'S entire contribution to the Illinois Teachers' Retirement System (“TRS”) pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the ADMINISTRATOR'S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The ADMINISTRATOR shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from TRS. The ADMINISTRATOR does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid

by the BOARD to TRS. These contributions are made as a condition of the ADMINISTRATOR'S employment for the ADMINISTRATOR'S future service, knowledge and experience.

10. TEACHERS' HEALTH INSURANCE SECURITY FUND CONTRIBUTION - The BOARD shall pick up and pay on behalf of the ADMINISTRATOR the ADMINISTRATOR'S entire contribution to the Teachers' Health Insurance Security ("THIS") fund. The BOARD shall remit this contribution to TRS as the fund's collection agent. Payments made by the BOARD to TRS under this section shall not be reportable to TRS as creditable earnings. The parties further agree that said payments shall be excluded from the ADMINISTRATOR'S taxable income.

11. NOTICE - Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:

BOARD OF EDUCATION
Will County School District No. 92
708 N. State Street
Lockport, IL 60441

If to the ADMINISTRATOR, to:

(or at the last address of the ADMINISTRATOR contained in official Business Office records of the BOARD).

12. BACKGROUND INVESTIGATION - The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit

certain criminal offenses. If the required criminal background investigation is not completed at the time this Contract is signed, and the subsequent investigation report reveals that there has been a prohibited conviction, this Contract shall immediately become null and void.

13. **MISCELLANEOUS -**

- A. This Contract has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.
- C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Contract shall be binding upon and inure to the benefit of the ADMINISTRATOR and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the

parties unless reduced to writing and duly authorized and signed by each of them.

- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Contract shall continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ADMINISTRATOR

BOARD OF EDUCATION OF
WILL COUNTY SCHOOL DISTRICT
NO. 92, WILL COUNTY, ILLINOIS

By: _____
President

ATTEST:

Secretary

ADMINISTRATOR'S CONTRACT (TRS)
One Year Term

THIS CONTRACT is made this 23rd day of June 2020, by and between the BOARD OF EDUCATION OF WILL COUNTY SCHOOL DISTRICT NO. 92, WILL COUNTY, ILLINOIS (the "BOARD"), and Teresa Martin ("ADMINISTRATOR"), and has been approved at the meeting of the BOARD held on June 23, 2020.

IT IS AGREED:

1. **EMPLOYMENT** - The ADMINISTRATOR is hereby hired and retained from July 1, 2020, through and including June 30, 2021, as Principal of Walsh School for Will County School District 92, Will County, Illinois.

2. **DUTIES** - The duties and responsibilities of the ADMINISTRATOR shall be those incidental to the office of Building Principal, those set forth in the job description contained in Board Policy, as adopted, and which may be amended from time to time, those obligations imposed by the laws of the State of Illinois upon the ADMINISTRATOR, and to perform other professional duties customarily performed by a Building Principal as from time to time may be assigned to the ADMINISTRATOR by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ADMINISTRATOR to different duties from time to time during the term of this Contract, without notice, a hearing or loss of pay.

3. **SALARY** - In consideration of an annual salary of One Hundred Twenty Thousand Four Hundred and Twenty-Three Dollars and 29/100 Cents (\$120,423.29) for the 2020-2021 contract year, the ADMINISTRATOR agrees to devote such time, skill, labor and attention to her employment during the term of this Contract in order to faithfully perform the duties of Building Principal. Salary shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other licensed members of the professional staff,

less such amounts as provided for in this Contract, and other amounts required by law. The BOARD retains the right to adjust the annual salary of the ADMINISTRATOR during the term of this Contract, provided that any salary adjustment(s) shall not be lower than the annual salary paid by the BOARD as stated in this Contract. Any adjustment in salary made during the life of this Contract shall be or presently is in the form of an amendment and shall become a part of this Contract; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the ADMINISTRATOR nor that the termination date of his Contract has been in any way extended.

4. **EVALUATION** - At least annually, but not later than March 1, the Superintendent, or designee, shall review the ADMINISTRATOR'S job performance, progress toward established goals and working relationships with the BOARD, the total staff and the community and shall provide the ADMINISTRATOR with a written summary of that review. Failure by the Superintendent or designee to complete an evaluation does not preclude the ADMINISTRATOR'S dismissal, or nonrenewal of this Contract.

5. **LICENSE** - The ADMINISTRATOR shall furnish to the BOARD, during the term of this Contract, a valid, appropriate, and properly registered license to act as Building Principal, in accordance with the laws of the State of Illinois and as directed by the BOARD.

6. **OTHER WORK** – Only with the prior written agreement of the Superintendent, the ADMINISTRATOR may undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligations. Provided, however, that this other work shall not interfere in a material and substantial manner with the ADMINISTRATOR’S obligations set forth in this Contract.

7. TERMINATION OF CONTRACT - This Contract may be terminated prior to its expiration date by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ADMINISTRATOR gives the BOARD at least ninety (90) days written notice of the proposed resignation.
- D. Discharge for any conduct, act, or failure to act by the ADMINISTRATOR which is detrimental to the best interests of the District. Reasons for discharge will be given in writing to the ADMINISTRATOR, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the ADMINISTRATOR chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session.
- E. Failure to comply with the terms and conditions of this Contract.
- F. The ADMINISTRATOR'S permanent disability or incapacity, at any time after the ADMINISTRATOR has exhausted accumulated sick and vacation leave and either has been absent from employment for a continuous period of three (3) months or presents to the BOARD a physician's statement certifying permanent disability or incapacity. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity, provided that the ADMINISTRATOR shall be entitled to a hearing before the BOARD if he

so requests. The BOARD reserves the right to require the ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD deems the ADMINISTRATOR disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid for by the BOARD.

Nothing herein will prohibit the BOARD from suspending the ADMINISTRATOR without pay when the performance of the ADMINISTRATOR is justifiably questioned, pending the outcome of any inquiry.

8. **FRINGE BENEFITS** – The ADMINISTRATOR will receive those benefits set forth in the Will County School District No. 92 Administrator Benefits Plan, as amended from time to time.

9. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** - In addition to the salary paid to the ADMINISTRATOR by the BOARD as expressed in Section 3, the BOARD shall pick up and pay on the ADMINISTRATOR'S behalf, the ADMINISTRATOR'S entire contribution to the Illinois Teachers' Retirement System (“TRS”) pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the ADMINISTRATOR'S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The ADMINISTRATOR shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from TRS. The ADMINISTRATOR does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid

by the BOARD to TRS. These contributions are made as a condition of the ADMINISTRATOR'S employment for the ADMINISTRATOR'S future service, knowledge and experience.

10. **TEACHERS' HEALTH INSURANCE SECURITY FUND CONTRIBUTION** - The BOARD shall pick up and pay on behalf of the ADMINISTRATOR the ADMINISTRATOR'S entire contribution to the Teachers' Health Insurance Security ("THIS") fund. The BOARD shall remit this contribution to TRS as the fund's collection agent. Payments made by the BOARD to TRS under this section shall not be reportable to TRS as creditable earnings. The parties further agree that said payments shall be excluded from the ADMINISTRATOR'S taxable income.

11. **NOTICE** - Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:

BOARD OF EDUCATION
Will County School District No. 92
708 N. State Street
Lockport, IL 60441

If to the ADMINISTRATOR, to:

(or at the last address of the ADMINISTRATOR contained in official Business Office records of the BOARD).

12. **BACKGROUND INVESTIGATION** - The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit

certain criminal offenses. If the required criminal background investigation is not completed at the time this Contract is signed, and the subsequent investigation report reveals that there has been a prohibited conviction, this Contract shall immediately become null and void.

13. **MISCELLANEOUS -**

- A. This Contract has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.
- C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Contract shall be binding upon and inure to the benefit of the ADMINISTRATOR and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the

parties unless reduced to writing and duly authorized and signed by each of them.

- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Contract shall continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ADMINISTRATOR

BOARD OF EDUCATION OF
WILL COUNTY SCHOOL DISTRICT
NO. 92, WILL COUNTY, ILLINOIS

By: _____
President

ATTEST:

Secretary

ADMINISTRATOR'S CONTRACT (TRS)
One Year Term

THIS CONTRACT is made this 23rd day of June 2020, by and between the BOARD OF EDUCATION OF WILL COUNTY SCHOOL DISTRICT NO. 92, WILL COUNTY, ILLINOIS (the "BOARD"), and Scott Nyssen ("ADMINISTRATOR"), and has been approved at the meeting of the BOARD held on June 23, 2020.

IT IS AGREED:

1. **EMPLOYMENT** - The ADMINISTRATOR is hereby hired and retained from July 1, 2020, through and including June 30, 2021, as Assistant Principal of Oak Prairie Junior High School for Will County School District 92, Will County, Illinois.

2. **DUTIES** - The duties and responsibilities of the ADMINISTRATOR shall be those incidental to the office of Building Assistant Principal, those set forth in the job description contained in Board Policy, as adopted, and which may be amended from time to time, those obligations imposed by the laws of the State of Illinois upon the ADMINISTRATOR, and to perform other professional duties customarily performed by a Building Assistant Principal as from time to time may be assigned to the ADMINISTRATOR by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ADMINISTRATOR to different duties from time to time during the term of this Contract, without notice, a hearing or loss of pay.

3. **SALARY** - In consideration of an annual salary of One Hundred Three Thousand Five Hundred and Three Dollars and 49/100 Cents (\$103,503.49) for the 2020-2021 contract year, the ADMINISTRATOR agrees to devote such time, skill, labor and attention to her employment during the term of this Contract in order to faithfully perform the duties of Building Assistant Principal. Salary shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other licensed members of the professional staff, less such

amounts as provided for in this Contract, and other amounts required by law. The BOARD retains the right to adjust the annual salary of the ADMINISTRATOR during the term of this Contract, provided that any salary adjustment(s) shall not be lower than the annual salary paid by the BOARD as stated in this Contract. Any adjustment in salary made during the life of this Contract shall be or presently is in the form of an amendment and shall become a part of this Contract; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the ADMINISTRATOR nor that the termination date of his Contract has been in any way extended.

4. **EVALUATION** - At least annually, but not later than March 1, the Superintendent, or designee, shall review the ADMINISTRATOR'S job performance, progress toward established goals and working relationships with the BOARD, the total staff and the community and shall provide the ADMINISTRATOR with a written summary of that review. Failure by the Superintendent or designee to complete an evaluation does not preclude the ADMINISTRATOR'S dismissal, or nonrenewal of this Contract.

5. **LICENSE** - The ADMINISTRATOR shall furnish to the BOARD, during the term of this Contract, a valid, appropriate, and properly registered license to act as Building Assistant Principal, in accordance with the laws of the State of Illinois and as directed by the BOARD.

6. **OTHER WORK** – Only with the prior written agreement of the Superintendent, the ADMINISTRATOR may undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligations. Provided, however, that this other work shall not interfere in a material and substantial manner with the ADMINISTRATOR'S obligations set forth in this Contract.

7. TERMINATION OF CONTRACT - This Contract may be terminated prior to its expiration date by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ADMINISTRATOR gives the BOARD at least ninety (90) days written notice of the proposed resignation.
- D. Discharge for any conduct, act, or failure to act by the ADMINISTRATOR which is detrimental to the best interests of the District. Reasons for discharge will be given in writing to the ADMINISTRATOR, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the ADMINISTRATOR chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session.
- E. Failure to comply with the terms and conditions of this Contract.
- F. The ADMINISTRATOR'S permanent disability or incapacity, at any time after the ADMINISTRATOR has exhausted accumulated sick and vacation leave and either has been absent from employment for a continuous period of three (3) months or presents to the BOARD a physician's statement certifying permanent disability or incapacity. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity, provided that the ADMINISTRATOR shall be entitled to a hearing before the BOARD if he

so requests. The BOARD reserves the right to require the ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD deems the ADMINISTRATOR disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid for by the BOARD.

Nothing herein will prohibit the BOARD from suspending the ADMINISTRATOR without pay when the performance of the ADMINISTRATOR is justifiably questioned, pending the outcome of any inquiry.

8. **FRINGE BENEFITS** – The ADMINISTRATOR will receive those benefits set forth in the Will County School District No. 92 Administrator Benefits Plan, as amended from time to time.

9. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** - In addition to the salary paid to the ADMINISTRATOR by the BOARD as expressed in Section 3, the BOARD shall pick up and pay on the ADMINISTRATOR'S behalf, the ADMINISTRATOR'S entire contribution to the Illinois Teachers' Retirement System (“TRS”) pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the ADMINISTRATOR'S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The ADMINISTRATOR shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from TRS. The ADMINISTRATOR does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid

by the BOARD to TRS. These contributions are made as a condition of the ADMINISTRATOR'S employment for the ADMINISTRATOR'S future service, knowledge and experience.

10. **TEACHERS' HEALTH INSURANCE SECURITY FUND CONTRIBUTION** - The BOARD shall pick up and pay on behalf of the ADMINISTRATOR the ADMINISTRATOR'S entire contribution to the Teachers' Health Insurance Security ("THIS") fund. The BOARD shall remit this contribution to TRS as the fund's collection agent. Payments made by the BOARD to TRS under this section shall not be reportable to TRS as creditable earnings. The parties further agree that said payments shall be excluded from the ADMINISTRATOR'S taxable income.

11. **NOTICE** - Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:

BOARD OF EDUCATION
Will County School District No. 92
708 N. State Street
Lockport, IL 60441

If to the ADMINISTRATOR, to:

(or at the last address of the ADMINISTRATOR contained in official Business Office records of the BOARD).

12. **BACKGROUND INVESTIGATION** - The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit

certain criminal offenses. If the required criminal background investigation is not completed at the time this Contract is signed, and the subsequent investigation report reveals that there has been a prohibited conviction, this Contract shall immediately become null and void.

13. **MISCELLANEOUS -**

- A. This Contract has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.
- C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Contract shall be binding upon and inure to the benefit of the ADMINISTRATOR and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the

parties unless reduced to writing and duly authorized and signed by each of them.

- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Contract shall continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ADMINISTRATOR

BOARD OF EDUCATION OF
WILL COUNTY SCHOOL DISTRICT
NO. 92, WILL COUNTY, ILLINOIS

By: _____
President

ATTEST:

Secretary

ADMINISTRATOR'S CONTRACT (TRS)
One Year Term

THIS CONTRACT is made this 23rd day of June 2020, by and between the BOARD OF EDUCATION OF WILL COUNTY SCHOOL DISTRICT NO. 92, WILL COUNTY, ILLINOIS (the "BOARD"), and Dave Blatchley ("ADMINISTRATOR"), and has been approved at the meeting of the BOARD held on June 23, 2020.

IT IS AGREED:

1. **EMPLOYMENT** - The ADMINISTRATOR is hereby hired and retained from July 1, 2020, through and including June 30, 2021, as Assistant Superintendent of Business Services/CSBO for Will County School District 92, Will County, Illinois.

2. **DUTIES** - The duties and responsibilities of the ADMINISTRATOR shall be those incidental to the office of Assistant Superintendent of Business Services/CSBO, those set forth in the job description contained in Board Policy, as adopted, and which may be amended from time to time, those obligations imposed by the laws of the State of Illinois upon the ADMINISTRATOR, and to perform other professional duties customarily performed by a Assistant Superintendent of Business Services/CSBO as from time to time may be assigned to the ADMINISTRATOR by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ADMINISTRATOR to different duties from time to time during the term of this Contract, without notice, a hearing or loss of pay.

3. **SALARY** - In consideration of an annual salary of One Hundred Thirty-One Thousand Five Hundred and Eighty Dollars and 00/100 Cents (\$131,580.00) for the 2020-2021 contract year, the ADMINISTRATOR agrees to devote such time, skill, labor and attention to her employment during the term of this Contract in order to faithfully perform the duties of Assistant Superintendent of Business Services/CSBO. Salary shall be paid in equal installments

in accordance with the BOARD policy governing payment of salary to other licensed members of the professional staff, less such amounts as provided for in this Contract, and other amounts required by law. The BOARD retains the right to adjust the annual salary of the ADMINISTRATOR during the term of this Contract, provided that any salary adjustment(s) shall not be lower than the annual salary paid by the BOARD as stated in this Contract. Any adjustment in salary made during the life of this Contract shall be or presently is in the form of an amendment and shall become a part of this Contract; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the ADMINISTRATOR nor that the termination date of his Contract has been in any way extended.

4. **EVALUATION** - At least annually, but not later than March 1, the Superintendent, or designee, shall review the ADMINISTRATOR'S job performance, progress toward established goals and working relationships with the BOARD, the total staff and the community and shall provide the ADMINISTRATOR with a written summary of that review. Failure by the Superintendent or designee to complete an evaluation does not preclude the ADMINISTRATOR'S dismissal, or nonrenewal of this Contract.

5. **LICENSE** - The ADMINISTRATOR shall furnish to the BOARD, during the term of this Contract, a valid, appropriate, and properly registered license to act as Building Principal, in accordance with the laws of the State of Illinois and as directed by the BOARD.

6. **OTHER WORK** – Only with the prior written agreement of the Superintendent, the ADMINISTRATOR may undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligations. Provided, however, that this other work shall not interfere in a material and substantial manner with the ADMINISTRATOR'S obligations set forth in this Contract.

7. TERMINATION OF CONTRACT - This Contract may be terminated prior to its expiration date by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ADMINISTRATOR gives the BOARD at least ninety (90) days written notice of the proposed resignation.
- D. Discharge for any conduct, act, or failure to act by the ADMINISTRATOR which is detrimental to the best interests of the District. Reasons for discharge will be given in writing to the ADMINISTRATOR, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the ADMINISTRATOR chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session.
- E. Failure to comply with the terms and conditions of this Contract.
- F. The ADMINISTRATOR'S permanent disability or incapacity, at any time after the ADMINISTRATOR has exhausted accumulated sick and vacation leave and either has been absent from employment for a continuous period of three (3) months or presents to the BOARD a physician's statement certifying permanent disability or incapacity. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity, provided that the ADMINISTRATOR shall be entitled to a hearing before the BOARD if he

so requests. The BOARD reserves the right to require the ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD deems the ADMINISTRATOR disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid for by the BOARD.

Nothing herein will prohibit the BOARD from suspending the ADMINISTRATOR without pay when the performance of the ADMINISTRATOR is justifiably questioned, pending the outcome of any inquiry.

8. **FRINGE BENEFITS** – The ADMINISTRATOR will receive those benefits set forth in the Will County School District No. 92 Administrator Benefits Plan, as amended from time to time.

9. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** - In addition to the salary paid to the ADMINISTRATOR by the BOARD as expressed in Section 3, the BOARD shall pick up and pay on the ADMINISTRATOR'S behalf, the ADMINISTRATOR'S entire contribution to the Illinois Teachers' Retirement System (“TRS”) pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the ADMINISTRATOR'S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The ADMINISTRATOR shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from TRS. The ADMINISTRATOR does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid

by the BOARD to TRS. These contributions are made as a condition of the ADMINISTRATOR'S employment for the ADMINISTRATOR'S future service, knowledge and experience.

10. TEACHERS' HEALTH INSURANCE SECURITY FUND CONTRIBUTION - The BOARD shall pick up and pay on behalf of the ADMINISTRATOR the ADMINISTRATOR'S entire contribution to the Teachers' Health Insurance Security ("THIS") fund. The BOARD shall remit this contribution to TRS as the fund's collection agent. Payments made by the BOARD to TRS under this section shall not be reportable to TRS as creditable earnings. The parties further agree that said payments shall be excluded from the ADMINISTRATOR'S taxable income.

11. NOTICE - Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:

BOARD OF EDUCATION
Will County School District No. 92
708 N. State Street
Lockport, IL 60441

If to the ADMINISTRATOR, to:

(or at the last address of the ADMINISTRATOR contained in official Business Office records of the BOARD).

12. BACKGROUND INVESTIGATION - The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit

certain criminal offenses. If the required criminal background investigation is not completed at the time this Contract is signed, and the subsequent investigation report reveals that there has been a prohibited conviction, this Contract shall immediately become null and void.

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- C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Contract shall be binding upon and inure to the benefit of the ADMINISTRATOR and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the

parties unless reduced to writing and duly authorized and signed by each of them.

- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Contract shall continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ADMINISTRATOR

BOARD OF EDUCATION OF
WILL COUNTY SCHOOL DISTRICT
NO. 92, WILL COUNTY, ILLINOIS

Dave Blatchley

By: _____
President

ATTEST:

Secretary

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: DAVE BLATCHLEY
SUBJECT: PERMISSION TO PAY FOR FY 21 EXPENDITURES PRIOR TO BUDGET APPROVAL
DATE: 06/23/2020

Due to the board's schedule of meetings, bills will need to be paid in July as per our usual process even though there is no board meeting. At the August board meeting, the agenda will contain an item to ratify and affirm the payment of July bills in an itemized amount.

Recommendation: The Assistant Superintendent recommends that the Board of Education approve the payment of expenditures in July 2020 and report at the August meeting.

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

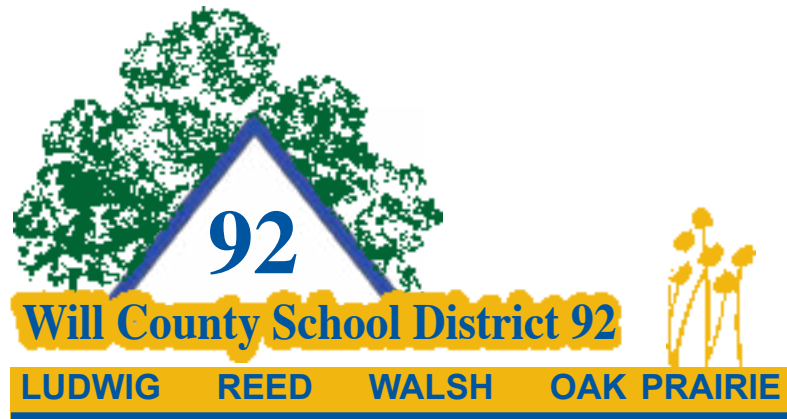
TO: BOARD OF EDUCATION
FROM: TIM ARNOLD
SUBJECT: 2020-21 PAID HOLIDAYS
DATE: 6/23/2020

Per Board Policy 5:330, all 12-month employees are eligible for following paid holidays in 2020-21. Due to the school calendar and student attendance, this list will be modified annually.

Independence Day (Monday, 7/6/20)
Labor Day (9/7/20)
Columbus Day (10/12/20)
Day before Thanksgiving (11/25/20)
Thanksgiving Day (11/26/20)
Day after Thanksgiving (11/27/20)
Christmas Day (12/25/20)
New Year's Day (1/1/21)
Martin Luther King's B-day (1/18/21)
Presidents Day (2/15/21)
Memorial Day (5/31/21)

Recommendation: The Superintendent recommends that the Board of Education approve the 2020-21 paid holidays as presented above.

Will County School District 92



2020 - 2021

STUDENT/PARENT HANDBOOK

DISCIPLINE HANDBOOK

ATHLETIC HANDBOOK

A Community Partnership

dedicated to children

WILL COUNTY SCHOOL DISTRICT 92

WWW.D92.ORG

BOARD OF EDUCATION

Matthew Dusterhoft, President
Doreen Sweis, Vice President
Grant Ferkaluk
Thomas Adamczyk
James Gorecki
Tim Houlihan
Jake Middleton

ADMINISTRATION - DISTRICT OFFICE

Dr. Tim Arnold, Superintendent
Dave Blatchley, Assistant Superintendent of Business Services
Jamie McCluskey, Director of Curriculum
708 N. State Street
Lockport, IL 60441
815-838-8031

WALSH SCHOOL Pre-K - 1

Teresa Martin, Principal
514 MacGregor
Lockport, IL 60441
815-838-7858

REED SCHOOL 2 - 3

Cathy Slee, Principal
14939 W. 143rd Street
Homer Glen, IL 60491
708-301-0692

LUDWIG SCHOOL 4 - 5

Lisa Lyke, Principal
710 N. State Street
Lockport, IL 60441
815-838-8020

OAK PRAIRIE JUNIOR HIGH 6 - 8

Sue Forcash, Principal
Scott Nyssen, Assistant Principal
15161 S. Gougar Road
Homer Glen, IL 60491
815-836-2724

STUDENT SERVICES 92

Nora Skentzos, Director of Student Services
710 N. State Street
Lockport, IL 60441
815-836-7719

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Mission Statement

The mission of Will County School District 92, a community partnership dedicated to children, is to assure all students learn the knowledge, skills and values necessary to maximize their potential and live responsibly in an ever-changing global society by engaging each student in a quality, comprehensive curriculum within a safe and nurturing environment.

Statement of Philosophy

It is the philosophy of Will County School District 92 that all students, regardless of race, creed or ethnic background, should be given the opportunity to work toward their full potential. We will strive to provide each student, within our physical, financial and time limits, a program of instruction that will best suit individual special needs. While doing this, we will attempt to create an environmental climate conducive to good mental health.

Within these limits and through efficient application of its resources, the staff will identify and help, to the best of its ability, those students who require special attention and programs because of their scholastic abilities, vocational plans, interests, physical and mental health, personality, or family background.

We will, at all times, promote an atmosphere in which desirable relationships among all people are encouraged and promoted. We will strive to reflect the nature of the community from which our students are drawn while at the same time exposing our students to the diversity of cultures and values in our total society and helping them adapt to the ever-changing nature of both the national and international community.

Statement of Beliefs

WE BELIEVE THAT...

- Each person has immeasurable worth.
- Individuals are responsible for their actions and all actions have consequences.
- Family provides the foundation for the development of values in a child.
- Each person is unique and has the potential to learn, grow and contribute.
- High expectations and hard work are essential for achieving one's potential.
- Change creates the need for learning throughout life.
- Each person has a responsibility to contribute to the well being of one's community.
- Intellectual, emotional and physical health are essential to a balanced life.
- A quality education is fundamental to an individual's future and enhances opportunities throughout life.

PARENT/STUDENT HANDBOOK

PATRIOTISM

1. THE AMERICAN CREED

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states, a perfect union, one and inseparable; established upon the principles of freedom, equality, justice and fortunes. I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies.

2. PLEDGING OF THE FLAG

In order to promote Americanism and to instill in the student body a greater respect for flag and country, morning patriotic ceremonies are held.

3. MOMENT OF SILENCE

We will have a brief moment of silence each day after morning announcements as mandated by the Illinois State Board of Education.

COMMUNICATION

1. HOMEROOM PERIODS

Short blocks of time known as homeroom periods are provided each school day. (See district policy on opening and closing times of school.)

During the homeroom periods, attendance is checked and various announcements of interest to both teachers and students are made via the school's intercom system. Handouts are given to students at the end of the day.

2. TELEPHONE (USE OF)

The phone will be available to students for emergency calls only. When the phone is to be used during the school day, students must come to the office with a note from the teacher before permission will be granted.

Students wishing to stay for athletics and other after-school events must make "pick-up"

arrangements with parents beforehand.

Cell phone usage is allowed at the conclusion of extracurricular activities only. Misuse of cell phones will result in confiscation. Cell phones may not be on at anytime during the school hours, except when authorized by school personnel.

Students will not be taken out of class to accept parental phone calls. Emergencies will be handled on an as needed basis as determined by school authorities.

POLICIES AND REGULATIONS

1. VISITORS (Policy 8.50)

Except for parents, guardians, or parental designees who are on essential business, visiting is not permitted to interrupt the educational process during the school day. Further, except for specified and authorized occasions, students of other schools, **ESPECIALLY OF HIGH SCHOOL AGE**, are not to visit during the school day. **ALL VISITORS AND PARENTS MUST MAKE THE SCHOOL OFFICE THEIR FIRST STOP.**

Teachers have been instructed to direct all unauthorized visitors to the office to obtain a note of approval. Parents are encouraged to visit their school throughout the year. Visitation of younger brothers and sisters, cousins, and houseguests of our students is highly discouraged.

ALL VISITORS ARE REQUIRED TO SUBMIT A DRIVERS LICENSE OR STATE I. D. FOR SCANNING.

2. ADMISSION POLICY

(Policies 7.50, 7.110, 7.350 & 7.370)

To enter kindergarten or first grade, a child must have reached the age of five (5) or six (6) years old respectively on or before September 1st. All students must comply with the health examination, immunization and vision regulations required by the State of Illinois. Students in kindergarten, second and sixth grades must present proof of a dental examination before May 15th of the current school year.

A student entering any grade must present a transfer slip, and fill out a request that report cards, medical and cumulative records be forwarded from his previous school. All new students who are first-time registrants have

30 days following registration to comply with the health examination and immunization requirements. Admission is tentative until all records are received.

Homeless students shall be immediately admitted even if they are unable to produce the required records for enrollment. Students whose families are suspected to be homeless should be referred to the Homeless Liaison at 815-836-7719.

3. TEXTBOOKS, FEES, AND SUPPLIES (Policy 4.140)

An annual student text-workbook/materials fee is collected each year during the spring. Checks should be made payable to: WILL COUNTY SCHOOL DISTRICT 92. If a student enters late or transfers to another school district refer to district policy of fee schedule. When a student loses, damages or permits damage to a textbook, workbook or library book, the student will be charged per district fee schedule for the damage or loss.

Workbooks, when used, remain the property of the school district.

The student's teacher will make the fee collection(s) and the school office will issue a receipt. Other supplies such as paper, pencils, pens, crayons, paste, etc., should be purchased for the student by the parents as these supplies are needed. A list of the supplies your child will need will be given to the child by the teacher.

It should be expected that there will be some fees during the year for other educational programs.

4. DRESS CODE (Policy 7.160)

All students in the District 92 school system will be expected to dress in such a fashion as to reflect good taste, good grooming, and present an appearance to display pride in themselves, their home, and their school. Student's grooming and dress shall not cause a disruption to the educational process or school environment.

Pants

- No undergarments are to be seen - an undergarment is anything under your shirt/top or pants/jeans/shorts.
- Shorts, dresses, and skirts must be no shorter than longest fingertip with shoulders down.
- **Pants, including jeans, must be worn at the waist.**
- Pants should be the appropriate size (sagging pants, pant legs that are excessively baggy, excessively tight, or see-through are not permitted.)
- Clothing may not have holes, mesh, slits or frayed areas above the knee.
- All clothing should not be excessively tight or see-through.

Tops

- Top attire must touch bottom attire at all times including while standing, walking and sitting. All students must be covered from shoulder to 4 inches above the knees.
- Tank tops, crop tops, low neck lines, see-through clothing, including lace tube tops, spaghetti straps, loose-fitting tank tops, one-shoulder tops, or halter tops are not allowed. Neck lines should not show cleavage. Tops may not be excessively tight.
- No undergarments are to be seen - an undergarment is anything under your shirt/top or pants/jeans/short.
- Excessively oversized sweatshirts may not be worn inside the premises.
- Clothing may not have holes, mesh, slits, or frayed areas.
- Midriff front and back must be covered - this includes athletic uniforms.
- Clothing displaying vulgar language, obscene gestures, alcohol, or containing references to drugs, gang content, or tobacco, sexually offensive, suggestive, or violent content may not be worn at school.

Outerwear

- Sunglasses may not be worn indoors during the school day.
- Hats and other head coverings may not be worn inside the premises.
- Bandanas may not be worn.
- Clothing designed for outdoor attire (coats, gloves, hats, etc.) are not to be worn during the school day.

Accessories

- Inappropriate jewelry (including spiked jewelry and/or accessories) is not to be worn.
- Pocket chains are not to be exposed at any times.

Shoes

- Shoes must be worn in school at all times.
- Soft-soled slippers may not be worn in school.

5. PUPILS WITHDRAWING FROM THE DISTRICT (Policy 7.110)

Parents should give the teacher or the principal at least three days notice when a pupil withdrawing from the District. The transfer/release will be issued on the student's last day. With written and signed consent, records of tests, health records, special education records, and other information pertinent to the child's welfare will be forwarded to the new school upon request from the school.

6. ATTENDANCE (Policies 7.70 & 7.80)

Regular attendance at school is required by law, as well as being essential to success. *If your child is to be absent from school for any reason, please call the school secretary before classes begin each morning to report the absence. If a parent has not called in to report the absence, the District will call the parent to inquire why the student is not at school. If there has been no contact from the family at the start of the school day, the school may contact the police to conduct a wellness check at the home of the student.*

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student as determined by the Board of Education, or other circumstances which cause reasonable concern to the parent for the safety or health of the student. All other absences will be

unexcused. Written documentation for absences may be requested.

Parents may be requested to meet with the school officials to discuss habitual absences. Pursuant to the Illinois School Code, a child who is absent without valid cause for 5% or more of the previous 180 regular attendance days is a chronic or habitual truant. Students whose absences are in excess of 5% may be required to provide documentation in the form of a doctor's note or other documentation for absences. Failure to do so will result in these absences being termed unexcused and the initiation of truancy proceedings on the part of the district.

A student must be present at least 5 hours to be counted as present for the entire day. A student who is present at least 2.5 hours is considered present for a half day.

7. ABSENCE (Policy 7.70)

Teachers are not normally expected to make special preparations or give advance assignments for any student who will be absent from school; however, upon returning to school, students will be provided with assignments for all missing work. The student, by being absent, misses valuable instructional time that cannot be regained. It is the parent's responsibility to have the child in attendance for each day that school is in session.

8. TARDINESS (Policies 7.70 & 6.110)

Tardiness is not necessary. All students must be in their seats by the time the second bell rings in the morning. Loitering around the building and getting to class late will not be tolerated.

Any student tardy to school must report to the office with a parent or guardian before reporting to their class.

Repeated tardiness or absence, without justifiable cause, may result in referral to the truancy officer, temporary suspension, parent conference, or additional meaningful assignments at the discretion of the teacher or administrator.

9. EARLY DISMISSAL (Policies 7.80 & 7.90)

Procedures for a child leaving school are as follows:

- a. Children are released from school only to their custodial parents or to persons authorized by their parents. A child must be signed out at the office. Identification may be requested.
- b. Children are released to police officers only after proper clearance by the building administrator and notification to parents.
- c. In case of family dissension (divorce, step-parents, etc.) the request occasionally comes to prohibit one party of the conflict from taking the child from school. Such requests are honored only if legal status has been established and a notarized affidavit certifying the legal guardian has been turned into the office.
- d. Students will be released from school as an excused absence, to observe religious holiday or for religious instruction. The student's parent must give written notice to the building principal at least one calendar day before the anticipated absence. Students will be given an opportunity to make up any missed work.
- e. Requests for released time for dental and medical appointments are honored. When possible, appointments should be scheduled during non-school hours.

10. PHYSICAL EDUCATION (Policies 6.60, 6.310 & 7.260)

Unless excused by a family physician or spiritual advisor, all students in grades K-8 are required to take physical education. This includes the wearing of school approved apparel during class. (Grades 6, 7, and 8 only.) Parental excuses may be accepted for physical education classes or recess periods for 1 day only. Any serious or chronic ailment that a student may have must be verified in writing by a physician and entered in the student's health record before the student shall be excused for periods of physical education classes and/or recess of more than 1 day.

Students should have their own non marking soled gym shoes for physical education classes.

Students are required to purchase a school combination lock. (Grades 6, 7, and 8 only.)

11. PARENTAL NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS

As required by the Every Student Succeeds Act (ESSA), the District advises parents that they may request, and the school shall provide in a timely manner, information regarding the professional qualifications of your child's classroom teachers, including the following:

- Whether the teacher has met state certification criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or provisional status through which state certification has been waived. The degrees earned by the teacher and the field of certification or degree. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Please contact the school principal at your child's school if you wish to request such information.

12. STUDENT RECORDS --
NOTIFICATION OF RIGHTS OF
PARENTS AND STUDENTS
(Policies 7.340, 7.350, 7.360 & 7.370)

- G. Any biometric information collected pursuant to the Illinois School Code;
- H. Health-related information;
- I. Accident reports.

Permanent Record. A student's permanent record consists of:

- A. Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and address of the student's parents;
- B. Birth certificate or other reliable proof of the student's identity used to enroll the child in school;
- C. Academic transcript, including, grades, class rank, graduation date and grade level achieved; unique student identifier assigned and used by the Student Information System;
- D. Attendance record;
- E. Health record;
- F. Record of release of permanent record information.

The permanent record shall be kept for 60 years after graduation or permanent withdrawal.

Temporary Record. A student's temporary record consists of the following:

- A. All information required to be in the student permanent record;
- B. A record of release of temporary record information;
- C. Scores received on the State assessment tests;
- D. Completed home language survey form;
- E. Information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction;
- F. Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

A student's temporary record may also include family background information, intelligence test scores, aptitude test scores, reports of psychological evaluations, elementary achievement level test results, participation in extracurricular activities, including any offices in school-sponsored clubs or organizations, honors and awards received, other disciplinary information, special education records, records associated with plans developed under Section 504, any verified reports or information from non-educational persons or organizations of clear relevance to the education of the student. The temporary record will be destroyed five years after graduation, a transfer, or permanent withdrawal from the District.

Directory Information. Directory information is limited to: name, address, telephone number, email address, photograph, gender, grade level, birth date and place, parents'/guardians' names and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, period of attendance at the school, enrollment status, and most recent school attended. A parent may prohibit the release of directory information by delivering a written request to the building principal.

Rights. Parents have the right to:

- (1) Inspect and copy the student's school records within 15 school days of the day of the school's receipt of such request. The school may charge a fee for the actual cost of copies, not to exceed \$.35 per page. This fee shall be waived for those unable to afford such cost. Access will not be given with respect to confidential letters/recommendations concerning post-secondary institutions, including but not limited to a college/university. Where parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's records unless the District receives a copy of a court order indicating otherwise. When a student reaches 18 years old, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parents/guardians become exclusively those of the

student and no one other than the student can request records or information in such records. Requests for the District to release a student's record to any person other than the parent/guardian must be in writing.

(2) To request a hearing to challenge the accuracy, relevancy, or propriety of their student's records, except for academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring. Parents also have the right to insert a written rebuttal concerning the contents of such records. Upon request for a hearing concerning the content of the student's records, the Principal will arrange an informal meeting with the parent/guardian. If thereafter the parent/guardian wishes to proceed with a hearing, the parent/guardian must submit such request in writing to the Superintendent. The parent/guardian has the right to present evidence and call witnesses, cross-examine witnesses, legal counsel, and receive written statement of the decision and the reasons for such decision. The parent/guardian may insert a written statement of reasonable length describing their position on disputed information. The parent/guardian may appeal the decision to an administrative tribunal or official designated by the State Board of Education.

(3) To permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests.

Disclosure is also permitted without consent to:

- a) any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified;
- b) a person named in a court order, provided that the parent shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect

and copy such records and to challenge their contents. The District will provide prompt written notice to the parents of this intended action.

- c) As specifically required by federal or State law. It is the District's policy to share information regarding the criminal activities of students with juvenile authorities, including local law enforcement, as permitted by law.
- d) To official records custodian of another Illinois school, or an official with similar responsibilities in a school outside of Illinois, in which the student has enrolled or intends to enroll, upon written request from such official. The District will provide prompt written notice to the parents of this intended action.
- e) In connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The District shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
- f) To juvenile authorities when necessary for the discharge of their official duties upon their request before the student's

adjudication, provided they certify in writing that the information will not be disclosed to any other parties except as provided under law or order of court.

“Juvenile authorities” means:

- (a) a circuit court judge and court staff members designated by the judge;
 - (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys;
 - (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case;
 - (d) any individual, public or private agency having court-ordered custody of the child;
 - (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor;
 - (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement;
 - (g) law enforcement officers and prosecutors;
 - (h) adult and juvenile prisoner review boards;
 - (i) authorized military personnel; and
 - (j) individuals authorized by court.
- (g) To appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

(h) to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:

- (a) the committee member is a State or local official or authority;
- (b) the disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s);
- (c) the disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987; and
- (d) the release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.

(4) The right to complain to the U.S. Department of Education if the school or District fails to comply with the above. Federal officials may be contacted at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-4605.

Destruction of Records. Upon graduation, transfer or permanent withdrawal of the student, the District will notify the parents/ guardian and the student of the destruction schedule for the student's permanent and temporary records and of their right to request a copy.

Orders of Protection. Upon receipt of a court order of protection, the building principal shall file it in the records of a student who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a student who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the building principal will, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the student is transferring.

Board Policy. Copies of the Board Policy 7: Student Records, and its administrative procedures are available for inspection in the District's Administrative Office and on the District's website. Please contact the building principal if you have any questions.

13. FEES AND STUDENT SCHOOL DEBTS (Policy 4.140)
(Textbooks, workbooks, student insurance, locker rental and damages, etc.)

Students may be charged fees to cover textbooks and certain school activities. All checks should be made payable to: Will County School District 92. Receipt will be issued to the student and should be kept for future reference. Students who may be unable to pay these fees will not be denied educational services or academic credit due to the inability of their parents to pay fees or certain charges. Students whose parents are unable to afford student fees may apply for a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

A student is eligible for a fee waiver if the student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or the student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code

(Temporary Assistance for Needy Families (TANF)).

The Superintendent may also consider one or more of the following factors:

- a. Very significant loss of income due to an illness or injury in the family;
- b. Unusual expenses caused by fire, flood, storm damage, etc;
- c. Emergency situations; or
- d. When one or more of the parents are unemployed or involved in a work stoppage.

Questions regarding the fee waiver application process should be address to the Superintendent. The Superintendent will notify the parent as to whether the fee waiver request has been granted or denied.

The fee waiver does not exempt a student from charges for lost or damaged books, materials, or other supplies.

Eighth grade students with outstanding fees will not be permitted to participate in the graduation ceremony.

14. LIBRARY MEDIA CENTER

Library books, materials and technology resources are available to all students.

Each student is responsible for the prompt return of all materials on or before the due date. Should any of these materials be lost or damaged, the student will be responsible for replacement or repair costs.

15. INTERNET (Policy 6.235)

Improper use of the Internet will result in disciplinary action.

The Board of Education denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through the use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered or unavailable when using the District's network. Students and their parents shall be solely responsible for any unauthorized charges or fees resulting from a student's access to the Internet.

Acceptable Use Policy - Authorized use of the school district's network and the internet shall be governed by administrative policy 6.235 and administrative procedures developed by the Superintendent.

District 92 uses a web blocking program.

16. ACTIVITIES - ARTICLES
PROHIBITED (Policy 7.190)

Students are prohibited from bringing articles to school which may interfere in any way with school procedure and general student welfare. **The school is not responsible for loss or theft of personal items.**

No school clubs of any kind will be permitted except those sanctioned by the administration and the school board.

17. EQUAL EDUCATIONAL
OPPORTUNITIES, STUDENT SEX
EQUITY, SEX DISCRIMINATION, AND
SEXUAL HARASSMENT/INTIMIDATION
SUMMARY POLICY STATEMENT
(Policy 7.10 7.20)

Will County School District 92 provides equal educational opportunities for all students. The District does not discriminate against any pupil on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status or physical or mental disability, gender identity, order of protection status, pregnancy, or status of being homeless. The District does not deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States.

The District 92 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities.

Complaints regarding sex equity may be filed by following Board policy 2.260 Uniform Grievance Procedure. An individual who wishes to appeal the Board's resolution of the complaint may complain to the Regional Superintendent and subsequently the State Superintendent.

No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District 92 employee, by other students,

or by the effect of any school policy or practice. Sexual harassment includes, but is not limited to, the following: 1) verbal harassment, such as derogatory comments or jokes, 2) physical harassment, such as offensive touching, and 3) visual harassment, such as offensive drawings.

Students should report incidences of bullying, harassment, intimidation, sexual harassment, sexual discrimination, sexual bias, or any other prohibited conduct to the Nondiscrimination Coordinator or Complaint Managers:

Nondiscrimination Coordinator, Dr. Tim Arnold, 815-838-8031

Complaint Managers, Dr. Tim Arnold and Dave Blatchley, 815-838-8031

Complaints may also be filed by following Board policy 2.260 Uniform Grievance Procedure.

Students who violate this policy may be disciplined including, but not limited to, expulsion from school.

18. PARENTAL NOTIFICATION OF
REGISTERED SEX OFFENDERS

In accordance with state statute, Will County School District 92 hereby notifies you that information regarding registered sex offenders residing within the school district may be obtained from local police departments and by accessing the Illinois Department of State Police web site at **www.isp.state.il.us** and clicking on the link labeled, "Sex Offender Information".

19. MAINTENANCE OF ORDERLY CONDUCT (Policies 7.200, 7.130, 7.190)

Board of Education Policy: Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all District employees, for the educational purposes underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

All employees of the District shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the Board or its agents. (Illinois School Code)

20. PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT

Bullying is contrary to State law and the policies of this District. The District prohibits bullying, including bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Nothing in this policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article I of the Illinois Constitution.

No student shall be subjected to bullying:

- (1) during any school-sponsored education program or activity;
- (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities; or
- (3) through the transmission of information from a school computer, a school computer

network, or other similar electronic school equipment; or

- (4) through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

As used in this section, "bullying" includes "cyber-bullying" and is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student(s) in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) substantially interfering with the student's or students' academic performance; or
- (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation,

stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a web page or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. “Cyber-bullying” also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated herein.

Students are encouraged to promptly report incidences of bullying. Reports may be made anonymously. Reports of bullying may be made, in writing, by telephone, or by email, to the building principal. If a report is received by a staff member other than the building principal, the staff member shall notify the principal, or his or her designee, of the report of the incident as soon as reasonably possible. The parent(s)/guardian(s) of all students involved in an alleged incident of bullying shall be informed of the incident to the extent permitted by the federal and State laws and rules governing student privacy rights. The building principal, or his or her designee, shall discuss, if appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

An administrator shall promptly address reports of bullying and shall determine whether a reported act of bullying is within the permissible scope of the district’s or school’s jurisdiction. If, in the administrator’s discretion, it is within the permissible scope of the district’s or schools’ jurisdiction, an investigation shall be conducted.

All reasonable efforts shall be made to complete the investigation within 10 school days after the date the report of the incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident. Appropriate school support staff and other staff with knowledge, experience, and training on bullying prevention, shall be involved, as deemed appropriate. Parents and guardians of the students who are parties to the investigation shall be provided with information about the investigation and an opportunity to meet with the principal, or his or her designee, to discuss the investigation, the findings of the investigation, and the actions taken to address the report incident of bullying to the extent permitted by federal and State laws and rules governing student privacy rights. The District may take interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

Retaliation or reprisal against any person who reports an act of bullying is prohibited. Appropriate consequences and remedial actions will be taken in regards to any person who engages in reprisal or retaliation. Appropriate consequences and remedial action will be taken against individuals who falsely accuse another of bullying as a means of retaliation or as a means of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implement and enforces each of the following Board policies:

a.7:190 – Student Discipline.

This policy prohibits students from engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, threats, intimidation, fear, harassment, bullying or other comparable conduct.

b. 7:310 – Restrictions on Publications and Written or Electronic Material. This policy prohibits students from

accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and creating and/or distributing written, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

c. 7:20 – Sexual

Harassment – This policy prohibits any person from harassing or intimidating a student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes:

(a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

3. Includes bullying prevention and character instruction in all grades in accordance with State law.

4. Fully informs staff members of the District’s goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District’s

expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

6. Actively involves students’ parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

7. Communicates the District’s expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District’s schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

11. The policy evaluation process shall include a process to assess the outcomes and effectiveness of the policy including, but not limited to, factors such as the frequency of victimization; student/staff/family observations of

safety at school; identification of areas of a school building where bullying most frequently occurs; the types of bullying utilized; and bystander intervention or participation. Information which the District already collects for other purposes may be used in this policy evaluation. The information developed as a result of the policy evaluations shall be made available on the District's website.

Inc. Incomplete

2 QUALIFICATIONS FOR PLACEMENT ON HONOR ROLL

Beginning with the first quarter of the school year, all Oak Prairie students who qualify will be placed on academic Honor Roll.

GRADING AND PROMOTION

1. REPORT CARDS (Policies 6.280 & 6.340)

Reed, Ludwig and Oak Prairie grades are reported using traditional A, B, C, D, F and Incomplete. Walsh grades are reported using a checklist. In most cases report cards will be sent home on the Friday following the end of each marking period. Each time, the report card envelope must be signed by one of the student's parents and returned the next school day or as soon as possible.

At Oak Prairie report cards will be issued four times annually at the end of each marking period (quarterly). At Walsh, Reed and Ludwig report cards are issued three times annually (trimesters).

Incomplete grades must be made up before the next marking period. The important mark is the final year grade which is an average plus an evaluation by the teacher of the final progress achieved by the end of the year. Students receiving an Incomplete on the report card are ineligible for the Honor Roll list at Oak Prairie until the Incomplete is removed. (See District policy for student grades and grading system.)

District 92 grading and promotion policy is available upon request (Policy 6.280).

Grading System (grades 2-8)

Grade	Points
A	95-100 4.000
A-	92-94 3.750
B+	89-91 3.500
B	86-88 3.000
B-	83-85 2.750
C+	80-82 2.500
C	77-79 2.000
C-	74-76 1.750
D+	71-73 1.250
D	68-70 1.000
D-	65-67 0.750
F	64 & Below 0.500

- To qualify for Honor Roll, a student must have a 3.0 average or higher with no more than one C in any class (a C- excludes Honor Roll placement).
- To qualify for High Honor Roll, a student must have a 3.75 average or higher with no grade lower than a B (a B- excludes Honor Roll placement).
- Valedictorian is determined based on the highest cumulative percent average over 6th, 7th & 8th grades.
- Salutatorian is determined based on the second highest cumulative percent average over 6th, 7th & 8th grades.

3. HOMEWORK (Policy 6.290)

Homework assignments may be made to all students and with increasing frequency as the child advances to higher grade levels. (See district program policy for homework requirements.)

4. PROGRESS REPORTS (Report to Parents) (Policies 6.280, 6.340, 7.340, 7.350 & 7.370)

At Walsh, Reed and Ludwig, parents shall be notified by special reports at the end of the first six weeks of each 12 week marking period. At Oak Prairie, if the student is doing unsatisfactory work at any time, parents will be notified. **Parents of Reed, Ludwig and Oak Prairie students have the option to electronically access student academic records through Power School. Contact individual schools for information.**

5. PARENT-TEACHER CONFERENCES (Policy 8.50)

Conferences between parents and their child's teacher(s) will be conducted during the school year.

Teachers may schedule individual conferences with parents when class not in session. Parents should feel free to request appointments for conferences with teachers at any time during the school year. Please do not report for a conference without first making an appointment. Please keep appointments, and/or notify the teacher(s) if you will not be able to attend.

6. RETENTION POLICY (Policy 6.280)

The promotion and retention of children is the responsibility of the professional staff. It is the policy of the Board of Education to support these decisions. The administrator and the teacher have the background and information to make an educational decision in the best interest of the child. Habitual absences, excessive tardiness and failure to make up the missed assignments are considered reasons for retention.

The school administration and the teachers consider it extremely important that parents be consulted early and continue to be well informed regarding the possibility of the retention of their child. Students determined to not qualify

for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

Students shall not be promoted to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student. (See district plan General District Criteria for Student Promotion, Progression, Retention Guidelines.)

7. EIGHTH GRADE GRADUATION

Graduation is a special occasion and students are expected to dress appropriately. Disposable gowns and ribbons are made available through the school for graduation.

SUPPORT SERVICES

1. SPECIAL EDUCATION SERVICES (Policy 6.120)

District 92 provides a free, appropriate public education in the least restrictive environment to all eligible students with disabilities, as required by the Individuals with Disabilities Education Act (IDEA), Article 14 of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and their implementing regulations. The term "students with disabilities", for purposes of the IDEA, means students for whom it is determined, through definitions and procedures described under these laws and regulations, that special education and related services are required. For purposes of Section 504, "students with disabilities" includes students for whom a physical or mental impairment substantially limits one or more major life functions. For further information regarding programs and services for students with disabilities or how to request an evaluation of your student, contact the Assistant Superintendent for Special Education Services.

2. HEALTH SERVICES (Policies 7.250, 7.260 & 7.270)

Vision and Hearing Tests - Vision tests and hearing tests are given to students in predetermined grade levels each year. Referrals are sent to parents of the pupils who need to be checked by a physician.

Parents or guardians are notified in case of serious illness or accident. The parents will be asked to come for the child in the event of a serious accident or illness where a child will need further medical attention. **It is imperative that the school has the parents' phone numbers (at home and place of employment) as well as those of relatives or neighbors, and emergency telephone numbers on file in the office for this purpose. Please advise your school of any phone number changes. Update emergency and parent contact information as changes occur.**

A physician's statement concerning any serious ailment, such as asthma, diabetes, epilepsy, chronic back ailments, etc., should be filed with the school so that this information may be entered in the student's health record.

When a child returns to school after a serious illness or accident, it is the responsibility of both the parent and the physician to establish with the school the child's physical limitations.

Medication – For students who need to take medication during the school day, medication administration procedures and permission forms are available in the Nurse's Offices. A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use at the student's discretion only if proper forms are submitted to the Nurse or Principal. No student will be permitted to possess or self-administer medication until the proper forms are received by the school. The District retains discretion to reject requests for administration of medication, subject to the requirements of the Individuals with Disabilities Education Act (IDEA), Article 14 of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and their implementing regulations.

To provide care to all students, it is important that parents and students update the nurses when a student has a change in medication and/or medical condition. Nothing prohibits any school employee or official from providing emergency assistance to students, including but not limited to administering medication.

3. STUDENT HEALTH

Students should remain at home until they are well enough to resume work in the classroom. Children who have had a fever should maintain a

normal temperature for 24 hours before returning to school.

Should a student incur an unusual rash, the student should be kept home for observation and/or attention by the family physician.

Lice checks are conducted periodically. A "no nit" procedure is enforced when lice are found.

4. CONTAGIOUS DISEASES (Policy 7.280)

Please use the following as a guide for the length of time children should be out of school.

Chickenpox	Minimum 7 days after eruption.
Mumps	Minimum 7-10 days until all glandular swelling is gone.
Measles	Minimum 7 days; longer if child is still not well.
Scarlet Fever	Isolation required for 24 hours after antibiotic treatment has begun.
Impetigo	Minimum 5 days, until all crusty lesions heal.

5. HOME INJURY

Injuries happening at home will not be treated at school, nor is any diagnosis to be made from home injuries. The school is not responsible.

6. EXCUSES FOR ILLNESS (Policy 7.70)

The child may be required to bring a signed note from the doctor if the illness keeps the child away from school longer than three days. A signed note from the doctor is required if restrictions are put on the child. The duration should be stated along with restrictions. In cases when a parent has not called school to report an absence, a written excuse may be required.

7. LUNCH PROGRAM

Students are assigned to a regular lunch period. Students of grades Kdg-5, under supervision, may spend additional time on the playground except during inclement weather. Parents or guardians are advised that school campuses are closed.

Students at Walsh, Reed, Ludwig and Oak Prairie are supplied with a photo identification lunch card at the beginning of each school year. This card is a debit card used for purchasing lunches. If this card is lost it will be replaced at no charge one

time. Any further need to replace the card will result in a \$5.00 charge to the student.

8. LUNCHROOM REGULATIONS

- a. All students must report to the lunchroom with their assigned class.
- b. Each student is responsible for leaving the table and floor around the table free from lunch papers and other refuse
- c. All garbage must be thrown into the trash cans provided.
- d. Students are to finish eating before leaving the lunchroom.
- e. Students must remain seated in the lunchroom until they are dismissed by the lunchroom supervisor.
- f. Students must pass quietly from the lunchroom, as classes are in session.
- g. During inclement weather, students will stay in the lunchroom or return to their classrooms and remain orderly under the direction of the supervisor.
- h. The building administrator will determine if the students stay inside or go outside. Children should be provided with suitable clothing for participating in outside recesses during the winter months.

9. LOST AND FOUND

Articles of clothing, purses, jewelry, and equipment that are found should be brought to the office so that the rightful owner may be found.

If you lose something, report your loss immediately to the office. Check at intervals to claim the article if it is found.

Students are encouraged not to bring a large sum of money or personal possessions to school. **The school is not responsible for loss or theft of personal items.** Furthermore, the school is not responsible for missing items including textbooks and other school materials. A student may purchase a combination lock (Ludwig or Oak Prairie only) for a hall locker. **Personal locks are not permitted on any school locker.**

SAFETY

1. ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In accordance with the AHERA Regulation (40 CFR 763.93 (g) (4) concerning Notification of Plan Availability, please be advised that the AHERA Management Plan is located in the District 92 Office. Please contact Dave Blatchley, Asst. Supt. for Business Services, if you'd like to make an appointment to review the Management Plan.

The Management Plan is a site-specific guidance document that the School District's Designated Person, Teresa Bishop, must follow in managing the asbestos-containing building materials (ACBM) present in the schools.

2. CRISIS MANAGEMENT PLAN

Each of our buildings has a Crisis Management Plan.

3. EVACUATION DRILLS (Policy 4.170)

All schools in Illinois for the safety of their students are required to have a bus evacuation drill, tornado drills, and fire drills.

4. FIRE - TORNADO DRILLS (Policy 4.170)

All schools will participate in regularly scheduled fire and tornado drills. Drill details will be given to all students previous to drills.

Each school is equipped with specialized radios to receive direct communication from State Police Headquarters in the event of a tornado, heavy wind storm, or other emergencies. The safety of all students is the school's greatest concern.

5. BICYCLES (Policy 4.170)

Students are discouraged from riding bicycles to and from school due to hazardous traffic conditions. Students who choose to ride bicycles to the schools are not to ride them on the school grounds at any time during the school day. Students are responsible for providing chains and locks for their bicycles when not in use. The school will not be liable for stolen bicycles or damage to bicycles.

6. WALKERS (Policy 7.190)

Students who walk to and from school should practice proper respect for property and safety.

7. LOCKERS (Policy 7.140)

The lockers are the property of District 92 and are assigned to students for their use. A student should have no expectation of privacy in his/her assigned locker. School authorities may conduct announced or unannounced searches of any or all of the lockers at any time. No personal locks may be used on school lockers. Combination locks may be purchased at any time in the Ludwig and Oak Prairie School offices.

8. SCHOOL CLOSING (Policy 4.170)

It may be necessary because of bad weather or emergencies (electrical problems, water shut-off, boiler breakdown, etc.) to close school or to shorten the school day. When school is to be closed for the entire day, the Superintendent will post notification on the District 92 web site and social media pages as well as send information to families by the district's digital notification system. The Superintendent shall also employ the Emergency Closing Center to notify Chicagoland television and radio stations of the closing.

In an extreme emergency, students may be sent home early. Parents are encouraged to discuss plans with their children regarding what they should do in the event of an unplanned shortened school day.

9. AUTOMATED NOTIFICATION SYSTEM - ALERT SOLUTIONS

Alert Solutions is a school-to-parent communication service which enables school administrators to record, send, and track phone messages to parents and staff.

10. THREAT ASSESSMENT

In cases where students have engaged in conduct which is threatening in nature, the student may be required to engage in a threat assessment at the expense of the District to help determine disciplinary consequences and/or a plan for student support.

CALENDAR

1. BOARD MEETING (Policy 2.220)

The Board of Education meets on a regular basis to consider items of business and all general problems relating to the proper functioning of the schools. Minutes from Board of Education meeting's will be posted on the District's website.

The regular meetings begin at 7:00 p.m. in the Administrative Center boardroom unless otherwise voted by the Board. The public is cordially invited to attend.

2. LEGAL SCHOOL TERM (Policy 6.20)

Each school board shall annually prepare a calendar for the school term, specifying the opening and closing dates and providing a minimum term of at least 185 days to ensure required days of actual pupil attendance; provided that any days allowed by law for teachers' in-service training workshops but not used as such shall increase the minimum term by such days not so used.

ACADEMICALLY TALENTED PROGRAM (Policy 6.130)

The District 92 philosophy toward academically talented programming supports the need for a differentiated program of instruction that

addresses acceleration and enrichment of curricular content, individual learning styles, and special talents and abilities. The program helps to develop self-esteem, independent study skills, research and creative/critical thinking skills.

Academically talented/gifted services are offered in grades three through eight. Program eligibility is determined through student placement and ranking on a district matrix. Eligible students in grades 6-8 receive instruction through designated Honors courses.

TITLE I PROGRAM (Policy 6.170)

Students in qualifying schools who need extra help in reading and language arts may be eligible for federally funded Title 1 services. Title 1 funds are allocated to schools based on the number of students qualifying for the free or reduced price lunch program. Any child at the school, however, may receive Title 1 services if he or she has the educational need.

READING IMPROVEMENT PROGRAM

The District Reading Improvement program serves students in kindergarten, first and second grade who require additional academic support in reading and language arts. Students who are eligible for this program receive strategic reading instruction in phonemic awareness, phonics, fluency, vocabulary, and comprehension. Students are referred for the program by the classroom teacher and/or the Reading specialist for testing to determine placement in this intervention program.

ELL - ENGLISH LANGUAGE LEARNER PROGRAM (K-8)

The District English Language Learner (ELL) program helps to ensure that students with limited English proficiency develop high levels of academic attainment in English as they participate in grade level curriculum. All non-English language background students new to the District are given an age-appropriate English language proficiency test to determine eligibility for this program. The District ELL program is partially funded through Every Student Succeeds Act (ESSA) federal Title III funds. Illinois is the fifth largest state with the highest number of English Language Learners (ELL). Focused instruction in English language skills is provided by an ELL specialist.

SOS - STUDENTS OPPORTUNITY TO

SUCCEED

SOS is a 40 minute, after school, voluntary study hall designed to assist students in the successful completion of homework and other assignments. Students are assisted and monitored by staff from the building housing the program.

RESPONSE TO INTERVENTION - RtI

Response to Intervention is a multi-tiered process for educators to identify and serve student learning needs through researched-based interventions, in reading and math.

STUDENT DISCIPLINE HANDBOOK

DISCIPLINE PROGRAM (Policy 7.180, 7.185, 7.190 & 7.20)

In the following program for discipline, students are given opportunities to improve behavior and cooperate with their teachers and others in charge. Much importance is placed upon parental involvement in the social development of each student.

In order to maintain order and security in school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. State law precludes school authorities from requesting passwords or other related account information to gain access to a student's account or profiles on a social networking website.

The School Discipline Policy applies to all students that are engaged in any student sponsored or recognized activity, or are on school property. It also applies to students moving to and from school on foot or on a bus. These rules also apply, and a student may be subject to discipline, for any conduct that takes place off-campus and/or outside of school if the conduct interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to a) be a threat to a staff member; b) endanger the health or safety of students, staff, or school property; or c) otherwise impinges on the rights of other students. This may include conduct through e-mail, the Internet, and/or social media.

All of our schools encourage positive behaviors by offering incentive programs periodically throughout the school year.

So that students may clearly understand those behaviors that are unacceptable, specific infractions and their consequences are

categorized below. These guidelines are not intended to be exhaustive, students are subject to disciplinary action any time their behavior is disruptive, illegal, insubordinate, or disrespectful of others and/or otherwise violates the expected behavior of students.

In addition, administration from the elementary and intermediate grade buildings reserve the right to administer age-appropriate disciplinary actions for the infractions listed in this code. This may include but not be limited to programs like peer mediation, anger management classes, and/or privileges being removed.

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

A student receiving special education services may require an alternative behavior intervention plan documented by an Individual Education Program (IEP). Students receiving special education services shall be disciplined in accordance with federal and State rules and regulations and a student's IEP.

LUNCHROOM RULES - Lunch is a time for students to relax, unwind and converse with their classmates. Students still must show respect for their peers and supervisors by keeping noise at a moderate level and following the lunchroom rules in addition to complying with expected student behavior. Disregard for these rules may result in the following disciplinary sanctions based on the severity of the incident (this list is not exhaustive):

- Repeated verbal reminders to group and/or individuals.
- Specific table assignments.
- Lunch detention.
- Recess detention.
- Parent contact.
- Office intervention.

DISCIPLINE TERMS

- **Detention** - length, time and location will be determined by each school.
- **ISS** - In School Suspension - removal from class for a predetermined amount of time. Work may be assigned.
- **OSS** - Out of School Suspension - removal from school, school grounds and school activities for a predetermined amount of time. Work, of the equivalent academic credit, will be assigned and is due upon return. Students who are suspended for between five and ten school days shall be provided appropriate and available support services during the period of their suspension. Students may be suspended for up to ten school days for any activity that constitutes gross disobedience or misconduct. Students who are assigned OSS may not be on the campus or attend any school functions for any reason unless prior arrangements have been made with the building principal.
- **Possession.** The term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including but not limited to situations in which the item is: (a) on your person; (b) contained in another item belonging to you, or under your control, including but not limited to in your clothes, backpack, or purse; (c) in your school locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.
- **Bullying.** The term “bullying” includes “cyber-bullying” and is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
 - (1) placing the student(s) in reasonable fear of harm to the student’s or students’ person or property;
 - (2) causing a substantially detrimental effect on the student’s or students’ physical or mental health;
 - (3) substantially interfering with the student’s or students’ academic performance; or
 - (4) substantially interfering with the student’s or students’ ability to participate in

or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

- **Cyber-bullying.** Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. “Cyber-bullying” also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated herein.

- **Weapon.** A weapon is defined as any object, instrument, or combination thereof; designed, used, or intended to be used for the purpose of causing injury to a person, damage to the property of another individual, or to threaten another individual.

Weapons include, but are not limited to firearms as defined in Section 1.1 of the Firearm Owners Identification Act, use of a weapon as defined in Section 24-1 of the Criminal Code, knives, guns, rifles, shotguns, B-B guns, pellet guns, brass knuckles, “billy” clubs, mace, or look-a-likes” thereof. Items such as baseball bats, pipes, sticks, bottles, locks, pencils, pens, chains, ice picks, screw drivers, bricks, or stones may be considered weapons if used or attempted to be used to cause bodily harm.

Any toy or model weapon that looks enough like

an authentic weapon to be reasonably mistaken for one will be considered a look-a-like weapon. Any student who represents a look-a-like weapon to a staff member or another student as a real weapon and/or uses it to intimidate, threaten, or harass someone will be treated the same as if (s) he used a real weapon according to state and federal laws.

- **Referral to Local Law Enforcement.** All known or suspected illegal acts will be reported to local law enforcement.

- **Expulsion.** In cases of gross disobedience or misconduct, a recommendation may be made to the Board of Education that expulsion proceedings be initiated. The Board of Education has the authority to expel a student for up to two years. Students who are expelled may be referred to appropriate and available support services.

A student who has been determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's

determination may be modified by the Board on a case-by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

- **Social Suspension.** Loss of privilege to attend or participate in extra-curricular or non-curricular activities outside of the regularly defined school day.

LEVEL 1 ACTS OF MISCONDUCT

Level 1 Acts of Misconduct are minor misbehaviors which impede the orderly operation of the classroom and school. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Level 1 misbehaviors include the following:

1. Causing classroom/lunchroom disturbances.
2. Being disobedient.
3. Throwing or propelling any object-- for example, paper wads, rubber bands, food, etc.
4. Failing to enter a class at the assigned time without an acceptable excuse.
5. Violating school rules, playground rules and lunchroom rules:
 - a. Littering -- careless discarding of trash or other items.
 - b. Eating outside the lunchroom unless at a special supervised event.
 - c. Running in the hallways.
 - d. Making loud, boisterous noise in hallways.
 - e. Dress code violations.
 - f. Public display of affection on school property.
6. Being sent to the office by a teacher who has followed the classroom management plan. Office trips are accumulative.
7. **Being sent to the office for disruptions to the classroom, when the class is supervised by a substitute teacher may receive a day of In-School Suspension (ISS).**
8. Failing to respect all others.

DISCIPLINARY OPTIONS: The action taken will be made on a case by case basis according to the severity of the incident, and may include but are not limited to:

- Conference with parents.
- Detention.
- In-School Suspension.
- Withdrawal of privileges.
- Consequences as stipulated in the approved classroom management plan.

LEVEL II ACTS OF MISCONDUCT

Level II Acts of Misconduct involve misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. These include such misbehaviors as:

1. Continued, unmodified Level I Acts of Misconduct -- Continuation of Level I or Level II Acts of Misconduct will automatically move the infraction to a Level III.
2. Insubordination - Refusing to obey a direct order from a staff member.
3. Using obscenity, profanity, vulgarity, directed toward other students.
4. Any form of bullying, verbally abusing or sexually harassing other students.
5. Using or possessing, distributing, purchasing or selling tobacco materials (including, but not limited to lighters and matches) or e-cigarettes.
6. Entering another student's locker without permission.
7. Forging notes from parents or school forms.
8. Any form of plagiarism.
9. Misrepresenting -- Lying, being dishonest, refusing to identify self.
10. Gambling -- Participation in games

- of chance or skill for profit.
11. Being grossly disobedient and disrespectful -- Openly or persistently defying authority, using obscene language or gestures with staff members.
12. Throwing or propelling snowballs, tacks, pins, BB's, rocks, etc.
13. Using or possessing laser pointers will result in an automatic day of In-School Suspension and confiscation of said laser pointer.
14. Using the District's technology inappropriately, including cyber bullying, will result in a loss of privileges. Additional disciplinary options may also apply depending on the severity of the misuse.

DISCIPLINARY OPTIONS: The action taken will be made on a case by case basis according to the severity of the incident, and may include but are not limited to:

- Conference with parent.
- In-School Suspension.
- Out of School Suspension from school (one to three days)
- Out of School Suspension (four to ten days) if other appropriate and available interventions have been exhausted.
- Recommendation for alternative program.
- Withdrawal of privileges

LEVEL III ACTS OF MISCONDUCT

Level III Acts of Misconduct involve acts directed against persons or property. Level III acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediation in the best interest of all students. Level III offenses may involve law enforcement. These include such behaviors as:

1. Continued unmodified Level II offenses.
2. Possession or use of fireworks.
3. Extortion, threats, or any form of bullying or intimidation.
4. Theft or possession of articles belonging to others.
5. Vandalism or defacing of school property or property of others.
6. Bomb threat/false fire alarms.
7. Breaking and entering.
8. Other acts of misconduct which are seriously disruptive, and/or create a safety hazard to students.
9. Being involved in a gang or gang related activities including displaying gang symbols or paraphernalia.
10. Using, possessing, distributing, purchasing, selling or being under the influence of alcohol or alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
11. Using, possession, distributing, purchasing or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list

unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (1) That a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - (2) About which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
 - (1) That a student believes to be, or represents to be, an illegal drug or controlled substance; or
 - (2) About which a student engaged in behavior that would lead a reasonable person to

believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

g. Drug paraphernalia, including devices that are or can be used to:

- (1) ingest, inhale, or inject cannabis or controlled substances into the body; and
- (2) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

12. Arson or attempted arson.
13. Physical assault on a staff member.
14. Possession, control, use, or transfer of a "weapon", as defined above, or any object that can reasonably be considered, or looks like, a "weapon".
15. Fight/Assault -- Confrontation during which a student attempts to do bodily harm to another student **may result in an Out-Of-School Suspension (OSS)**.
16. Any form of hazing, bullying, aggressive behavior, intimidation or sexual harassment of other students or staff that does physical or psychological harm, or encouraging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
17. Being involved with any public school fraternity, sorority, or secret society, by:
 - (a) being a member;
 - (b) promising to join;
 - (c) pledging to become a member; or
 - (d) soliciting any other person

to join, promise to join, or be pledged to become a member.

DISCIPLINARY OPTIONS: The actions taken will be made on a case by case basis according to the severity of the incident, and may include but are not limited to:

- Loss of privileges, exclusion from celebratory events, and/or loss of graduation events.
- Suspension from school (OSS for one to three days or, ISS).
- Suspension from school (OSS for four to ten days) if other appropriate and available interventions have been exhausted.
- Recommendation for expulsion.
- Recommendation for alternative program.
- School District action which results in appropriate placement.
- Restitution for cost of repair or replacement of property.
- Referral to law enforcement.

ACCUMULATION OF CONSEQUENCES

Consequences for behavior code violations are weighted according to the following standard:

- Detentions equal **2 points**.
- ISS (In-School Suspension) equals **4 points**.
- OSS (Out-of -School Suspension) equals **8 points**.

Missed consequences will be made up. Points accrued quarterly.

THREAT ASSESSMENT

In cases where students have engaged in conduct which is threatening in nature, the student may be required to engage in a threat assessment at the expense of the District to help determine disciplinary consequences and/or a plan for student support.

SCHOOL ACTIVITIES

- To participate in the quarterly positive reinforcement activities, a student may not have accumulated **8 or more points**.
- Students who receive 8 points lose the privilege of attending **ANY** extra-curricular activities during the remainder of that quarter.
- Students on social suspension will be given an assignment on the day of the positive reinforcement activity that must be completed whether or not they are in attendance on the day of the activity.
 - a. The assignment will be issued via the principal or the principal designee.
 - b. Failure to complete the issued assignment will result in an after school session with the principal or the principal designee until the assignment is completed.
- To participate in the end of the year extended positive reinforcement activity, a student may not have accumulated **8 or more points** during the 4th quarter. However, students who have consistently shown themselves to be untrustworthy or have displayed extreme misbehaviors during the course of the school year, may also be denied an opportunity to participate in the 4th quarter activity.
- Students and parents/guardians at Oak Prairie are expected to sign and abide by a contract during 4th quarter. This contract has behavioral and grade expectations that must be met in order to participate in end of the year incentive activities.

For more detailed information about prohibited student conduct and student discipline, see Board Policies 7:190, Student Discipline, 7:220, Bus Conduct, 7:230, Misconduct by Students with Disabilities; 7:20, Harassment of Students Prohibited;

7:130, Student Rights and Responsibilities; 7:160, Student Appearance; 7:170, Vandalism; 7:180, Preventing Bullying, Intimidation, and Harassment; 7:310, Restrictions on Publications and Written or Electronic Material.

BUS RIDER HANDBOOK

1. BUSES (Policies 7.220 & 7.130)

It is the school's legal responsibility to transport home the students who rode the bus to school in the morning. Students who desire to walk when they are assigned to a bus route must have written permission from a parent/guardian stating they have given them permission to walk. If a note is not on record a student will face disciplinary action for leaving school grounds without the proper permission.

No one other than students of the District 92 schools are to ride buses without special permission or assignment. This regulation is in keeping with transportation insurance coverage.

The District will be unable to honor requests for students to ride buses other than their own.

In general, student conduct should be essentially the same on the buses as in the classroom. Any student guilty of misbehavior that could jeopardize personal safety and the safety of other bus occupants is subject to exclusion from bus transportation.

School bus drivers are to have control of all children while transporting between the homes of the children and the school. The driver shall keep order, shall treat all children in a civil manner, shall see that no child is imposed upon or mistreated enroute, and shall assure that the following regulations are observed by all pupil passengers.

2. INSTRUCTIONS TO SCHOOL BUS RIDERS

- a. Arrive at your designated bus stop at least 5 minutes prior to your scheduled pick up time. Help keep the bus on schedule.
- b. Stay off the road at all times while waiting for the bus.
- c. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- d. Do not leave your seat while the bus is in motion.
- e. Be alert to a danger signal from the driver.
- f. Remain in the bus in the event of a road emergency until instructions are given by the driver.
- g. Keep hands and head inside the bus at all times. Do not throw anything out of the bus window.
- h. Loud talking and laughing or unnecessary confusion may divert the driver's attention which could result in an accident.
- i. Be absolutely quiet when the bus is approaching a railroad crossing stop.
- j. Never tamper with the bus or any of its equipment.
- k. Assist in keeping the bus safe and clean at all times.
- l. No animals are permitted on the bus.
- m. Keep books, lunches or other articles out of the aisle.
- n. Leave no books, lunches or other articles on the bus.
- o. Be courteous to other students and the bus driver.
- p. Students are not allowed to eat on the bus.
- q. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization.
- r. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both

- s. directions. Wait for a signal from the bus driver permitting you to cross.
- s. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
- t. Locate a seat upon entering the bus. The bus driver or school administrator may assign a seat.
- u. Do not stand or move from place to place while the bus is in motion.
- v. Loud and/or profane language, or indecent conduct will not be tolerated.
- w. Leave windows or doors closed except by permission of the driver.
- x. Do not enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- y. Students in grades kindergarten to 3rd grade must be released to designated adults or older siblings at their bus stops in the afternoon. Parents must complete a Child Release Form and return it to the school office prior to the start of the school year or when there are changes in those who are authorized to pick up students. Those designated individuals picking up students must have identification (drivers license/state ID/school photo ID) with them on a daily basis.

The following procedure may be used in processing all bus referrals.

1. **First referral** may result in a warning, a call home to the parent and a copy of the referral slip mailed home.
2. **Second referral** may result a two day suspension of bus privileges, a call home to the parent and a copy of the referral slip mailed home.
3. **Third referral** may result in a one week suspension of bus privileges, a call home to the parent and a copy of the referral slip mailed home.
4. **Fourth referral** may result in a two week suspension of bus privileges, a call home to the parent and a copy of the referral slip mailed home.
5. **Fifth referral** may result in removal

of all bus privileges for the remainder of the school year, a call home to the parent and a copy of the referral slip mailed home.

If a student's bus privileges are suspended or removed, it is the responsibility of the pupil's parent to notify school officials if the pupil does not have alternate transportation to school. Pupils suspended or removed from school who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit.

It is a privilege to ride the bus. Upon recommendation of the driver, school administrator, and after a conference with the student and parent, school authorities may deny the privilege of riding on the school bus student who fails to abide by the rules.

For more detailed information about prohibited student conduct on the bus, see Board Policies 7:220, Bus Conduct and 7:130, Student Rights and Responsibilities;

STUDENT-ATHLETE EXPECTATIONS

SPORTSMANSHIP

The Illinois Elementary School Association's (IESA) vision for Sportsmanship is built on expectations that the entire school community will teach and promote the values of good sportsmanship. Students, coaches, administrators, board members and spectators are expected to demonstrate the highest level of sportsmanship and respect for others.

Not only is good sportsmanship necessary for a successful interscholastic activity, it is a character quality that contributes to successful life endeavors. As an IESA member school we have a mission to provide a respectful and caring environment for today's youth that fosters the development of tomorrow's leaders.

BEHAVIORAL GUIDELINES

- Respect the integrity and judgment of game officials. Avoid public criticism of game officials. Accept the decision of contest officials.
- Display modesty in victory and graciousness in defeat.
- Teach sportsmanship and reward/acknowledge players that display good sportsmanship.
- Learn and follow the rules of the game. Share this knowledge with parents and fans to help them have a better understanding and appreciation of the game.
- Respect your opponents. Treat them the way you would wish to be treated, as a guest or friend; who better can understand all the hard work and team effort that is required of the participants.

ATHLETIC TEAMS GRADING PROCEDURES

Students who participate in athletic teams including but not limited to: track, basketball, volleyball, baseball, softball, cross country and cheerleading must maintain passing grades in all subject areas. Students who do not meet the above guidelines will be removed from participation until the unsatisfactory grade is remedied. Students will not be able to participate for a minimum of one week until the next regular evaluation is completed. Students who are ineligible for four consecutive weeks will be removed from participation for the remainder of the particular season.

EXTRACURRICULAR ATTENDANCE PROCEDURES

Any student who participates in any district extracurricular programs and/or athletic teams must be in attendance on the day in which participation in that activity is to take place. Students may participate after keeping doctor, dentist, orthodontist, or other medically related appointments on the day of their participation, as long as they attend school for the part of the day either prior to or following the medical appointment. Other absences due to extenuating circumstances may be discussed with the building administrator.

Students who are ill from school and not in attendance by 11:30 a.m. on the day of the scheduled activity will not be allowed to participate in that scheduled activity. Students who go home

because of illness on the day of the scheduled activity will not allowed to participate in the scheduled activity.

CONCUSSIONS AND HEAD INJURIES

Policy 7.185

The District shall follow the protocols, policies and by-laws of the Illinois High School Association (IHSA) relating to concussion and head injuries. The District shall include the information in this policy, that is required to be signed by a student athlete and/or the guardian of a student athlete before the student is allowed to participate in practice or interscholastic competition.

▪

IMPORTANT TELEPHONE NUMBERS

Will County Health Department	www.willcountyhealth.org
Will County Health Department General Information	815-727-8480
Dental	815-774-7300
Family Health Services	815-727-8501
Immunization Program	815-740-8143
Medical Care (Adult & Child)	815-727-8670
Vision Testing for Children	815-727-8501
Vital Records (Birth & Death Certificates)	815-727-8639
Will County Community Health Center - Clinic	815-727-8670
Will-Grundy Medical Clinic (those w/o insurance)	815-726-3377
WIC - Women, Infant & Children-food assistance	815-727-8524
Illinois Dept of Human Services - Food Stamps	815-740-5350
Catholic Charities Daybreak Center	815-774-4663
WCCC - Will County Center for Community Concerns (gas, electric & water)	815-722-0722
Illinois Dept of Employment Security	815-740-5100
Will County Legal Assistance	815-727-5123
Lockport Township - General assistance (food, rent, utilities, etc) 222 E. 9th Street Lockport, IL 60441	815-838-4161
Lockport Police - non emergency	815-838-2132

GETTING YOUR CHILD IN SCHOOL

If you:

- Live in a shelter or motel
- Share housing with relatives because you lost your housing
- Live in a campground, car, old building or other temporary shelter
- Don't have a permanent address



You have the right to

- Enroll your child in school **immediately** *even without school or medical records*
- Get help from the district liaison with immunizations and/or medical records
- Choose your child's old school or school closest to where you are living now
- Get transportation to school for your child
- Dispute enrollment or transportation decisions
- Participate in your child's education

For Help, call Nora Skentzos at (815) 836-7719

Your School District Homeless Education Liaison



Or call the Illinois State Board of Education
1-800-215-6379

Project Coordinated by the Adult Learning Resource Center in Partnership with ROE #26 – Hancock/McDonough, Macomb
Supported 100% through a Grant from The Illinois State Board of Education under the
McKinney-Vento Homeless Assistance Act.

NO TRESPASS NOTICE

FOR ALL GROUNDS, BUILDINGS, ACTIVITIES AND VEHICLES ENTERING UPON THE PREMISES OF WILL COUNTY SCHOOL DISTRICT NUMBER 92

This **NOTICE** is to personally inform you that you are not permitted on **THE GROUNDS, OR IN ANY BUILDINGS, OR AT ANY ACTIVITIES, OR IN ANY VEHICLES ON THE PREMISES OF WILL COUNTY SCHOOL DISTRICT NUMBER 92** if you are in possession of any of the following:

RIFLE

HANDGUN

SHOTGUN

AIR RIFLE or AIR GUN

BB GUN

AIR SOFT GUN

PAINTBALL GUN

PELLET GUN or any

LOOK-ALIKE GUN of any kind that a reasonable person would believe to be a real gun regardless of the distance at which that person might see it.

KNIFE

DAGGER

DIRK

RAZOR

STILETTO

SWITCHBLADE

THROWING STAR

or any other

object used or attempted to be used to cause bodily harm.

Any person who, without legal authority, disobeys this notice may be charged with **Criminal Trespass to State-Supported Land** and/or **Trespass to Common School Lands**. Criminal Trespass to State-Supported Land is a Class A misdemeanor. You can be arrested. If you are convicted, you can be punished by up to one year in the Illinois Department of Corrections, Juvenile Division, and if you are 17 years of age or older, by up to 364 days in jail. Trespass to Common School Lands is a petty offense and subject to a fine.

SECURITY NOTICE

**CONCEALED FIREARMS
ARE PROHIBITED**

**INSIDE THE BUILDING AND
ON THESE PREMISES,
INCLUDING THE PARKING LOT**



Pursuant to
430 ILCS 66/65

WILL COUNTY SCHOOL DISTRICT 92

2020-2021 SCHOOL CALENDAR

August				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

August

- 18 Teacher Institute - **No School**
- 19 **First Day of School** with Early Dismissal:
Ludwig/Oak Prairie 1:00p and Walsh/Reed 2:00p

September

- 7 Labor Day - **No School**
- 29 School Improvement Day with Early Dismissal:
Ludwig/Oak Prairie: 10:55a and Walsh/Reed 11:55a

October

- 12 Columbus Day - **No School**
- 16 First Quarter Ends (Oak Prairie)
- 30 School Improvement Day with Early Dismissal:
Ludwig/Oak Prairie: 10:55a and Walsh/Reed 11:55a

November

- 6 First Trimester Ends (Walsh, Reed, Ludwig)
- 23-24 Parent/Teacher Conferences - **No School**
- 25-27 Thanksgiving Break - **No School**

December

- 10 School Improvement Day with Early Dismissal:
Ludwig/Oak Prairie: 10:55a and Walsh/Reed 11:55a
- 18 Early Dismissal:
Ludwig/Oak Prairie 1:00p and Walsh/Reed 2:00p
- 21 Winter Break Begins - **No School through January 4th**

January

- 4 Teacher Institute - **No School**
- 5 Classes Resume
- 8 Second Quarter Ends (Oak Prairie)
- 18 Martin Luther King's Birthday - **No School**

February

- 12 School Improvement Day with Early Dismissal:
Ludwig/Oak Prairie: 10:55a and Walsh/Reed 11:55a
- 15 President's Day - **No School**
- 26 Second Trimester Ends (Walsh, Reed, Ludwig)

March

- 1 Casimir Pulaski Day/Teacher Institute Day - **No School**
- 19 Third Quarter Ends (Oak Prairie)
- 29 Spring Break Begins - **No School Through April 5th**

April

- 5 Board Holiday - **No School**
- 6 Classes Resume

May

- 14 Teacher Institute - **No School**
- 27 **IF NO EMERGENCY DAYS ARE USED***
School Improvement Day/Last Day of School with Early Dismissal:
Ludwig/Oak Prairie 1:00p and Walsh/Reed 2:00p
- 31 Memorial Day - **No School**
- TBD Graduation

June

- May 28, June 1, 2, 3, 4, 2021 Emergency Days

*For planning purposes, please consider the last day of school to be June 4th.

The actual last day of school will depend on the number of emergency days, if any, are used during the school year.

Board Approved 1/21/2020

October				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26


March				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Regular School Day Schedules				
<u>Walsh: 8:50 a.m. - 3:30 p.m.</u>				
<u>Reed: 8:50 a.m. - 3:30 p.m.</u>				
<u>Ludwig: 7:50 a.m. - 2:30 p.m.</u>				
<u>Oak Prairie: 7:50 a.m. - 2:30 p.m.</u>				

 No Student Attendance

RESOLUTION
**A Resolution Providing For The Disposal of Certain
Inventory Items Deemed To Be Surplus To The Reasonably
Foreseeable Needs of Will County School District 92**

WHEREAS, certain items of equipment belonging to the Will County School District 92 are obsolete and no longer have future value to District; and

WHEREAS, the value, obsolescence and condition of these items of equipment make it impractical to trade the same in on future purchase of new inventory items, it should be in the best interest of the District to dispose items in a manner that is to the best advantage to the District:

NOW THEREFORE BE IT RESOLVED by the Board of Education of Will County School District 92, Will County, Illinois as follows:

1. Based upon the findings and recommendations of Ms. Lisa Lyke, Principal of Ludwig School, be declared to be surplus to the foreseeable needs of the District:

- Nine (9) Harcourt, Trophies Series, “Moving Ahead”
- Eighteen (18) Harcourt, Trophies Series, “Bright Surprises”
- Twenty-one (21) classroom carpets

2. That the Assistant Superintendent for Business Services is authorized to dispose of said items in a manner that will be to the best advantage of Will County School District 92.

ADOPTED this 23rd day of June 2020.

Attest:

Matthew Dusterhoft, President
Board of Education

Secretary
Board of Education

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: DAVE BLATCHLEY
SUBJECT: COPIER CONTRACT
DATE: 06/23/2020

Our current contract with ProvenIT expires in December 2020. That was a five-year contract. ProvenIT approached the district because of various second quarter incentives. We received quotes from four other vendors for a new service and maintenance agreement for our copiers. The companies responding in addition to ProvenIT were:

COTG
Gordon Flesch
Impact Networking
Toshiba

We currently are paying over \$10,000 a month on our current lease with ProvenIT. We have eighteen (18) Canon machines. In the new quote, we requested a similar product and would have brought Canon copiers back if the price was significant.

We saw mainly Xerox copiers but also one vendor brought Canon forward and another brought Toshiba. Xerox was by far the best offer. In addition, we are installing PaperCut on all the machines to assist with our print management. PaperCut is part of the package. I will provide the copier quote tabulation in a separate attachment.

Recommendation: The Assistant Superintendent recommends that the Board of Education approve the contract with COTG for copiers.

WILL COUNTY SCHOOL DISTRICT 92

JOB DESCRIPTION

TITLE: Administrative Assistant (District and Technology Office)

REPORTS TO: The Superintendent

QUALIFICATIONS:

1. High school diploma with additional education or training preferred
2. At least five years of office experience
3. Excellent interpersonal skills
4. Demonstrated proficiency in using word processing database programs
5. Proficient in English usage, spelling, grammar, punctuation and fundamental mathematical calculations
6. Must possess strong organizational skills as well as the ability to handle multiple projects professionally
7. Ability to handle confidential matters, set priorities, and work well under pressure with attention to detail
8. Knowledge of district policies, rules and regulations
9. Successfully pass a background check
10. Such alternatives to the above qualifications as the Superintendent/Board of Education may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES:

1. Greet and direct visitors
2. Answer the phone and direct calls
3. Receive US and interoffice mail and direct to proper area
4. Manage Activity Fund account and Revolving account
5. Process and maintain Free/Reduced lunch applications in collaboration with Food Service Director
 - Maintain and update lunch applications, forms, letters, etc.
 - Stay current on updates and guidelines from NSLP (National School Lunch Program)
 - Maintain free/reduced lunch applications in Nutrikids program
 - Process monthly direct certified downloads
6. Manage Facility Use requests
7. Maintain Google calendar of events
8. Process site and impact fees and maintain files and accept payments
9. Process registration fee waivers and payment plans
10. Update Student/Parent Handbook
11. Receive and process community and district flyers
12. Update student registration packets
13. Website
 - Ensure proper alignment of usage throughout the offices of the District
 - Train staff as needed
 - Act as primary support
 - Coordinate with vendor as needed
 - Provide ongoing system maintenance
 - Coordinate with offices to ensure proper content is available

- Update content as needed
 - Implement new features
14. Emergency/Outreach Communications
- Ensure proper alignment of usage throughout the offices of the District
 - Train staff as needed
 - Act as primary support
 - Coordinate with vendor as needed
 - Provide ongoing system maintenance
 - Review communication logs for issues
 - Work with office staff to maintain accurate recipient lists
15. Social Media
- Maintain all District social media accounts
 - Update content as needed
16. Food Services Management
- Maintain front end and back end system
 - Support all system and POS users
 - Coordinate with vendor as needed
 - Train staff as needed
17. Visitor Management
- Support office staff
 - Ensure proper alignment of usage throughout the offices of the District
 - Maintain staff and student lists
 - Train staff as needed
18. Google
- Identify areas of improvement through District
 - Ensure proper alignment of usage throughout District
 - Train staff as needed
19. End User Training Resources
- Work with staff to identify areas of need for training resources
 - Create and maintain library of training resources
 - Review and revise resources as needed
20. Performs other duties/responsibilities as assigned by District 92 administration

TERMS OF EMPLOYMENT:

Salaried, 12 months, 7.5 hours per day. Benefits per District guidelines for full-time employment.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____

We Are An Equal Opportunity Employer

Will County School District 92 Payment Order

This statutory order authorizes the Treasurer to pay a School Board approved bill or obligations before the meeting minutes are officially approved.

Order Date June 23, 2020

The Treasurer, *David Blatchley*, of *Will County School District 92*, in *Will County*, shall pay to the order of *Named payees* the sum of \$ 1,700,482.44 for June Accounts Payable and May Interims as shown on the Disbursement Report dated June 23, 2020.

By order of the *Will County School District 92* School Board.

Board President

Date

Secretary

Date

Will County School District 92
Disbursement Report

June
Bills Payable

<u>Fund</u>	<u>Amount</u>
Educational	\$385,628.63
Building	51,456.16
Life Safety	
Debt Service	68,712.50
Transportation	242,852.38
IMRF/SS	
Capital Projects	5,011.34
Tort	
	<hr/>
TOTAL	\$753,661.01
	<hr/> <hr/>

May
Interim Checks

<u>Fund</u>	
Educational	\$767,989.70
Building	65,975.18
Life Safety	
Debt Service	
Transportation	1,864.46
IMRF/SS	110,992.09
Capital Projects	
Tort	
	<hr/>
TOTAL	\$ 946,821.43
	<hr/> <hr/>

Secretary, Board of Education

Treasurer

Bills Payable List

6/23/20

WILL COUNTY SCHOOL DIST #92

Vendor Name	Description	Batch #	Amount	State Account Number
Advanced Telecommunications of Ill				
	Dist Lic Software Renewal	200612	750.00	10-2225-470
			<u>\$750.00</u>	
AFFILIATED CUST. SERVICE INC				
	Annual Fire Alarm System Inspection- Distric	200612	5,250.00	20-2540-323-4
			<u>\$5,250.00</u>	
Airgas USA LLC				
	Consumable Main Supp	200612	39.62	20-2540-410-1
			<u>\$39.62</u>	
ALLCOMM SYSTEMS INC				
	Final 50% Card Access - Admin Building	200612	3,450.50	20-2540-323-3
	Final 50% Card Access Upgrade	200612	1,500.00	20-2540-323-3
			<u>\$4,950.50</u>	
AMALGAMATED BANK OF CHICAGO				
	BOND INTEREST PAYMENT	200612	68,712.50	30-5200-624
			<u>\$68,712.50</u>	
APPLE COMPUTER INC.				
	3-MacBook Pro`s - Admin	200612	615.00	10-2225-540
	3-MacBook Pro`s - Admin	200612	6,342.00	10-2225-540
			<u>\$6,957.00</u>	
Apple Financial Services				
	Apple Computer Lease - July 2020 Pymt	200612	176,481.28	10-2225-540
			<u>\$176,481.28</u>	
Arthur J. Gallagher Risk Manageme				
	Treasurer Bond Annual Fee	200612	6,500.00	10-2310-380
			<u>\$6,500.00</u>	
BMO Harris				
	PRINC DUES/FEES LUDWIG	200612	25.00	10-2410-640-1-1
	OFC OF PRINC SUPPLIES LUDWIG	200612	225.00	10-2410-410-1-1
	C/I Staff P/S MTG COSTS	200612	48.25	10-2210-410
			<u>\$298.25</u>	
BMO Harris				
	OFC OF PRINC SUPPLIES REED	200612	210.00	10-2410-410-2-2
	C/I Staff P/S MTG COSTS	200612	162.33	10-2210-410
			<u>\$372.33</u>	
BMO Harris				
	OFC OF PRINC SUPPLIES WALSH	200612	350.00	10-2410-410-3-3
	C/I Staff P/S MTG COSTS	200612	88.50	10-2210-410
	GENERAL SUPPLIES - WALSH	200612	42.00	10-1110-410-3-3
			<u>\$480.50</u>	
BMO Harris				
		247		
	LIBRARY BOOKS - OAK PRAIRIE	200612	604.23	10-2220-430-4-4
	P-Card activity reimbursement	200612	385.00	10-1110-410

	GENERAL SUPPLIES - OAK PRAIRIE	200612	1,730.20	10-1110-410-4-4
	C/I Staff P/S MTG COSTS	200612	113.97	10-2210-410
	Graduation Materials	200612	1,534.38	10-1110-416-4
	LIBRARY SUPPLIES - OAK PRAIRIE	200612	992.62	10-2220-410-4-4
			<u>\$5,360.40</u>	
BMO Harris				
	SPEC ED SUPPLIES	200612	503.62	10-1200-410-7
	SP ED IDEA PROF GROWTH	200612	293.00	10-2210-314-9-462000-5
			<u>\$796.62</u>	
BMO Harris				
	Dist Lic Software Renewal	200612	317.69	10-2225-470
			<u>\$317.69</u>	
BMO Harris				
	P-Card activity reimbursement	200612	1,894.53	10-1110-410
			<u>\$1,894.53</u>	
BMO Harris				
	SUPT PROF GROWTH	200612	309.00	10-2320-314
	Admin Supplies	200612	(30.00)	10-2320-410
			<u>\$279.00</u>	
BMO Harris				
	C/I Staff P/S MTG COSTS	200612	47.94	10-2210-410
			<u>\$47.94</u>	
BMO Harris				
	BUS MGR PROF GROWTH	200612	215.00	10-2510-314
			<u>\$215.00</u>	
CAMELOT SCHOOLS				
	April 2020 Tuition	200612	3,770.97	10-4120-670
	May 2020 Tuition	200612	3,591.40	10-4120-670
			<u>\$7,362.37</u>	
CDW GOVERNMENT				
	Consumable Main Supp	200612	276.97	20-2540-410-1
			<u>\$276.97</u>	
Chicago Office Technology Group				
	TECH PRINTER SERVICE - June 2020	200612	658.33	10-2225-315
			<u>\$658.33</u>	
Cintas Fire Protection				
	Annual Fire Extinguisher Inspection - R	200612	460.00	20-2540-323-4
	Annual Fire Extinguisher Inspection - OP	200612	2,789.00	20-2540-323-4
	Annual Fire Extinguisher Inspection - L	200612	306.54	20-2540-323-4
	Annual Fire Extinguisher Inspection - W	200612	286.33	20-2540-323-4
			<u>\$3,841.87</u>	
COMCAST				
	June 2020	200612	6,509.91	10-2225-390
			<u>\$6,509.91</u>	
Commonwealth Edison				
	ENERGY - ELECT - LUDWIG	200612	907.60	20-2540-466-1-1
	ENERGY - ELECT - REED	200612	607.86	20-2540-466-2-2
	ENERGY - ELECT - WALSH	200612	810.83	20-2540-466-3-3
	ENERGY - ELECT- OAK PRAIRIE	200612	1,907.67	20-2540-466-4-4
	ENERGY - ELECT- FARM	200612	63.78	20-2540-466-4-4
			<u>\$4,297.74</u>	

Consortium for Educational Change

Strategic Planning 5/19	200612	625.00	10-2210-310
		<u>625.00</u>	

Constellation NewEnergy Inc

ENERGY - ELECT - LUDWIG	200612	2,051.88	20-2540-466-1-1
ENERGY - ELECT - REED	200612	1,527.61	20-2540-466-2-2
ENERGY - ELECT - WALSH	200612	1,696.47	20-2540-466-3-3
ENERGY - ELECT- OAK PRAIRIE	200612	4,770.49	20-2540-466-4-4
		<u>\$10,046.45</u>	

Coughlan Companies, LLC

PebbleGo Annual Renewal	200612	399.50	10-2220-314-3-3
		<u>\$399.50</u>	

CROSS POINTS SALES INC

Annual Fire Alarm Monitoring - W	200612	450.00	20-2540-329
Annual Fire Alarm Monitoring - OP	200612	450.00	20-2540-329
		<u>\$900.00</u>	

ELIM CHRISTIAN SERVICES

May 2020 Tuition	200612	26,986.40	10-4120-670
June 2020 Tuition	200612	9,445.24	10-4120-670
		<u>\$36,431.64</u>	

Engler Callaway Baasten & Sraga LI

LEGAL SERVICES	200612	2,760.00	10-2310-318
		<u>\$2,760.00</u>	

EverLights

Contracted Serv Misc	200612	325.00	20-2540-325
		<u>\$325.00</u>	

FAR SOUTH DISTRIBUTORS

Milk - W	200612	926.54	10-2560-415
		<u>\$926.54</u>	

Filter Services Illinois

Filters - OP	200612	4,252.40	20-2540-414
Filters - L	200612	233.68	20-2540-414
N95 & 3 Layer Disposable Masks	200612	1,216.19	10-1110-410
		<u>\$5,702.27</u>	

First Student Inc

Volleyball	200612	199.87	40-2550-331
May 2020	200612	100,419.84	40-2550-331
April 2020	200612	100,419.84	40-2550-331
		<u>\$201,039.55</u>	

Follett School Solutions

LIBRARY BOOKS - OAK PRAIRIE	200612	842.54	10-2220-430-4-4
		<u>\$842.54</u>	

Forest Alarm Service Inc

Alarm System Monitoring July - Sept	200612	624.00	20-2540-329
		<u>\$624.00</u>	

Frank Cooney Company

35 Teacher Chairs - W	200612	7,338.40	10-1110-540
		<u>\$7,338.40</u>	

Frontline Technologies Group LLC

ASEOP Annual Renewal	200612	9,478.36	10-2225-470
		<u>\$9,478.36</u>	

Giant Steps

May 2020 Tuition	200612	6,334.41	10-4120-670
		<u>6,334.41</u>	

Gilbane Building Company

R&L Summer 2018/19 Projects	200612	5,011.34	60-2530-530
		<u>5,011.34</u>	

Gordon Food Service, Inc.

FOOD SERV GEN SUPPLIES	200612	153.01	10-2560-410
FOOD SERV SUPPLIES FOOD	200612	2,795.53	10-2560-415
		<u>2,948.54</u>	

Grand Prairie Transit

May 2020	200612	41,812.83	40-2550-331
		<u>\$41,812.83</u>	

Great Lakes Kwik Space

2 Storage Containers Delivered - R	200612	628.00	20-2540-325
1 Storage Container Rental 5/6-6/2 - R	200612	314.00	20-2540-325
1 Storage Container Rental 5/6-6/2 - R	200612	314.00	20-2540-325
		<u>\$1,256.00</u>	

HIMES, PETRARCA & FESTER

LEGAL SERVICES	200612	270.00	10-2310-318
		<u>\$270.00</u>	

Home Depot Pro

Consumable Custodial Supp	200612	663.50	20-2540-410
Consumable Custodial Supp	200612	119.00	20-2540-410
Consumable Custodial Supp	200612	119.00	20-2540-410
Consumable Custodial Supp	200612	119.00	20-2540-410
Consumable Custodial Supp	200612	119.00	20-2540-410
Consumable Custodial Supp	200612	30.54	20-2540-410
Consumable Custodial Supp	200612	41.58	20-2540-410
Consumable Custodial Supp	200612	50.40	20-2540-410
Consumable Custodial Supp	200612	1,468.90	20-2540-410
Consumable Custodial Supp	200612	42.00	20-2540-410
Consumable Custodial Supp	200612	759.80	20-2540-410
Consumable Custodial Supp	200612	26.58	20-2540-410
Consumable Custodial Supp	200612	702.87	20-2540-410
Consumable Custodial Supp	200612	1,582.72	20-2540-410
Consumable Custodial Supp	200612	100.80	20-2540-410
Consumable Custodial Supp	200612	83.16	20-2540-410
Consumable Custodial Supp	200612	119.00	20-2540-410
Consumable Custodial Supp	200612	119.00	20-2540-410
Consumable Custodial Supp	200612	238.00	20-2540-410
Consumable Custodial Supp	200612	15.27	20-2540-410
Consumable Custodial Supp	200612	720.38	20-2540-410
Consumable Custodial Supp	200612	83.16	20-2540-410
		<u>\$7,323.66</u>	

IASB

Annual Membership Dues	200612	6,047.00	10-2310-640
		<u>\$6,047.00</u>	

IL ASSN FOR SCHOOL

IASA/AASA Annual Dues	200612	2,069.99	10-2320-640
		<u>\$2,069.99</u>	

J M PRINTERS

	Report Card Envelopes - R/L	200612	259.95	10-1110-410-2-2
	Report Card Env. & Mailing Env. - OP	200612	843.39	10-1110-410-4-4
			<u>\$1,103.34</u>	
JAMF Software LLC				
	Annual Subscription Renewal	200612	11,000.00	10-2225-470
			<u>\$11,000.00</u>	
Jeanane M. Ferre				
	Central Auditor Processing Evaluation & Reprc	200612	750.00	10-1200-319-7
			<u>\$750.00</u>	
Johnstone Supply				
	Consumable Main Supp	200612	112.18	20-2540-410-1
			<u>\$112.18</u>	
JW Pepper				
	MUSIC SUPPLIES - LUDWIG	200612	83.89	10-1110-411-1-1
			<u>\$83.89</u>	
Kidtracks Inc				
	Physical Therapist - May 2020	200612	1,610.00	10-2139-319-7
	Physical Therapist - April 2020	200612	1,207.50	10-2139-319-7
	Physical Therapist - March 2020	200612	3,640.00	10-2139-319-7
			<u>\$6,457.50</u>	
Konematic				
	Replace Dock Lever - OP	200612	1,259.13	20-2540-325
			<u>\$1,259.13</u>	
Learning Ally				
	Annual License	200612	1,599.00	10-1200-319-7
			<u>\$1,599.00</u>	
Lindamood-Bell Learning Processes				
	Online Student Tutoring - May 2020	200612	9,360.00	10-1200-319-7
			<u>\$9,360.00</u>	
Lockport Area Special Ed Coop				
	3rd Qtr Tuition	200612	6,327.06	10-4120-670
			<u>\$6,327.06</u>	
Mahoney`s Graduation Services				
	Diplomas/Covers/Envelopes	200612	2,008.73	10-1110-416-4
			<u>\$2,008.73</u>	
MITY LITE INC				
	50 Folding Chairs w/ 2 Carts - W	200612	3,506.57	10-1110-540
			<u>\$3,506.57</u>	
Murtaugh Mechanical				
	FOOD SERV EQUIP REP	200612	1,741.83	10-2560-323
			<u>\$1,741.83</u>	
NAPA AUTO PARTS				
	Vehicle Supplies	200612	139.99	20-2540-410-2
			<u>\$139.99</u>	
National Business Furniture				
	4 Conference Chairs - W	200612	736.05	10-1110-700
			<u>\$736.05</u>	
Nicor Gas				
		251		
	ENERGY - NAT GAS - LUDWIG	200612	292.46	20-2540-465-1-1
	ENERGY - NAT GAS - REED	200612	248.39	20-2540-465-2-2

ENERGY - NAT GAS - WALSH	200612	271.50	20-2540-465-3-3
ENERGY - NAT GAS - OAK PRAIRIE	200612	427.51	20-2540-465-4-4
ENERGY - NAT GAS - FARMHOUSE	200612	25.64	20-2540-465-4-4
ENERGY - NAT GAS - ADMIN	200612	62.43	20-2540-465-1-1
		<u>\$1,327.93</u>	
PERFORMANCE CHEMICAL & SUPPI			
Cleaning Equip Repair	200612	173.77	20-2540-323
		<u>\$173.77</u>	
PROFESSIONAL DEV. ALLIANCE			
Workshop - 1 Attendee	200612	200.00	10-2216-300-493500-5
		<u>\$200.00</u>	
PROVENA MERCY MEDICAL CENTE			
Copier Usage Estimate 6/22 - 9/21	200612	16,820.01	10-2574-320
		<u>\$16,820.01</u>	
Psychological Assessment			
Participation 2 Meeting with Student	200612	1,437.50	10-1200-319-7
		<u>\$1,437.50</u>	
QUILL CORPORATION			
BUS OFC SUPPLIES	200612	87.98	10-2525-410
		<u>\$87.98</u>	
Quinlan & Fabish Music Company			
Music Instrument Repair	200612	29.00	10-1110-325-4-4
Music Instrument Repair	200612	50.00	10-1110-325-4-4
Music Instrument Repair	200612	58.00	10-1110-325-4-4
Music Instrument Repair	200612	83.95	10-1110-325-4-4
Music Instrument Repair	200612	69.99	10-1110-325-4-4
		<u>\$290.94</u>	
R & G Consultants			
Medicaid Reimbursement Contract Fee	200612	285.09	10-2216-300-493500-5
		<u>\$285.09</u>	
REPLACEMENT WINDOW SYSTEMS			
Repair 1 Window - OP	200612	1,045.00	20-2540-323
		<u>\$1,045.00</u>	
REVOLVING FUND			
PETTY CASH OP	200612	77.70	10-2410-690-4-4
PETTY CASH LUDWIG	200612	102.44	10-2410-690-1-1
8th Grade Lunch Balance Refund	200612	1,736.35	10-2560-410
		<u>\$1,916.49</u>	
Scholastic			
Hot Read Initiative - Walsh	200612	1,000.00	10-2410-412-3-3
Classroom libraries K-8	200612	930.82	10-1100-410
		<u>\$1,930.82</u>	
SCHOOL NURSE SUPPLY			
HEALTH PURCHASED SER	200612	698.81	10-2130-300-7
Welch Ally OAE Screener Set	200612	3,649.00	10-2130-700
		<u>\$4,347.81</u>	
School Outfitters			
21 - 7'6x12' Rugs - L	200612	6,061.02	10-1110-410-1-1
	252	<u>\$6,061.02</u>	
Sequel			
May 2020 Tuition	200612	5,888.00	10-4120-670

			\$5,888.00	
Shark Shredding Inc				
	Dist Contract Serv Other	200612	75.00	10-1110-319
			\$75.00	
Shaw Media				
	Timely & Meaning Meeting	200612	78.14	10-2310-350
	Timely & Meaning Meeting	200612	78.14	10-2310-350
	Amended Budget	200612	90.32	10-2310-350
			\$246.60	
SHERWIN-WILLIAMS COMPANY				
	PAINT SUPPLIES	200612	304.99	20-2540-415
	PAINT SUPPLIES	200612	63.86	20-2540-415
			\$368.85	
SHOREWOOD HOME & AUTO				
	Consumable Main Supp	200612	317.44	20-2540-410-1
	Consumable Main Supp	200612	81.84	20-2540-410-1
			\$399.28	
SOUTHERN WILL COUNTY COOP				
	May 2020 Tuition	200612	1,907.00	10-4120-670
			\$1,907.00	
Specialized Data Systems				
	Web Hosting Annual Renewal	200612	4,200.00	10-2525-300
			\$4,200.00	
Teacher Innovations				
	Planbook Annual Renewal	200612	156.00	10-1110-410-2-2
			\$156.00	
TELESOLUTIONS CONSULTANTS				
	June 2020	200612	425.00	20-2540-325
			\$425.00	
ThermoSystems Building System S				
	Consumable Main Supp	200612	878.44	20-2540-410-1
	Consumable Main Supp	200612	194.74	20-2540-410-1
			\$1,073.18	
THYSSENKRUPP ELEVATOR CORP				
	Witness Fee Elevator Inspection - 2020	200612	421.00	20-2540-323-4
			\$421.00	
USI Inc				
	Consumable Main Supp	200612	50.59	20-2540-410-1
			\$50.59	
VANGUARD ENERGY SERVICES, LL				
	ENERGY - NAT GAS - LUDWIG	200612	268.56	20-2540-465-1-1
	ENERGY - NAT GAS - REED	200612	201.14	20-2540-465-2-2
	ENERGY - NAT GAS - WALSH	200612	247.68	20-2540-465-3-3
	ENERGY - NAT GAS - OAK PRAIRIE	200612	324.99	20-2540-465-4-4
			\$1,042.37	
Virtek				
	Vcare Monthly Retainer	200612	1,850.00	10-2225-300
			\$1,850.00	
WHITT LAW		253		
	LEGAL SERVICES	200612	244.95	10-2310-318
			\$244.95	

Will County School District 92

PCard Reimb. Refund - Custom Ink

200612

40.19

10-1110-410

40.19

\$753,661.01

Bills Payable List

May-20

WILL COUNTY SCHOOL DIST #92

Vendor Name	Description	Batch #	Amount	State Account Number
Amazon				
	GENERAL SUPPLIES - DIST	200511	208.34	10-1110-410
	GENERAL SUPPLIES - WALSH	200511	959.23	10-1110-410-3-3
	FOOD SERV GEN SUPPLIES	200511	8.99	10-2560-410
	GENERAL SUPPLIES - LUDWIG	200511	69.99	10-1110-410-1-1
	Admin Supplies	200511	20.00	10-2320-410
			<u>\$1,266.55</u>	
Call One				
	5/15 - 6/14	200513	1,072.46	20-2540-340
			<u>\$1,072.46</u>	
CANALS & TRAILS CREDIT UNION				
	Credit Union	200510	9,850.61	10-481-1
	Credit Union	200510	1,409.52	20-481-1
	Credit Union	200510	85.00	40-481-1
	Credit Union	200520	9,850.61	10-481-1
	Credit Union	200520	1,409.52	20-481-1
	Credit Union	200520	85.00	40-481-1
	Credit Union	200530	9,850.61	10-481-1
	Credit Union	200530	1,009.52	20-481-1
	Credit Union	200530	85.00	40-481-1
			<u>\$33,635.39</u>	
City of Lockport				
	WATER/SEWER - LUDWIG	200511	44.00	20-2540-370-1
	WATER/SEWER - ADMIN	200511	44.00	20-2540-370-1
	WATER/SEWER - MAINT	200511	44.00	20-2540-370-1
	WATER/SEWER - WALSH	200511	44.00	20-2540-370-3
	WATER/SEWER - OAK PRAIRIE	200511	152.00	20-2540-370-4
			<u>\$328.00</u>	
CM Step				
	Title IV Non-Public Staff Development	200513	25.00	10-3700-300-440000-5
	Title II Priv Sch Staff Dev	200513	750.00	10-3000-300-5-493500-5
			<u>\$775.00</u>	
COMCAST				
	May 2020	200513	6,508.39	10-2225-390
			<u>\$6,508.39</u>	
Constellation NewEnergy Inc				
	ENERGY - ELECT - LUDWIG	200513	1,879.60	20-2540-466-1-1
	ENERGY - ELECT - REED	200513	1,319.60	20-2540-466-2-2
	ENERGY - ELECT - WALSH	200513	1,428.04	20-2540-466-3-3
	ENERGY - ELECT - OAK PRAIRIE	200513	4,194.71	20-2540-466-4-4
			<u>\$8,821.95</u>	
FIRST MIDWEST BANK				
		255		
	MATCHING FICA	200510	7,429.33	50-481
	MATCHING FICA	200510	2,921.18	50-481

MATCHING FICA	200510	83.82	50-481
Medicare	200510	6,329.70	10-481
Medicare	200510	6.20	40-481
MATCHING MEDICARE	200510	6,329.70	50-481
MATCHING MEDICARE	200510	6.20	50-481
Federal Tax 2020	200510	46,780.71	10-481
Federal Tax 2020	200510	3,583.89	20-481
Federal Tax 2020	200510	150.51	40-481
FICA 2020	200510	7,429.33	10-481
FICA 2020	200510	2,921.18	20-481
FICA 2020	200510	83.82	40-481
Medicare	200520	6,509.50	10-481
Federal Tax 2020	200520	52,169.67	10-481
MATCHING MEDICARE	200520	6,509.50	50-481
FICA 2020	200520	9,700.18	10-481
MATCHING FICA	200520	9,700.18	50-481
Medicare	200520	6.20	40-481
Federal Tax 2020	200520	154.71	40-481
MATCHING MEDICARE	200520	6.20	50-481
Federal Tax 2020	200520	3,890.79	20-481
FICA 2020	200520	3,149.27	20-481
MATCHING FICA	200520	3,149.27	50-481
FICA 2020	200520	83.82	40-481
MATCHING FICA	200520	83.82	50-481
Medicare	200599	0.52	10-481
Federal Tax 2020	200599	0.00	10-481
MATCHING MEDICARE	200599	0.52	50-481
MATCHING FICA	200530	8,660.03	50-481
MATCHING FICA	200530	2,825.73	50-481
MATCHING FICA	200530	83.82	50-481
Medicare	200530	6,331.65	10-481
Medicare	200530	6.20	40-481
MATCHING MEDICARE	200530	6,331.65	50-481
MATCHING MEDICARE	200530	6.20	50-481
Federal Tax 2020	200530	52,637.49	10-481
Federal Tax 2020	200530	3,412.02	20-481
Federal Tax 2020	200530	162.41	40-481
FICA 2020	200530	8,660.03	10-481
FICA 2020	200530	2,825.73	20-481
FICA 2020	200530	83.82	40-481

\$271,196.50

Home Depot Credit Services

Consumable Main Supp	200511	330.00	20-2540-410-1
Consumable Main Supp	200511	20.00	20-2540-410-1
Consumable Main Supp	200513	176.09	20-2540-410-1
Consumable Main Supp	200513	20.00	20-2540-410-1
Consumable Main Supp	200513	20.26	20-2540-410-1

\$566.35

IL MUNICIPAL RETIREMENT

IMRF	200530	4,199.19	10-481
IMRF	200530	1,718.37	20-481
IMRF	200530	49.31	40-481
IMRF Vol Contrib	200530	1,843.12	10-481
IMRF Vol Contrib	200530	778.16	20-481

IMRF Vol Contrib	200530	78.68	40-481
MATCHING IMRF	200530	11,944.39	50-481
MATCHING IMRF	200530	4,887.79	50-481
MATCHING IMRF	200530	140.26	50-481
IMRF	200530	5,508.11	10-481
MATCHING IMRF	200530	15,667.43	50-481
IMRF	200530	1,852.54	20-481
MATCHING IMRF	200530	5,269.38	50-481
IMRF Vol Contrib	200530	756.36	20-481
IMRF Vol Contrib	200530	2,231.52	10-481
IMRF Vol Contrib	200530	78.68	40-481
IMRF	200530	49.31	40-481
MATCHING IMRF	200530	140.26	50-481
IMRF	200530	4,903.36	10-481
IMRF	200530	1,662.17	20-481
IMRF	200530	49.31	40-481
IMRF Vol Contrib	200530	2,041.63	10-481
IMRF Vol Contrib	200530	754.22	20-481
IMRF Vol Contrib	200530	78.68	40-481
MATCHING IMRF	200530	13,947.21	50-481
MATCHING IMRF	200530	4,727.96	50-481
MATCHING IMRF	200530	140.26	50-481

\$85,497.66

LINCOLNWAY AREA AFFILIATION

CH-LIFE	200530	2.69	10-481-2
CH-LIFE	200530	0.41	20-481-2
DenAD	200530	1,030.41	10-481
DenAD	200530	91.02	20-481
DenAD	200530	6.07	40-481
DenAD9	200530	151.69	10-481
DenBD	200530	1,065.67	10-481
DenBD	200530	46.74	20-481
DenBD	200530	9.35	40-481
DenBD9	200530	311.60	10-481
Ins Corrections	200530	18.09	10-481
EMP-LIFE	200530	397.14	10-481-2
EMP-LIFE	200530	67.53	20-481-2
HMOBA-D	200530	2,408.80	10-481
HMOBA-D	200530	150.55	20-481
HMOBA9-D	200530	1,162.35	10-481
HMOBA9-E	200530	560.00	10-481
HMOI-D	200530	506.91	10-481
HMOI-D	200530	168.97	20-481
HMOI9-E	200530	80.00	10-481
PPO-D	200530	5,270.80	10-481
PPO-D	200530	342.26	20-481
PPO-D	200530	34.23	40-481
PPO9-D	200530	783.84	10-481
PPO9-E	200530	200.00	10-481
PPO-D-NT	200530	392.98	10-481
SP-LIFE	200530	56.59	10-481-2
SP-LIFE	2507 200530	6.28	20-481-2
VHD	200530	322.28	10-481
VHD	200530	23.02	20-481

VHD9	200530	153.46	10-481
VHE	200530	21.44	10-481
VHE	200530	21.44	20-481
VHE9	200530	100.03	10-481
VPD	200530	656.10	10-481
VPD	200530	20.92	20-481
VPD	200530	8.36	40-481
VPD9	200530	27.89	10-481
VPE	200530	321.42	10-481
VPE	200530	29.22	20-481
VPE9	200530	25.98	10-481
PPO-D	200530	5,270.80	10-481
SP-LIFE	200530	56.59	10-481-2
HMOBA-D	200530	2,408.80	10-481
EMP-LIFE	200530	397.14	10-481-2
PPO9-E	200530	200.00	10-481
HMOBA-D	200530	150.55	20-481
HMOI9-E	200530	80.00	10-481
CH-LIFE	200530	2.69	10-481-2
HMOBA9-E	200530	560.00	10-481
CH-LIFE	200530	0.41	20-481-2
SP-LIFE	200530	6.28	20-481-2
EMP-LIFE	200530	67.53	20-481-2
HMOI-D	200530	506.91	10-481
PPO-D	200530	34.23	40-481
HMOBA9-D	200530	849.06	10-481
Ins Corrections	200530	331.38	10-481
PPO9-D	200530	783.84	10-481
PPO-D-NT	200530	392.98	10-481
Vision Ins Crctn	200530	30.70	10-481-2
Dental Ins Crctn	200530	70.79	10-481
HMOI-D	200530	168.97	20-481
PPO-D	200530	342.26	20-481
Dental Ins Crctn	200530	70.79	10-481
Ins Corrections	200530	331.38	10-481
Vision Ins Crctn	200530	30.70	10-481-2
INSURANCE	200530	109,918.71	10-1110-220
RETIREE DIST. HEALTH INSUR.	200530	5,729.01	10-1110-222
TITLE I TCHR INS	200530	4,020.35	10-1111-220-5-430000
SP.ED. IDEA INSURANCE	200530	53,122.71	10-1200-220-462000-5
TECH INSURANCE	200530	3,648.49	10-2225-220
SUPT OFFICE INSURANCE	200530	2,743.23	10-2320-220
C/I Asst Supt Ins	200530	1,629.75	10-2330-220
PRIN INSURANCE	200530	14,767.09	10-2410-220
BUS MGR INSURANCE	200530	156.72	10-2510-220
BUS OFC INSURANCE	200530	3,165.36	10-2525-220
EMPLOYEE INSURANCE	200530	15,260.28	20-2540-220

\$244,361.01

LUDWIG-WALSH DISTRICT 92

Union Dues	200510	113.34	10-481-3
Union Dues	200510	4,708.76	10-481-3
Union Dues	200520 200520	4,694.80	10-481-3
Union Dues	200520	113.34	10-481-3
Union Dues	200530	113.34	10-481-3

Union Dues	200530	4,658.26	10-481-3
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\$14,401.84

MID ATLANTIC TRUST CO

American Funds	200510	2,192.00	10-481
ANNUITY PREMIUM RESERVE ACCOUNT	200510	100.00	10-481
RELIASTAR/VOYA	200510	250.00	10-481
Lincoln Investments	200510	1,747.50	10-481
Lincoln Investments	200510	2.50	40-481
VALIC	200510	1,985.00	10-481
AXA Equitable	200510	4,088.34	10-481
Franklin Trust Co	200510	1,455.00	10-481
Franklin Trust Co	200510	10.00	40-481
AXA Equitable	200520	4,098.34	10-481
Lincoln Investments	200520	1,747.50	10-481
Lincoln Investments	200520	2.50	40-481
Franklin Trust Co	200520	1,455.00	10-481
VALIC	200520	1,985.00	10-481
Franklin Trust Co	200520	10.00	40-481
RELIASTAR/VOYA	200520	250.00	10-481
ANNUITY PREMIUM RESERVE ACCOUNT	200520	100.00	10-481
American Funds	200520	2,192.00	10-481

\$23,670.68

Mid Atlantic Trust Company

Lincoln Investments - 457(b)	200510	575.00	10-481
VALIC - 457(b)	200510	500.00	10-481
VALIC ROTH - 457(b)	200510	250.00	10-481
AXA Equitable - 457(b)	200510	1,466.34	10-481
AXA Equitable - 457(b)	200520	1,466.34	10-481
Lincoln Investments - 457(b)	200520	575.00	10-481
VALIC - 457(b)	200520	500.00	10-481
VALIC ROTH - 457(b)	200520	250.00	10-481

\$5,582.68

Morelli, Robin

Cleaning Service 3/30 - 4/3	200510	242.29	20-2540-320
Cleaning Service 4/6 - 4/10	200510	242.29	20-2540-320
Cleaning Service Contracted 4/13-18	200520	242.29	20-2540-320
Cleaning Service Contracted 4/20-25	200520	242.29	20-2540-320
Cleaning Service Contracted	200530	484.58	20-2540-320

\$1,453.74

National Recoveries, Inc

WAGE GARNISHMENT	200510	200.94	10-481
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\$200.94

Nicor Gas

ENERGY - NAT GAS - ADMIN	200513	120.80	20-2540-465-1-1
ENERGY - NAT GAS - FARM	200513	50.99	20-2540-465-4-4

\$171.79

Quadient Finance USA Inc

Postage Annual Rental - R	200511	249.12	10-2410-340-2-2
Postage Annual Rental - W	200511	249.12	10-2410-340-3-3
Postage Annual Rental - OP	200511	249.12	10-2410-340-4-4
Postage Annual Rental - District	200511	49.12	10-2320-340
Postage Annual Rental - L	200511	249.12	10-2410-340-1-1
Postage - L	200511	300.00	10-2410-340-1-1

			\$1,345.60	
Ready Refresh by Nestle				
Water - Admin	200511	6.49		10-1110-410
Water - L	200511	6.29		10-1110-410
Water - W	200511	6.29		10-1110-410
			\$19.07	
RIVEREDGE HOSPITAL				
Inpatient Tutoring	200513	150.00		10-2310-319
Inpatient Tutoring	200513	150.00		10-2310-319
			\$300.00	
Sams Club				
Bank Serv Fees	200511	32.66		10-2525-317
			\$32.66	
SMART Learning Systems				
SMART Academy - 5 Administrators	200511	75.00		10-2210-314
			\$75.00	
STATE OF ILLINOIS				
IL State Tax	200510	22,174.58		10-481
IL State Tax	200510	1,748.68		20-481
IL State Tax	200510	66.65		40-481
IL State Tax	200520	24,333.18		10-481
IL State Tax	200520	67.83		40-481
IL State Tax	200520	1,901.12		20-481
IL State Tax	200599	1.60		10-481
IL State Tax	200530	24,524.84		10-481
IL State Tax	200530	1,739.55		20-481
IL State Tax	200530	70.56		40-481
			\$76,628.59	
SUN LIFE FINANCIAL				
BUS OFC INSURANCE	200511	536.87		10-2525-220
BUS OFC INSURANCE	200530	602.05		10-2525-220
			\$1,138.92	
SuperFleet Mastercard Program				
April 2020	200511	73.64		20-2540-464
			\$73.64	
TEACHERS HEALTH INS SECURITY				
INSURANCE	200510	2,468.61		10-1110-220
INSURANCE - RETIREES (THIS)	200530	4,937.22		10-1110-220
			\$7,405.83	
TEACHERS RETIREMENT SYSTEM				
TRS Match-Admin	200510	250.49		10-481-3
TRS Match-Admin	200510	2.45		40-481-3
TRS Match	200510	2,269.58		10-481-3
TRS	200510	35,217.87		10-481
TRS-Admin	200510	3,886.83		10-481
TRS-Admin	200510	38.04		40-481
Title I Tchr Fed TRS	200510	538.71		10-1111-211
TRS	200520	36,288.50		10-481
TRS Match	200520	2,338.61		10-481-3
TRS-Admin	200520	3,886.85		10-481
TRS-Admin	200520	38.04		40-481
TRS Match-Admin	200520	250.49		10-481-3

TRS Match-Admin	200520	2.45	40-481-3
Title I Tchr Fed TRS	200520	538.71	10-1111-211
TRS	200530	3.24	10-481
TRS Match	200530	0.21	10-481-3
TRS Match-Admin	200530	250.49	10-481-3
TRS Match-Admin	200530	2.45	40-481-3
TRS Match	200530	2,268.89	10-481-3
TRS	200530	35,207.29	10-481
TRS-Admin	200530	3,886.83	10-481
TRS-Admin	200530	38.04	40-481
Title I Tchr Fed TRS	200530	538.71	10-1111-211

\$127,743.77

THIS (THCR HLTH INS) FUND

THIS	200510	4,852.21	10-481-1
THIS Match-Admin	200510	397.33	10-481
THIS Match-Admin	200510	3.89	40-481
THIS Match	200510	3,600.03	10-481-3
THIS-Admin	200510	535.53	10-481
THIS-Admin	200510	5.24	40-481
THIS	200520	4,999.72	10-481-1
THIS Match	200520	3,709.48	10-481-3
THIS-Admin	200520	535.53	10-481
THIS-Admin	200520	5.24	40-481
THIS Match-Admin	200520	397.33	10-481
THIS Match-Admin	200520	3.89	40-481
THIS	200530	0.45	10-481-1
THIS Match	200530	0.33	10-481-3
THIS	200530	4,850.77	10-481-1
THIS Match-Admin	200530	397.33	10-481
THIS Match-Admin	200530	3.89	40-481
THIS Match	200530	3,598.96	10-481-3
THIS-Admin	200530	535.53	10-481
THIS-Admin	200530	5.24	40-481

\$28,437.92

UNITED WAY OF WILL COUNTY

United Way	200520	25.00	10-481
United Way	200520	25.00	10-481

\$50.00

WILL COUNTY SCHOOL DISTRICT 9

Flexible Spending Account	200520	1,935.86	10-481
Flexible Spending Account	200520	8.33	40-481
Flexible Spending Account	200520	85.56	10-481
Flexible Spending Account	200520	1,935.86	10-481
Flexible Spending Account	200520	85.56	10-481
Flexible Spending Account	200520	8.33	40-481

\$4,059.50

\$946,821.43

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

Accounting Basis:

Cash
 Accrual

SCHOOL DISTRICT BUDGET FORM *
July 1, 2019 - June 30, 2020

Balanced budget, no deficit reduction is required.

Date of Amended Budget: _____
(MM/DD/YY)

District Name: Will County School District 92

District RCDT No: 56-099-0920-02

If your FY19 AFR states that you need to do a deficit reduction plan and your FY20 budget is balanced please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Will County School District 92, County of Will, State of Illinois, for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

WHEREAS the Board of Education of Will County School District 92, County of Will, 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 _____ day of _____, 20____, 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, 2019 and ending June 30, 2020.

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 _____ day of _____, 20____ by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* 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>.
The electronic version does not require member signatures, we do not accept PDF copies.

plan

e

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only		Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	ESTIMATED BEGINNING FUND BALANCE July 1, 2019 ¹			9,500,000	1,400,000	545,000	1,900,000	750,000	3,100,000	1,053,000	0	111,000
4	RECEIPTS/REVENUES											
5	LOCAL SOURCES	1000	19,698,204	2,487,898	790,412	525,224	842,312	60,000	39,238	0	2,500	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	0
7	STATE SOURCES	3000	1,527,318	80,000	0	900,000	0	0	0	0	0	0
8	FEDERAL SOURCES	4000	916,216	90,000	0	0	0	0	0	0	0	0
9	Total Direct Receipts/Revenues ⁴		22,141,738	2,657,898	790,412	1,425,224	842,312	60,000	39,238	0	2,500	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		22,141,738	2,657,898	790,412	1,425,224	842,312	60,000	39,238	0	2,500	
12	DISBURSEMENTS/EXPENDITURES											
13	INSTRUCTION	1000	13,284,943				341,750					
14	SUPPORT SERVICES	2000	6,264,974	2,631,000		2,014,500	558,250	2,080,000			0	28,000
15	COMMUNITY SERVICES	4000	3,000	0		0	0	0			0	0
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	640,000	0	0	0	0	0	0	0	0	0
17	DEBT SERVICES	5000	0	0	774,800	0	0	0	0	0	0	0
18	PROVISION FOR CONTINGENCIES	6000	100,000	0	0	0	0	0	0	0	0	0
19	Total Direct Disbursements/Expenditures ⁹		20,292,917	2,631,000	774,800	2,014,500	900,000	2,080,000			0	28,000
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0	0	0	0	0
21	Total Disbursements/Expenditures		20,292,917	2,631,000	774,800	2,014,500	900,000	2,080,000			0	28,000
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		1,848,821	26,898	15,612	(589,276)	(57,688)	(2,020,000)	39,238	0	(25,500)	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300	5,000	300								
39	Transfer to Debt Service to Pay Principal on Capital Leases	7400			0							
40	Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds ⁸		5,000	300	0	0	0	0	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
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 Capital Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420										
59	Other Revenues Pledged to Pay Principal on Capital Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440										
61	Taxes Pledged to Pay Interest on Capital Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520										
63	Other Revenues Pledged to Pay Interest on Capital Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Capital 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		5,000	300	0	0	0	0	0	0	0	0
81	ESTIMATED ENDING FUND BALANCE June 30, 2020		11,353,821	1,427,198	560,612	1,310,724	692,312	1,080,000	1,092,238	0	85,500	

SUMMARY OF EXPENDITURES (by Major Object)											
Description	Acct #	(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	
Object Name											
Salaries	100	14,052,653	1,240,000		10,500		0		0	0	15,303,153
Employee Benefits	200	2,812,855	200,000		0	900,000	0		0	0	3,912,855
Purchased Services	300	1,055,624	549,500	3,000	2,004,000		80,000		0	28,000	3,720,124
Supplies & Materials	400	880,860	478,000		0		0		0	0	1,358,860
Capital Outlay	500	194,625	155,000		0		2,000,000		0	0	2,349,625
Other Objects	600	779,300	3,500	771,800	0	0	0		0	0	1,554,600
Non-Capitalized Equipment	700	517,000	5,000		0		0		0	0	522,000
Termination Benefits	800	0	0		0						0
Total Expenditures		20,292,917	2,631,000	774,800	2,014,500	900,000	2,080,000		0	28,000	28,721,217

SUMMARY OF CASH TRANSACTIONS

1	A	B	C	D	E	F	G	H	I	J	K	
2	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	
3	BEGINNING CASH BALANCE ON HAND July 1, 2019⁷		9,500,000	1,400,000	545,000	1,900,000	750,000	3,100,000	1,053,000	0	111,000	
4	Total Direct Receipts & Other Sources⁸		22,146,738	2,658,198	790,412	1,425,224	842,312	60,000	39,238	0	2,500	
5	OTHER RECEIPTS											
6	Interfund Loans Payable (Loans from Other Funds)	411										
7	Interfund Loans Receivable (Repayment of Loans)	141										
8	Notes and Warrants Payable	433										
9	Other Current Assets	199										
10	Total Other Receipts		0	0	0	0	0	0	0	0	0	
11	Total Direct Receipts, Other Sources, & Other Receipts		22,146,738	2,658,198	790,412	1,425,224	842,312	60,000	39,238	0	2,500	
12	Total Amount Available		31,646,738	4,058,198	1,335,412	3,325,224	1,592,312	3,160,000	1,092,238	0	113,500	
13	Total Direct Disbursements & Other Uses⁹		20,292,917	2,631,000	774,800	2,014,500	900,000	2,080,000	0	0	28,000	
14	OTHER DISBURSEMENTS											
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141										
16	Interfund Loans Payable (Repayment of Loans)	411										
17	Notes and Warrants Payable	433										
18	Other Current Liabilities	499										
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0	
20	Total Direct Disbursements, Other Uses, & Other Disbursements		20,292,917	2,631,000	774,800	2,014,500	900,000	2,080,000	0	0	28,000	
21	ENDING CASH BALANCE ON HAND June 30, 2020⁷		11,353,821	1,427,198	560,612	1,310,724	692,312	1,080,000	1,092,238	0	85,500	

	A	B	C	D	E	F	G	H	I	J	K
	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	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	7,489,146	1,782,885	59,600	377,005	72,125		82,000		9,862,761
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125	150,000			5,000					155,000
8	Special Education Programs (Functions 1200 - 1220)	1200	2,298,657	631,550	32,500	37,000	4,000	2,000	4,000		3,009,707
9	Special Education Programs Pre-K	1225	75,000								75,000
10	Remedial and Supplemental Programs K-12	1250				5,000					5,000
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400	7,000	100		23,775					30,875
14	Interscholastic Programs	1500			20,000	10,000					30,000
15	Summer School Programs	1600	91,000	800	1,000	3,000					95,800
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800	20,000	300		500					20,800
19	Truant Alternative & Optional Programs	1900									0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Total Instruction¹⁴	1000	10,130,803	2,415,635	113,100	461,280	76,125	2,000	86,000	0	13,284,943
34	SUPPORT SERVICES (ED)	2000									
35	Support Services - Pupil	2100									
36	Attendance & Social Work Services	2110	360,000	5,400							365,400
37	Guidance Services	2120									0
38	Health Services	2130	324,000	1,050	92,000	10,000			2,000		429,050
39	Psychological Services	2140	345,000	5,250							350,250
40	Speech Pathology & Audiology Services	2150	390,000	6,720	4,000						400,720
41	Other Support Services - Pupils (Describe & Itemize)	2190	35,000			4,000					39,000
42	Total Support Services - Pupil	2100	1,454,000	18,420	96,000	14,000	0	0	2,000	0	1,584,420
43	Support Services - Instructional Staff	2200									
44	Improvement of Instruction Services	2210	94,350	34,000	175,524	17,000		2,800			323,674
45	Educational Media Services	2220	688,000	60,000	163,100	152,630	105,000	400	425,000		1,594,130
46	Assessment & Testing	2230			20,000	3,000					23,000
47	Total Support Services - Instructional Staff	2200	782,350	94,000	358,624	172,630	105,000	3,200	425,000	0	1,940,804
48	Support Services - General Administration	2300									
49	Board of Education Services	2310	1,500		333,000	9,000		17,000			360,500
50	Executive Administration Services	2320	210,000	22,000	7,000	2,500	1,500	2,500			245,500
51	Special Area Administration Services	2330	3,000	0							3,000
52	Tort Immunity Services	2360 - 2370									0
53	Total Support Services - General Administration	2300	214,500	22,000	340,000	11,500	1,500	19,500	0	0	609,000
54	Support Services - School Administration	2400									
55	Office of the Principal Services	2410	988,000	190,300	6,700	12,450		6,600			1,204,050
56	Other Support Services - School Administration (Describe & Itemize)	2490									0
57	Total Support Services - School Administration	2400	988,000	190,300	6,700	12,450	0	6,600	0	0	1,204,050

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
58	Support Services - Business	2500									
59	Direction of Business Support Services	2510	130,000	12,500	2,500			2,500			147,500
60	Fiscal Services	2520	148,000	60,000	13,500	1,500		1,000	1,000		225,000
61	Operation & Maintenance of Plant Services	2540									0
62	Pupil Transportation Services	2550									0
63	Food Services	2560	205,000		12,200	172,200	12,000	4,500	3,000		408,900
64	Internal Services	2570			110,000	35,000					145,000
65	Total Support Services - Business	2500	483,000	72,500	138,200	208,700	12,000	8,000	4,000	0	926,400
66	Support Services - Central	2600									
67	Direction of Central Support Services	2610									0
68	Planning, Research, Development & Evaluation Services	2620									0
69	Information Services	2630									0
70	Staff Services	2640									0
71	Data Processing Services	2660									0
72	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
73	Other Support Services (Describe & Itemize)	2900				300					300
74	Total Support Services	2000	3,921,850	397,220	939,524	419,580	118,500	37,300	431,000	0	6,264,974
75	COMMUNITY SERVICES (ED)	3000			3,000						3,000
76	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
77	Payments to Other Dist & Govt Units (In-State)	4100									
78	Payments for Regular Programs	4110						10,000			10,000
79	Payments for Special Education Programs	4120						630,000			630,000
80	Payments for Adult/Continuing Education Programs	4130									0
81	Payments for CTE Programs	4140									0
82	Payments for Community College Programs	4170									0
83	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
84	Total Payments to Other Dist & Govt Units (In-State)	4100			0			640,000			640,000
85	Payments for Regular Programs - Tuition	4210									0
86	Payments for Special Education Programs - Tuition	4220									0
87	Payments for Adult/Continuing Education Programs - Tuition	4230									0
88	Payments for CTE Programs - Tuition	4240									0
89	Payments for Community College Programs - Tuition	4270									0
90	Payments for Other Programs - Tuition	4280									0
91	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
92	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
93	Payments for Regular Programs - Transfers	4310									0
94	Payments for Special Education Programs - Transfers	4320									0
95	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
96	Payments for CTE Programs - Transfers	4340									0
97	Payments for Community College Program - Transfers	4370									0
98	Payments for Other Programs - Transfers	4380									0
99	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
100	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
101	Payments to Other Dist & Govt Units (Out of State)	4400									0
102	Total Payments to Other Dist & Govt Units	4000			0			640,000			640,000
103	DEBT SERVICE (ED)	5000									
104	Debt Service - Interest on Short-Term Debt	5100									
105	Tax Anticipation Warrants	5110									0
106	Tax Anticipation Notes	5120									0
107	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
108	State Aid Anticipation Certificates	5140									0
109	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
110	Total Debt Service - Interest on Short-Term Debt	5100						0			0
111	Debt Service - Interest on Long-Term Debt	5200									0
112	Total Debt Service	5000						0			0

	A	B	C	D	E	F	G	H	I	J	K
	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
113	PROVISION FOR CONTINGENCIES (ED)	6000						100,000			100,000
114	Total Direct Disbursements/Expenditures		14,052,653	2,812,855	1,055,624	880,860	194,625	779,300	517,000	0	20,292,917
115	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										1,848,821
117	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
118	SUPPORT SERVICES (O&M)	2000									
119	Support Services - Pupil	2100									
120	Other Support Services - Pupils (Describe & Itemize)	2190									0
121	Support Services - Business	2500									
122	Direction of Business Support Services	2510									0
123	Facilities Acquisition & Construction Services	2530	430,000		20,000						450,000
124	Operation & Maintenance of Plant Services	2540	810,000	200,000	529,500	478,000	155,000	3,500	5,000		2,181,000
125	Pupil Transportation Services	2550									0
126	Food Services	2560									0
127	Total Support Services - Business	2500	1,240,000	200,000	549,500	478,000	155,000	3,500	5,000	0	2,631,000
128	Other Support Services (Describe & Itemize)	2900									0
129	Total Support Services	2000	1,240,000	200,000	549,500	478,000	155,000	3,500	5,000	0	2,631,000
130	COMMUNITY SERVICES (O&M)	3000									0
131	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
132	Payments to Other Dist & Govt Units (In-State)	4100									
133	Payments for Regular Programs	4110									0
134	Payments for Special Education Programs	4120									0
135	Payments for CTE Program	4140									0
136	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
137	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
138	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
139	Total Payments to Other Dist & Govt Unit	4000			0			0			0
140	DEBT SERVICE (O&M)	5000									
141	Debt Service - Interest on Short-Term Debt	5100									
142	Tax Anticipation Warrants	5110									0
143	Tax Anticipation Notes	5120									0
144	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
145	State Aid Anticipation Certificates	5140									0
146	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
147	Total Debt Service - Interest on Short-Term Debt	5100						0			0
148	Debt Service - Interest on Long-Term Debt	5200									0
149	Total Debt Service	5000						0			0
150	PROVISION FOR CONTINGENCIES (O&M)	6000									0
151	Total Direct Disbursements/Expenditures		1,240,000	200,000	549,500	478,000	155,000	3,500	5,000	0	2,631,000
152	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										26,898
154	30 - DEBT SERVICE FUND (DS)										
155	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
156	Payments to Other Dist & Govt Units (In-State)	4100									
157	Payments for Regular Programs	4110									0
158	Payments for Special Education Programs	4120									0
159	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
160	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
161	DEBT SERVICE (DS)	5000									
162	Debt Service - Interest on Short-Term Debt	5100									
163	Tax Anticipation Warrants	5110									0
164	Tax Anticipation Notes	5120									0

	A	B	C	D	E	F	G	H	I	J	K
	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
165	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
166	State Aid Anticipation Certificates	5140									0
167	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
168	Total Debt Service - Interest On Short-Term Debt	5100						0			0
169	Debt Service - Interest on Long-Term Debt	5200						146,800			146,800
	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300						625,000			625,000
171	Debt Service Other (Describe & Itemize)	5400			3,000						3,000
172	Total Debt Service	5000			3,000			771,800			774,800
173	PROVISION FOR CONTINGENCIES (DS)	6000									0
174	Total Direct Disbursements/Expenditures				3,000			771,800			774,800
175	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										15,612
177	40 - TRANSPORTATION FUND (TR)										
178	SUPPORT SERVICES (TR)	2000									
179	Support Services - Pupils	2100									
180	Other Support Services - Pupils (Describe & Itemize)	2190									0
181	Support Services - Business										
182	Pupil Transportation Services	2550	10,500		2,004,000						2,014,500
183	Other Support Services (Describe & Itemize)	2900									0
184	Total Support Services	2000	10,500	0	2,004,000	0	0	0	0	0	2,014,500
185	COMMUNITY SERVICES (TR)	3000									
186	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
187	Payments to Other Dist & Govt Units (In-State)	4100									
188	Payments for Regular Program	4110									0
189	Payments for Special Education Programs	4120									0
190	Payments for Adult/Continuing Education Programs	4130									0
191	Payments for CTE Programs	4140									0
192	Payments for Community College Programs	4170									0
193	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
194	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									0
196	Total Payments to Other Dist & Govt Units	4000			0			0			0
197	DEBT SERVICE (TR)	5000									
198	Debt Service - Interest on Short-Term Debt	5100									
199	Tax Anticipation Warrants	5110									0
200	Tax Anticipation Notes	5120									0
201	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
202	State Aid Anticipation Certificates	5140									0
203	Other Interest on Short-Term Debt (Describe and Itemize)	5150									0
204	Total Debt Service - Interest On Short-Term Debt	5100						0			0
205	Debt Service - Interest on Long-Term Debt	5200									0
	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300									0
207	Debt Service - Other (Describe and Itemize)	5400									0
208	Total Debt Service	5000						0			0
209	PROVISION FOR CONTINGENCIES (TR)	6000									0
210	Total Direct Disbursements/Expenditures		10,500	0	2,004,000	0	0	0	0	0	2,014,500
211	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(589,276)

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
213	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
214	INSTRUCTION (MR/SS)	1000									
215	Regular Program	1100		142,779							142,779
216	Pre-K Programs	1125									0
217	Special Education Programs (Functions 1200-1220)	1200		191,350							191,350
218	Special Education Programs Pre-K	1225									0
219	Remedial and Supplemental Programs K-12	1250									0
220	Remedial and Supplemental Programs Pre-K	1275									0
221	Adult/Continuing Education Programs	1300									0
222	CTE Programs	1400									0
223	Interscholastic Programs	1500									0
224	Summer School Programs	1600		7,621							7,621
225	Gifted Programs	1650									0
226	Driver's Education Programs	1700									0
227	Bilingual Programs	1800									0
228	Truant Alternative & Optional Programs	1900									0
229	Total Instruction	1000		341,750							341,750
230	SUPPORT SERVICES (MR/SS)	2000									
231	Support Services - Pupil	2100									
232	Attendance & Social Work Services	2110		4,700							4,700
233	Guidance Services	2120									0
234	Health Services	2130		43,905							43,905
235	Psychological Services	2140		4,300							4,300
236	Speech Pathology & Audiology Services	2150		6,300							6,300
237	Other Support Services - Pupils (Describe & Itemize)	2190		2,000							2,000
238	Total Support Services - Pupil	2100		61,205							61,205
239	Support Services - Instructional Staff	2200									
240	Improvement of Instruction Services	2210		10,900							10,900
241	Educational Media Services	2220		72,005							72,005
242	Assessment & Testing	2230									0
243	Total Support Services - Instructional Staff	2200		82,905							82,905
244	Support Services - General Administration	2300									
245	Board of Education Services	2310		400							400
246	Executive Administration Services	2320		12,400							12,400
247	Special Area Administrative Services	2330		2,400							2,400
248	Claims Paid from Self Insurance Fund	2361									0
249	Workers' Compensation or Workers' Occupation Disease Acts Payments	2362									0
250	Unemployment Insurance Payments	2363									0
251	Insurance Payments (regular or self-insurance)	2364									0
252	Risk Management and Claims Services Payments	2365									0
253	Judgment and Settlements	2366									0
254	Educatl, Inspectl, Supervisory Serv. Related to Loss Prevention or Reduction	2367									0
255	Reciprocal Insurance Payments	2368									0
256	Legal Service	2369									0
257	Total Support Services - General Administration	2300		15,200							15,200
258	Support Services - School Administration	2400									
259	Office of the Principal Services	2410		71,300							71,300
260	Other Support Services - School Administration (Describe & Itemize)	2490									0
261	Total Support Services - School Administration	2400		71,300							71,300
262	Support Services - Business	2500									
263	Direction of Business Support Services	2510		2,100							2,100
264	Fiscal Services	2520		48,000							48,000
265	Facilities Acquisition & Construction Services	2530									0
266	Operation & Maintenance of Plant Service	2540		235,000							235,000
267	Pupil Transportation Services	2550		5,640							5,640
268	Food Services	2560		36,900							36,900
269	Internal Services	2570									0
270	Total Support Services - Business	2500		327,640							327,640
271	Support Services - Central	2600									
272	Direction of Central Support Services	2610									0
273	Planning, Research, Development & Evaluation Services	2620									0
274	Information Services	2630									0
275	Staff Services	2640									0
276	Data Processing Services	2660									0
277	Total Support Services - Central	2600		0							0
278	Other Support Services (Describe & Itemize)	2900									0
279	Total Support Services	2000		558,250							558,250
280	COMMUNITY SERVICES (MR/SS)	3000									0
281	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									0
282	Payments for Regular Programs	4110									0
283	Payments for Special Education Programs	4120									0
284	Payments for CTE Programs	4140									0
285	Total Payments to Other Dist & Govt Units	4000		0							0
286	DEBT SERVICE (MR/SS)	5000									
287	Debt Service - Interest on Short-Term Debt	5100									
288	Tax Anticipation Warrants	5110									0
289	Tax Anticipation Notes	5120									0
290	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
291	State Aid Anticipation Certificates	5140									0
292	Other (Describe & Itemize)	5150									0
293	Total Debt Service	5000						0			0
294	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
295	Total Direct Disbursements/Expenditures			900,000				0			900,000
296	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(57,688)
298	60 - CAPITAL PROJECTS (CP)										
299	SUPPORT SERVICES (CP)	2000									
300	Support Services - Business										
301	Facilities Acquisition & Construction Services	2530			80,000		2,000,000				2,080,000
302	Other Support Services (Describe & Itemize)	2900									0
303	Total Support Services	2000	0	0	80,000	0	2,000,000	0	0		2,080,000
304	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
305	Payments to Other Dist & Govt Units (In-State)	4100									
306	Payments to Regular Programs	4110									0
307	Payment for Special Education Programs	4120									0
308	Payment for CTE Programs	4140									0
309	Payments to Other Govt Units (In-State) (Describe & Itemize)	4190									0
310	Total Payments to Other Districts & Govt Units	4000		0				0			0
311	PROVISION FOR CONTINGENCIES (CP)	6000									0
312	Total Direct Disbursements/Expenditures		0	0	80,000	0	2,000,000	0	0		2,080,000
313	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(2,020,000)
315	70 WORKING CASH FUND (WC)										
317	80 - TORT FUND (TF)										
318	SUPPORT SERVICES - GENERAL ADMINISTRATION	2000									
319	Claims Paid from Self Insurance Fund	2361									0
320	Workers' Compensation or Workers' Occupational Disease Act Payments	2362									0

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1	A	B	C	D	E	F	G	H	I	J	K
2	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
321	Unemployment Insurance Payments	2363									0
322	Insurance Payments (regular or self-insurance)	2364									0
323	Risk Management and Claims Services Payments	2365									0
324	Judgment and Settlements	2366									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
325	Educatl, Inspectl, Supervisory Serv Related to Loss Prevention or Reduction	2367									0
326	Reciprocal Insurance Payments	2368									0
327	Legal Service	2369									0
328	Property Insurance (Building & Grounds)	2371									0
329	Vehicle Insurance (Transportation)	2372									0
330	Total Support Services - General Administration	2000	0	0	0	0	0	0	0		0
331	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
332	Payments for Regular Programs	4110									0
333	Payments for Special Education Programs	4120									0
334	Total Payments to Other Dist & Govt Units	4000						0			0
335	DEBT SERVICE (TF)	5000									
336	Debt Service - Interest on Short-Term Debt										
337	Tax Anticipation Warrants	5110									0
338	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
339	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
340	Total Debt Service	5000						0			0
341	PROVISION FOR CONTINGENCIES (TF)	6000									
342	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
343	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
344											
345	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
346	SUPPORT SERVICES (FP&S)	2000									
347	Support Services - Business	2500									
348	Facilities Acquisition & Construction Services	2530									0
349	Operation & Maintenance of Plant Service	2540			28,000						28,000
350	Total Support Services - Business	2500	0	0	28,000	0	0	0	0		28,000
351	Other Support Services (Describe & Itemize)	2900									0
352	Total Support Services	2000	0	0	28,000	0	0	0	0		28,000
353	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
354	Payments to Regular Programs	4110									0
355	Payments to Special Education Programs	4120									0
356	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
357	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
358	DEBT SERVICE (FP&S)	5000									
359	Debt Service - Interest on Short-Term Debt	5100									
360	Tax Anticipation Warrants	5110									0
361	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
362	Total Debt Service - Interest on Short-Term Debt	5100						0			0
363	Debt Service - Interest on Long-Term Debt	5200									
364	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300									0
365	Total Debt Service	5000						0			0
366	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									
367	Total Direct Disbursements/Expenditures		0	0	28,000	0	0	0	0		28,000
368	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(25,500)

1	A	B	C	D	E	F	G	H	I	J	K
2	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
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ^{11 (1110-1120)}	-	17,824,498	2,339,798	781,412	500,224	409,944		19,238		
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	999,706								
8	FICA and Medicare Only Levies	1150					360,368				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	Total Ad Valorem Taxes Levied by District		18,824,204	2,339,798	781,412	500,224	770,312	0	19,238	0	0
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	235,000	126,000			60,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		235,000	126,000	0	0	60,000	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		0								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	195,000	20,000	9,000	25,000	12,000	20,000	20,000		2,500
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		195,000	20,000	9,000	25,000	12,000	20,000	20,000	0	2,500
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	135,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613	100,000								
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620	3,000								
74	Other Food Service (Describe & Itemize)	1690									
75	Total Food Service		238,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711									
78	Admissions - Other	1719									
79	Fees	1720									
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790									
82	Total District/School Activity Income		0	0							
83	TEXTBOOK INCOME	1800									
84	Rentals - Regular Textbooks	1811	150,000								
85	Rentals - Summer School Textbooks	1812									
86	Rentals - Adult/Continuing Education Textbooks	1813									
87	Rentals - Other (Describe)	1819									
88	Sales - Regular Textbooks	1821									
89	Sales - Summer School Textbooks	1822									
90	Sales - Adult/Continuing Education Textbooks	1823									
91	Sales - Other (Describe & Itemize)	1829									
92	Other (Describe & Itemize)	1890									
93	Total Textbooks		150,000								
94	OTHER REVENUE FROM LOCAL SOURCES	1900									
95	Rentals	1910		2,000							
96	Contributions and Donations from Private Sources	1920						40,000			
97	Impact Fees from Municipal or County Governments	1930									
98	Services Provided Other Districts	1940									
99	Refund of Prior Years' Expenditures	1950	20,000								
100	Payments of Surplus Moneys from TIF Districts	1960									
101	Drivers' Education Fees	1970									
102	Proceeds from Vendors' Contracts	1980									
103	School Facility Occupation Tax Proceeds	1983									
104	Payment from Other Districts	1991									
105	Sale of Vocational Projects	1992									

1	A	B	C	D	E	F	G	H	I	J	K
2	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
106	Other Local Fees (Describe & Itemize)	1993	36,000								
107	Other Local Revenues (Describe & Itemize)	1999		100							
108	Total Other Revenue from Local Sources		56,000	2,100	0	0	0	40,000	0	0	0
109	Total Receipts/Revenues from Local Sources	1000	19,698,204	2,487,898	790,412	525,224	842,312	60,000	39,238	0	2,500
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)											
110	Flow-Through Revenue from State Sources	2100									
111	Flow-Through Revenue from Federal Sources	2200									
112	Other Flow-Through Revenue (Describe & Itemize)	2300									
113	Total Flow-Through Receipts/Revenues From District to Another District	One 2000	0	0		0	0				
RECEIPTS/REVENUES FROM STATE SOURCES (3000)											
UNRESTRICTED GRANTS-IN-AID (3001-3099)											
116	Evidence Based Funding Formula (Section 18-8.15)	3001	1,360,405	80,000							
117	Reorganization Incentives (Accounts 3005-3021)	3005									
118	Fast Growth District Grants	3030									
119	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
120	Total Unrestricted Grants-In-Aid		1,360,406	80,000	0	0	0	0		0	0
RESTRICTED GRANTS-IN-AID (3100-3900)											
SPECIAL EDUCATION											
123	Special Education - Private Facility Tuition	3100	160,000								
124	Special Education - Funding for Children Requiring Sp Ed Services	3105									
125	Special Education - Personnel	3110									
126	Special Education - Orphanage - Individual	3120									
127	Special Education - Orphanage - Summer Individual	3130									
128	Special Education - Summer School	3145	3,000								
129	Special Education - Other (Describe & Itemize)	3199									
130	Total Special Education		163,000	0		0					
CAREER AND TECHNICAL EDUCATION (CTE)											
132	CTE - Technical Education - Tech Prep	3200									
133	CTE - Secondary Program Improvement (CTEI)	3220									
134	CTE - WECEP	3225									
135	CTE - Agriculture Education	3235									
136	CTE - Instructor Practicum	3240									
137	CTE - Student Organizations	3270									
138	CTE - Other (Describe & Itemize)	3299									
139	Total Career and Technical Education		0	0		0					
BILINGUAL EDUCATION											
141	Bilingual Education - Downstate - TPI and TBE	3305									
142	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
143	Total Bilingual Education		0			0					
144	State Free Lunch & Breakfast	3360	1,600								
145	School Breakfast Initiative	3365									
146	Driver Education	3370									
147	Adult Education (from ICCB)	3410									
148	Adult Education - Other (Describe & Itemize)	3499									
149	Total Adult Education										
TRANSPORTATION											
150	Transportation - Regular and Vocational	3500				400,000					
151	Transportation - Special Education	3510				500,000					
152	Transportation - Other (Describe & Itemize)	3599									
153	Total Transportation		0	0		900,000	0				
154	Learning Improvement - Change Grants	3610									
155	Scientific Literacy	3660									
156	Truant Alternative/Optional Education	3695									
157	Early Childhood - Block Grant	3705									
158	Chicago General Education Block Grant	3766									
159	Chicago Educational Services Block Grant	3767									
160	School Safety & Educational Improvement Block Grant	3775									
161	Technology - Technology for Success	3780									
162	State Charter Schools	3815									
163	Extended Learning Opportunities - Summer Bridges	3825									
164	Infrastructure Improvements - Planning/Construction	3920									
165	School Infrastructure - Maintenance Projects	3925									
166	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	2,312								
167	Total Restricted Grants-In-Aid		165,912	0	0	900,000	0	0	0	0	0
168	Total Receipts/Revenues from State Sources	3000	1,527,318	80,000	0	900,000	0	0	0	0	0
RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)											
UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)											
171	Federal Impact Aid	4001									
172	Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009		90,000							
173	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	90,000	0	0	0	0	0	0	0
RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)											
174	Head Start	4045									
175	Construction (Impact Aid)	4050									
176	MAGNET	4060									
177	Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090									
178	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)											
TITLE V											
179	Title V - Flexibility and Accountability	4100									
180	Title V - SEA Projects	4105									
181	Title V - Rural Education Initiative (REI)	4107									
182	Title V - Other (Describe & Itemize)	4199									
183	Total Title V		0	0		0	0				
FOOD SERVICE											
184	Breakfast Start-Up Expansion	4200									
185	National School Lunch Program	4210	140,000								
186	Special Milk Program	4215									
187	School Breakfast Program	4220									
188	Summer Food Service Admin/Program	4225									
189	Child and Adult Care Food Program	4226									
190	Fresh Fruit and Vegetables	4240									
191	Food Service - Other (Describe & Itemize)	4299									
192	Total Food Service		140,000					0			
TITLE I											

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	A	B	C	D	E	F	G	H	I	J	K
1	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											
199	Title I - Low Income	4300	164,951								
200	Title I - Low Income - Neglected, Private	4305									

1	A	B	C	D	E	F	G	H	I	J	K
	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
201	Title I - Migrant Education	4340									
202	Title I - Other (Describe & Itemize)	4399									
203	Total Title I		164,951	0		0	0				
204	TITLE IV										
205	Title IV - Student Support & Academic Enrichment Grant	4400	19,160								
206	Title IV - 21st Century	4421									
207	Title IV - Other (Describe & Itemize)	4499									
208	Total Title IV		19,160	0		0	0				
209	FEDERAL - SPECIAL EDUCATION										
210	Federal Special Education - Preschool Flow-Through	4600	20,409								
211	Federal Special Education - Preschool Discretionary	4605									
212	Federal Special Education - IDEA Flow Through	4620	365,081								
213	Federal Special Education - IDEA Room & Board	4625									
214	Federal Special Education - IDEA Discretionary	4630									
215	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
216	Total Federal Special Education		385,490	0		0	0				
217	CTE - PERKINS										
218	CTE - Perkins-Title III E Tech Prep	4770									
219	CTE - Other (Describe & Itemize)	4799									
220	Total CTE - Perkins		0	0			0				
221	Federal - Adult Education	4810									
222	ARRA - General State Aid - Education Stabilization	4850									
223	ARRA - Title I - Low Income	4851									
224	ARRA - Title I - Neglected, Private	4852									
225	ARRA - Title I - Delinquent, Private	4853									
226	ARRA - Title I - School Improvement (Part A)	4854									
227	ARRA - Title I - School Improvement (Section 1003g)	4855									
228	ARRA - IDEA - Part B - Preschool	4856									
229	ARRA - IDEA - Part B - Flow-Through	4857									
230	ARRA - Title IID - Technology - Formula	4860									
231	ARRA - Title IID - Technology - Competitive	4861									
232	ARRA - McKinney - Vento Homeless Education	4862									
233	ARRA - Child Nutrition Equipment Assistance	4863									
234	Impact Aid Formula Grants	4864									
235	Impact Aid Competitive Grants	4865									
236	Qualified Zone Academy Bond Tax Credits	4866									
237	Qualified School Construction Bond Credits	4867									
238	Build America Bond Tax Credits	4868									
239	Build America Bond Interest Reimbursement	4869									
240	ARRA - General State Aid - Other Government Services Stabilization	4870									
241	Other ARRA Funds - II	4871									
242	Other ARRA Funds - III	4872									
243	Other ARRA Funds - IV	4873									
244	Other ARRA Funds - V	4874									
245	ARRA - Early Childhood	4875									
246	Other ARRA Funds - VII	4876									
247	Other ARRA Funds - VIII	4877									
248	Other ARRA Funds - IX	4878									
249	Other ARRA Funds - X	4879									
250	Other ARRA Funds - Ed Job Fund Program	4880									
251	Total Stimulus Programs		0	0	0	0	0	0		0	0

1	A	B	C	D	E	F	G	H	I	J	K
2	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
252	Race to the Top Program	4901									
253	Race to the Top - Preschool Expansion Grant	4902									
254	Title III - Instruction for English Learners & Immigrant Students	4905									
255	Title III - English Language Acquisition	4909									
256	McKinney Education for Homeless Children	4920									
257	Title II - Eisenhower - Professional Development Formula	4930									
258	Title II - Teacher Quality	4932	36,615								
259	Federal Charter Schools	4960									
260	State Assessment Grants	4981									
261	Grant for State Assessments and Related Activities	4982									
262	Medicaid Matching Funds - Administrative Outreach	4991	30,000								
263	Medicaid Matching Funds - Fee-For-Service Program	4992	140,000								
264	Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4999									
265	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		916,216	0	0	0	0	0		0	0
266	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	916,216	90,000	0	0	0	0	0	0	0
267	TOTAL DIRECT RECEIPTS/REVENUES		22,141,738	2,657,898	790,412	1,425,224	842,312	60,000	39,238	0	2,500

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

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- 3.
- 4.



the Report.



	A	B	C	D	E	F
1	DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only					
2	Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
3	Direct Revenues	22,141,738	2,657,898	1,425,224	39,238	26,264,098
4	Direct Expenditures	20,292,917	2,631,000	2,014,500		24,938,417
5	Difference	1,848,821	26,898	(589,276)	39,238	1,325,681
6	Estimated Fund Balance - June 30, 2020	11,353,821	1,427,198	1,310,724	1,092,238	15,183,981
7	Balanced budget, no deficit reduction plan is required.					
8	<p><i>A deficit reduction plan is required if the local board of education adopts (or amends) the 2019-20 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).</i></p>					
10	<p><i>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.</i></p>					
12	<p><i>The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2018-2019 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 20-24) to ISBE within 30 days after acceptance of the AFR.</i></p>					
13	<p><i>The deficit reduction plan, if required, is developed using ISBE guidelines and format.</i></p>					

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	C	D
1			DE	
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		9,500,000	1,400,000
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000	19,698,204	2,487,898
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0
11	STATE SOURCES	3000	1,527,318	80,000
12	FEDERAL SOURCES	4000	916,216	90,000
13	Total Receipts/Revenues		22,141,738	2,657,898
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000	13,284,943	
16	SUPPORT SERVICES	2000	6,264,974	2,631,000
17	COMMUNITY SERVICES	3000	3,000	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	640,000	0
19	DEBT SERVICES	5000	0	0
20	PROVISION FOR CONTINGENCIES	6000	100,000	0
21	Total Disbursements/Expenditures		20,292,917	2,631,000
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		1,848,821	26,898
23	OTHER SOURCES/USES OF FUNDS			
24	OTHER SOURCES OF FUNDS (7000)		5,000	300
25	OTHER USES OF FUNDS (8000)		0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		5,000	300
27	ESTIMATED ENDING FUND BALANCE		11,353,821	1,427,198

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	E	F
1			DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2019-2020	
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Transportation Fund	Working Cash Fund
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		1,900,000	1,053,000
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000	525,224	39,238
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	
11	STATE SOURCES	3000	900,000	0
12	FEDERAL SOURCES	4000	0	0
13	Total Receipts/Revenues		1,425,224	39,238
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000		
16	SUPPORT SERVICES	2000	2,014,500	
17	COMMUNITY SERVICES	3000	0	
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	0	
19	DEBT SERVICES	5000	0	
20	PROVISION FOR CONTINGENCIES	6000	0	
21	Total Disbursements/Expenditures		2,014,500	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(589,276)	39,238
23	OTHER SOURCES/USES OF FUNDS			
24	OTHER SOURCES OF FUNDS (7000)		0	0
25	OTHER USES OF FUNDS (8000)		0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0
27	ESTIMATED ENDING FUND BALANCE		1,310,724	1,092,238

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	G
1			
2			
3	56-099-0920-02		
4	<i>District Number</i>		
5	Will County School District 92		
6	<i>District Name</i>		Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		13,853,000
8	RECEIPTS/REVENUES	Acct #	
9	LOCAL SOURCES	1000	22,750,564
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0
11	STATE SOURCES	3000	2,507,318
12	FEDERAL SOURCES	4000	1,006,216
13	Total Receipts/Revenues		26,264,098
14	DISBURSEMENTS/EXPENDITURES	Funct #	
15	INSTRUCTION	1000	13,284,943
16	SUPPORT SERVICES	2000	10,910,474
17	COMMUNITY SERVICES	3000	3,000
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	640,000
19	DEBT SERVICES	5000	0
20	PROVISION FOR CONTINGENCIES	6000	100,000
21	Total Disbursements/Expenditures		24,938,417
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		1,325,681
23	OTHER SOURCES/USES OF FUNDS		
24	OTHER SOURCES OF FUNDS (7000)		5,300
25	OTHER USES OF FUNDS (8000)		0
26	TOTAL OTHER SOURCES/USES OF FUNDS		5,300
27	ESTIMATED ENDING FUND BALANCE		15,183,981

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	H	I
1				
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		11,353,821	1,427,198
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000		
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		
11	STATE SOURCES	3000		
12	FEDERAL SOURCES	4000		
13	Total Receipts/Revenues		0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000		
16	SUPPORT SERVICES	2000		
17	COMMUNITY SERVICES	3000		
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000		
19	DEBT SERVICES	5000		
20	PROVISION FOR CONTINGENCIES	6000		
21	Total Disbursements/Expenditures		0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		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
27	ESTIMATED ENDING FUND BALANCE		11,353,821	1,427,198

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	J	K
1			ESTIMATED BUDGET FY2020-2021	
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Transportation Fund	Working Cash Fund
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		1,310,724	1,092,238
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000		
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		
11	STATE SOURCES	3000		
12	FEDERAL SOURCES	4000		
13	Total Receipts/Revenues		0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000		
16	SUPPORT SERVICES	2000		
17	COMMUNITY SERVICES	3000		
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000		
19	DEBT SERVICES	5000		
20	PROVISION FOR CONTINGENCIES	6000		
21	Total Disbursements/Expenditures		0	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		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
27	ESTIMATED ENDING FUND BALANCE		1,310,724	1,092,238

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	L
1			
2			
3	56-099-0920-02		
4	<i>District Number</i>		
5	Will County School District 92		
6	<i>District Name</i>		Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		15,183,981
8	RECEIPTS/REVENUES	Acct #	
9	LOCAL SOURCES	1000	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0
11	STATE SOURCES	3000	0
12	FEDERAL SOURCES	4000	0
13	Total Receipts/Revenues		0
14	DISBURSEMENTS/EXPENDITURES	Funct #	
15	INSTRUCTION	1000	0
16	SUPPORT SERVICES	2000	0
17	COMMUNITY SERVICES	3000	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	0
19	DEBT SERVICES	5000	0
20	PROVISION FOR CONTINGENCIES	6000	0
21	Total Disbursements/Expenditures		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0
23	OTHER SOURCES/USES OF FUNDS		
24	OTHER SOURCES OF FUNDS (7000)		0
25	OTHER USES OF FUNDS (8000)		0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0
27	ESTIMATED ENDING FUND BALANCE		15,183,981

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	M	N
1				
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		11,353,821	1,427,198
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000		
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		
11	STATE SOURCES	3000		
12	FEDERAL SOURCES	4000		
13	Total Receipts/Revenues		0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000		
16	SUPPORT SERVICES	2000		
17	COMMUNITY SERVICES	3000		
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000		
19	DEBT SERVICES	5000		
20	PROVISION FOR CONTINGENCIES	6000		
21	Total Disbursements/Expenditures		0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		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
27	ESTIMATED ENDING FUND BALANCE		11,353,821	1,427,198

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	O	P
1			ESTIMATED BUDGET FY2021-2022	
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Transportation Fund	Working Cash Fund
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		1,310,724	1,092,238
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000		
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		
11	STATE SOURCES	3000		
12	FEDERAL SOURCES	4000		
13	Total Receipts/Revenues		0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000		
16	SUPPORT SERVICES	2000		
17	COMMUNITY SERVICES	3000		
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000		
19	DEBT SERVICES	5000		
20	PROVISION FOR CONTINGENCIES	6000		
21	Total Disbursements/Expenditures		0	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		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
27	ESTIMATED ENDING FUND BALANCE		1,310,724	1,092,238

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	Q
1			
2			
3	56-099-0920-02		
4	<i>District Number</i>		
5	Will County School District 92		
6	<i>District Name</i>		Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		15,183,981
8	RECEIPTS/REVENUES	Acct #	
9	LOCAL SOURCES	1000	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0
11	STATE SOURCES	3000	0
12	FEDERAL SOURCES	4000	0
13	Total Receipts/Revenues		0
14	DISBURSEMENTS/EXPENDITURES	Funct #	
15	INSTRUCTION	1000	0
16	SUPPORT SERVICES	2000	0
17	COMMUNITY SERVICES	3000	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	0
19	DEBT SERVICES	5000	0
20	PROVISION FOR CONTINGENCIES	6000	0
21	Total Disbursements/Expenditures		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0
23	OTHER SOURCES/USES OF FUNDS		
24	OTHER SOURCES OF FUNDS (7000)		0
25	OTHER USES OF FUNDS (8000)		0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0
27	ESTIMATED ENDING FUND BALANCE		15,183,981

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	R	S
1				
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		11,353,821	1,427,198
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000		
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		
11	STATE SOURCES	3000		
12	FEDERAL SOURCES	4000		
13	Total Receipts/Revenues		0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000		
16	SUPPORT SERVICES	2000		
17	COMMUNITY SERVICES	3000		
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000		
19	DEBT SERVICES	5000		
20	PROVISION FOR CONTINGENCIES	6000		
21	Total Disbursements/Expenditures		0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		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
27	ESTIMATED ENDING FUND BALANCE		11,353,821	1,427,198

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	T	U
1			ESTIMATED BUDGET FY2022-2023	
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		Transportation Fund	Working Cash Fund
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		1,310,724	1,092,238
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000		
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		
11	STATE SOURCES	3000		
12	FEDERAL SOURCES	4000		
13	Total Receipts/Revenues		0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000		
16	SUPPORT SERVICES	2000		
17	COMMUNITY SERVICES	3000		
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000		
19	DEBT SERVICES	5000		
20	PROVISION FOR CONTINGENCIES	6000		
21	Total Disbursements/Expenditures		0	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		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
27	ESTIMATED ENDING FUND BALANCE		1,310,724	1,092,238

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	V
1			
2			
3	56-099-0920-02		
4	<i>District Number</i>		
5	Will County School District 92		
6	<i>District Name</i>		Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		15,183,981
8	RECEIPTS/REVENUES	Acct #	
9	LOCAL SOURCES	1000	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0
11	STATE SOURCES	3000	0
12	FEDERAL SOURCES	4000	0
13	Total Receipts/Revenues		0
14	DISBURSEMENTS/EXPENDITURES	Funct #	
15	INSTRUCTION	1000	0
16	SUPPORT SERVICES	2000	0
17	COMMUNITY SERVICES	3000	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	0
19	DEBT SERVICES	5000	0
20	PROVISION FOR CONTINGENCIES	6000	0
21	Total Disbursements/Expenditures		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0
23	OTHER SOURCES/USES OF FUNDS		
24	OTHER SOURCES OF FUNDS (7000)		0
25	OTHER USES OF FUNDS (8000)		0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0
27	ESTIMATED ENDING FUND BALANCE		15,183,981

**ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division**

	A	B	W	X
1			SUMMARY BUDGET ADDENDUM - D ESTIMATE <i>Date of Adoption:</i>	
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		FY2019-2020	FY2020-2021
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		13,853,000	15,183,981
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000	22,750,564	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0
11	STATE SOURCES	3000	2,507,318	0
12	FEDERAL SOURCES	4000	1,006,216	0
13	Total Receipts/Revenues		26,264,098	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000	13,284,943	0
16	SUPPORT SERVICES	2000	10,910,474	0
17	COMMUNITY SERVICES	3000	3,000	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	640,000	0
19	DEBT SERVICES	5000	0	0
20	PROVISION FOR CONTINGENCIES	6000	100,000	0
21	Total Disbursements/Expenditures		24,938,417	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		1,325,681	0
23	OTHER SOURCES/USES OF FUNDS			
24	OTHER SOURCES OF FUNDS (7000)		5,300	0
25	OTHER USES OF FUNDS (8000)		0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		5,300	0
27	ESTIMATED ENDING FUND BALANCE		15,183,981	15,183,981

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	Y	Z
1			MARY DEFICIT REDUCTION PLAN BUDGET (Enter as MM/DD/YY)	
2				
3	56-099-0920-02			
4	<i>District Number</i>			
5	Will County School District 92			
6	<i>District Name</i>		FY2021-2022	FY2022-2023
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		15,183,981	15,183,981
8	RECEIPTS/REVENUES	Acct #		
9	LOCAL SOURCES	1000	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0
11	STATE SOURCES	3000	0	0
12	FEDERAL SOURCES	4000	0	0
13	Total Receipts/Revenues		0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #		
15	INSTRUCTION	1000	0	0
16	SUPPORT SERVICES	2000	0	0
17	COMMUNITY SERVICES	3000	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	0	0
19	DEBT SERVICES	5000	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0
21	Total Disbursements/Expenditures		0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0
23	OTHER SOURCES/USES OF FUNDS			
24	OTHER SOURCES OF FUNDS (7000)		0	0
25	OTHER USES OF FUNDS (8000)		0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0
27	ESTIMATED ENDING FUND BALANCE		15,183,981	15,183,981

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1.

2.

Deficit Reduction Plan-Background/Assumptions
Fiscal Year 2019-2020 through Fiscal Year 2022-2023

Will County School District 92 56-099-0920-02

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.

Background and Narrative of Budget Reductions:

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

(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 FY2020 budgeted expenditures over FY2019 actual 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: Will County School District 92					
		RCDT Number: 56-099-0920-02					
Description (Enter Whole Numbers Only)	Funct #	Estimated Actual Expenditures, Fiscal Year 2019			Budgeted Expenditures, Fiscal Year 2020		
		(10) Educational Fund	(20) Operations & Maintenance Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	Total
1. Executive Administration Services	2320	267,777		267,777	245,500		245,500
2. Special Area Administration Services	2330	2,553		2,553	3,000		3,000
3. Other Support Services - School Administration	2490	0		0	0		0
4. Direction of Business Support Services	2510	150,000	0	150,000	147,500	0	147,500
5. Internal Services	2570	100,000		100,000	145,000		145,000
6. Direction of Central Support Services	2610	0		0	0		0
7. Deduct - Early Retirement or other pension obligations required by state law and include above				0			0
8. Totals		520,330	0	520,330	541,000	0	541,000
9. Estimated Percent Increase (Decrease) for FY2020 (Budgeted) over FY2019 (Actual)							4%

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.
- ^{3a} 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)

CHECK FOR ERRORS	
<p>This worksheet checks various cells to assure that selected items are in balance. Out-of-balance conditions are accompanied by an error message. Errors must be corrected before the budget is finalized and submitted to ISBE.</p>	
Budget Item References	Message
Is Deficit Reduction Plan Required?	Congratulations! You have a balanced budget.
If required, is Deficit Reduction Plan Completed (Page: DefReductPlan 20-24)?	
1. Cover Page - CASH or ACCRUAL	
Check one type of Accounting Basis used on the Cover sheet.	CASH
2. Budget Summary: Other Sources (Page BudgetSum 2-3 - Acct 7000), must equal Other Uses (BudgetSum 2-3 - Acct. 8000).	
Estimated Beginning Fund Balance July,1 2019 for all Funds (Cells C3 - K3) (Line 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 Capital 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 Capital 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
3. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2019, (CashSum 4, 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
4. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2020, (Page CashSum 4 - 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 - F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
5. Summary of Cash Transactions: Other Receipts, (Page CashSum 4), must equal Other Disbursements, (Page CashSum 4).	
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

End of Balancing

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: TIM ARNOLD
SUBJECT: EXTENSION OF USE OF VACATION DAYS
DATE: 6/23/2020

As a result of my discussions with 12-month employees and individual board members regarding the COVID-19 pandemic's impact on the use of employee vacation days, I recommend that the Board of Education extend the deadline for 12-month employees to use their 2019-20 vacation days from June 30, 2020 to January 4, 2021.

Recommendation: The Superintendent recommends that the Board of Education extend the deadline for 12-month employees to use their 2019-20 vacation days from June 30, 2020 to January 4, 2021.

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION MEMORANDUM**

TO: BOARD OF EDUCATION
FROM: TIM ARNOLD
SUBJECT: FOIA REQUESTS
DATE: JUNE 23, 2020

Jonathan Fagg, ABC 7



Will County School District 92
"A Community Partnership Dedicated to Children"

Walsh Elementary School
Reed Elementary School
Ludwig Elementary School
Oak Prairie Junior High School

June 15, 2020

Jonathan Fagg
Data Fellow
ABC 7

Mr. Fagg,

This correspondence is in acknowledgement to your request for records from Will County School District 92 made pursuant to the Illinois Freedom of Information Act (FOIA). The request was dated and received by this office via e-mail delivery on May 28, 2020, in which you requested the following information:

"I request access to and a copy of information related to student attendance during the current period of remote learning. For this request, please provide a breakdown of attendance rates by school -- by whatever measures your district is tracking engagement -- as well as details of how attendance is being tracked in this period. Please provide information broken down by school in your district from when remote learning began until the most current date available upon production."

In response to your request:

The remote learning period for all District 92 schools was April 6, 2020 - May 29, 2020.

Attendance data for grades K-5 (Walsh, Reed, and Ludwig) was collected by parents signing in, and was recorded by the school attendance secretary. If attendance was not entered by a parent, the school attendance secretary verified with the homeroom teacher, and if the student was present during the online session and turned in work, the student was recorded as present by the attendance secretary.

Walsh School has 365 students and reported 845 absences during this period.

Reed School has 289 students and reported 698 absences during this period.

Ludwig School has 292 students and reported 706 absences during this period.

Attendance data for grades 6-8 was based on students being present and turning in work for one of four daily sessions.

Oak Prairie Junior High School has 530 students and reported 0 absences during this period.

This information fulfills your Freedom of Information Act request.

If you have any questions please contact me at (815) 838.8031 x1110.

Sincerely,

Sandy Doran

Administrative Assistant / FOIA Officer

Will County School District 92

Administrative Office

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION
CLOSED SESSION MINUTES**

The Will County School District 92 Board of Education, Will County, Illinois, met in Closed Session on: **June 23, 2020.**

Closed Session commenced at 7:44 p.m.

Board Members Present	
x	Tom Adamczyk
x	Matt Dusterhoft
x	Jim Gorecki
x	Tim Houlihan
x	Jake Middleton
x	Doreen Sweis
x	Grant Ferkaluk

Administrators Present	
x	Tim Arnold, Superintendent
x	Dave Blatchley, Ass't. Supt. - Business Services
	Kim West, Ass't. Supt. - Student Services
	Vacant, Director of Curriculum

Others present:

None

Purpose:

Administrative pay rates per diem in comparison to administrators and teachers in the same range, CITGO, and financial package to propose to union negotiating team at the next session

Closed Session terminated at 8:44 p.m

Motion by Adamczyk **Second by** Gorecki **to approve the closed minutes of** June 23, 2020

AYES: Adamczyk, Gorecki, Middleton, Sweis, Ferkaluk, Houlihan, and Dusterhoft
NAYS: None

Motion by Adamczyk **Second by** Ferkaluk **to adjourn at** 8:45 p.m.

AYES: Ferkaluk, Houlihan, Sweis, Adamczyk, Gorecki, Middleton, and Dusterhoft
NAYS: None

Matthew Dusterhoft, President

James Gorecki, Secretary

**WILL COUNTY SCHOOL DISTRICT 92
BOARD OF EDUCATION
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Administrators Present	
x	Tim Arnold, Superintendent
x	Dave Blatchley, Ass't. Supt. - Business Services
	Kim West, Ass't. Supt. - Student Services
	Vacant, Director of Curriculum

Others present:

None

Purpose:

Administrative pay rates per diem in comparison to administrators and teachers in the same range, CITGO, and financial package to propose to union negotiating team at the next session

Closed Session terminated at 8:44 p.m

Motion by Adamczyk **Second by** Gorecki **to approve the closed minutes of** June 23, 2020

AYES: Adamczyk, Gorecki, Middleton, Sweis, Ferkaluk, Houlihan, and Dusterhoft
NAYS: None

Motion by Adamczyk **Second by** Ferkaluk **to adjourn at** 8:45 p.m.

AYES: Ferkaluk, Houlihan, Sweis, Adamczyk, Gorecki, Middleton, and Dusterhoft
NAYS: None

Matthew Dusterhoft, President

James Gorecki, Secretary