

**East Richland Community Unit School District No.1  
Board of Education**

**Regular Meeting  
Thursday, September 19, 2013  
Unit Office Board Room  
7:30 PM**

- I. Call to Order and Pledge of Allegiance  
*Routine*
- II. Roll Call
- III. Approval of Minutes of Previous Meetings  
*Please find attached the minutes of August 15, 2013 for your approval. I recommend approval.*
- A. Regular and Closed Minutes of the Regular Board Meeting of Thursday, August 15, 2013 5
- IV. Financial Reports  
*As always, if you have questions regarding the financial reports or bills, please contact me prior to the meeting. Our total bill list is \$383,249.93.*
- A. Treasurer's Report 15
- B. Balance Sheet 16
- C. Approval of Bills and Payroll 21
- D. All Other Financial Reports
- 1. Comparison of Funds - August 2012 with August 2013 71
- 2. Monthly Financial Report 72
- 3. Other
- V. Communication
- A. Thank You from Candy Beyers 133  
*Candy Beyers sent a thank you for flowers we sent last month. Candy will be undergoing some tests in the coming weeks.*
- B. Thank You from Melissa Wood Family 134  
*We received a thank you from Melissa Wood's family for the flowers we sent following her tragic death.*
- VI. Recognition and Comments from Employees and Public
- A. Award for Steve Marrs 135  
*Steve has received the Master Board Member (Level I & II) Award in the IASB's Master Board Member Awards Program. He will be presented this award at the Wabash Valley Division Fall Dinner Meeting on Sept. 26. Congratulations Steve!*
- VII. Administrative Report
- A. Superintendent's Report  
*I will give a brief report on the following items;*

1. Enrollment	136
<i>I have attached a composite of our enrollment numbers. Enrollment is still pretty close to our projections.</i>	
2. Audit Report	
<i>Curt Benson, auditor from Kemper CPA will be here to review the audit report.</i>	
3. Financial Update/Review	
<i>I will give a brief update at the board meeting.</i>	
4. Wabash Valley Conference and Dinner Meeting	137
<i>The Wabash Valley Division Fall Dinner Meeting is scheduled for Thursday, September 26, 2013 at Lawrence County CUSD #20. If you plan to attend, please let Sonja know so that we can get reservations made.</i>	
B. Assistant Superintendent's Report	
1. Student Teacher Handbook	139
2. Non-Certified Employee Handbook	158
C. Administrative Reports	
<i>Administrators have prepared written reports and will be at the meeting to answer any questions that you may have.</i>	
1. ERES - Suzanne Hahn	204
2. ERES - Cris Edwards	
3. ERMS-Andrew Thomann	206
4. ERHS - Chris Simpson	207
5. ERHS - Chad LeCrone	
6. Special Education - Mick Whittler	208
VIII. Budget Hearing	209
<i>We will need a motion to adjourn the regular meeting and enter into a budget hearing. I will present the FY14 budget at this time. We will close the budget hearing and I will recommend your approval of the FY14 budget in the regular meeting under new business.</i>	
A. Temporarily Adjourn Regular Meeting to Convene Public Hearing	
B. Hear Testimony and Consider FY14 Budget	
C. Adjourn Budget Hearing and Convene to Regular Meeting	
IX. Unfinished Business	
X. New Business	
A. Accept FY13 Audit Report	
<i>I recommend we accept the FY13 Audit Report presented by Curt Benson.</i>	
B. Approve the FY14 Budget	240
<i>I will recommend approval of the FY14 budget.</i>	
C. Approve Title I District Plan	241
<i>Larry &amp; Suzanne have completed the Title I District Plan (see attachment). They will be available if you have questions. I recommend for</i>	

	<i>approval.</i>	
D.	Approve Title I Schoolwide Plan <i>I recommend approval of the attached Title I Schoolwide Plan.</i>	246
E.	Approve Application for Recognition	264
F.	Approve Student Teacher Handbook <i>I recommend approval of the student teacher handbook.</i>	272
G.	Approve Non-Certified Employee Handbook <i>I recommend approval of the non-certified employee handbook.</i>	291
H.	Approve Administrator & Teacher Salary & Benefit Form	337
XI.	Policies for First Reading <i>Minor changes have been made to the attached policies. Some were just in need of updating due to their adoption date. I recommend approval for first reading. If you have questions or concerns with any of the policies, please bring it to my attention. We will not adopt the policies until October.</i>	
A.	2:100 - Board Member Conflict of Interest	343
B.	2:105 - Ethics and Gift Ban	344
C.	2:150 - Committees	350
D.	2:160 - Board Attorney	351
E.	2:170 - Procurement of Architectural, Engineering, and Land Surveying Services	352
F.	2:220 - Board of Education Meeting Procedure	353
G.	2:230 - Public Participation at Board of Education Meetings and Petitions to the Board	356
H.	2:240 - Policy Development	357
I.	5:20 - Sexual Harassment	359
J.	6:30 - Organization of Instruction	361
K.	7:15 - Student and Family Privacy Rights	362
L.	7:30 - Student Assignment and Intra-District Transfer	365
M.	7:230 - Misconduct By Students With Disabilities	366
N.	7:330 - Student Use of Buildings - Equal Access	367
XII.	Executive Session <i>We will need a motion to enter Executive Session to discuss the following items:</i>	
A.	To Consider Information Regarding Appointment, Employment or Dismissal of Individual Employees	
B.	To Discuss Matters of Possible or Pending Litigation	
C.	To Consider Matters of Negotiations	
D.	To Set a Price for Sale or Lease of Property Owned by the District	
E.	To Discuss Matters of Closed Session Minutes	
XIII.	Resignations	
A.	ERMS Teacher - Intent to Retire	368

*Patti Davis, ERMS teacher, has submitted her letter of intent to retire at the end of the 2017-18 school year. Her letter is attached. I recommend approval.*

- B. Assistant Boys' Basketball & Assistant Boys' Baseball Coach 369  
*Keith Redman has submitted a letter of resignation from his positions as Assistant Boys' Basketball & Boys' Baseball Coach effective immediately. Keith has accepted a new position with an agricultural company. I recommend approval.*

XIV. Leaves of Absence

- A. ERES Teacher 370  
*Jennifer Weidner, ERES teacher, has requested maternity leave beginning on October 13, 2013 and returning February 14, 2014. I recommend approval.*

- B. ERES Teacher 371  
*Gina Lynn, ERES teacher, has requested maternity leave beginning on November 18 and returning March 3, 2014. I recommend approval.*

- C. ERMS Paraprofessional 372  
*Darleta Wagner, ERMS Paraprofessional, has requested a leave of absence to complete her student teaching from January through May, 2014. I recommend approval.*

XV. Employment

- A. Scholastic Bowl Coach 373  
*Chris Simpson has recommended hiring Klay Wheeler as the ERHS Scholastic Bowl coach for the 2013-2014 school year. His letter is attached. I recommend approval.*

XVI. Approval of Volunteer Physician

- A. Volunteer Physician 374  
*Dr. Bradley Houston has volunteered to serve as our physician. Chad's recommendation is attached. The administration certainly appreciates his service and I recommend approval.*

XVII. Closed Minutes

- A. Approve Destruction of Closed Session Audio Recording of the Regular Meeting of March 15, 2012  
*Approve Destruction of Closed Session Audio Recording of the Regular Meeting of Thursday, March 15, 2012. I recommend approval.*

XVIII. Adjourn

*The next regular meeting will be held on Thursday, October 17, 2013.*

Minutes of a Regular Meeting of the Board of Education of East Richland Community Unit School District No. 1, Counties of Richland, Wayne and Jasper, in the State of Illinois, held in the Unit Administration Office Board Room, 1100 East Laurel Street, Olney, Illinois, Thursday, August 15, 2013.

**AGENDA #I – “Call to Order & Pledge of Allegiance”** – The meeting was called to order at the hour of 7:30 p.m. by Mr. Jeff Wilson, Vice President of the Board of Education, who chaired the meeting in the absence of the President. The meeting opened with the Pledge of Allegiance.

**AGENDA #II – “Roll Call”** – The Recording Secretary called the roll of those present and the following members answered to their names as called and were found to be present:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. A quorum being present, the Chair declared the Board of Education to be in open, public session for the transaction of business.

Also present, in addition to Board Members: Ms. Marilyn J. Holt, Superintendent of Schools; Mr. Larry Bussard, Assistant Superintendent of Schools; Mr. Chris Simpson, ERHS Principal, Mr. Chad LeCrone ERHS Assistant Principal and Athletic Director; Mr. Andy Thomann, ERMS Principal Ms. Suzanne, ERES Principal; Ms. Cris Edwards, ERES Assistant Principal and Mr. Mick Whittler, Special Education Director. Also present was Ms. Alda Ingram, Recording Secretary and Patty Leist, School Treasurer.

*(Note: This meeting was held pursuant to previous Board of Education action and Notice given by Mr. Ben Anderson, President, in writing, to all members, and to news media having requested such notice. A copy of the Notice was also posted at the main office of this school district.)*

**AGENDA #III – “Approval of Minutes of Previous Meetings”** – Minutes as prepared for the following meeting were presented for approval:

**#III-A.** Regular and Closed Minutes of the Regular Board Meeting of Thursday, July 18, 2013.

**Board Action to Approve Minutes:** Mr. Cline made a motion to approve minutes of the foregoing meeting, but that closed meeting minutes not be opened to public inspection at this time. Mr. Seals seconded the motion and on a viva voce (by the voice) vote the Chair declared the motion carried.

**AGENDA #IV – “Financial Reports”** – The following financial reports were presented:

**#IV-A. Treasurer’s Report:** The monthly Treasurer’s Report was presented.

**#IV-B. Approval of Bills & Payroll:** The listing of current bills, in the amount of \$942,315.61, to date of listing, and district payroll for the month of July was presented for payment. Payroll for personnel on regular employment status is the same as for the month of June 2013, with the following:

ADDITIONS: None

DELETIONS: None

CHANGES: None

**#IV-C. All Other Financial Reports:**

1. Comparison of Funds – July 2012 with July 2013.
2. Approval of Activity Funds.
3. Monthly Financial Report.

**Board Action:** Mr. Redman made a motion to approve the treasurer’s report, bills, payroll, and other financial reports as presented. Mr. Ridgely seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #V – “Communications”** – The following communications were presented:

**#V-A. Thank You from Sydney and Maci Dunn** – Sydney and Maci Dunn sent a note to the Board thanking them for their support of the ERHS student trip to Germany.

**#V-B. Thank You from Miller Family** – A thank you note was sent to the Board from the Miller family for flowers that were sent as a memorial for Betty Miller. Ms. Miller was the mother in law of Larry Bussard.

**AGENDA #VI – “Recognition & Comments from Employees & Public”**

**#VI-A. Recognition of New Teachers** – New teachers: Chelsea Kermicle, ERHS Social Studies teacher; Molly Hahn, ERES teacher and Kyle Shipman, ERES teachers were introduced to the Board of Education.

**#VI-B. Presentation by Students of Trip to Germany** – Students and sponsors that traveled to Germany this summer gave a video presentation of the trip. The students also discussed highlights of the trip.

**AGENDA #VII – “Administrative Reports”** –

**#VII-A. Superintendents Report – Marilyn J. Holt:** Ms. Holt reported on the following items:

**1. Projected Enrollments** – The Superintendent reported a projected enrollment of 2,109 students attending in house at ERCU#1.

**2. Review of August 12 and 13** – The Superintendent reported that teacher inservice went very well on August 12 and 13.

**3. Financial Update Review** – Ms. Holt reported that finances are maintaining as the district is still saving dollars and the State only owes the district \$7,000 in delinquent reimbursements.

**4. Wabash Valley Conference and Dinner** – The Superintendent informed the Board that the Wabash Valley Conference and Dinner Meeting is to be held on September 26, 2013 at Lawrence County CUSD#20.

**#VII-B. Assistant Superintendent’s Report – Larry Bussard:** Mr. Bussard reported on the following:

**1. Update on ERHS Restroom Project** – Mr. Bussard reported that the ERHS Restroom Project is finished.

**2. Update on ERCU#1 Truancy Grant** – Mr. Bussard reported that the District had received a truancy grant of \$74,000.

**3. Update on District Inventory** – Mr. Bussard thanked Beth Petty and Sonja Music for their part in updating the district inventory.

**4. Update on State Mandated Trainings** - Mr. Bussard reported that Bushue Human Resources had provided mandated on-line trainings for all staff.

**#VII-C. Administrative Reports:** Principals do not present written reports through the summer months but administration was present to answer questions the board may have.

**AGENDA #VIII – “Unfinished Business” – None.**

**AGENDA #IX – “Public Hearing Regarding Waivers” –**

**Board Action:** Mr. Redman made a motion to adjourn the regular meeting for the purpose of conducting a public hearing to consider the following Waiver/Modifications of Illinois School Code Requirements. Mr. Marrs seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**#IX-A. To Consider Waiver/Modification of Illinois School Code Requirement Concerning the Observance of the Lincoln Birthday Holiday**

**#IX-B. To Consider Waiver/Modification of Illinois School Code Requirement Concerning the Observance of the Casimir Pulaski Birthday Holiday**

**#IX-C. To Consider Waiver/Modification of Illinois School Code Requirement Concerning the Observance of the Columbus Day Holiday**

**#IX-D. To Consider Waiver/ of Illinois School Code Requirement Concerning Tuition of Non-Resident Students of ERCU#1 Employees**

**#IX-E . Testimony from Employees and Public -** Superintendent Holt provided the following testimony on behalf of East Richland CUSD#1 in regard to School Holidays and Tuition of Non-Resident Employees Students:

**Tuition of Non-Resident Employee Students**

East Richland Community Unit #1 seeks a waiver of Section 105 ILCS 5/10-20.12(a) of The School Code, which would permit the District to charge less than 110% of the per capita tuition charge for non-resident children of full-time employees of the district.

The intent is to allow students of full-time employees the opportunity to attend ERCU#1 free of charge. ERCU#1 would claim the average daily attendance of such students in the State Aid Claim.

Employees have stated that they would like for their student(s) to attend our district for the following reasons.

1. “We feel he will receive a top notch education in this district.”
2. “Convenience is also an issue.”

3. "Relief of stress in my work and family life."
4. "Schedules – no longer shuffling two district calendars."
5. "Opportunity – ERCU is able to provide more educational opportunities than our current school district. What parent wouldn't want their child to participate in a Covey Leadership School?"
6. "Involvement – Having the children in the same school district will help us be involved in their every day school lives. It will also allow us to invest our energy into this district."
7. "Cost – It will relieve us of extra miles to the babysitters before and after school."
8. "In the event of an emergency, the children would be close in proximity rather than thirty minutes away."
9. "I could spend more time at school before and after school because my children will be with me."
10. "This is such a wonderful district that I want my child to benefit from it too!"

We are pleased to request this waiver for the children of our employees. We do believe it will be extremely beneficial for them and their children.

### **School Holidays**

The East Richland School District is requesting a waiver to allow the district to schedule parent/teacher conferences, school improvement days, pupil attendance or inservice training on the Lincoln Birthday holiday, the Columbus Day Holiday and the Casimir Pulaski holiday.

This will allow for a more effective school calendar for the district. If pupils are in attendance on Lincoln's Birthday, Columbus Day or Casimir Pulaski day, instruction will feature the contributions of these individuals to our nation and state.

The school will observe President's Day in lieu of Lincoln's Birthday.

No other testimony was presented at this time.

### **#IX-F . Reconvene to Open Meeting -**

**Board Action:** Mr. Seals made a motion to adjourn the Public Hearing and reconvene the regular meeting for the transaction of business. Mr. Marrs seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #X – “New Business” –**

**#X-A. Approval of Waiver/Modification Applications Concerning Lincoln’s Birthday Holiday, Casimir Pulaski’s Birthday Holiday, Columbus Day Holiday and Tuition for Non-Resident Employees Students:** The Superintendent recommended that the Board approve the aforementioned Waiver/Modifications of the Illinois School Code Requirements. **(Documentary Register 13-08-01)**

**Board Action:** Mr. Cline made a motion to approve Waiver/Modifications of the Illinois School Codes as presented. Mr. Redman seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**#X-B. Approve Parameters Resolution:** The Superintendent recommended that the Board approve the Parameters Resolution in regard to the refinancing of Bonds as presented by Mr. Chris Collier of Edward Jones, Investment Banking Department. **(Documentary Register 13-08-02)**

**Board Action:** Mr. Marrs made a motion to approve the Parameters Resolution as presented. Mr. Seals seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #XI – “Policies” –** No policies were presented as this time.

**AGENDA #XII – “Executive Session” –** Mr. Ridgely made a motion to hold a closed meeting, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district, under Section 2(c) 2 to consider matters of negotiation; under 2(c)(21) to consider closed meeting audio recordings. Mr. Cline seconded the motion on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried. A closed session was held beginning at 9:30 p.m.

**Closed Meeting Ended:** Mr. Redman made a motion to adjourn the closed meeting and reconvene in open session. Mr. Marrs seconded the motion and on a roll call vote the Chair declared the motion carried. A quorum being present, the Board reconvened in open, public session for the transaction of business at 9:35 p.m.

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #XIII– “Resignation”** – The Superintendent recommended approval of the following:

**#XIII-A. ERHS Teacher** – Jane Frazier.

**Board Action:** Mr. Redman made a motion to approve with regret the resignation of ERHS Teacher, Jane Frazier. Mr. Seals seconded the motion with regret and on a roll call vote the following members voted yea with regret and best wishes:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #XIV– “Employment”** – The Superintendent recommended approval of the following for the FY13-14 School Year:

**#XIV.-A. Elementary Teachers** – Molly Hahn and Kyle Shipman

**#XIV.-B. ERMS Custodian** – Danny Hartleroad

**#XIV.C. Teacher Assistant** – Erin Peper

**Board Action:** Mr. Marrs made a motion to approve the employment of Molly Hahn and Kyle Shipman as ERES Teachers; Danny Hartleroad as an ERMS Custodian and Erin Peper as a Teacher Assistant. Mr. Cline seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**#XIV.D. Extra Curricular ERHS Scholar Bowl Sponsor:** The Superintendent recommended the employment of Ben Atkins as the ERHS Scholar Bowl Sponsor.

**Board Action:** Mr. Cline made a motion to approve the employment of Ben Atkins as the ERHS Scholar Bowl Coach as recommended. Mr. Marrs seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman. Nay: Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 3 yea votes and 3 nay votes, the Chair declared the motion failed.

**#XV – “Approval of Volunteer Personnel”** - No action taken at this time.

**AGENDA #XVI. – “Closed Meeting Minutes” –**

**#XVI-A. Destruction of Closed Session Audio Recording of the special Meeting of Thursday, January 24, 2012, and the Regular Meeting of February 16, 2012.** - The Superintendent recommended the destruction of the Closed Session Audio Recordings of the Special Meeting of January 24, 2012, and the Regular Meeting of February 16, 2012.

**Board Action:** Mr. Redman made a motion to approve destruction of the Closed Session Audio Recordings of the Special Meeting of January 24, 2012, and the Regular Meeting of Thursday, February 16, 2012. Mr. Ridgely seconded the motion and on a roll call vote the following members voted yea:

Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, Mr. Pete Seals, Mr. Jeff Wilson. Absent: Mr. Ben Anderson. The motion having received 6 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #XVII. – “Adjournment”** – Mr. Seals made a motion to adjourn. The next regular meeting will be Thursday, September 19, 2013, at 7:30 p.m. in the Unit Administration Office Board Room. Mr. Ridgely seconded the motion and on a viva voce (by the voice) vote the Chair declared the motion carried and the meeting adjourned at 10:05 p.m.

Approved:      President: \_\_\_\_\_

Secretary: \_\_\_\_\_

**MINUTES OF EXECUTIVE SESSION OF THE BOARD OF EDUCATION**  
**East Richland Community Unit School District No. 1**  
**Held During Regular Meeting, Thursday, August 15, 2013**

Minutes of a closed meeting of the Board of Education of East Richland Community Unit School District No. 1, Counties of Richland, Wayne and Jasper, in the State of Illinois, held during a duly convened (regular) public meeting, in the Unit Administration Office Board Room, 1100 East Laurel Street, Olney, Illinois, in the aforesaid school district, Thursday, August 15, 2013.

**Present** were the following members of the Board of Education: Mr. Alex Cline, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan D. Ridgely, Mr. Pete Seals and Mr. Jeff Wilson. Members absent: Mr. Ben Anderson (President).

Also present, in addition to Board Members: Ms. Marilyn J. Holt, Superintendent of Schools; Mr. Larry Bussard, Assistant Superintendent of Schools; Mr. Chris Simpson, ERHS Principal; Mr. Chad LeCrone, ERHS Assistant Principal, Andy Thomann, ERMS Principal, Ms. Suzanne Hahn, ERES Principal, Ms. Cris Edwards, ERES Assistant Principal, Mick Whittler, Special Education Director, Ms. Patty Leist, School Treasurer and Ms. Alda Ingram, Recording Secretary.

**Purpose:** Under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district, under Section 2(c) 2 to consider matters of negotiation; and under Section 2(c)(21) to consider closed meeting audio recordings.

Motion to hold a closed meeting was made by Mr. Ridgely and seconded by Mr. Cline. The motion carried 6 to 0 on a roll call vote, with six members present and voting yea. The closed meeting started at 9:30 p.m.

**Matters Discussed:** The following matters were reviewed and/or discussed in closed session.

**1. Resignation:** The Superintendent in open session will recommend with regret the approval of the resignation of an ERHS Teacher.

**2. Employment –** The Superintendent will in open session recommend approval of two (2) elementary school teachers, an ERMS custodian and a teacher assistant.

**3. Extra Curricular ERHS Scholar Bowl Sponsor** – The Superintendent will in open session recommend approval of an individual employee to fill the Scholar Bowl position at ERHS. There was discussion regarding the matter with one board member expressing his disapproval of the individual.

**6. East Richland/West Richland Annexation** – There was minimal discussion of this matter.

**9. Destruction of Audio Recording:** The board discussed the destruction of the Closed Session Audio Recordings of the Special Meeting of January 24, 2012 and the Regular Meeting of February 16, 2012.

No formal actions were taken during the closed meeting, which was in session from 9:30 p.m. to 9:35 p.m. The closed meeting ended after a motion by Mr. Redman seconded by Mr. Marrs.

Approved:     President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date Opened to Public Record: \_\_\_\_\_

EAST RICHLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 1  
OLNEY, ILLINOIS

TREASURER'S REPORT  
September 19, 2013

	Cash Balance	Cash Receipts/Adjusting Entries Month Ended	Cash Disbursements/Adjusting Entries Month Ended	Adjusting Entries	Inter Fund Loan	Cash Balance	Certificate of Deposit Investments	CD and Cash Total
Fund	7/31/2013	8/31/2013	7/31/2013	7/31/2013	7/31/2013	7/31/2013	7/31/2013	7/31/2013
Education	2,300,447.76	725,102.57	1,124,395.17		NONE	1,901,155.16		1,901,155.16
Building and Grounds	1,040,845.47	527.90	74,918.08		NONE	966,455.29		966,455.29
Debt Service	811,753.69	596.12	570290.63		NONE	242,059.18		242,059.18
Transportation	278,999.87	8,130.95	67,621.92		NONE	219,508.90		219,508.90
IMRF/Social Security	337,810.76	338.07	57,865.51		NONE	280,283.32		280,283.32
Capital Projects	0.00		0.00		NONE	0.00		0.00
Working Cash	1,820,782.05	396.06			NONE	1,821,178.11		1,821,178.11
Tort	149,795.97	290.71	2982.00			147,104.68		147,104.68
Life Safety	340,790.75	50,100.12	3520.48		NONE	387,370.39		387,370.39
<b>Total</b>	<b>7,081,226.32</b>	<b>785,482.50</b>	<b>1,901,593.79</b>			<b>5,965,115.03</b>	<b>-</b>	<b>5,965,115.03</b>
Add CD's	-							
<b>Total with CD's</b>	<b>7,081,226.32</b>	<b>785,482.50</b>	<b>1,901,593.79</b>			<b>5,965,115.03</b>		
<b>Assets</b>								
Health Fund Checking	127,688.35					128,565.97		
IHI Reserve Checking	12,638.98					12,641.66		
Building Trades	99,591.07					100,446.17		
Revolving Funds	8,000.00					8,000.00		
<b>Total Assets</b>	<b>247,918.40</b>					<b>249,653.80</b>		
<b>Total with Assets</b>	<b>7,329,144.72</b>					<b>6,214,768.83</b>		

Account Level				Beginning	August 2013-14	August 2013-14	Ending	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity	
10A010	1052	0000	00	000000	6,000.00	6,000.00	0.00	6,000.00	0.00	
10A010	1053	0000	00	000000	2,000.00	2,000.00	0.00	2,000.00	0.00	
10A010	1120	0000	00	000000	1,509,041.35	2,300,447.76	-399,292.60	1,901,155.16	392,113.81	
10A010	1125	0000	00	000000	11,427.94	11,430.97	2.68	11,433.65	5.71	
10A010	1126	0000	00	000000	135,082.17	127,688.35	877.62	128,565.97	-6,516.20	
10A010	1721	0000	00	000000	99,493.34	99,591.07	855.10	100,446.17	952.83	
10A010	1722	0000	00	000000	0.00	0.00	0.00	0.00	0.00	
10A010	1723	0000	00	000000	0.00	0.00	0.00	0.00	0.00	
10A---	----	----	--	-----	1,763,044.80	2,547,158.15	-397,557.20	2,149,600.95	386,556.15	
10L010	4310	0000	00	000000	Accounts Payable	0.00	0.00	0.00	0.00	
10L010	4811	0000	00	000000	TRS	0.00	0.00	0.00	0.00	
10L010	4812	0000	00	000000	FIT	0.00	0.00	0.00	0.00	
10L010	4813	0000	00	000000	SIT	0.00	0.00	0.00	0.00	
10L010	4814	0000	00	000000	IMRF	0.00	0.00	0.00	0.00	
10L010	4815	0000	00	000000	ANNUITIES PAYABLE	0.00	0.00	0.00	0.00	
10L010	4816	0000	00	000000	EMPLOYEE INS PAYABLE	-131,509.12	-124,118.33	-880.30	-124,998.63	6,510.49
10L010	4817	0000	00	000000	FICA	0.00	0.00	0.00	0.00	
10L010	4817	0000	10	000000	MEDICARE - N/C	0.00	0.00	0.00	0.00	
10L010	4818	0000	00	000000	MEDICARE CERT	0.00	0.00	0.00	0.00	
10L010	4819	0000	00	000000	OTHER P/R DEDUCTION	-8,155.82	-8,155.82	0.00	-8,155.82	0.00
10L010	4990	0000	00	000000	MISC LIAB DIRECT DEPOSIT	0.00	0.00	0.00	0.00	
10L---	----	----	--	-----	-139,664.94	-132,274.15	-880.30	-133,154.45	6,510.49	
10Q010	7300	0000	00	000000	ED FUND BALANCE	-1,810,053.98	-1,810,053.98	0.00	-1,810,053.98	0.00
10Q010	7310	0000	00	000000	ED REV/EXP SUMMARY	1,299,506.56	508,002.42	398,437.50	906,439.92	-393,066.64
10Q010	7320	0000	00	000000	Emcumbrance	0.00	0.00	0.00	0.00	0.00
10Q010	7330	0000	00	000000	EXCESS/DIFFERENCE	-1,112,832.44	-1,112,832.44	0.00	-1,112,832.44	0.00
10Q---	----	----	--	-----	-1,623,379.86	-2,414,884.00	398,437.50	-2,016,446.50	-393,066.64	
10----	----	----	--	-----	0.00	0.00	0.00	0.00	0.00	
20A010	1120	0000	00	000000	BLDG CASH ON HAND	753,335.47	1,040,845.47	-74,390.18	966,455.29	213,119.82
20A010	1210	0000	00	000000	BLDG CD	0.00	0.00	0.00	0.00	0.00
20A010	1310	0000	00	000000	DUE FROM BLDG FUND	0.00	0.00	0.00	0.00	0.00
20A---	----	----	--	-----	753,335.47	1,040,845.47	-74,390.18	966,455.29	213,119.82	
20L010	4310	0000	00	000000	Accounts Payable	0.00	0.00	0.00	0.00	
20L010	4812	0000	00	000000	FIT	0.00	0.00	0.00	0.00	
20L010	4813	0000	00	000000	SIT	0.00	0.00	0.00	0.00	

91

Account Level				Beginning	August 2013-14	August 2013-14	Ending	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity	
20L010	4814	0000	00	000000	IMRF	0.00	0.00	0.00	0.00	0.00
20L010	4815	0000	00	000000	ANNUITIES PAYABLE	0.00	0.00	0.00	0.00	0.00
20L010	4816	0000	00	000000	EMPLOYEE INS PAYABLE	0.00	0.00	0.00	0.00	0.00
20L010	4817	0000	00	000000	FICA	0.00	0.00	0.00	0.00	0.00
20L010	4817	0000	10	000000	MEDICARE N/C	0.00	0.00	0.00	0.00	0.00
20L010	4818	0000	00	000000	MEDICARE CERT	0.00	0.00	0.00	0.00	0.00
20L010	4819	0000	00	000000	OTHER P/R DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
20L010	4990	0000	00	000000	MISC LIAB DIRECT DEP	0.00	0.00	0.00	0.00	0.00
20L---	----	----	--	-----		0.00	0.00	0.00	0.00	0.00
20Q010	7300	0000	00	000000	BLDG FUND BALANCE	-120,593.72	-120,593.72	0.00	-120,593.72	0.00
20Q010	7310	0000	00	000000	BLDG REV/EXP SUMMARY	-325,081.86	-612,591.86	74,390.18	-538,201.68	-213,119.82
20Q010	7320	0000	00	000000	Emcumbrance	0.00	0.00	0.00	0.00	0.00
20Q010	7330	0000	00	000000	EXCESS/DIFFERENCE	-307,659.89	-307,659.89	0.00	-307,659.89	0.00
20Q---	----	----	--	-----		-753,335.47	-1,040,845.47	74,390.18	-966,455.29	-213,119.82
20----	----	----	--	-----		0.00	0.00	0.00	0.00	0.00
30A010	1120	0000	00	000000	DEBT SERVICES CASH ON HAND	299,821.61	811,753.69	-569,694.51	242,059.18	-57,762.43
30A010	1210	0000	00	000000	DEBT SERVICES CD	0.00	0.00	0.00	0.00	0.00
30A---	----	----	--	-----		299,821.61	811,753.69	-569,694.51	242,059.18	-57,762.43
30L010	4310	0000	00	000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
30L---	----	----	--	-----		0.00	0.00	0.00	0.00	0.00
30Q010	7300	0000	00	000000	DEBT SERVICES FUND BALANCE	-282,524.23	-282,524.23	0.00	-282,524.23	0.00
30Q010	7310	0000	00	000000	BOND REV/EXP SUMMARY	497,136.12	-14,795.96	569,694.51	554,898.55	57,762.43
30Q010	7330	0000	00	000000	EXCESS/DIFFERENCE	-514,433.50	-514,433.50	0.00	-514,433.50	0.00
30Q---	----	----	--	-----		-299,821.61	-811,753.69	569,694.51	-242,059.18	57,762.43
30----	----	----	--	-----		0.00	0.00	0.00	0.00	0.00
40A010	1120	0000	00	000000	TRANS CASH ON HAND	42,659.84	278,999.87	-59,490.97	219,508.90	176,849.06
40A010	1125	0000	00	000000	TRANS IHI RESERVE	1,208.01	1,208.01	0.00	1,208.01	0.00
40A010	1210	0000	00	000000	TRANS CD	0.00	0.00	0.00	0.00	0.00
40A---	----	----	--	-----		43,867.85	280,207.88	-59,490.97	220,716.91	176,849.06
40L010	4310	0000	00	000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
40L010	4811	0000	00	000000	TRS	0.00	0.00	0.00	0.00	0.00
40L010	4812	0000	00	000000	FIT	0.00	0.00	0.00	0.00	0.00

				Account Level	Beginning	August 2013-14	August 2013-14	Ending	2013-14
FDTLOC	FUNC	OBJ	SJ	Description	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity
40L010	4813	0000	00	000000	SIT	0.00	0.00	0.00	0.00
40L010	4814	0000	00	000000	IMRF	0.00	0.00	0.00	0.00
40L010	4815	0000	00	000000	ANNUITIES PAYABLE	0.00	0.00	0.00	0.00
40L010	4816	0000	00	000000	EMPLOYEE INS PAYABLE	0.00	0.00	0.00	0.00
40L010	4817	0000	00	000000	FICA	0.00	0.00	0.00	0.00
40L010	4817	0000	10	000000	MEDICARE N/C	0.00	0.00	0.00	0.00
40L010	4818	0000	00	000000	MEDICARE CERT	0.00	0.00	0.00	0.00
40L010	4819	0000	00	000000	OTHER P/R DEDUCTIONS	-130.14	-130.14	0.00	-130.14
40L010	4990	0000	00	000000	MISC LIAB DIRECT DEPOSIT	0.00	0.00	0.00	0.00
40L---	----	----	--	-----		-130.14	-130.14	0.00	-130.14
40Q010	7300	0000	00	000000	TRANS FUND BALANCE	-125,788.52	-125,788.52	0.00	-125,788.52
40Q010	7310	0000	00	000000	TRAN REV/EXP SUMMARY	198,397.91	-37,942.12	59,490.97	21,548.85
40Q010	7320	0000	00	000000	Emcumbrance	0.00	0.00	0.00	0.00
40Q010	7330	0000	00	000000	EXCESS/DIFFERENCE	-116,347.10	-116,347.10	0.00	-116,347.10
40Q---	----	----	--	-----		-43,737.71	-280,077.74	59,490.97	-220,586.77
40----	----	----	--	-----		0.00	0.00	0.00	0.00
50A010	1120	0000	00	000000	IMRF CASH ON HAND	75,121.02	337,810.76	-57,527.44	280,283.32
50A010	1210	0000	00	000000	IMRF CD	0.00	0.00	0.00	0.00
50A---	----	----	--	-----		75,121.02	337,810.76	-57,527.44	280,283.32
50L010	4310	0000	00	000000	Accounts Payable	0.00	0.00	0.00	0.00
50L010	4814	0000	00	000000	IMRF	0.00	0.00	0.00	0.00
50L010	4817	0000	00	000000	FICA	0.00	0.00	0.00	0.00
50L010	4818	0000	00	000000	MEDICARE	0.00	0.00	0.00	0.00
50L010	4990	0000	00	000000	MISC LIAB DD	0.00	0.00	0.00	0.00
50L---	----	----	--	-----		0.00	0.00	0.00	0.00
50Q010	7300	0000	00	000000	IMRF FUND BALANCE	-151,984.58	-151,984.58	0.00	-151,984.58
50Q010	7310	0000	00	000000	IMRF/SS REV/EXP SUMMARY	278,210.00	15,520.26	57,527.44	73,047.70
50Q010	7330	0000	00	000000	EXCESS/DIFFERENCE	-201,346.44	-201,346.44	0.00	-201,346.44
50Q---	----	----	--	-----		-75,121.02	-337,810.76	57,527.44	-280,283.32
50----	----	----	--	-----		0.00	0.00	0.00	0.00
60A010	1120	0000	00	000000	Site & Construction Cash in on	0.00	0.00	0.00	0.00
60A---	----	----	--	-----		0.00	0.00	0.00	0.00

81

Account Level				Beginning	August 2013-14	August 2013-14	Ending	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity
60L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
60L---	----	----	--	-----	0.00	0.00	0.00	0.00	0.00
60Q010	7300	0000	00 000000	SITE & CONST FUND BALANCE	0.00	0.00	0.00	0.00	0.00
60Q010	7310	0000	00 000000	SITE/CONSTRUCTION REV/EXP SUM	0.00	0.00	0.00	0.00	0.00
60Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	0.00	0.00	0.00	0.00	0.00
60Q---	----	----	--	-----	0.00	0.00	0.00	0.00	0.00
60----	----	----	--	-----	0.00	0.00	0.00	0.00	0.00
70A010	1120	0000	00 000000	WORKING CASH - CASH ON HAND	1,782,521.19	1,820,782.05	396.06	1,821,178.11	38,656.92
70A010	1210	0000	00 000000	WORKING CASH CD	0.00	0.00	0.00	0.00	0.00
70A---	----	----	--	-----	1,782,521.19	1,820,782.05	396.06	1,821,178.11	38,656.92
70Q010	7300	0000	00 000000	WORKING CASH FUND BALANCE	-1,482,040.21	-1,482,040.21	0.00	-1,482,040.21	0.00
70Q010	7310	0000	00 000000	WORKING CASH REV/EXP SUMMARY	-185,978.52	-224,239.38	-396.06	-224,635.44	-38,656.92
70Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	-114,502.46	-114,502.46	0.00	-114,502.46	0.00
70Q---	----	----	--	-----	-1,782,521.19	-1,820,782.05	-396.06	-1,821,178.11	-38,656.92
60	---	---	--	-----	0.00	0.00	0.00	0.00	0.00
80A010	1120	0000	00 000000	Tort Cash on Hand	0.00	149,795.97	-2,691.29	147,104.68	147,104.68
80A---	----	----	--	-----	0.00	149,795.97	-2,691.29	147,104.68	147,104.68
80L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
80L---	----	----	--	-----	0.00	0.00	0.00	0.00	0.00
80Q010	7300	0000	00 000000	Tort Fund Balance	0.00	0.00	0.00	0.00	0.00
80Q010	7310	0000	00 000000	TORT REV/EXP SUMMARY	227,330.44	77,534.47	2,691.29	80,225.76	-147,104.68
80Q010	7320	0000	00 000000	Tort Encumbrance	0.00	0.00	0.00	0.00	0.00
80Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	-227,330.44	-227,330.44	0.00	-227,330.44	0.00
80Q---	----	----	--	-----	0.00	-149,795.97	2,691.29	-147,104.68	-147,104.68
80----	----	----	--	-----	0.00	0.00	0.00	0.00	0.00
90A010	1120	0000	00 000000	LIFE SAFETY CASH ON HAND	389,505.52	340,790.75	46,579.64	387,370.39	-2,135.13
90A010	1210	0000	00 000000	LIFE SAFETY CD	0.00	0.00	0.00	0.00	0.00
90A---	----	----	--	-----	389,505.52	340,790.75	46,579.64	387,370.39	-2,135.13
90L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00

Account Level				Beginning	August 2013-14	August 2013-14	Ending	2013-14	
FDTLOC	FUNC	OBJ	SJ	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity	
Description									
90L010	4812	0000	00 000000	L/S FIT	0.00	0.00	0.00	0.00	0.00
90L010	4813	0000	00 000000	L/S SIT	0.00	0.00	0.00	0.00	0.00
90L010	4817	0000	00 000000	L/S FICA	0.00	0.00	0.00	0.00	0.00
90L010	4817	0000	10 000000	L/S Medicare NC	0.00	0.00	0.00	0.00	0.00
90L---	----	----	--	-----	0.00	0.00	0.00	0.00	0.00
90Q010	7300	0000	00 000000	LIFE SAFETY FUND BALANCE	-1,128,737.03	-1,128,737.03	0.00	-1,128,737.03	0.00
90Q010	7310	0000	00 000000	LIFE SAFETY REV/EXP SUMMARY	28,629.17	77,343.94	-46,579.64	30,764.30	2,135.13
90Q010	7320	0000	00 000000	Emcumbrance	0.00	0.00	0.00	0.00	0.00
90Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	710,602.34	710,602.34	0.00	710,602.34	0.00
90Q---	----	----	--	-----	-389,505.52	-340,790.75	-46,579.64	-387,370.39	2,135.13
90----	----	----	--	-----	0.00	0.00	0.00	0.00	0.00
Grand Asset Totals					5,107,217.46	7,329,144.72	-1,114,375.89	6,214,768.83	1,107,551.37
Grand Liability Totals					-139,795.08	-132,404.29	-880.30	-133,284.59	6,510.49
Grand Equity Totals					-4,967,422.38	-7,196,740.43	1,115,256.19	-6,081,484.24	-1,114,061.86
Grand Totals					0.00	0.00	0.00	0.00	0.00

20

Number of Accounts: 104

\*\*\*\*\* End of report \*\*\*\*\*

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10599	A-1 QUALITY GLASS CO	09/19/2013	WINDSHIELD & INSTALLATION	325.00	325.00
10600	AFPLANSERV	09/19/2013	PLAN BILLING FEE	52.00	52.00
10601	APEX PIPING EQUIPMENT	09/19/2013	CUSTODIAL SUPPLIES	307.08	307.08
10602	APPLE, INC	09/19/2013	MINI IPADS	1,854.00	1,854.00
10603	AQUAPHASE, INC	09/19/2013	P-300 INHIBITED PROPYLENE GLYCOL P-300 INHIBITED PROPYLENE GLYCOL	476.00 1,215.00	1,691.00
10604	AUS INDY/TERRE HAUTE	09/19/2013	Towel Service for School Year 2013 - 2014 Red rag service for Auto class \$0.40 x 150 rags + service fee per month	74.15 67.70	141.85
10605	AWARDS AMERICA, INC	09/19/2013	Letters/Pins	578.50	578.50
10606	BABY TALK PROFESSIONA	09/19/2013	BABY TECH SERVICEFEE FOR JULY 1, 2013 - JUNE 30, 2014	400.00	400.00
10607	BAUDVILLE	09/19/2013	Birthday Cards	196.00	196.00
10608	BENT, ANN D	09/19/2013	AUGUST MILEAGE	11.07	11.07
10609	BERGER, CHRISTY	09/19/2013	District Nurses	96.25	96.25
10610	BILLINGTON, LISA	09/19/2013	AUGUST MILEAGE	32.49	32.49
10611	BISHOP, SUSAN	09/19/2013	CHAT MEETINGS, ORIENTATION ERES PARENT MEETING & BUS INCIDENT, ERMS STUDENT MEETING,	600.00 1,050.00	1,650.00

21

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10612	BMI EDUCATIONAL SERVI	09/19/2013	3RD GRADE ALL DAY WRITING Books for	324.00	324.00
10613	BOUND TO STAY BOUND B	09/19/2013	Business Law. ERES Library Book Order - (30 titles/nonfiction) - ordered online	529.62	973.37
			ERES Library Book Order (24 fiction books) ordered online	443.75	
10614	BRITTON'S BULLPEN	09/19/2013	BUILDING RENTAL	100.00	100.00
10615	BUREAU OF ED & RESEAR	09/19/2013	BETH KOCHER CONF #4461879, SAUNDRA HOUGH CONF #4461881 - BEST IPAD APPS TO ENHANCE CONTENT INSTRUCTION - OCT 31, 2013	458.00	458.00
10616	BUSHUE BACKGROUND SCR	09/19/2013	BACKGROUND CHECK - PHYLIS HERALD, HARY WELLS, KYLE SHIPMAN, ERIN PEPPER, MELISSA GINDER, BARBARA GRAY	312.00	312.00
10617	C & C GROUP	09/19/2013	MONTHLY MAINTENANCE	1,228.00	1,228.00
10618	CAPITAL SOUND & LIGHT	09/19/2013	SERVICE CALL ON INTERCOM SYSTEM - ERES	515.50	515.50

22

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10619	CELEBRATIONS	09/19/2013	CHAT - WHITE PAPER BAGS	32.40	32.40
10620	CENTRAL STATES BUS SA	09/19/2013	Supplies for School Year 2013 - 2014	220.40	396.28
			Supplies for School Year 2013 - 2014	39.92	
			Supplies for School Year 2013 - 2014	135.96	
10621	CHARLESTON INK	09/19/2013	PE Uniforms	2,959.00	2,959.00
10622	CHARLEY, INC	09/19/2013	Ink for HP LaserJet P1102w Chrome Books Printer	60.00 25,398.00 19.50	26,632.07
			Maintenance Kits, Paper Printer	290.69	
			Maintenance Kits, Paper Printer	154.00	
			Maintenance Kits, Paper Ink and toner to be used as needed Printer	67.00 338.00	
			Maintenance Kits, Paper Printer	304.88	
10623	CITY OF OLNEY	09/19/2013	CURB VALVE, CURB	626.00	626.00

23

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10624	CORVUS INDUSTRIES, LT	09/19/2013	BOX, BASE 1 x 8 risers 81' raiser rail for top row Colored nose markings for (2) Ailes w/hardware material only Quote # 13-1-1151A	6,233.00	6,233.00
10625	CREATIVE TEACHING PRE	09/19/2013	Classroom Curriculum Materials	47.42	47.42
10626	D LAWLESS HARDWARE	09/19/2013	SUMMER MAINTENANCE wooden pulls	16.34 31.20	47.54
10627	DAVIS, ANGELA M	09/19/2013	MILEAGE FOR WORKSHOP - MT VERNON	40.80	40.80
10628	DAYLIGHT DONUTS	09/19/2013	Breakfast for Meetings	36.00	36.00
10629	DEMCO, INC	09/19/2013	library supplies	320.33	320.33
10630	DEWEESE, SHARI A	09/19/2013	AUGUST MILEAGE	49.16	49.16
10631	DOLL'S INC	09/19/2013	SUPPLIES & LABOR SUPPLIES & LABOR	210.00 155.62	365.62
10632	DORIS BROS TROPHIES	09/19/2013	NAME BADGES	9.00	9.00
10633	DUNCAN SUPPLY COMPANY	09/19/2013	SUMMER MAINTENANCE SUPPLIES	145.44	145.44
10634	EAGLESON AUTOMOTIVE C	09/19/2013	Driver ed car supplies Driver education car repairs	53.38 15.00	446.75

24

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Supplies for School Year 2013 - 2014	378.37	
10635	EARTHGRAINS BAKING CO	09/19/2013	Bakery For FY14 - Earthgrains	1,977.49	1,977.49
10636	ECOLAB EQUIPMENT CARE	09/19/2013	Dave Goff needs parts for Steamer Cooker at ERES Cleveland Model: 36CEM16 480V Serial #WC 56535-99C-01	18.08	240.08
			Dave Goff needs parts for Steamer Cooker at ERES Cleveland Model: 36CEM16 480V Serial #WC 56535-99C-01	222.00	
10637	EDUCATION WEEK	09/19/2013	SUBSCRIPTION FOR EDUCATION WEEK	89.94	89.94
10638	EFFINGHAM HIGH SCHOOL	09/19/2013	Participation Fee - Effingham Marching Band Competition	150.00	150.00
10639	EFFINGHAM TRUCK SLS,	09/19/2013	Supplies for School Year 2013 - 2014	457.25	457.25
10640	ERCU # 1	09/19/2013	PRE-K MILEAGE PLATES Food Service for meetings KINDERGARTEN	1,996.50 12.95 4.00 53.18	2,690.97

25

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			INTRO MEETING - BREAKFAST	114.02	
10641	ETA / HAND2MIND	09/19/2013	LITTLE WONDERS Hands on Commor Core Fractions and Teacher Resource Book	510.32 467.75	467.75
10642	EVAN MOOR EDUCATIONAL	09/19/2013	Curriculum	20.98	20.98
10643	FEHRENBACHER OIL CO,	09/19/2013	Fuel for School Year 2013 - 2014	3,825.23	4,405.48
			Supplies for School Year 2013 - 2014	211.25	
			Bus Inspections for School Year 2013 - 2014	369.00	
10644	FEHRENBACHER TRUCK RE	09/19/2013	Supplies for School Year 2013 - 2014	39.82	73.13
			Supplies for School Year 2013 - 2014	33.31	
10645	FISHER AUTO PARTS	09/19/2013	General Supplies for School Year 2013 - 2014	158.15	158.15
10646	FLINN SCIENTIFIC, INC	09/19/2013	Chemical & Supplies	948.99	948.99
10647	FLOYD'S WELDING SERVI	09/19/2013	SUPPLIES & LABOR	7,035.00	10,879.15
			SUPPLIES & LABOR	3,792.65	
			SUPPLIES & LABOR	19.00	
			SUPPLIES & LABOR	32.50	
10648	FOLLETT LIBRARY RESOU	09/19/2013	classroom books	307.24	2,410.43

26

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			for 3rd and 5th grades		
			FY13 Library grant	738.52	
			books	428.68	
			ERES Library	424.41	
			Order (31 books - fict & nonfict) & processing		
			ERES Library	100.90	
			Order (31 books - fict & nonfict) & processing		
			ERES Library Book	410.68	
			Order (36 books ordered online)		
10649	FOX RIVER FOODS, INC	09/19/2013	Food/Supplies For FY14	4,491.17	21,612.75
			Food/Supplies For FY14	10,890.69	
			Food/Supplies For FY14	6,230.89	
10650	FREIGHTLINER-WESTERN	09/19/2013	Supplies for School Year 2013 - 2014	112.21	554.68
			Supplies for School Year 2013 - 2014	109.84	
			Supplies for School Year 2013 - 2014	29.43	
			Supplies for School Year 2013 - 2014	194.18	

27

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			- 2014 Supplies for School Year 2013	109.02	
10651	FREY SCIENTIFIC	09/19/2013	- 2014 Rockets and rocket supplies	584.27	584.27
10652	GANO WELDING SUPPLIES	09/19/2013	CUSTODIAL SUPPLIES	3.00	3.00
10653	GREY HOUSE PUBLISHING	09/19/2013	SET OF REFERENCE BOOKS	220.00	220.00
10654	GRUNLOH CONSTRUCTION,	09/19/2013	HS BATHROOM RENOVATIONS	90,945.00	90,945.00
10655	H & H MUSIC, INC	09/19/2013	Instrument Repair	36.90	477.00
			Instrument Repair	85.50	
			Instrument Repair	58.50	
			Instrument Repair	135.00	
			Instrument repairs	40.50	
			Instrument repairs	36.00	
			Instrument repairs	40.50	
			Instrument repairs	44.10	
10656	HAMMOND & STEPHENS	09/19/2013	Gradebooks & Lesson Plan Books	355.71	355.71
10657	HARDY BRAKE & ELECTRI	09/19/2013	Supplies for School Year 2013 - 2014	142.36	142.36
10658	HARRISON, CANDICE A	09/19/2013	AUGUST MILEAGE	42.38	42.38
10659	HARRISON PLUMBING, HE	09/19/2013	BUILDING TRADES	937.50	937.50
10660	HEARTLAND PAYMENT SYS	09/19/2013	MENU PLANNING, RECIPE & COSTING,	622.50	622.50

28

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MP NETWORK LIC - ANNUAL MAINTENANCE FEE, MENUE PLANNING SUPPORT REINSTATEMENT FEE UPDATE V14		
10661	HERALD & REVIEW CENTR	09/19/2013	Herald & Review	148.20	148.20
10662	HONEYWELL INTERNATION	09/19/2013	SUPPLIES & REPAIR	2,037.79	2,037.79
10663	HOUCHENS NORTH FOODS,	09/19/2013	General Supplies Misc. supplies/food for meetings Food and Supplies to be used during the 2013-2014 school year. Food/Supplies For FY14 - IGA	58.42 91.98   34.24   140.71	325.35
29 10664	HOUGHTON MIFFLIN HARC	09/19/2013	TITLE I BOOKS Every Day Counts Calendar Math Teacher Kit	119.34 299.23	418.57
10665	HP PRODUCTS	09/19/2013	CUSTODIAL SUPPLIES CUSTODIAL SUPPLIES CUSTODIAL SUPPLIES	106.16  188.31  52.47	346.94
10666	HURSTA, KATHY	09/19/2013	BABYSITTING - 1.25 HRS - 8/27/13	22.50	22.50
10667	ICEARY	09/19/2013	LARRY BUSSARD &	80.00	80.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			ETHAN RANDOLPH - MEMBERSHIP FEE 2014		
10668	IDEC / SHARING A VISION	09/19/2013	SHARE A VISION PRE-CONFERENCE - BRIDGET ZWILLING, JAMIE BAYLER	50.00	50.00
10669	IGSMA	09/19/2013	IGSMA dues	80.00	80.00
10670	IL ASSN FOR COLLEGE A	09/19/2013	Principal Membership for IACAC (Cindy Lockley) Secondary Membership for IACAC (Kristy Ochs)	80.00	80.00
10671	IL PRINCIPALS ASSN	09/19/2013	Administrator Membership Dues	585.00	585.00
10672	ILEARN, INC	09/19/2013	RENEWAL OF iPASS MATH PROGRAM, MYq, iKNOW MATH AND THINKFAST	800.00	800.00
10673	INGRAM, ALDA B	09/19/2013	BOARD MEETING	6.98	6.98
10674	INTENSE GRAPHIX	09/19/2013	Pe uniforms	4,120.00	4,120.00
10675	INTERNATIONAL BUSINES	09/19/2013	IBM SPSS software renewal	191.00	191.00
10676	INTERSTATE BATTERY OF	09/19/2013	Batteries for School Year 2013 - 2014	211.90	211.90
10677	INTERSTATE MUSIC SUPP	09/19/2013	Band supplies	759.85	759.85
10678	ITA/INDEPENDENT TELEC	09/19/2013	SUPPLIES & LABOR SUPPLIES & LABOR	200.25 265.80	466.05
10679	IVY'S COTTAGE, LLC	09/19/2013	BOARD SUPPLIES -	65.00	65.00

30

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10680	J A SEXAUER, INC	09/19/2013	JANE FRAIZER'S HUSBAND, LARRY BUSSARD'S MOTHER-IN-LAW SUPPLIES	372.96	1,511.17
			SUPPLIES	798.48	
			SUPPLIES	339.73	
10681	JAGUAR EDUCATIONAL	09/19/2013	Materials and supplies	72.70	72.70
10682	JAMES A. URFER TRUCKI	09/19/2013	ROAD PACK	183.23	183.23
10683	JEROME M SATTTLER PUBL	09/19/2013	special education books	150.00	150.00
10684	JW PEPPER & SON, INC	09/19/2013	Sheet music	314.99	2,160.41
			Sheet Music	980.99	
			Music for choir	844.93	
			Music for choir	19.50	
10685	KEMPER CPA GROUP, LLP	09/19/2013	SERVICES TO DATE FOR THE ANNUAL FINANCIAL STATEMENT AUDIT FOR THE YEAR ENDED JUNE 30, 2013	2,250.00	2,250.00
10686	KOCHER, DAWN M	09/19/2013	AUGUST MILEAGE	55.94	55.94
10687	KOCHER'S UPHOLSTERING	09/19/2013	UPHOLSTERED 6 CHAIR ARM SETS	177.83	177.83
10688	KRAJEC LANDSCAPING	09/19/2013	AUTOMATIC IRRIGATION SYSTEM AT HS FOOTBALL FIELD CONTROLLER WITH EXTRA MODULE, WIRE	10,895.00      76.68	10,971.68

31

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10689	LAKECOOK DISTRIBUTORS	09/19/2013	Novel set	447.20	447.20
10690	LAKESHORE LEARNING MA	09/19/2013	ELS Preschool Assessment	996.00	996.00
10691	LANTER DISTRIBUTING L	09/19/2013	Food/Supplies For FY14 - Commodity Deliveries	137.71	137.71
10692	LECRONE, KRISTINA A	09/19/2013	District Nurses-uniform	100.00	100.00
10693	LEONARD SAFETY EQUIPM	09/19/2013	Supplies for Vocational classes	228.28	228.28
10694	LIBRARY VIDEO COMPANY	09/19/2013	Science DVDs	126.70	126.70
10695	MADDEN, JACQUELINE D	09/19/2013	AUGUST MILEAGE	9.33	17.51
10696	MARATHON TIRE SERV, I	09/19/2013	IMRF MEETING	8.18	522.20
			Labor/Repairs for School Year 2013 - 2014	48.00	
			Tires for School Year 2013 - 2014	21.00	
10697	MARCHING EAGLES BAND	09/19/2013	New tires for the white 2007 Chevy Impala	453.20	175.00
			Participation Fee - Newton Eagles Marching Classic	175.00	
			Answer keys and sample assessments for Math I from Mathematics Vision Project.	68.00	
10698	MATHEMATICS VISION PR	09/19/2013			68.00
10699	MEDCO SUPPLY COMPANY	09/19/2013	Misc. Supplies	83.10	83.10
10700	MENTORING MINDS	09/19/2013	Flip Charts	165.65	165.65

32

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10701	Vendor Continued Void	09/19/2013			0.00
10702	Vendor Continued Void	09/19/2013			0.00
10703	MILLER OFFICE EQUIPME	09/19/2013	SentrySafe caster base #509072 legal 31" deep putty Fire-proof 4-drawer file cabinet-legal Schwab model 5000 Supplies for Teachers Work Room Copier Sharp Copier Repair on teachers workroom copier Parts and Supplies for teachers workroom copier Labor for copiers in rooms 104 & 123 Parts for for copiers in rooms 104 & 123 Labor for copiers in rooms 104 & 123 Parts for for copiers in rooms 104 & 123 Repair on teachers workroom	150.00    1,195.00   170.00  300.00 58.00  210.00  558.00   38.00  44.00	5,382.85

33

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			copier Parts and Supplies for teachers workroom	138.00	
			copier Repair on teachers workroom	68.00	
			copier Supplies for Teachers Work Room Copier	30.00	
			Labor for copiers in rooms 104 & 123 Parts for for copiers in rooms 104 & 123	272.00	
			Labor for Int color copier MX350 & primary color copier MX3610N Parts for Int color copier MX350 & primary color copier MX3610N	998.00	
			Parts and Supplies for teachers workroom copier	170.00	
			Labor for copiers in rooms 104 & 123 Parts for for copiers in rooms	382.00	

34

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			104 & 123 Labor for copiers in rooms 104 & 123 Parts for for copiers in rooms 104 & 123	38.00	
			Repair and maintenance on office copier	38.00	
			Parts & Supplies for Office Copier	54.00	
			Misc. office supplies	25.00	
			Misc. office supplies	25.00	
			Staff Name Plate	15.95	
			Door	15.95	
			Nameplate/Ellison SUPPLIES	375.00	
			2nd Name Plate	14.95	
10704	MILLER, TRACY, BRAUN	09/19/2013	LEGAL FEES	1,585.08	1,585.08
10705	MONTICELLO MUSIC BOOS	09/19/2013	Participation Fee - Monticello Marching Band Competition	175.00	175.00
10706	NASCO FORT ATKINSON	09/19/2013	Math Supplies	230.84	508.97
			Materials and supplies	104.32	
			Books for Algebra and Geometry	92.92	
			classroom supplies	59.42	
			SUPPLIES	21.47	

35

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10707	NATION SCIENCE TEACHE	09/19/2013	Classroom resource material	65.89	65.89
10708	NCS PEARSON, INC	09/19/2013	AIMSWEB PRO COMPLETE W/BROWSER BASED SCORING	666.00	6,536.00
			Aimsweb Pro Complete for East Richland Elementary	5,870.00	
10709	O'DONNELL SUPPLY CORP	09/19/2013	CUSTODIAL SUPPLIES	582.94	582.94
10710	OCHS, MARY A	09/19/2013	REIMBURSEMENT SUPPLIES FOR SHELVES	35.83 11.00	46.83
10711	OLDE TYME STEAKHAUS	09/19/2013	MEETINGS W/WEST RICHLAND	36.06	64.63
			MEETINGS W/WEST RICHLAND	28.57	
10712	OLNEY DAILY MAIL	09/19/2013	BOARD ADVERTISING - PUBLIC HEARING WAIVERS, SPEC ED RECORDS	176.16	467.88
			BOARD ADVERTISING	291.72	
10713	OLNEY QUALITY ELECTRI	09/19/2013	TRACE WIRE ON FOOTBALL FIELD	100.00	100.00
10714	OTHS BAND BOOSTERS	09/19/2013	Entry Fee - Metro East Marching Competition (O'Fallon)	175.00	175.00
10715	PALOS SPORTS	09/19/2013	PE Equipment	761.89	795.87
			PE Equipment	33.98	
10716	PANTHER MARCHING BAND	09/19/2013	Participation Fee	200.00	200.00

36

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			- EIU Panther Marching Band Competition		
10717	PDK INTERNATIONAL	09/19/2013	MEMBERSHIP DUES - MARILYN HOLT	95.00	95.00
10718	PIZZA FAST / SUB FAST	09/19/2013	FOOD	39.25	39.25
10719	PLANK ROAD PUB, INC	09/19/2013	music k-8 subscription magazine with CDs	235.90	235.90
10720	PRAIRIE FARMS DAIRY,	09/19/2013	Dairy for FY14	9,343.58	9,343.58
10721	PRESENTATIONS DIRECT	09/19/2013	REPAIR TO LAMINATOR	127.03	127.03
10722	PRINTFORCE, INC	09/19/2013	Printing throughout the school year	197.41	435.74
			Printing throughout the school year	44.20	
			ER-25 #10 - 24 Regular White Envelopes	144.75	
			Printing throughout the school year	49.38	
10723	PRIORITY ONE FIRE &	09/19/2013	ANNUAL CENTRAL STATION MONITORING	300.00	300.00
10724	PROMEVO	09/19/2013	Chrome Book Management License	3,030.00	3,030.00
10725	QUILL CORPORATION	09/19/2013	SUPPLIES Office supplies to be used during	-31.78 11.58	999.62

37

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount	
			the school year			
			Blanket PO for	69.96		
			office supplies			
			Classroom	112.90		
			supplies			
			Blanket PO for	52.64		
			office supplies			
			Office Supplies	116.91		
			for School Year			
			2013 - 2014			
			Food Service	74.85		
			Supplies - Quill			
			SUPPLIES	31.78		
			Blanket order for	94.58		
			Quill			
			SUPPLIES	181.29		
			Food Service	284.91		
38	10726	QUINLAN & FABISH MUSI	09/19/2013	Samuel Shen	2,970.00	3,470.00
				Upright Acoustic		
				String Bass with		
				Coda Revelation		
				Bow		
				Open PO for	300.00	
				Supply Purchases		
				throughout the		
				2013-2014 school		
				year		
				Open PO for	200.00	
				Supply Purchases		
				throughout the		
				2013-2014 school		
				year		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10727	RACKLIN PAINT &	09/19/2013	SUMMER MAINTENANCE SUPPLIES	241.05	241.05
10728	RANDOLPH, ETHAN	09/19/2013	AUGUST MILEAGE	18.65	18.65
10729	READ'S INC.	09/19/2013	CUSTODIAL SUPPLIES & REPAIR CUSTODIAL SUPPLIES & REPAIR ERHS WALK-IN COOLER PARTS & REPAIR ERES COOLER - PARTS & REPAIR CUSTODIAL SUPPLIES & REPAIR	86.00 558.41 650.60 406.71 351.75	2,053.47
10730	REALLY GOOD STUFF	09/19/2013	classroom supplies	68.33	68.33
10731	REMEDIA PUBLICATIONS,	09/19/2013	classroom supplies	194.32	194.32
10732	RENAISSANCE LEARNING,	09/19/2013	Renaissance Learning Renewal	1,656.00	1,656.00
10733	RIDGEWAY DISTRIBUTORS	09/19/2013	Supplies for School Year 2013 - 2014 Supplies for School Year 2013 - 2014 Supplies for School Year 2013 - 2014	138.80 120.25 104.60	363.65
10734	RMH PROFESSIONAL SERV	09/19/2013	BUS DRIVER PHYSICALS - PHYLLIS A BATEMAN	11.81	175.37

69

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			#668637 BRENDA SEESSENGOOD - BUS PHYSICAL	163.56	
10735	ROBINSON HS MUSIC BOO	09/19/2013	Participation Fee - Robinson Marching Band Competition	150.00	150.00
10736	ROE 11 - CHARLESTON	09/19/2013	BUS DRIVER REFRESHER COURSE - LONNIE DOAN	8.00	8.00
10737	ROE 12 - MONTE NEWLIN	09/19/2013	Initial & Refresher Courses for School Year 2013 - 2014 - TROY REYNOLDS	8.00	8.00
10738	ROE 13 - MARION COUNT	09/19/2013	LORI KOCHER 4/2/14 - MATH STRATEGIES FOR STRUGGLING LEARNERS \$105, JOSY HART 12/13/13 - HELPING TEACHERS TO IMPLEMENT COMMON CORE SHIFTS IN ELA \$40, JOSY HART 1/14/14 - WIRING THE BRAIN FOR READING, CRITIAL THINKNG AND THE COMMON CORE \$105	250.00	355.00

40

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			BETH KOCHER - MATH STRATEGIS FOR STRUGGLING LEARNERS - APRIL 2, 2014 - \$105	105.00	
10739	ROYCE'S PLUMBING	09/19/2013	CUSTODIAL SUPPLIES & REPAIR	1,218.58	1,218.58
10740	S & L FOODS PRODUCE,	09/19/2013	Food/Supplies For FY14 - Produce	214.75	214.75
10741	SADDLEBACK EDUCATIONA	09/19/2013	Curriculum supplement	47.90	47.90
10742	SCALE FREE	09/19/2013	SERVICE FOR UNIT - ERMS	610.00	610.00
10743	Vendor Continued Void	09/19/2013			0.00
10744	SCHOLASTIC INC	09/19/2013	Science World magazine Grade 5 - Weekly Reader Dobbs - 27, Doll - 27, Michels - 27, Miller - 27, Mosbey - 27, Muffler - 27, Pool - 26 DynaMath grade 3-6 code 004	305.25 928.51 1,076.46	5,477.30
			Scholastic News/Weekly Reader - Grade 2 --Gardner-27, Hagan-27, Hardy-27, Lynn-27, Smith-27	666.75	

41

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Scholastic News -- Anselment-25, Bettis-25, Lanker-25, Rodgers-25, Schonert-25, Shawver-25	740.88	
			Scholastic News-3rd Grade -- Erwin-30, Greenwood-29, Hearn-29, McVicker-29, Shoemaker-29, Taylor 29	864.32	
			Let's Find Out Anderson-26, Dunn-26, Grundon-26, Harmon-26, Hendrickson-26, Pampe-25	895.13	
10745	SCHOOL HEALTH CORP	09/19/2013	Nurses Budget	743.91	743.91
10746	Vendor Continued Void	09/19/2013			0.00
10747	SCHOOL SPECIALTY INC	09/19/2013	Classroom Supplies	24.67	3,238.50
			Classroom Supplies	23.51	
			Classroom supplies	60.29	
			school supplies	64.38	
			Classroom Supplies	24.39	

42

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			General Classroom Supplies	24.98	
			Classroom Supplies	66.63	
			Classroom Supplies	51.82	
			Classroom Supplies	69.71	
			Playground Supplies	106.78	
			Classroom Supplies	52.58	
			Classroom Supplies	14.72	
			classroom supplies	74.36	
			classroom supplies	27.61	
			Various school supplies	147.48	
			classroom supplies	115.99	
			Math Supplies	139.23	
			Art Supplies	337.48	
			Classroom supplies	38.91	
			2013-2014 School supplies	8.25	
			supplies for Roberta McCleave	247.25	
			Art Supplies	1,284.29	
			Classroom supplies	96.77	

43

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Speech Supplies	136.42	
10748	SIMPSON, CHRIS A	09/19/2013	AUGUST MILEAGE	40.53	40.53
10749	SKEETER KELL SPORTING	09/19/2013	WILSON GST	935.00	1,287.90
			FOOTBALLS WITH IMPRINT & CUTTERS TRI-FOLD WRIST COACHES		
			basketball nets	58.00	
			WILSON GST	294.90	
			FOOTBALLS WITH IMPRINT & CUTTERS TRI-FOLD WRIST COACHES		
10750	SMILEMAKERS	09/19/2013	District Nurses	86.58	86.58
			District Nurses - RETURNED ITEM	-50.32	
			District Nurses	50.32	
10751	SNIDER, SHERRI A	09/19/2013	MILEAGE TO WORKSHOP - CHAMPAIGN 09/10/13	132.78	132.78
10752	SOCIAL STUDIES SCHOOL	09/19/2013	Simulations and google earth curriculum	127.75	127.75
10753	SOUTHPAW ENTERPRISES	09/19/2013	Cube chairs	264.48	264.48
10754	SPORTWIDE	09/19/2013	Season Supplies	256.99	724.02
			Season Supplies	237.53	
			Season Supplies	229.50	
10755	STATE FIRE MARSHALL	09/19/2013	INSPECTION & SUPPLIES	140.00	140.00
10756	STERNBERG, INC	09/19/2013	Supplies for School Year 2013 - 2014	536.30	716.64

44

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Supplies for School Year 2013 - 2014	180.34	
10757	STILLWATER ENTERPRISE	09/19/2013	PLAYGROUND SURFACING MATERIAL	2,090.00	2,090.00
10758	SUPER DUPER PUBLICATI	09/19/2013	Speech Therapy Supplies	99.80	99.80
10759	SWANN SPECIAL CARE CE	09/19/2013	AUGUST TUITION - STEVIE MUSSON	3,158.10	3,158.10
10760	SYSCO FOOD SERVICE	09/19/2013	Food/Supplies For FY14	2,563.79	2,563.79
10761	TERMINIX	09/19/2013	PEST CONTROL - ERES	849.72	846.72
10762	TIME FOR KIDS	09/19/2013	PEST CONTROL Time Edition 3 & 4 St Joe Teacher - Lori Kocher	-3.00 132.60	132.60
10763	TOLEDO PHYSICAL ED SU	09/19/2013	soccer nets	113.82	113.82
10764	TRI-M PLUMBING	09/19/2013	BACKFLOW DEVICE ANNUAL INSPECTION	1,200.00	1,200.00
10765	TRI-STATE BUSINESS EQ	09/19/2013	2-type Riso Ink 2-type Riso Masters Tri-State Contract Renewal on Riso	1,549.70 630.00	2,179.70
10766	TRI-STATE FIRE PROTEC	09/19/2013	ANNUAL INSPECTION OF SPRINKLER SYSTEM - ERES, ERMS, ERHS	425.00	425.00
10767	U S FOODS	09/19/2013	Food/Supplies For FY14	5,344.20	5,344.20

45

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10768	UMB BANK N A	09/19/2013	ADMINISTRATIVE ONE-TIME FEE	300.00	300.00
10769	UPS	09/19/2013	SHIPPING CHARGES	12.47	12.47
10770	VANDALIA BAND BOOSTER	09/19/2013	Participation Fee - Vandalia Marching Band Competition	150.00	150.00
10771	VISA	09/19/2013	St Joe Classroom Direct	69.53	69.53
10772	VOLK, KARLA J	09/19/2013	AUGUST MILEAGE	23.73	23.73
10773	WABASH VALLEY SERVICE	09/19/2013	Fuel for School Year 2013 - 2014 Oil for School Year 2013 - 2014 HS FOOTBALL FIELD	10,691.25	11,065.63
10774	WALCH EDUCATION	09/19/2013	Algebra and Geometry Activity Books	113.30	113.30
10775	WARD'S NATURAL SCIENC	09/19/2013	Classroom Supplies	37.22	37.22
10776	WEASE EQUIPMENT	09/19/2013	TRANS SUPPLIES	76.78	76.78
10777	WEST PAYMENT CENTER	09/19/2013	Quinlan School Law Bulletin	314.04	314.04
10778	WEST RICHLAND CUSD #2	09/19/2013	PROFESSIONAL DEVELOPMENT ACTIVITIES & LUNCH FOR 5 ATTENDEES AT \$100@ FOR 9/3/13, 11/8/13, 1/6/14, 3/14/14	500.00	500.00
10779	WESTALL, CHERYL L	09/19/2013	AUGUST MILEAGE	27.12	27.12
10780	WILLIAM H SADLIER, IN	09/19/2013	Vocab Workshop	173.78	173.78

46

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
10781	WURTH	09/19/2013	Test Prep Supplies for School Year 2013 - 2014	171.74	171.74
183	Computer		Check(s) For a Total of		308,810.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	183	Computer	Checks For a Total of	308,810.89
Total For	183	Manual, Wire Tran, ACH & Computer	Checks	308,810.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	308,810.89

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
A T & T 000	A T & T	0303163481001	9001400054	AugPP	MAIN	TELEPHONE CHARGES	H		08/18/2013	08/26/2013	R	\$256.63
										10552		\$256.63
						<b>NUMBER OF INVOICES: 1</b>						<b>\$256.63</b>
AMEREN I000	AMEREN ILLINOIS	9055006615	9001400063	AugPP	MAIN	ELECTRIC BILL	H		08/05/2013	08/12/2013	R	\$3,299.97
										10510		\$3,299.97
						<b>NUMBER OF INVOICES: 1</b>						<b>\$3,299.97</b>
CHARLEY 000	CHARLEY, INC	13082950	0	AugPP	MAIN	PRINTER & CARTRIDGES	H		08/29/2013	08/29/2013	R	\$1,119.00
										10567		\$1,119.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$1,119.00</b>
CITY OF 002	CITY OF OLNEY	1	0	AugPP	MAIN	SEWER INSPECTION FEE	H		08/13/2013	08/13/2013	R	\$625.00
										10516		\$625.00
CITY OF 002	CITY OF OLNEY	1	9001400058	AugPP	MAIN	WATER BILL	H		08/02/2013	08/23/2013	R	\$517.78
										10547		\$517.78
						<b>NUMBER OF INVOICES: 2</b>						<b>\$1,142.78</b>
CLEARWAV000	CLEARWAVE COMMUNICATIONS	99640002776	9001400092	AugPP	MAIN	Monthly service for internet access fiber	H		08/10/2013	08/12/2013	R	\$300.00
										10511		\$300.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$300.00</b>
DEARBORN000	DEARBORN NATIONAL	F19284702S	9001400059	AugPP	MAIN	LIFE INSURANCE	P H		08/25/2013	08/26/2013	R	\$2,260.79
										10553		\$2,260.79
						<b>NUMBER OF INVOICES: 1</b>						<b>\$2,260.79</b>
ERCU TRA000	ERCU TRANSPORTATION DEPT	3	0	AugPP	MAIN	MILEAGE - SUMMER SCHOOL 2013	H		08/21/2013	08/23/2013	R	\$1,490.50
										10548		\$1,490.50

69

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT	ADJUSTMENT DESCRIPTION		ADJ AMT	CHECK NBR	INVOICE AMOUNT			
ERCU TRA000	ERCU TRANSPORTATION DEPT	4	0	AugPP	MAIN	MILEAGE - 21ST CENTURY 2013	H		08/21/2013	08/23/2013	R	\$6,426.75
								10548				\$6,426.75
<b>NUMBER OF INVOICES: 2</b>												
<b>\$7,917.25</b>												
ERMS 000	ERMS	1	7001400001	AugPP	MAIN	ERMS fitness center usage fees	P	H	08/19/2013	08/21/2013	R	\$2,000.00
								10545				\$2,000.00
<b>NUMBER OF INVOICES: 1</b>												
<b>\$2,000.00</b>												
FRONTIER001	FRONTIER	22415914380906055	9001400060	AugPP	MAIN	TELEPHONE CHARGES	H		07/25/2013	08/01/2013	R	\$1,410.27
								10390				\$1,410.27
FRONTIER001	FRONTIER	22415914380906055	9001400060	AugPP	MAIN	TELEPHONE BILL	H		08/30/2013	08/30/2013	R	\$1,519.23
								10568				\$1,519.23
<b>NUMBER OF INVOICES: 2</b>												
<b>\$2,929.50</b>												
G E MONE000	G E MONEY BANK / AMAZON	6045781700082398	6001400007	AugPP	MAIN	Book	C	H	07/25/2013	08/06/2013	R	\$34.45
								10391				\$34.45
G E MONE000	G E MONEY BANK / AMAZON	6045781700082398(1)	3001400148	AugPP	MAIN	C-Line Magnetic Polypropylene Cubicle Keepers, 8-1/2 x 11 Inches, 25 per Pack, Clear (37991) 2 Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5(TM))	C	H	07/25/2013	08/06/2013	R	\$275.97
								10391				\$275.97
<b>NUMBER OF INVOICES: 2</b>												
<b>\$310.42</b>												
GEIERSHE000	GEIER, SHERRY L.	5	0	AugPP	MAIN	MILEAGE - SPRINGFIELD TRIP (21ST CENTURY) SHERRY GEIER	H		08/23/2013	08/23/2013	R	\$154.92
								10549				\$154.92

50

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						<b>NUMBER OF INVOICES: 1</b>						<b>\$154.92</b>
HOUGHTON000	HOUGHTON MIFFLIN HARCOURT	949575524	1001400110	AugPP	MAIN	TITLE I BOOKS	P	H	07/29/2013	08/14/2013	R	\$108.00
										10519		\$108.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$108.00</b>
IATD 000	IATD	2	0	AugPP	MAIN	REGISTRATION FOR LARRY BUSSARD FOR IATD FALL CONFERENCE (TITLE I)	H		08/12/2013	08/12/2013	R	\$250.00
										10512		\$250.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$250.00</b>
IL ALLIA000	IL ALLIANCE OF ADMINISTRATORS OF S 1		0	AugPP	MAIN	IAASSE ADMINISTRATORS' ACADEMY FALL PRE-CONFERENCE WORKSHOP - MICK WHITTTLER	H		08/20/2013	08/20/2013	R	\$125.00
										10541		\$125.00
IL ALLIA000	IL ALLIANCE OF ADMINISTRATORS OF S 2		0	AugPP	MAIN	IAASSE ADMINISTRATORS' ACADEMY FALL CONFERENCE WORKSHOP - MICK WHITTTLER	H		08/20/2013	08/20/2013	R	\$175.00
										10541		\$175.00
IL ALLIA000	IL ALLIANCE OF ADMINISTRATORS OF S 3		0	AugPP	MAIN	ANNUAL IAASE FY 2014 MEMBERSHIP - MICK WHITTTLER	H		08/20/2013	08/20/2013	R	\$130.00
										10541		\$130.00
						<b>NUMBER OF INVOICES: 3</b>						<b>\$430.00</b>
IL ASSN 003	IL ASSN OF SCHOOL ADMINSTRATORS	JHNS328ZTQ	0	AugPP	MAIN	ANNUAL IASA CONFERENCE - LARRY BUSSARD	H		08/15/2013	08/15/2013	R	\$349.00
										10520		\$349.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$349.00</b>
IL DEPT 002	IL DEPT OF EMPLOYMENT SEC	633018613	0	AugPP	MAIN	L. DAVIS MAY - JUNE; A.	H		08/20/2013	08/20/2013	R	\$1,545.00

51

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
IL DEPT 002	IL DEPT OF EMPLOYMENT SEC	633018613				*****CONTINUED***** BROWN MAY - JUNE; P. STOKICH APRIL - MAY						
										10542		\$1,545.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$1,545.00</b>
IL GAS C000	IL GAS COMPANY	32054	9001400088	AugPP	MAIN	GAS BILL	H		08/07/2013	08/19/2013	R	\$813.87
										10522		\$813.87
						<b>NUMBER OF INVOICES: 1</b>						<b>\$813.87</b>
IL PRINC000	IL PRINCIPALS ASSN	1	0	AugPP	MAIN	IPA CONFERENCE REGISTRATION FEE - CRIS EDWARDS	H		08/20/2013	08/20/2013	R	\$349.00
										10543		\$349.00
IL PRINC000	IL PRINCIPALS ASSN	2	0	AugPP	MAIN	REGISTRATION FOR DEVELOPING INTERVIEW & INTERROGATION SKILLS WORKSHOP - DARRELL HOUCHIN	H		08/20/2013	08/20/2013	R	\$179.00
										10543		\$179.00
						<b>NUMBER OF INVOICES: 2</b>						<b>\$528.00</b>
JOHN D H000	JOHN D HURN & SON, INC	1408	9001400057	AugPP	MAIN	MISC. SUPPLIES	H		08/24/2013	08/28/2013	R	\$1,433.42
										10558		\$1,433.42
JOHN D H000	JOHN D HURN & SON, INC	1408(2)	8001400025	AugPP	MAIN	Supplies for School Year 2013 - 2014	P	H	08/24/2013	08/28/2013	R	\$1.59
										10558		\$1.59
JOHN D H000	JOHN D HURN & SON, INC	1408(3)	3001400086	AugPP	MAIN	sculpture materials	P	H	08/24/2013	08/28/2013	R	\$57.92
										10558		\$57.92
						<b>NUMBER OF INVOICES: 3</b>						<b>\$1,492.93</b>
JOHN DEE000	JOHN DEERE FINANCIAL	7533529504	9001400085	AugPP	MAIN	CUSTODIAL, TRANS,	H		07/25/2013	08/01/2013	R	\$195.47

52

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
JOHN DEE000	JOHN DEERE FINANCIAL	7533529504				*****CONTINUED***** BLDG/TRADES SUPPLIES						\$195.47
JOHN DEE000	JOHN DEERE FINANCIAL	7533529504(1)	8001400043	AugPP	MAIN	General Supplies for School Year 2013 - 2014	P	H	07/25/2013	08/01/2013	R	\$195.72
										10392		\$195.72
<b>NUMBER OF INVOICES: 2</b>												<b>\$391.19</b>
LEE/OGLE000	LEE/OGLE ROE	195696475	0	AugPP	MAIN	REGISTRATION FEE FOR I-RtI FALL CONFERENCE: EMILY BLACKFORD, ANDY THOMANN, & AMY RUSK		H	08/20/2013	08/20/2013	R	\$480.00
										10544		\$480.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$480.00</b>
LEGO EDU000	LEGO EDUCATION	473055-1	5001400009	AUGPP	MAIN	Lego Mindstorms Base Kit and Resource Kit	C	H	08/20/2013	08/26/2013	R	\$1,750.14
										10554		\$1,750.14
LEGO EDU000	LEGO EDUCATION	473055-1	0	AugPP	MAIN	MINDSTORMS NXT BASE SET & RESOURCE SET		H	08/20/2013	08/28/2013	R	\$83.34
										10559		\$83.34
LEGO EDU000	LEGO EDUCATION	SYIFQ2408	5001400009	AugPP	MAIN	Lego Mindstorms Base Kit and Resource Kit	C	H	08/13/2013	08/23/2013	R	\$1,600.00
										10550		\$1,600.00
<b>NUMBER OF INVOICES: 3</b>												<b>\$3,433.48</b>
MILLER O000	MILLER OFFICE EQUIPMENT	93562	0	AugPP	MAIN	TONER FOR COPY MACHINE 2 MIDDLE SCHOOL		H	08/26/2013	08/28/2013	R	\$375.00
										10560		\$375.00

53

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						<b>NUMBER OF INVOICES: 1</b>						<b>\$375.00</b>
MUSICSON000	MUSIC, SONJA	1	9001400101	AugPP	MAIN	REIMBURSEMENT FOR PURCHASE OF DRINK HOLDER FOR BOARD MEETINGS	C	H	08/10/2013	08/12/2013	R	\$14.24
										10513		\$14.24
						<b>NUMBER OF INVOICES: 1</b>						<b>\$14.24</b>
NORDIC 000	NORDIC	477157	9001400089	AugPP	MAIN	ELECTRIC BILL	H		08/05/2013	08/12/2013	R	\$4,424.54
										10514		\$4,424.54
						<b>NUMBER OF INVOICES: 1</b>						<b>\$4,424.54</b>
NORRIS E000	NORRIS ELECTRIC CO-OP	82017842001	9001400091	AugPP	MAIN	ELECTRIC BILL	H		07/25/2013	08/06/2013	R	\$11,336.59
										10393		\$11,336.59
						<b>NUMBER OF INVOICES: 1</b>						<b>\$11,336.59</b>
54 OLNEY CE001	OLNEY CENTRAL COLLEGE	1	0	AugPP	MAIN	FINGERPRINTING FOR CNA STUDENTS 2013	H		08/16/2013	08/16/2013	R	\$140.00
										10521		\$140.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$140.00</b>
REPUBLIC000	REPUBLIC SERVICES, INC	0694-000754057	9001400086	AugPP	MAIN	TRASH SERVICES	H		08/20/2013	08/26/2013	R	\$1,552.95
										10555		\$1,552.95
						<b>NUMBER OF INVOICES: 1</b>						<b>\$1,552.95</b>
ROE 03 -000	ROE 03 - VANDALIA	2	0	AugPP	MAIN	REGISTRATION FEE HEALTH/LIFE/SAFETY INSPECTIONS, AUG 30, 2013 - LARRY BUSSARD	H		08/23/2013	08/23/2013	R	\$25.00
										10551		\$25.00

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						<b>NUMBER OF INVOICES: 1</b>						<b>\$25.00</b>
SCHOOL S000	SCHOOL SPECIALTY INC	208111018682	1001400109	AugPP	MAIN	TITLE I SUPPLIES	P	H	08/13/2013	08/19/2013	R	\$96.75
										10523		\$96.75
						<b>NUMBER OF INVOICES: 1</b>						<b>\$96.75</b>
STAR STU000	STAR STUDIO	508	0	AUGPP	MAIN	GYM RENTAL		H	08/14/2013	08/19/2013	R	\$579.00
										10546		\$579.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$579.00</b>
VISA 000	VISA	142344	0	AugPP	MAIN	BRAINPOP CLASSROOM ACCESS -		H	08/26/2013	08/26/2013	R	\$810.96
						ERMS						\$810.96
										10556		\$810.96
VISA 000	VISA	33395	0	AugPP	MAIN	PAYMENT FOR VISA BILL FOR ST		H	07/03/2013	08/13/2013	R	\$370.49
						JOE TITLE I						\$370.49
										10517		\$370.49
VISA 000	VISA	4070701310008644	0	AugPP	MAIN	VISA Charges for July		H	07/24/2013	08/06/2013	R	\$300.94
										10394		\$300.94
VISA 000	VISA	4070701310300249	0	AugPP	MAIN	VISA CHARGES FOR JULY		H	07/24/2013	08/06/2013	R	\$4,289.60
										10394		\$4,289.60
VISA 000	VISA	STDORD015285	0	AugPP	MAIN	IPAD COVERS		H	08/27/2013	08/28/2013	R	\$928.00
										10561		\$928.00
						<b>NUMBER OF INVOICES: 5</b>						<b>\$6,699.99</b>
WABASH V001	WABASH VALLEY IPA	1	0	AugPP	MAIN	REGISTRATION FOR FALL SOCIAL		H	08/29/2013	08/29/2013	R	\$135.00
										10569		\$135.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$135.00</b>
WALMART 000	WALMART COMMUNITY BRC	00226	3001400059	AugPP	MAIN	Classroom supplies for seven	P	H	07/17/2013	08/28/2013	R	\$280.60

CS

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
WALMART 000	WALMART COMMUNITY BRC	00226				*****CONTINUED***** members of English Department					10566	\$280.60
WALMART 000	WALMART COMMUNITY BRC	00244	8001400049	AugPP	MAIN	General Supplies for School Year 2013 - 2014	P	H	07/17/2013	08/28/2013	R	\$63.76
											10566	\$63.76
WALMART 000	WALMART COMMUNITY BRC	00943, 00241, 03666,	1001400121	AugPP	MAIN	Misc Supplies	P	H	08/13/2013	08/28/2013	R	\$217.61
											10566	\$217.61
WALMART 000	WALMART COMMUNITY BRC	00968, 05144, 00198	5001400006	AugPP	MAIN	Supplies for 5th Block (21st CCLC) program at ERMS	C	H	07/28/2013	08/28/2013	R	\$277.56
											10566	\$277.56
WALMART 000	WALMART COMMUNITY BRC	01278	3001400009	AugPP	MAIN	Classroom and laboratory supplies	P	H	08/06/2013	08/28/2013	R	\$81.59
											10566	\$81.59
WALMART 000	WALMART COMMUNITY BRC	01568, 01058, 02370	3001400128	AugPP	MAIN	Supplies as needed.	P	H	08/09/2013	08/28/2013	R	\$262.62
											10566	\$262.62
WALMART 000	WALMART COMMUNITY BRC	01601	5001400004	AugPP	MAIN	Backpacks and supplies for the homeless	C	H	07/17/2013	08/28/2013	R	\$256.12
											10566	\$256.12
WALMART 000	WALMART COMMUNITY BRC	01764	2001400009	AugPP	MAIN	Classroom Supplies	C	H	08/07/2013	08/28/2013	R	\$49.96
											10566	\$49.96
WALMART 000	WALMART COMMUNITY BRC	01893	2001400018	AugPP	MAIN	Classroom Supplies	C	H	08/08/2013	08/28/2013	R	\$47.35
											10566	\$47.35
WALMART 000	WALMART COMMUNITY BRC	01942	2001400019	AugPP	MAIN	classroom supplies	C	H	08/08/2013	08/28/2013	R	\$50.00
											10566	\$50.00

56

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION			ADJ AMT	CHECK NBR		INVOICE AMOUNT
WALMART 000	WALMART COMMUNITY BRC	01955&07688	3001400015	AugPP	MAIN	Classroom Supplies	P	H	08/10/2013	08/28/2013	R	\$151.93
										10566		\$151.93
WALMART 000	WALMART COMMUNITY BRC	02068	1001400017	AugPP	MAIN	Miscellaneous School Supplies	C	H	07/26/2013	08/28/2013	R	\$66.62
										10566		\$66.62
WALMART 000	WALMART COMMUNITY BRC	02422 & 04329	1001400046	AugPP	MAIN	misc. school supplies	P	H	08/09/2013	08/28/2013	R	\$53.17
										10566		\$53.17
WALMART 000	WALMART COMMUNITY BRC	02555	1001400094	AugPP	MAIN	Wal-Mart for Paortable CD Players,Battery Charger and Rechargeable batteries	C	H	08/09/2013	08/28/2013	R	\$73.16
										10566		\$73.16
WALMART 000	WALMART COMMUNITY BRC	02562	1001400007	AugPP	MAIN	Classroom Supplies	C	H	07/29/2013	08/28/2013	R	\$69.10
										10566		\$69.10
WALMART 000	WALMART COMMUNITY BRC	02564	1001400008	AugPP	MAIN	Classroom Supplies	C	H	07/29/2013	08/28/2013	R	\$69.40
										10566		\$69.40
WALMART 000	WALMART COMMUNITY BRC	02596	1001400018	AugPP	MAIN	Walmart PO card for misc. supplies. 70.00	C	H	07/29/2013	08/28/2013	R	\$69.02
										10566		\$69.02
WALMART 000	WALMART COMMUNITY BRC	02937	1001400030	AugPP	MAIN	General Supplies	C	H	07/31/2013	08/28/2013	R	\$25.00
										10566		\$25.00
WALMART 000	WALMART COMMUNITY BRC	03240 & 00178	2001400017	AugPP	MAIN	Wal Mart general supplies	C	H	08/13/2013	08/28/2013	R	\$49.02
										10566		\$49.02
WALMART 000	WALMART COMMUNITY BRC	03241	2001400026	AugPP	MAIN	Classroom supplies	P	H	08/13/2013	08/28/2013	R	\$7.76
										10566		\$7.76
WALMART 000	WALMART COMMUNITY BRC	03242	2001400047	AugPP	MAIN	general classroom supplies for math department	P	H	08/13/2013	08/28/2013	R	\$19.82

57

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
WALMART 000	WALMART COMMUNITY BRC	03242				*****CONTINUED*****						
										10566		\$19.82
WALMART 000	WALMART COMMUNITY BRC	03805, 06452, &06563	4001400010	AugPP	MAIN	Food/Supplies For FY14 - WalMart	P	H	08/08/2013	08/28/2013	R	\$201.54
										10566		\$201.54
WALMART 000	WALMART COMMUNITY BRC	03863	0	AugPP	MAIN	5th BLOCK SUPPLIES		H	08/23/2013	08/26/2013	R	\$183.79
										10557		\$183.79
WALMART 000	WALMART COMMUNITY BRC	03936	6001400034	AugPP	MAIN	classroom supplies	P	H	08/05/2013	08/28/2013	R	\$64.68
										10566		\$64.68
WALMART 000	WALMART COMMUNITY BRC	04252	1001400054	AugPP	MAIN	Classroom Supplies	C	H	08/06/2013	08/28/2013	R	\$69.80
										10566		\$69.80
WALMART 000	WALMART COMMUNITY BRC	04408	2001400015	AugPP	MAIN	Classroom Supplies	C	H	08/13/2013	08/28/2013	R	\$49.26
										10566		\$49.26
WALMART 000	WALMART COMMUNITY BRC	04535	1001400052	AugPP	MAIN	school supplies	P	H	08/08/2013	08/28/2013	R	\$69.58
										10566		\$69.58
WALMART 000	WALMART COMMUNITY BRC	04536	1001400044	AugPP	MAIN	Classroom Supplies	C	H	08/05/2013	08/28/2013	R	\$69.78
										10566		\$69.78
WALMART 000	WALMART COMMUNITY BRC	04807	2001400021	AugPP	MAIN	Classroom supplies	C	H	08/09/2013	08/28/2013	R	\$49.60
										10566		\$49.60
WALMART 000	WALMART COMMUNITY BRC	04811	1001400029	AugPP	MAIN	Classroom Supplies	C	H	07/29/2013	08/28/2013	R	\$69.69
										10566		\$69.69
WALMART 000	WALMART COMMUNITY BRC	04954	1001400033	AugPP	MAIN	classroom supplies	C	H	07/29/2013	08/28/2013	R	\$56.90
										10566		\$56.90
WALMART 000	WALMART COMMUNITY BRC	04961	2001400030	AugPP	MAIN	Walmart PO	C	H	08/12/2013	08/28/2013	R	\$49.65
										10566		\$49.65

58

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION			ADJ AMT	CHECK NBR		INVOICE AMOUNT
WALMART 000	WALMART COMMUNITY BRC	05088	6001400003	AugPP	MAIN	25.00 Walmart for supplies	C	H	08/13/2013	08/28/2013	R	\$25.00
										10566		\$25.00
WALMART 000	WALMART COMMUNITY BRC	05088(1)	6001400042	AugPP	MAIN	Walmart beginning of year supplies	P	H	08/13/2013	08/28/2013	R	\$37.65
										10566		\$37.65
WALMART 000	WALMART COMMUNITY BRC	05147	1001400006	AugPP	MAIN	classroom supplies	C	H	07/22/2013	08/28/2013	R	\$70.00
										10566		\$70.00
WALMART 000	WALMART COMMUNITY BRC	05148	3001400034	AugPP	MAIN	Miscellaneous supplies	P	H	07/22/2013	08/28/2013	R	\$265.99
										10566		\$265.99
WALMART 000	WALMART COMMUNITY BRC	05305	1001400013	AugPP	MAIN	Misc. Supplies	C	H	07/31/2013	08/28/2013	R	\$66.87
										10566		\$66.87
WALMART 000	WALMART COMMUNITY BRC	05464	2001400001	AugPP	MAIN	yearly Walmart supplies	C	H	08/12/2013	08/28/2013	R	\$48.82
										10566		\$48.82
WALMART 000	WALMART COMMUNITY BRC	05513	2001400024	AugPP	MAIN	Walmart	C	H	08/12/2013	08/28/2013	R	\$49.95
										10566		\$49.95
WALMART 000	WALMART COMMUNITY BRC	05683	0	AugPP	MAIN	21ST CENTURY SUPPLIES		H	08/29/2013	08/29/2013	R	\$94.04
										10570		\$94.04
WALMART 000	WALMART COMMUNITY BRC	06184	2001400014	AugPP	MAIN	\$50 Walmart card for classroom supplies	C	H	08/08/2013	08/28/2013	R	\$49.79
										10566		\$49.79
WALMART 000	WALMART COMMUNITY BRC	06377	1001400120	AugPP	MAIN	Kyle Shipman Classroom Supplies	C	H	08/09/2013	08/28/2013	R	\$69.94
										10566		\$69.94
WALMART 000	WALMART COMMUNITY BRC	06505	1001400001	AugPP	MAIN	Art Supplies	P	H	08/06/2013	08/28/2013	R	\$10.44
										10566		\$10.44

59

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
WALMART 000	WALMART COMMUNITY BRC	06595	3001400047	AugPP	MAIN	supplies/consumables	P	H	08/06/2013	08/28/2013	R	\$70.86
										10566		\$70.86
WALMART 000	WALMART COMMUNITY BRC	06610	1001400040	AugPP	MAIN	classroom supplies	C	H	08/06/2013	08/28/2013	R	\$69.86
										10566		\$69.86
WALMART 000	WALMART COMMUNITY BRC	06861	1001400027	AugPP	MAIN	Classroom Supplies	C	H	08/07/2013	08/28/2013	R	\$69.34
										10566		\$69.34
WALMART 000	WALMART COMMUNITY BRC	06971 & 00881	9001400094	AugPP	MAIN	MISC SUPPLIES		H	08/12/2013	08/28/2013	R	\$73.01
										10566		\$73.01
WALMART 000	WALMART COMMUNITY BRC	07159	3001400032	AugPP	MAIN	school supplies	P	H	07/30/2013	08/28/2013	R	\$44.24
										10566		\$44.24
WALMART 000	WALMART COMMUNITY BRC	07240	3001400126	AugPP	MAIN	Office supplies to be used during the school year	P	H	08/09/2013	08/28/2013	R	\$24.84
										10566		\$24.84
WALMART 000	WALMART COMMUNITY BRC	07390	3001400054	AugPP	MAIN	Physical Education supplies including \$60 for each individual teacher	P	H	07/30/2013	08/28/2013	R	\$88.76
										10566		\$88.76
WALMART 000	WALMART COMMUNITY BRC	07391	3001400131	AugPP	MAIN	Classroom supplies	P	H	07/30/2013	08/28/2013	R	\$37.62
										10566		\$37.62
WALMART 000	WALMART COMMUNITY BRC	07425	1001400028	AugPP	MAIN	misc. supplies	C	H	08/09/2013	08/28/2013	R	\$70.00
										10566		\$70.00
WALMART 000	WALMART COMMUNITY BRC	07577	0	AugPP	MAIN	5th BLOCK SUPPLIES		H	08/23/2013	08/26/2013	R	\$206.77
										10557		\$206.77
WALMART 000	WALMART COMMUNITY BRC	07722,05760,08589	6001400019	AugPP	MAIN	supplies	P	H	08/13/2013	08/28/2013	R	\$33.34
										10566		\$33.34

09

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
WALMART 000	WALMART COMMUNITY BRC	08208 & 07721	6001400017	AugPP	MAIN	supplies	P	H	08/01/2013	08/28/2013	R	\$148.85
										10566		\$148.85
WALMART 000	WALMART COMMUNITY BRC	08396	1001400117	AugPP	MAIN	Rodgers supplies for classroom	C	H	07/31/2013	08/28/2013	R	\$69.81
										10566		\$69.81
WALMART 000	WALMART COMMUNITY BRC	08842	1001400038	AugPP	MAIN	Classroom Supplies	C	H	08/05/2013	08/28/2013	R	\$69.55
										10566		\$69.55
WALMART 000	WALMART COMMUNITY BRC	09088	1001400015	AugPP	MAIN	Read 180 General Classroom Supplies	C	H	07/17/2013	08/28/2013	R	\$49.30
										10566		\$49.30
WALMART 000	WALMART COMMUNITY BRC	09254	3001400002	AugPP	MAIN	Classroom/Laboratory Supplies	P	H	08/06/2013	08/28/2013	R	\$198.53
										10566		\$198.53
WALMART 000	WALMART COMMUNITY BRC	09902 & 01379	1001400119	AugPP	MAIN	Molly Hahn Classroom Supplies	C	H	08/08/2013	08/28/2013	R	\$68.52
										10566		\$68.52
<b>NUMBER OF INVOICES: 60</b>												<b>\$5,357.13</b>
WINDSTRE000	WINDSTREAM COMMUNICATIONS	12899421	9001400090	AugPP	MAIN	INTERNET SERVICES	H		07/31/2013	08/12/2013	R	\$6,095.06
										10515		\$6,095.06
WINDSTRE000	WINDSTREAM COMMUNICATIONS	12899421	9001400090	AugPP	MAIN	INTERNET SERVICES	H		07/31/2013	08/20/2013	R	\$6,095.06
										10540		\$6,095.06
<b>NUMBER OF INVOICES: 2</b>												<b>\$12,190.12</b>
<b>TOTAL NUMBER OF HISTORY INVOICES:</b>												<b>111</b>
												111 COMPUTER CHECK INVOICES
												\$74,439.04
<b>TOTAL INVOICES:</b>												<b>111</b>
												<b>\$74,439.04</b>

61

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>			<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>

<u>BANK TOTALS:</u>	<u>BANK</u>	<u>BANK ACCOUNT #</u>	<u>INVOICE AMOUNT</u>	<u>NET AMOUNT</u>
	MAIN	**A010 1120 0000 00 000000	\$74,439.04	\$74,439.04

**LIQUIDATION STATUS (LQ) CODE LEGEND:**

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING  
P = PARTIAL LIQUIDATION F = FULL LIQUIDATION  
BLANK = NO LIQUIDATION

\*\*\*\*\* End of report \*\*\*\*\*

<b>Name</b>	<b>Gross</b>
ALEXANDER, MARGO D	3,590.18
ALLEN, LINDA L	1,180.02
ALLEN, LORI	4,023.78
ANDERSON, JOYCE A	4,659.80
ANDERSON, LEE S	3,666.25
ANGLE, AMY J	1,609.80
ANGLE, DAVID R	3,700.92
ANSELMANT, MARK E	3,034.04
ANSELMANT, MEGAN B	2,864.40
ATKINS, BENJAMIN R	3,613.50
BARE, GENNIE L	1,517.36
BATEMAN, PHYLLIS	867.82
BAYLES, RICHARD A	4,019.46
BEARD, ASHLEY M	2,355.86
BEARD, BRENDA L	1,230.82
BENT, ANN D	3,408.00
BERGER, CHRISTY	3,590.18
BERRY, KELLY S	1,527.62
BETTIS, COMELIA G	1,282.30
BETTIS, JULIE A	4,237.66
BEYERS, CANDACE L	4,507.84
BILLINGTON, KIMBERLY D	1,032.12
BILLINGTON, LISA	4,609.08
BILLINGTON, PEYTON CHRISTIAN	631.13
BLACKFORD, EMILY A	3,282.74
BLANK, CYNTHIA M	2,252.11
BORAH, CHRISTINE M	724.22
BOTKIN, AMY L	1,673.10
BROOKS, MARY L	3,030.80
BROWN, ANGEL L	1,512.36
BUNTING, GENA	1,512.36
BURGENER, CHARISSA	3,712.00
BUSSARD, KIMILA D	4,612.74
BUSSARD, LARRY G	10,928.88
CARMODY, DAVID	5,538.00
CARMODY, LUKAS D	495
CAST, RODNEY W	1,070.08
CAVALIER, MICHAEL A	4,871.94
CLARK, PATRICIA	4,960.30
CLODFELTER, JULIE D	3,821.36
COMBS, ERIC W	3,250.74
CUMMINS, BRYAN	3,946.38
DAMM, RITA A	1,312.82
DAVIS, ANGELA M	4,303.68
DAVIS, LESLIE A	1,838.74
DAVIS, PATTI J	5,880.70

DEIMEL, NANCY J	4,324.72
DELKS, NATHAN E	2,428.47
DENTON, MACKENZIE T	3,394.98
DENTON, RYAN D	3,088.32
DEWEESE, SHARI A	2,568.54
DOAN, LONNIE	3,324.40
DOBBS, CURTIS W	4,416.06
DOBBS, TRACY L	4,019.46
DOLL, GWYNE M	3,329.86
DORIS, TAMI L	1,123.38
DOSS, JUNE E	1,820.18
DUNN, MELISSA A	4,443.28
EAGLESON, DENYSE L	3,944.50
EDWARDS, CRYSTLE L	6,990.38
EDWARDS, GRANT ALEXANDER	618.75
ELLISON, DEBORAH E	4,677.60
ELLISON, JENNIFER L	1,512.36
ERWIN, MELISSA D	3,680.18
FLANAGAN, KRISTIN D	4,019.46
FLANAGAN, ROBERT W	4,095.80
FLEMING, JULIE L	3,528.48
FORYS, ALLEN A	544.5
FORYS, MARGARET D	544.5
FOUST, PATRICIA J	994.48
FOX, MINDY K	1,525.06
FRAZIER, JANE L	5,112.30
FRICHTL, STACEY JO	1,238.50
FRITCHLEY, JENNIFER M	3,714.52
FRITSCHLE, JOYCE D	4,019.46
FULK, VICKY D	1,946.39
GARDNER, KRISTINA L	3,147.00
GARRETT, ELIZABETH A	790.52
GASSMANN, LOUIS H	4,219.98
GEIER, SHERRY L	5,522.52
GINDER, AMANDA N	3,287.20
GINDER, CHERYL A	712.8
GINDER, NANCY L	1,673.10
GOFF, DAVID	5,614.76
GOFF, DONNA L	2,207.56
GRAY, SHERI	3,048.84
GREENWOOD, JILL R	3,765.60
GROVE, BRANDIS J	3,190.00
GROVES, MARSHA L	5,601.10
GROVES, MICHAEL W	4,777.12
GRUNDON, CINDY C	4,535.52
HAGAN, DIANA L	4,095.80
HAHN, MARGARET A	4,325.00

HAHN, MOLLY	907.8
HAHN, SUZANNE	10,635.28
HALLAM, AMY S	3,602.70
HANNA, SHIRLEY M	1,289.86
HARDY, ERIN T	3,088.32
HARMON, SHERRY S	3,206.78
HARRISON, CANDICE A	2,097.60
HART, CYNTHIA K	1,415.48
HARTKE, JASON D	770
HARTLEROAD, DANNY L	1,617.75
HAUSSY, SUSAN R	1,351.94
HEARN, JENIFER A	3,527.06
HENDERSON, NORMAN D	7,645.62
HENDRICKSON, BRENDA	3,590.18
HOLT, MARILYN J	14,730.00
HOUCHIN, AMANDA N	4,622.28
HOUCHIN, DARRELL W	4,171.78
HOUCHIN, KIMBERLY J	2,639.30
HOUGH, SHANNON L	4,043.40
HOUT, JODY K	3,658.42
HULETT, DAKODA W	1,947.12
HUNT, SHIRLEY A	2,662.28
INGRAM, ALDA B	1,233.20
INYART, BRENT A	4,286.52
JARVIS, BOBBIE L	3,215.72
JENNER, BRENDA D	4,023.78
JONES, EMILY K	3,393.12
JONES, GARY N	2,727.90
JULIAN, AMY L	3,893.98
KAERICHER, CHELSEA J	3,316.94
KAERICHER, DAWN R	2,101.86
KERMICLE, BONNIE L	2,757.66
KERMICLE, CHELSEA M	942.65
KEYS, JOY L	901.26
KING, MELINDA D	4,018.78
KIRBY II, ROBERT R	3,875.12
KNISS, CARA B	2,930.68
KOCHER, BECKY S	924.4
KOCHER, DAWN M	3,798.78
KOCHER-COAN, LINDA	3,869.14
KOWA, J C	4,006.24
KUENSTLER, BRIANNE	1,254.00
KUHLIG, JANET L	545.77
LAFACE, JANE A	4,336.02
LANCE, LORI A	3,750.16
LANKER, LINDA M	4,237.66
LATHROP, BOBBIE J	3,826.20

LATHROP, JENNIFER L	3,523.28
LEAF, JESSICA	737.88
LECRONE, CHAD E	7,549.38
LECRONE, KRISTINA A	3,030.80
LEE, DAVID W	3,491.96
LEIST, JANET S	1,165.22
LEIST, MARC A	4,278.50
LEIST, PATRICIA E	4,591.28
LESLIE, REBECCA R	3,870.42
LESLIE, THOMAS L	4,642.76
LEWIS, AMANDA LYNN	3,857.06
LINDSEY, LEANN S	305.94
LOCKLEY, CYNTHIA K	5,155.70
LYNN, GINA L	3,088.32
MADDEN, JACQUELINE D	3,585.96
MAXEY, CONNIE F	2,346.78
MCCLLENATHAN, NANCY L	4,093.42
MCCLEAVE, ROBERTA J	4,095.80
MCCLURE, DEBORAH L	2,758.56
MCDONALD, JIMETTA L	984.86
MCVICKER, AMY M	3,893.98
MICHELS, JOYCE E	4,789.72
MICHELS, SUZANNE	3,680.18
MILAM, HILLARY B	1,488.12
MILLER, DARLENE J	3,787.62
MILLER, KIMBERLY K	1,673.10
MILLER, MELISSA M	3,700.34
MITCHELL, BRANDI G	511.5
MORGAN, GINA E	914.24
MOSBEY, DEVEN L	873.94
MUFFLER, ALICIA A	3,165.80
MULLENS, MARY C	1,512.36
MURRAY, PAMELA S	4,043.40
MUSIC, MATTHEW J	3,611.62
MUSIC, SONJA R	2,811.22
NEALIS, BRADLY C	3,821.36
OCHS, KRISTY J	4,693.00
OCHS, MARY A	1,511.26
PAGE, KENDRA J	3,727.96
PAGE, WILLIAM D	4,120.18
PAMPE, JANICE	4,164.50
PAMPE, LISA K	4,198.48
PETRELLA, RALPH J	3,838.26
PETTY, BETH G	5,192.28
PHILLIPS, KAREN S	33.06
PHILLIPPE, SAMANTHA	2,707.12
POOL, LORI	3,375.36

POWELL, MATTHEW M	3,393.12
POWELL, MICHELLE	3,727.96
RANDOLPH, ETHAN	352
RAYMOND, RUTH A	4,255.10
REDMAN, AMANDA L	3,267.72
REDMAN, JUDITH	1,820.18
REDMAN, KRISTEN L	4,004.98
REEVES, RANDY K	2,997.93
REID, YVONNE K	1,006.94
REIDER, WILLIAM TRAVIS	924
REYNOLDS, MICHELE L	1,293.12
RHOADS, AMY	1,225.90
RIDGELY, SUZANNA	1,534.72
RISTVEDT, SHANNONE M	1,366.70
ROARK, RYAN K	4,697.70
RODGERS, KACIE N	2,914.10
RODGERS, TRACEY L	1,205.40
ROSE, RAE	1,644.32
RUBENACKER, LORI A	3,821.36
RUNYON, MARCIA A	1,820.18
RUNYON, MELISSA A	885.24
RUSK, AMY L	3,048.84
RUSK, JULIE	1,512.36
SCHERER, AIMEE KRISTINA	1,215.86
SCHMUCKER, JULIE R	1,512.36
SCHONERT, MARIDEL F	5,943.02
SEESSENGOOD, BRENDA L	1,415.48
SEILER, ANITA J	2,451.28
SHAN, LESLIE K	308
SHAWVER, ALEXIS B	2,974.24
SHILLING, LISA A	988.62
SHIPMAN, KYLE	907.8
SHOEMAKER, KRISTIE L	2,991.98
SIMPSON, CHRIS A	8,847.62
SIMPSON, MICHELLE L	4,692.14
SLANKARD, SHERRY	3,740.14
SMITH, JASON T	3,893.98
SMITH, MELINDA	3,457.60
SNIDER, SHERRI A	4,081.08
SPICER, RYAN	3,611.62
STADGE, DANIEL R	670.5
STEBER, CATHERINE A	1,464.32
STEBER, MARK	5,462.20
STEPHENS, CAMILLE A	3,759.88
STERCHI, SUSAN R	4,384.50
STEVENSON, SUSAN J	2,000.68
STIVERS, BETTY B	1,512.36

STOKICH, PATRICIA A	1,156.50
SWINSON, DONNA S	1,673.10
TAHTINEN, TIMOTHY A	1,830.40
TAIT, HEATHER E	3,821.36
TAYLOR, CHAD E	3,611.62
TAYLOR, LISA K	1,148.70
TENNYSON, DENNIS	4,705.12
THOMANN, ANDREW C	7,193.38
THUFTEDAL, TASHA S	3,611.62
TOTTEN, DANIEL L	104.82
TOTTEN, RUTH E	734.5
TRAVIS, SHELLEY A	3,393.12
TYLER, JAMIE L	3,590.18
VAAL, JAMES D	4,278.28
VAAL, SARAH K	2,481.74
VANDYKE, JAMIE L	4,787.92
VANDYKE, JESSICA P	3,393.12
VANMATRE, CHRISTINA A	3,413.28
VELAZQUEZ CHACON, LORENA E	1,027.18
VOLK, KARLA J	1,326.16
VOLK, PAULINE	1,411.58
WALDHOFF, ROY R	5,551.30
WALLACE, NANCY A	5,762.20
WASHBURN, BRENDA J	4,442.34
WEBSTER, LESLIE E	5,021.04
WEIDNER, JENNIFER L	3,287.20
WEITKAMP, LORI L	3,210.26
WEITKAMP, WARREN D	3,329.86
WEST, PAULA J	4,597.98
WESTALL, CHERYL L	1,929.60
WHEELER, HEATHER L	3,088.32
WHEELER, KLAYTON E	4,120.18
WHITING, TERRY L	4,183.29
WHITTLER, MICHAEL K	7,029.92
WHITTLER, SARAH E	3,461.30
WILLIAMS, BRITANIA J	1,350.32
WILLIS, LEAH K	1,474.28
WILSON, CATHY L	3,857.52
WILSON, DON	3,400.87
WILSON, LELA M	1,530.12
WINGERT, JANE	1,707.34
WINTERS, SHANNON L	4,359.52
WISNER, ANGELA M	1,927.84
WOOD, CHRISTOPHER ALLEN	792
WOOD, MELISSA D	1,181.38
WORKMAN, GARY	108
YONAKA, MEGAN M	2,266.94

ZIEGLER, KYLE L	2,001.80
ZMUDZINSKI, GREGORY A	3,478.14
ZUBER, DANIEL	665.28
ZUBER, ELIZABETH J	214.5
ZWILLING, ALISA L	2,505.46
<b>Total Gross</b>	<b>874,713.52</b>

**DISTRICT PAYROLL**  
**EAST RICHLAND COMMUNITY UNIT DISTRICT NO. 1**  
**September 19, 2013**

The district payroll for the month of September 2013, for personnel on regular employment status, is the same as the payroll for the month of August 2013, with the following:

**ADDITIONS:** Chelsea Kermicle, HS Social Studies; Kyle Shipman and Molly Hahn, ERES Teachers; Robert Phillips, Bus Driver; Tracy Mehl, Bus Aide; Erin Whisler, ERES Teacher Assistant; Danny Hartleroad, ERMS Custodian.

**DELETIONS:** Linda Allen, Pat Clark, Dave Carmody, Mike Grove, Jane LaFace, Melissa Runyon, Greg Zmudzinski, Ashley Stafford teachers; Leann Lindsey, Bus Aide; Jeana Boehl and Melissa Ochs, ERES Teacher Assistants; Jamie Shamhart and Amy Fulk, Aides.

**CHANGES:** Cindy Wesner, Bus Aide to Bus Driver; Cathy Steber, Cook to Bus Aide

EAST RICHLAND COMMUNITY UNIT #1  
 COMPARISON OF FUNDS  
 September 20, 2012

Comparison of Funds for August 2013

FUND	August, 2012	August, 2013
Education	2,423,865.34	1,901,155.16
Building and Grounds	572,453.46	966,455.29
Bond and Interest	764,491.56	242,059.18
Transportation	2,374.91	219,508.90
IMRF/Social Security	309,325.26	280,283.32
Working Cash	1,731,892.36	1,821,178.11
Tort Fund	34,961.18	147,104.68
Life Safety	374,002.07	387,370.39
Total Cash	6,213,366.14	5,965,115.03
Assets	326,268.53	249,653.80
Total Cash and Assets	6,539,634.67	6,214,768.83
GRAND TOTAL	6,539,634.67	6,214,768.83

compfund

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10R010	1110	0000	00 000000	Tax Levy Education	2,896,469.00	1,176.79	1,389,509.89	0.00	0.00	1,506,959.11
10R---	1110	0---	--		2,896,469.00	1,176.79	1,389,509.89	0.00	0.00	1,506,959.11
10R010	1140	0000	00 000000	Special Ed Levy	62,967.00	25.58	30,206.74	0.00	0.00	32,760.26
10R---	1140	0---	--		62,967.00	25.58	30,206.74	0.00	0.00	32,760.26
10R---	11--	----	--		2,959,436.00	1,202.37	1,419,716.63	0.00	0.00	1,539,719.37
10R010	1210	0000	00 000000	Mobile Home Tax	40,000.00	0.00	0.00	0.00	0.00	40,000.00
10R---	1210	0---	--		40,000.00	0.00	0.00	0.00	0.00	40,000.00
10R010	1220	0000	00 000000	Local Housing Aut Tax	12,000.00	0.00	0.00	0.00	0.00	12,000.00
10R---	1220	0---	--		12,000.00	0.00	0.00	0.00	0.00	12,000.00
10R010	1230	0000	00 000000	Corp Pers Prop Tax	400,000.00	9,912.29	104,416.00	0.00	0.00	295,584.00
10R---	1230	0---	--		400,000.00	9,912.29	104,416.00	0.00	0.00	295,584.00
10R---	12--	----	--		452,000.00	9,912.29	104,416.00	0.00	0.00	347,584.00
10R010	1510	0000	00 000000	Earnings on Investments	6,500.00	489.94	942.36	0.00	0.00	5,557.64
10R---	1510	0---	--		6,500.00	489.94	942.36	0.00	0.00	5,557.64
10R---	15--	----	--		6,500.00	489.94	942.36	0.00	0.00	5,557.64
10R010	1611	0000	00 000000	Sales to Pupils Lunch	170,000.00	11,661.00	11,661.00	0.00	0.00	158,339.00
10R---	1611	0---	--		170,000.00	11,661.00	11,661.00	0.00	0.00	158,339.00
10R010	1612	0000	00 000000	Sales to Pupils Bfast	17,500.00	882.50	882.50	0.00	0.00	16,617.50
10R---	1612	0---	--		17,500.00	882.50	882.50	0.00	0.00	16,617.50
10R010	1613	0000	00 000000	Sales to Pupil Ala Carte	30,000.00	2,371.65	2,371.65	0.00	0.00	27,628.35
10R---	1613	0---	--		30,000.00	2,371.65	2,371.65	0.00	0.00	27,628.35
10R010	1614	0000	00 000000	Sales to Pupil Vending	250.00	0.00	0.00	0.00	0.00	250.00
10R---	1614	0---	--		250.00	0.00	0.00	0.00	0.00	250.00
10R010	1615	0000	00 000000	Bfst Lunch Debit Card	0.00	4,716.67	23,415.87	0.00	0.00	-23,415.87
10R---	1615	0---	--		0.00	4,716.67	23,415.87	0.00	0.00	-23,415.87
10R010	1620	0000	00 000000	Sales to Adults	23,000.00	276.00	276.00	0.00	0.00	22,724.00
10R---	1620	0---	--		23,000.00	276.00	276.00	0.00	0.00	22,724.00
10R010	1690	0000	00 000000	Other Food Sales	3,500.00	182.04	182.04	0.00	0.00	3,317.96
10R---	1690	0---	--		3,500.00	182.04	182.04	0.00	0.00	3,317.96
10R---	16--	----	--		244,250.00	20,089.86	38,789.06	0.00	0.00	205,460.94
10R010	1711	0000	00 000000	Athletic Admissions	46,000.00	3,282.00	3,881.50	0.00	0.00	42,118.50
10R---	1711	0---	--		46,000.00	3,282.00	3,881.50	0.00	0.00	42,118.50
10R010	1720	0000	00 000000	Lab/Lock Fees	1,000.00	95.00	285.00	0.00	0.00	715.00
10R---	1720	0---	--		1,000.00	95.00	285.00	0.00	0.00	715.00
10R010	1730	0000	00 000000	Pupil Book Sales	1,000.00	0.00	822.23	0.00	0.00	177.77
10R---	1730	0---	--		1,000.00	0.00	822.23	0.00	0.00	177.77
10R010	1790	0000	00 000000	Other Pupil Fees	500.00	0.00	0.00	0.00	0.00	500.00
10R010	1790	0000	01 000000	Xtra Curr PE Fees	0.00	0.00	0.00	0.00	0.00	0.00
10R---	1790	0---	--		500.00	0.00	0.00	0.00	0.00	500.00
10R---	17--	----	--		48,500.00	3,377.00	4,988.73	0.00	0.00	43,511.27

72

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10R010	1811	0000	00 000000	Book Rental Fees	105,000.00	34,300.00	92,746.45	0.00	0.00	12,253.55
10R---	1811	0---	--		105,000.00	34,300.00	92,746.45	0.00	0.00	12,253.55
10R---	18--	----	--		105,000.00	34,300.00	92,746.45	0.00	0.00	12,253.55
10R010	1910	0000	00 000000	Facilities Rental	14,000.00	0.00	0.00	0.00	0.00	14,000.00
10R---	1910	0---	--		14,000.00	0.00	0.00	0.00	0.00	14,000.00
10R010	1940	0000	00 000000	Serv Provided For SESE	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10R---	1940	0---	--		2,000.00	0.00	0.00	0.00	0.00	2,000.00
10R010	1950	0000	00 000000	Refund Pr Yr Expenses	13,500.00	8,948.35	9,770.85	0.00	0.00	3,729.15
10R---	1950	0---	--		13,500.00	8,948.35	9,770.85	0.00	0.00	3,729.15
10R010	1970	0000	00 000000	Drivers Ed Fees	8,000.00	1,792.50	7,892.50	0.00	0.00	107.50
10R---	1970	0---	--		8,000.00	1,792.50	7,892.50	0.00	0.00	107.50
10R010	1992	0000	00 000000	Sale of Voc House	0.00	0.00	0.00	0.00	0.00	0.00
10R---	1992	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
10R010	1999	0000	00 000000	Other Non-Pupil Fees	20,000.00	2,737.94	13,794.42	0.00	0.00	6,205.58
10R010	1999	0000	01 000000	E-Rate Refund	16,000.00	0.00	0.00	0.00	0.00	16,000.00
10R030	1999	0000	00 000000	Fuel Up 60	0.00	0.00	0.00	0.00	0.00	0.00
10R060	1999	0000	00 000000	ASPIRE	0.00	0.00	0.00	0.00	0.00	0.00
10R130	1999	0000	00 130000	Carrie Winters SAPP	1,000.00	0.00	1,000.00	0.00	0.00	0.00
10R670	1999	0000	00 670000	Tiger Safari	0.00	0.00	0.00	0.00	0.00	0.00
10R680	1999	0000	00 680000	CHAT	0.00	0.00	0.00	0.00	0.00	0.00
10R690	1999	0000	00 690000	TAPS	0.00	0.00	0.00	0.00	0.00	0.00
10R730	1999	0000	00 730000	TAPP JFF	0.00	0.00	0.00	0.00	0.00	0.00
10R880	1999	0000	00 880000	CHAT #2 JF	20,000.00	0.00	0.00	0.00	0.00	20,000.00
10R---	1999	0---	--		57,000.00	2,737.94	14,794.42	0.00	0.00	42,205.58
10R---	19--	----	--		94,500.00	13,478.79	32,457.77	0.00	0.00	62,042.23
10R110	2100	0000	00 110000	ROE Pre K	52,500.00	0.00	0.00	0.00	0.00	52,500.00
10R---	2100	0---	--		52,500.00	0.00	0.00	0.00	0.00	52,500.00
10R---	21--	----	--		52,500.00	0.00	0.00	0.00	0.00	52,500.00
10R010	3001	0000	00 000000	General State Aid	6,869,279.00	624,539.98	624,539.98	0.00	0.00	6,244,739.02
10R---	3001	0---	--		6,869,279.00	624,539.98	624,539.98	0.00	0.00	6,244,739.02
10R---	30--	----	--		6,869,279.00	624,539.98	624,539.98	0.00	0.00	6,244,739.02
10R260	3100	0000	00 260000	Spec Ed Priv Facility	48,860.00	0.00	11,715.29	0.00	0.00	37,144.71
10R---	3100	0---	--		48,860.00	0.00	11,715.29	0.00	0.00	37,144.71
10R280	3105	0000	00 280000	Spec Ed Extraordinary	369,967.00	0.00	70,706.74	0.00	0.00	299,260.26
10R---	3105	0---	--		369,967.00	0.00	70,706.74	0.00	0.00	299,260.26
10R140	3110	0000	00 140000	Spec Ed Personnel	247,149.00	0.00	61,028.25	0.00	0.00	186,120.75
10R---	3110	0---	--		247,149.00	0.00	61,028.25	0.00	0.00	186,120.75
10R640	3120	0000	00 640000	Spec Ed Orphan	34,323.00	0.00	0.00	0.00	0.00	34,323.00
10R---	3120	0---	--		34,323.00	0.00	0.00	0.00	0.00	34,323.00
10R010	3145	0000	00 000000	Spec Ed Summer Sch	3,900.00	0.00	0.00	0.00	0.00	3,900.00

67

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10R---	3145	0---	--	-----	3,900.00	0.00	0.00	0.00	0.00	3,900.00
10R---	31--	----	--	-----	704,199.00	0.00	143,450.28	0.00	0.00	560,748.72
10R380	3200	0000	00	380000	Voc Ed Tech Prep	0.00	0.00	0.00	0.00	0.00
10R---	3200	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R780	3215	0000	00	780000	Voc Ed Formula	0.00	0.00	0.00	0.00	0.00
10R---	3215	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R490	3299	0000	00	490000	Voc Ed Ag Incent Grant	2,902.00	0.00	0.00	0.00	2,902.00
10R710	3299	0000	00	710000	Elem Career Grant	1,406.00	0.00	0.00	0.00	1,406.00
10R780	3299	0000	00	780000	Voc Ed Formula	64,000.00	0.00	0.00	0.00	64,000.00
10R---	3299	0---	--	-----	68,308.00	0.00	0.00	0.00	0.00	68,308.00
10R---	32--	----	--	-----	68,308.00	0.00	0.00	0.00	0.00	68,308.00
10R350	3360	0000	00	350000	St Lunch/Bfast Reimb	17,000.00	0.00	700.18	0.00	16,299.82
10R---	3360	0---	--	-----	17,000.00	0.00	700.18	0.00	0.00	16,299.82
10R010	3365	0000	00	000000	BREAKFAST INCENTIVE	0.00	0.00	0.00	0.00	0.00
10R---	3365	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R310	3370	0000	00	310000	Drivers Education Reimb	31,841.00	0.00	0.00	0.00	31,841.00
10R---	3370	0---	--	-----	31,841.00	0.00	0.00	0.00	0.00	31,841.00
10R---	33--	----	--	-----	48,841.00	0.00	700.18	0.00	0.00	48,140.82
10R550	3695	0000	00	550000	TAOEP	57,055.00	0.00	0.00	0.00	57,055.00
10R750	3695	0000	00	750000	TAOEP	15,429.00	0.00	7,715.00	0.00	7,714.00
10R---	3695	0---	--	-----	72,484.00	0.00	7,715.00	0.00	0.00	64,769.00
10R---	36--	----	--	-----	72,484.00	0.00	7,715.00	0.00	0.00	64,769.00
10R110	3705	0000	00	110000	Early Child Block Grant	69,523.00	0.00	32,194.00	0.00	37,329.00
10R510	3705	0000	00	510000	ECE Block Grant-FY06	360,000.00	0.00	0.00	0.00	360,000.00
10R---	3705	0---	--	-----	429,523.00	0.00	32,194.00	0.00	0.00	397,329.00
10R570	3715	0000	00	570000	Reading Improvement	0.00	0.00	0.00	0.00	0.00
10R---	3715	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R790	3775	0000	00	790000	ADA Safety/Ed Block Gran	0.00	0.00	0.00	0.00	0.00
10R---	3775	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R---	37--	----	--	-----	429,523.00	0.00	32,194.00	0.00	0.00	397,329.00
10R240	3800	0000	00	240000	Sec of State Lib Grant	0.00	0.00	0.00	0.00	0.00
10R---	3800	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R---	38--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R010	3999	0000	05	000000	National Bd Cert	0.00	0.00	0.00	0.00	0.00
10R120	3999	0000	00	120000	LAPTOP GRANT	0.00	0.00	0.00	0.00	0.00
10R240	3999	0000	00	240000	Library Grant	1,500.00	0.00	0.00	0.00	1,500.00
10R---	3999	0---	--	-----	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10R---	39--	----	--	-----	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10R420	4210	0000	00	420000	Fed Lunch Prog Reimb	405,000.00	0.00	0.00	0.00	405,000.00
10R---	4210	0---	--	-----	405,000.00	0.00	0.00	0.00	0.00	405,000.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10R420	4215	0000	00	420000 Fed Special Milk Program	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10R---	4215	0---	--	-----	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10R430	4220	0000	00	430000 Fed Bfast Prog Reimb	125,000.00	0.00	0.00	0.00	0.00	125,000.00
10R---	4220	0---	--	-----	125,000.00	0.00	0.00	0.00	0.00	125,000.00
10R420	4250	0000	00	420000 Child Nutrition Commodity	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4250	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R420	4299	0000	00	420000 Child Nutrition	0.00	0.00	0.00	0.00	0.00	0.00
10R440	4299	0000	00	440000 HealthierUS	3,440.00	200.00	200.00	0.00	0.00	3,240.00
10R---	4299	0---	--	-----	3,440.00	200.00	200.00	0.00	0.00	3,240.00
10R---	42--	----	--	-----	536,440.00	200.00	200.00	0.00	0.00	536,240.00
10R100	4300	0000	00	100000 Title I Grant - Reading	50,000.00	0.00	42,017.00	0.00	0.00	7,983.00
10R500	4300	0000	00	500000 Title I	400,000.00	0.00	0.00	0.00	0.00	400,000.00
10R---	4300	0---	--	-----	450,000.00	0.00	42,017.00	0.00	0.00	407,983.00
10R---	43--	----	--	-----	450,000.00	0.00	42,017.00	0.00	0.00	407,983.00
10R170	4400	0000	00	170000 Title IV Grant - Drug Fr	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4400	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R070	4421	0000	00	000000 Century 21 Comm Learning	99,000.00	0.00	0.00	0.00	0.00	99,000.00
10R470	4421	0000	00	470000 21st Cent Grant	36,850.00	0.00	29,564.00	0.00	0.00	7,286.00
10R---	4421	0---	--	-----	135,850.00	0.00	29,564.00	0.00	0.00	106,286.00
10R---	44--	----	--	-----	135,850.00	0.00	29,564.00	0.00	0.00	106,286.00
10R150	4620	0000	00	150000 Spec Ed Flow thru SESE	1,650.00	0.00	0.00	0.00	0.00	1,650.00
10R---	4620	0---	--	-----	1,650.00	0.00	0.00	0.00	0.00	1,650.00
10R260	4625	0000	00	260000 Fed SpEd IDEA Rm/Board	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4625	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R---	46--	----	--	-----	1,650.00	0.00	0.00	0.00	0.00	1,650.00
10R540	4770	0000	00	540000 Fed Voc Ed Tech Prep	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4770	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R390	4799	0000	00	390000 V E Perkins T-IIC 2 Tutor	9,500.00	0.00	0.00	0.00	0.00	9,500.00
10R---	4799	0---	--	-----	9,500.00	0.00	0.00	0.00	0.00	9,500.00
10R---	47--	----	--	-----	9,500.00	0.00	0.00	0.00	0.00	9,500.00
10R090	4876	0000	00	000000 Cloud Grant ICCP	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4876	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R160	4880	0000	00	160000 Education Jobs Fund	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4880	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R---	48--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R180	4901	0000	00	180000 Race To The Top	20,000.00	0.00	3,701.00	0.00	0.00	16,299.00
10R180	4901	0000	01	180000 Race To The Top Induction	1,966.00	0.00	966.00	0.00	0.00	1,000.00
10R---	4901	0---	--	-----	21,966.00	0.00	4,667.00	0.00	0.00	17,299.00
10R330	4932	0000	00	330000 Title II Teacher Quality	12,837.00	0.00	6,399.00	0.00	0.00	6,438.00
10R530	4932	0000	00	530000 Title II FY06	100,000.00	0.00	0.00	0.00	0.00	100,000.00

57

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10R---	4932	0---	--	-----	112,837.00	0.00	6,399.00	0.00	0.00	106,438.00
10R920	4991	0000	00	920000 Medicaid Adm Outreach	55,000.00	12,165.29	12,165.29	0.00	0.00	42,834.71
10R---	4991	0---	--	-----	55,000.00	12,165.29	12,165.29	0.00	0.00	42,834.71
10R920	4992	0000	00	920000 Medicaid Fee For Service	45,000.00	278.21	1,532.49	0.00	0.00	43,467.51
10R---	4992	0---	--	-----	45,000.00	278.21	1,532.49	0.00	0.00	43,467.51
10R410	4998	0000	00	410000 JROTC Reimbursement	67,000.00	5,068.84	10,137.68	0.00	0.00	56,862.32
10R---	4998	0---	--	-----	67,000.00	5,068.84	10,137.68	0.00	0.00	56,862.32
10R---	49--	----	--	-----	301,803.00	17,512.34	34,901.46	0.00	0.00	266,901.54
1-R---	----	----	--	-----	13,592,063.00	725,102.57	2,609,338.90	0.00	0.00	10,982,724.10
20R010	1111	0000	00	000000 BLDG LEVY	787,084.00	319.78	377,584.21	0.00	0.00	409,499.79
20R---	1111	0---	--	-----	787,084.00	319.78	377,584.21	0.00	0.00	409,499.79
20R---	11--	----	--	-----	787,084.00	319.78	377,584.21	0.00	0.00	409,499.79
20R010	1510	0000	00	000000 Earnings on Investments	2,000.00	208.12	433.98	0.00	0.00	1,566.02
20R---	1510	0---	--	-----	2,000.00	208.12	433.98	0.00	0.00	1,566.02
20R---	15--	----	--	-----	2,000.00	208.12	433.98	0.00	0.00	1,566.02
20R010	1999	0000	00	000000 Other Bldg Rev-Ins Reim etc	100.00	0.00	76.50	0.00	0.00	23.50
20R010	1999	0000	01	000000 Other Bldg Rev	0.00	0.00	0.00	0.00	0.00	0.00
20R---	1999	0---	--	-----	100.00	0.00	76.50	0.00	0.00	23.50
20R---	19--	----	--	-----	100.00	0.00	76.50	0.00	0.00	23.50
97-R---	----	----	--	-----	789,184.00	527.90	378,094.69	0.00	0.00	411,089.31
30R010	1112	0000	00	000000 BOND AND INTEREST LEVY	1,074,444.00	433.81	512,276.00	0.00	0.00	562,168.00
30R---	1112	0---	--	-----	1,074,444.00	433.81	512,276.00	0.00	0.00	562,168.00
30R---	11--	----	--	-----	1,074,444.00	433.81	512,276.00	0.00	0.00	562,168.00
30R010	1510	0000	00	000000 Earnings on Investments	1,500.00	162.31	252.20	0.00	0.00	1,247.80
30R---	1510	0---	--	-----	1,500.00	162.31	252.20	0.00	0.00	1,247.80
30R---	15--	----	--	-----	1,500.00	162.31	252.20	0.00	0.00	1,247.80
3-R---	----	----	--	-----	1,075,944.00	596.12	512,528.20	0.00	0.00	563,415.80
40R080	1113	0000	00	000000 TRANS LEVY	314,834.00	127.91	151,033.69	0.00	0.00	163,800.31
40R---	1113	0---	--	-----	314,834.00	127.91	151,033.69	0.00	0.00	163,800.31
40R---	11--	----	--	-----	314,834.00	127.91	151,033.69	0.00	0.00	163,800.31
40R080	1412	0000	00	000000 Reg Trans from Pre-K	11,000.00	0.00	0.00	0.00	0.00	11,000.00
40R---	1412	0---	--	-----	11,000.00	0.00	0.00	0.00	0.00	11,000.00
40R080	1413	0000	00	000000 Reg Trans Fee Private	3,500.00	0.00	0.00	0.00	0.00	3,500.00
40R---	1413	0---	--	-----	3,500.00	0.00	0.00	0.00	0.00	3,500.00
40R080	1415	0000	00	000000 Reg Trans Pupil Co-Curr	13,000.00	7,917.25	7,917.25	0.00	0.00	5,082.75
40R---	1415	0---	--	-----	13,000.00	7,917.25	7,917.25	0.00	0.00	5,082.75
40R080	1442	0000	00	000000 Sp Ed Trans from SESE	800.00	0.00	0.00	0.00	0.00	800.00
40R---	1442	0---	--	-----	800.00	0.00	0.00	0.00	0.00	800.00
40R---	14--	----	--	-----	28,300.00	7,917.25	7,917.25	0.00	0.00	20,382.75
40R080	1510	0000	00	000000 Earnings on Investments	200.00	55.79	68.58	0.00	0.00	131.42

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
40R---	1510	0---	--	-----	200.00	55.79	68.58	0.00	0.00	131.42
40R---	15--	----	--	-----	200.00	55.79	68.58	0.00	0.00	131.42
40R080	1950	0000	00	000000	Refund Prior Yr Expense	100.00	0.00	0.00	0.00	100.00
40R---	1950	0---	--	-----	100.00	0.00	0.00	0.00	0.00	100.00
40R080	1999	0000	00	000000	Insrnc Rmb/Othr Misc	1,500.00	30.00	195.00	0.00	1,305.00
40R---	1999	0---	--	-----	1,500.00	30.00	195.00	0.00	0.00	1,305.00
40R---	19--	----	--	-----	1,600.00	30.00	195.00	0.00	0.00	1,405.00
40R010	3001	0000	00	000000	STATE AIDE	0.00	0.00	0.00	0.00	0.00
40R---	3001	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
40R---	30--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
40R080	3500	0000	00	000000	Transportation Regular	501,403.00	0.00	76,166.73	0.00	425,236.27
40R610	3500	0000	01	610000	Trans Voc Ed	0.00	0.00	0.00	0.00	0.00
40R---	3500	0---	--	-----	501,403.00	0.00	76,166.73	0.00	0.00	425,236.27
40R620	3510	0000	00	620000	State Trans Spec Ed	352,470.00	0.00	68,438.78	0.00	284,031.22
40R---	3510	0---	--	-----	352,470.00	0.00	68,438.78	0.00	0.00	284,031.22
40R---	35--	----	--	-----	853,873.00	0.00	144,605.51	0.00	0.00	709,267.49
40R160	4880	0000	00	160000	Education Jobs Fund	0.00	0.00	0.00	0.00	0.00
40R---	4880	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
40R---	48--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
40R---	----	----	--	-----	1,198,807.00	8,130.95	303,820.03	0.00	0.00	894,986.97
50R010	1114	0000	00	000000	IMRF LEVY	430,000.00	173.61	205,020.64	0.00	224,979.36
50R---	1114	0---	--	-----	430,000.00	173.61	205,020.64	0.00	0.00	224,979.36
50R010	1150	0000	00	000000	Tax Levy Social Security	240,000.00	96.91	114,430.63	0.00	125,569.37
50R---	1150	0---	--	-----	240,000.00	96.91	114,430.63	0.00	0.00	125,569.37
50R---	11--	----	--	-----	670,000.00	270.52	319,451.27	0.00	0.00	350,548.73
50R010	1230	0000	00	000000	Corp Pers Prop Tax	85,000.00	0.00	0.00	0.00	85,000.00
50R---	1230	0---	--	-----	85,000.00	0.00	0.00	0.00	0.00	85,000.00
50R---	12--	----	--	-----	85,000.00	0.00	0.00	0.00	0.00	85,000.00
50R010	1510	0000	00	000000	Earnings on Investments	900.00	67.55	90.07	0.00	809.93
50R---	1510	0---	--	-----	900.00	67.55	90.07	0.00	0.00	809.93
50R---	15--	----	--	-----	900.00	67.55	90.07	0.00	0.00	809.93
5-R---	----	----	--	-----	755,900.00	338.07	319,541.34	0.00	0.00	436,358.66
70R010	1115	0000	00	000000	WORKING CASH LEVY	78,708.00	31.98	37,758.43	0.00	40,949.57
70R---	1115	0---	--	-----	78,708.00	31.98	37,758.43	0.00	0.00	40,949.57
70R---	11--	----	--	-----	78,708.00	31.98	37,758.43	0.00	0.00	40,949.57
70R010	1510	0000	00	000000	Earnings on Investments	4,500.00	364.08	898.49	0.00	3,601.51
70R---	1510	0---	--	-----	4,500.00	364.08	898.49	0.00	0.00	3,601.51
70R---	15--	----	--	-----	4,500.00	364.08	898.49	0.00	0.00	3,601.51
7-R---	----	----	--	-----	83,208.00	396.06	38,656.92	0.00	0.00	44,551.08
80R010	1120	0000	00	000000	TORT LEVY	720,000.00	290.71	343,284.44	0.00	376,715.56

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
80R---	1120	0---	--	-----	720,000.00	290.71	343,284.44	0.00	0.00	376,715.56
80R---	11--	----	--	-----	720,000.00	290.71	343,284.44	0.00	0.00	376,715.56
80R010	1510	0000	00	000000 Tort Int	175.00	0.00	0.00	0.00	0.00	175.00
80R---	1510	0---	--	-----	175.00	0.00	0.00	0.00	0.00	175.00
80R---	15--	----	--	-----	175.00	0.00	0.00	0.00	0.00	175.00
8-R---	----	----	--	-----	720,175.00	290.71	343,284.44	0.00	0.00	376,890.56
90R010	1118	0000	00	000000 LIFE SAFETY LEVY	78,708.00	31.98	37,758.43	0.00	0.00	40,949.57
90R---	1118	0---	--	-----	78,708.00	31.98	37,758.43	0.00	0.00	40,949.57
90R---	11--	----	--	-----	78,708.00	31.98	37,758.43	0.00	0.00	40,949.57
90R010	1510	0000	00	000000 Earnings on Investments	1,000.00	68.14	184.92	0.00	0.00	815.08
90R370	1510	0000	00	370000 L/S Bond Int	0.00	0.00	0.00	0.00	0.00	0.00
90R---	1510	0---	--	-----	1,000.00	68.14	184.92	0.00	0.00	815.08
90R---	15--	----	--	-----	1,000.00	68.14	184.92	0.00	0.00	815.08
90R010	1999	0000	00	000000 Life Safety Other Rev	0.00	0.00	0.00	0.00	0.00	0.00
90R---	1999	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
90R---	19--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
90R010	3925	0000	00	000000 State Maint Grant	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00
90R---	3925	0---	--	-----	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00
90R---	39--	----	--	-----	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00
87-R---	----	----	--	-----	129,708.00	50,100.12	87,943.35	0.00	0.00	41,764.65
--R---	----	----	--	-----	18,344,989.00	785,482.50	4,593,207.87	0.00	0.00	13,751,781.13
10E070	1100	1100	00	000000 21st Cent Sal	30,000.00	0.00	0.00	0.00	0.00	30,000.00
10E470	1100	1100	00	470000 21st Century Grant Sal	8,052.00	8,052.00	8,052.00	0.00	0.00	0.00
10E030	1100	1110	00	000000 Fuel Up 60 Salaries	0.00	0.00	0.00	0.00	0.00	0.00
10E070	1100	1110	00	000000 21st Cent TA/Aide Sal	10,000.00	0.00	0.00	0.00	0.00	10,000.00
10E470	1100	1110	00	470000 21st Cent Aide Sal	2,383.00	1,942.50	2,382.50	0.00	0.00	0.50
10E---	1100	1---	--	-----	50,435.00	9,994.50	10,434.50	0.00	0.00	40,000.50
10E030	1100	2110	00	000000 Fuel Up 60 TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E070	1100	2110	00	000000 21st Cent TRS	9,500.00	0.00	0.00	0.00	0.00	9,500.00
10E470	1100	2110	00	470000 21st Cent TRS	5,426.00	3,486.58	3,486.58	0.00	0.00	1,939.42
10E470	1100	2130	00	470000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1100	2---	--	-----	14,926.00	3,486.58	3,486.58	0.00	0.00	11,439.42
10E070	1100	3190	00	000000 Cent 21 Student Pur Serv	8,000.00	0.00	0.00	100.00	0.00	7,900.00
10E470	1100	3190	00	470000 21st Cent Pur Serv	5,426.00	4,400.90	5,425.90	0.00	0.00	0.10
10E---	1100	3---	--	-----	13,426.00	4,400.90	5,425.90	100.00	0.00	7,900.10
10E030	1100	4100	00	000000 Fuel Up 60 Supplies	0.00	0.00	-59.95	0.00	261.25	-201.30
10E070	1100	4100	00	000000 21st Cent supplies	2,500.00	0.00	0.00	0.00	0.00	2,500.00
10E470	1100	4100	00	470000 21st Cent Supplies	2,769.00	2,493.43	2,768.43	0.00	722.44	-721.87
10E---	1100	4---	--	-----	5,269.00	2,493.43	2,708.48	0.00	983.69	1,576.83
10E020	1110	1100	00	000000 ERES Teach Sal	2,025,000.00	163,357.12	407,528.65	0.00	0.00	1,700,101.36

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E160	1110	1100	00	160000 Ed Jobs Fund Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	1110	00	000000 ERES Aide/TA Sal	40,000.00	3,884.42	7,935.13	0.00	0.00	32,840.32
10E020	1110	1200	00	000000 ERES Sub Teach Sal	53,000.00	0.00	0.00	0.00	0.00	53,000.00
10E020	1110	1210	00	000000 ERES Sub Teach Aide Sal	4,000.00	0.00	29.75	0.00	0.00	4,000.00
10E---	1110	1---	--	-----	2,122,000.00	167,241.54	415,493.53	0.00	0.00	1,789,941.68
10E020	1110	2110	00	000000 ERES TRS	350,000.00	213.82	12,993.10	0.00	0.00	349,786.18
10E160	1110	2110	00	160000 Ed Jobs Fund TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	2200	00	000000 ERES Ins Benefit	180,190.00	17,814.46	37,549.05	0.00	0.00	149,481.68
10E160	1110	2200	00	160000 Ed Jobs Fund Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1110	2---	--	-----	530,190.00	18,028.28	50,542.15	0.00	0.00	499,267.86
10E020	1110	3190	00	000000 ERES Pur Ser Agreements	23,000.00	0.00	1,500.00	666.00	13,130.00	7,704.00
10E670	1110	3190	00	000000 Tiger Safari Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	3230	00	000000 ERES Repair/Maintenance	500.00	0.00	0.00	127.03	0.00	372.97
10E020	1110	3230	61	000000 ERES Computer Rep/Maint	500.00	0.00	0.00	0.00	0.00	500.00
10E020	1110	3240	00	000000 ERES Copier Repair	1,500.00	0.00	0.00	0.00	1,500.00	0.00
10E020	1110	3260	00	000000 ERES Postage	6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E020	1110	3320	00	000000 ERES Travel	500.00	0.00	0.00	0.00	0.00	500.00
10E020	1110	3400	00	000000 ERES Internet	5,500.00	1,244.87	3,476.55	0.00	3,268.32	0.00
10E---	1110	3---	--	-----	37,500.00	1,244.87	4,976.55	793.03	17,898.32	15,076.97
10E020	1110	4100	00	000000 ERES Supplies	18,700.00	7,733.04	8,326.50	122.55	2,175.55	8,075.40
10E020	1110	4100	02	000000 ERES Art Supplies	4,000.00	0.00	1,990.66	0.00	1,746.67	262.67
10E020	1110	4100	05	000000 ERES Read 180 Supp	400.00	356.51	356.51	0.00	0.00	43.49
10E020	1110	4100	06	000000 ERES Spanish Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4100	12	000000 ERES Music Supplies	450.00	189.99	189.99	0.00	233.40	26.61
10E020	1110	4100	50	000000 ERES PE Supplies	850.00	0.00	0.00	0.00	795.87	54.13
10E020	1110	4100	61	000000 ERES Computer Supplies	15,000.00	0.00	12,568.79	0.00	1,870.17	769.83
10E670	1110	4100	00	670000 Tiger Safari Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4110	00	000000 ERES Instructional Supp	12,500.00	1,907.78	1,907.78	0.00	6,957.99	3,634.23
10E020	1110	4130	00	000000 ERES ID Badge Supp	445.00	444.00	444.00	0.00	0.00	1.00
10E020	1110	4200	00	000000 ERES New Textbooks	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E020	1110	4210	00	000000 ERES Replacement Textbks	6,700.00	6,575.03	6,575.03	0.00	299.24	-174.27
10E020	1110	4220	00	000000 ERES Workbooks	100.00	0.00	0.00	0.00	0.00	100.00
10E020	1110	4240	00	000000 ERES Copier Paper/Toner	17,000.00	0.00	4,948.00	0.00	1,549.70	10,502.30
10E020	1110	4250	00	000000 ERES Copier Parts	4,000.00	0.00	0.00	0.00	4,000.00	0.00
10E020	1110	4700	00	000000 ERES Software	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E---	1110	4---	--	-----	88,145.00	17,206.35	37,307.26	122.55	19,628.59	31,295.39
10E020	1110	5500	00	000000 ERES Equipment	500.00	0.00	0.00	0.00	0.00	500.00
10E020	1110	5500	61	000000 ERES Computer Equipment	0.00	0.00	29,950.00	0.00	0.00	-29,950.00
10E---	1110	5---	--	-----	500.00	0.00	29,950.00	0.00	0.00	-29,450.00

67

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E040	1120	1100	00	000000	ERMS Teach Sal	1,000,000.00	77,783.40	196,386.59	0.00	0.00	844,139.10
10E160	1120	1100	00	160000	Ed Jobs Fund Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	1110	00	000000	ERMS TA/Aide Sal	25,000.00	3,332.54	6,085.58	0.00	0.00	19,847.28
10E040	1120	1200	00	000000	ERMS Sub Teach Sal	10,000.00	0.00	15.00	0.00	0.00	10,000.00
10E040	1120	1210	00	000000	ERMS Sub TA/Aide Sal	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1120	1400	00	000000	Bass Tutoring Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1120	1---	--	-----		1,035,500.00	81,115.94	202,487.17	0.00	0.00	874,486.38
10E040	1120	2110	00	000000	ERMS TRS	122,000.00	0.00	6,410.30	0.00	0.00	121,965.27
10E160	1120	2110	00	160000	Ed Jobs Fund TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E160	1120	2130	00	160000		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	2200	00	000000	ERMS Ins Benefit	97,400.00	7,170.68	18,237.56	0.00	0.00	83,059.84
10E160	1120	2200	00	160000	Ed Jobs Fund Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1120	2---	--	-----		219,400.00	7,170.68	24,647.86	0.00	0.00	205,025.11
10E040	1120	3190	00	000000	ERMS Pur Serv Agreements	5,000.00	0.00	2,347.40	0.00	1,656.00	996.60
10E040	1120	3190	61	000000	ERMS Comp Pur Serv	7,000.00	0.00	0.00	0.00	0.00	7,000.00
10E040	1120	3230	00	000000	ERMS Repair/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	3230	61	000000	ERMS Computer Rep/Maint	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E040	1120	3240	00	000000	ERMS Copier Repair ONLY	400.00	0.00	0.00	0.00	500.00	-100.00
10E040	1120	3260	00	000000	ERMS Postage	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E040	1120	3320	00	000000	ERMS Travel	100.00	0.00	0.00	0.00	0.00	100.00
10E040	1120	3400	00	000000	ERMS Internet	5,500.00	1,244.88	3,476.56	0.00	3,268.31	0.00
10E---	1120	3---	--	-----		22,500.00	1,244.88	5,823.96	0.00	5,424.31	12,496.60
10E040	1120	4100	00	000000	ERMS Gen Clsrm Supp	1,750.00	501.16	501.16	0.00	1,773.38	-524.54
10E040	1120	4100	02	000000	ERMS Art Supplies	1,300.00	0.00	0.00	0.00	0.00	1,300.00
10E040	1120	4100	05	000000	ERMS Lang Art Supp	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1120	4100	08	000000	ERMS Health Class Supp	80.00	0.00	0.00	0.00	0.00	80.00
10E040	1120	4100	10	000000	ERMS Enrichment Class Supplies	480.00	0.00	0.00	0.00	0.00	480.00
10E040	1120	4100	11	000000	ERMS Math Supplies	1,000.00	19.82	19.82	0.00	130.18	850.00
10E040	1120	4100	12	000000	ERMS Band Supp	1,500.00	0.00	0.00	0.00	314.99	1,185.01
10E040	1120	4100	13	000000	ERMS Science Supplies	2,000.00	0.00	0.00	0.00	1,241.22	758.78
10E040	1120	4100	15	000000	ERMS Social Studies Supp	850.00	0.00	0.00	0.00	127.75	722.25
10E040	1120	4100	50	000000	ERMS P.E. Supplies	1,300.00	0.00	0.00	0.00	0.00	1,300.00
10E040	1120	4100	61	000000	ERMS Computer Supplies	6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E040	1120	4100	80	000000	ERMS Chorus Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E120	1120	4100	00	120000	LAPTOP GRANT INST SUPP	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	4110	00	000000	ERMS Intergraded Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	4120	00	000000	ERMS Read 180 Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	4130	00	000000	ERMS ID Badge Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	4200	00	000000	ERMS New Textbooks	800.00	0.00	0.00	0.00	0.00	800.00

08

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E040	1120	4210	00	000000	ERMS Replace Textbooks	1,500.00	0.00	0.00	0.00	1,500.00
10E040	1120	4220	00	000000	ERMS Workbooks	0.00	0.00	0.00	0.00	0.00
10E040	1120	4230	00	000000	ERMS A.R. Books	300.00	0.00	0.00	0.00	300.00
10E040	1120	4240	00	000000	ERMS Cpr Riso Ppr/Tnr	2,000.00	0.00	0.00	0.00	2,000.00
10E040	1120	4700	00	000000	ERMS Software	3,000.00	0.00	0.00	191.00	2,809.00
10E120	1120	4700	00	120000	LAPTOP GRANT SOFTWARE	0.00	0.00	0.00	0.00	0.00
10E040	1120	4900	00	000000	ERMS PE Locks	1,100.00	0.00	0.00	745.25	354.75
10E040	1120	4910	00	000000	MS PE Uniforms	6,500.00	0.00	0.00	4,120.00	2,380.00
10E---	1120	4---	--	-----		31,960.00	520.98	520.98	0.00	22,795.25
10E040	1120	5500	00	000000	ERMS Equipment	0.00	0.00	0.00	0.00	0.00
10E040	1120	5500	50	000000	ERMS PE Equipment	0.00	0.00	0.00	0.00	0.00
10E040	1120	5500	61	000000	ERMS Computer Equipment	0.00	0.00	0.00	0.00	0.00
10E040	1120	5500	80	000000	ERMS Band & Chorus Equip	900.00	0.00	0.00	0.00	900.00
10E120	1120	5500	00	120000	LAPTOP GRANT EQUIP	0.00	0.00	0.00	0.00	0.00
10E---	1120	5---	--	-----		900.00	0.00	0.00	0.00	900.00
10E110	1125	1100	00	110000	Pre K Teacher Salary	20,617.00	10,308.16	20,616.32	0.00	0.68
10E210	1125	1100	00	210000	Roe Pre K Teach Salary	19,500.00	1,544.16	3,879.80	0.00	16,411.68
10E510	1125	1100	00	510000	Pre K Teacher Salary	106,000.00	0.00	5,690.54	0.00	106,000.00
10E110	1125	1110	00	110000	Pre K Aide Salary	8,589.00	4,294.50	8,589.00	0.00	0.00
10E210	1125	1110	00	210000	ROE Pre K Aide Salary	9,300.00	756.18	1,900.09	0.00	7,787.64
10E510	1125	1110	00	510000	Pre K Aide Salary	44,100.00	0.00	2,202.01	0.00	44,100.00
10E110	1125	1200	00	110000	Pre K Sub Teach Salary	0.00	0.00	0.00	0.00	0.00
10E210	1125	1200	00	210000	ROE Pre K Sub Teach Sal	350.00	0.00	0.00	0.00	350.00
10E510	1125	1200	00	510000	Pre K Sub Teach Salary	2,500.00	0.00	0.00	0.00	2,500.00
10E110	1125	1210	00	110000	Pre K Sub Aide Salary	0.00	0.00	0.00	0.00	0.00
10E210	1125	1210	00	210000	ROE Pre K Sub Aide Sal	250.00	0.00	0.00	0.00	250.00
10E510	1125	1210	00	510000	Pre K Sub Aide Salary	3,000.00	0.00	59.50	0.00	3,000.00
10E---	1125	1---	--	-----		214,206.00	16,903.00	42,937.26	0.00	180,400.00
10E110	1125	2110	00	110000	Pre K TRS	0.00	0.00	0.00	0.00	0.00
10E210	1125	2110	00	210000	ROE Pre K TRS	2,500.00	0.00	124.64	0.00	2,500.00
10E510	1125	2110	00	510000	Pre K TRS	16,000.00	0.00	944.54	0.00	16,000.00
10E110	1125	2130	00	110000		0.00	0.00	0.00	0.00	0.00
10E210	1125	2130	00	210000		0.00	0.00	0.00	0.00	0.00
10E110	1125	2200	00	110000	Pre K Ins Ben	3,105.00	1,551.52	3,103.04	0.00	1.96
10E210	1125	2200	00	210000	ROE Pre K Ins Ben	2,500.00	194.24	388.78	0.00	2,111.52
10E510	1125	2200	00	510000	Pre K Ins Ben	19,505.00	0.00	1,026.20	0.00	19,505.00
10E---	1125	2---	--	-----		43,610.00	1,745.76	5,587.20	0.00	40,118.48
10E110	1125	4100	00	110000	Pre K Supplies	0.00	0.00	0.00	0.00	0.00
10E210	1125	4100	00	210000	ROE Pre K Supplies	0.00	0.00	0.00	0.00	0.00
10E510	1125	4100	00	510000	Pre K Supplies	7,196.00	0.00	0.00	0.00	7,196.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E---	1125	4---	--	-----	7,196.00	0.00	0.00	0.00	0.00	7,196.00
10E050	1130	1100	00	000000 ERHS Teacher Salary	1,197,000.00	112,803.71	278,081.10	0.00	0.00	972,421.97
10E160	1130	1100	00	160000 Ed Jobs Fund Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	1110	00	000000 ERHS Aide/Asst Sal	4,715.00	0.00	0.00	0.00	0.00	4,715.00
10E050	1130	1200	00	000000 ERHS Sub Teach Sal	12,325.00	0.00	977.50	0.00	0.00	12,325.00
10E050	1130	1210	00	000000 ERHS Sub Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	1300	00	000000 ERHS Remedial Tutoring	6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E---	1130	1---	--	-----	1,220,040.00	112,803.71	279,058.60	0.00	0.00	995,461.97
10E050	1130	2110	00	000000 ERHS Teach TRS	145,000.00	111.01	8,842.56	0.00	0.00	144,888.99
10E160	1130	2110	00	160000 Ed Jobs Fund TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	2200	00	000000 ERHS Ins Benefit	137,000.00	11,310.40	28,137.00	0.00	0.00	114,399.20
10E160	1130	2200	00	160000 Ed Jobs Fund Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1130	2---	--	-----	282,000.00	11,421.41	36,979.56	0.00	0.00	259,288.19
10E050	1130	3190	00	000000 ERHS Purchase Serv	9,000.00	1,260.00	1,298.46	0.00	0.00	7,701.54
10E050	1130	3190	06	000000 ERHS Foreign Lang P/S	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	3190	12	000000 ERHS Vocal Music Pur Ser	1,260.00	0.00	60.00	0.00	1,210.00	50.00
10E050	1130	3190	13	000000 ERHS Science Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	3190	50	000000 ERHS PE Purchase Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	3190	60	000000 ERHS Ren Scholarship	500.00	0.00	0.00	0.00	0.00	500.00
10E050	1130	3190	80	000000 ERHS Instr Music Pur Ser	1,405.00	0.00	274.00	0.00	99.00	1,032.00
10E050	1130	3230	00	000000 ERHS Repair/Maint	100.00	0.00	0.00	0.00	0.00	100.00
10E050	1130	3230	02	000000 ERHS Art Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	3230	13	000000 ERHS Science Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	3230	61	000000 ERHS Computer Rep/Maint	500.00	0.00	0.00	0.00	0.00	500.00
10E050	1130	3230	80	000000 ERHS Instr Mus Rep/Maint	8,425.00	0.00	0.00	0.00	8,425.00	0.00
10E050	1130	3240	00	000000 ERHS Copier Repair Only	1,000.00	0.00	0.00	0.00	1,000.00	0.00
10E050	1130	3260	00	000000 ERHS Postage	8,000.00	0.00	0.00	0.00	0.00	8,000.00
10E050	1130	3310	80	000000 ERHS Summer Band Trip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	3320	00	000000 ERHS Travel	3,000.00	124.77	252.71	0.00	0.00	2,797.05
10E050	1130	3320	12	000000 ERHS Vocal Travel	300.00	0.00	0.00	0.00	0.00	300.00
10E050	1130	3320	80	000000 ERHS Band Travel	600.00	0.00	0.00	0.00	0.00	600.00
10E050	1130	3400	00	000000 ERHS Internet	6,000.00	1,244.87	3,476.57	0.00	3,268.31	500.00
10E---	1130	3---	--	-----	40,090.00	2,629.64	5,361.74	0.00	14,002.31	22,080.59
10E050	1130	4100	00	000000 ERHS Gen Clsrm Supplies	29,000.00	25.90	25.90	0.00	1,837.31	27,136.79
10E050	1130	4100	02	000000 ERHS Art Supplies	5,400.00	57.92	88.38	0.00	5,342.08	0.00
10E050	1130	4100	06	000000 ERHS Foreign Lang Supp	500.00	226.96	226.96	0.00	243.04	30.00
10E050	1130	4100	08	000000 ERHS Health Supplies	250.00	0.00	0.00	0.00	0.00	250.00
10E050	1130	4100	11	000000 ERHS Math Supplies	2,900.00	265.99	265.99	0.00	2,633.88	0.13
10E050	1130	4100	12	000000 ERHS Vocal Music Supp	1,340.00	0.00	0.00	0.00	1,000.00	340.00
10E050	1130	4100	13	000000 ERHS Science Supplies	5,670.00	2,684.63	2,684.63	0.00	2,677.20	308.17

38

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E050	1130	4100	15	000000	ERHS Social Studies Supp	1,215.00	262.62	262.62	0.00	952.38	0.00
10E050	1130	4100	28	000000	ERHS Communications Supp	810.00	280.60	272.64	0.00	139.40	397.96
10E050	1130	4100	50	000000	ERHS PE Supplies	2,500.00	403.01	1,554.64	21.47	929.58	-5.69
10E050	1130	4100	60	000000	ERHS Renaissance Supp	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E050	1130	4100	61	000000	ERHS Computer Supplies	7,000.00	0.00	0.00	0.00	680.19	6,319.81
10E050	1130	4100	80	000000	ERHS Instrum Music Supp	1,125.00	0.00	0.00	0.00	500.00	625.00
10E050	1130	4100	90	000000	ERHS 9th Grad Trans Supp	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E050	1130	4120	00	000000	ERHS Read 180 Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	4130	00	000000	ERHS ID Badge Supplies	200.00	0.00	0.00	0.00	0.00	200.00
10E050	1130	4140	00	000000	ERHS Temp Badge Supp	100.00	0.00	0.00	0.00	0.00	100.00
10E050	1130	4200	00	000000	ERHS New Textbooks	500.00	0.00	0.00	0.00	0.00	500.00
10E050	1130	4210	00	000000	ERHS Replacement Textbks	7,000.00	2,320.82	2,320.82	0.00	0.00	4,679.18
10E050	1130	4220	00	000000	ERHS Wrkbks	5,000.00	4,498.20	4,498.20	0.00	167.83	333.97
10E050	1130	4240	00	000000	ERHS Copier Paper/Toner	10,000.00	368.40	368.40	0.00	3,000.00	6,631.60
10E050	1130	4400	06	000000	Foreign Language Subscrptns	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	4700	00	000000	ERHS Software	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E050	1130	4900	00	000000	ERHS Student Locks	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E050	1130	4910	00	000000	ERHS PE UNIFORMS	7,250.00	0.00	0.00	0.00	2,959.00	4,291.00
10E---	1130	4---	--	-----		99,760.00	11,395.05	12,569.18	21.47	23,061.89	64,137.92
10E050	1130	5500	00	000000	ERHS Equipment	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1130	5500	02	000000	ERHS Art Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	5500	61	000000	ERHS Computer Equipment	10,000.00	0.00	0.00	0.00	0.00	10,000.00
10E050	1130	5500	80	000000	ERHS Instru Music Equipment	2,970.00	0.00	0.00	0.00	2,970.00	0.00
10E---	1130	5---	--	-----		13,970.00	0.00	0.00	0.00	2,970.00	11,000.00
10E570	1140	1110	00	570000	Read Impr TA Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1140	1---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E570	1140	2200	00	570000	Read Impr Ins Ben Prior	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1140	2---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E570	1140	4200	00	570000	Reading Improv Books	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1140	4---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E330	1170	1100	00	330000	TITLE II TEACH QUAL SAL	12,023.00	6,011.40	12,022.80	0.00	0.00	0.20
10E530	1170	1100	00	530000	Title II Teach Sal	62,500.00	0.00	3,202.82	0.00	0.00	62,500.00
10E330	1170	1200	00	330000	Title II sub salary	0.00	0.00	0.00	0.00	0.00	0.00
10E530	1170	1200	00	530000	Title II sub salary	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1170	1---	--	-----		74,523.00	6,011.40	15,225.62	0.00	0.00	62,500.20
10E330	1170	2110	00	330000	TITLE II TEACH QUAL TRS	39.00	38.50	38.50	0.00	0.00	0.50
10E530	1170	2110	00	530000	Title II Teach TRS	31,809.00	0.00	2,173.40	0.00	0.00	31,809.00
10E330	1170	2200	00	330000	TITLE II TEACH QUAL INS BEN	777.00	388.48	776.96	0.00	0.00	0.04
10E530	1170	2200	00	530000	Title II Ins Ben	4,112.00	0.00	205.60	0.00	0.00	4,112.00
10E---	1170	2---	--	-----		36,737.00	426.98	3,194.46	0.00	0.00	35,921.54

88

				Account Level	2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E710	1180	4100	00	710000 Elem Career Supplies	1,335.00	0.00	0.00	0.00	0.00	1,335.00
10E---	1180	4---	--	-----	1,335.00	0.00	0.00	0.00	0.00	1,335.00
10E---	11--	----	--	-----	6,206,118.00	477,485.88	1,194,718.54	1,037.05	92,612.88	5,162,191.98
10E140	1203	1100	00	140000 EMH Teacher Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1203	1110	00	140000 EMH Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1203	1200	00	140000 EMH Sub Teach Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1203	1210	00	140000 EMH Sub Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1203	1---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1203	2110	00	140000 EMH Teacher TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1203	2200	00	140000 EMH Insurance Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1203	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1203	3320	00	920000 EMH Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1203	3---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1203	4100	00	920000 EMH Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1203	4200	00	920000 EMH Textbks	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1203	4220	00	920000 EMH Workbooks	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1203	4---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1203	5500	00	920000 EMH Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1203	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1204	1110	00	140000 Prsnl Aide/Asst Sal	56,000.00	2,358.88	6,019.99	0.00	0.00	51,282.24
10E140	1204	1210	00	140000 Prsnl Aide/Ast Sub Sal	1,500.00	0.00	1,083.75	0.00	0.00	1,500.00
10E---	1204	1---	--	-----	57,500.00	2,358.88	7,103.74	0.00	0.00	52,782.24
10E140	1204	2130	00	140000	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1204	2200	00	140000 Prsnl Aide/Ast Ins Ben	35.00	2.40	6.00	0.00	0.00	30.20
10E---	1204	2---	--	-----	35.00	2.40	6.00	0.00	0.00	30.20
10E140	1205	1100	00	140000 LD Teacher Sal	430,250.00	34,842.30	87,731.38	0.00	0.00	360,565.40
10E140	1205	1110	00	140000 LD Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1205	1200	00	140000 LD Sub Teacher Sal	3,400.00	0.00	0.00	0.00	0.00	3,400.00
10E140	1205	1210	00	140000 LD Sub Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1205	1300	00	140000 LATE STAY SALARIES	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E---	1205	1---	--	-----	435,150.00	34,842.30	87,731.38	0.00	0.00	365,465.40
10E140	1205	2110	00	140000 LD Teacher TRS	52,500.00	0.00	2,841.82	0.00	0.00	52,500.00
10E140	1205	2200	00	140000 LD Insurance Ben	34,105.00	2,712.16	6,859.92	0.00	0.00	28,680.68
10E---	1205	2---	--	-----	86,605.00	2,712.16	9,701.74	0.00	0.00	81,180.68
10E920	1205	3190	00	920000 LD Speaker Fee	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1205	3320	00	920000 LD Travel	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1205	3---	--	-----	100.00	0.00	0.00	0.00	0.00	100.00
10E920	1205	4100	00	920000 LD Self Cont Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1205	4110	00	920000 LD Inclusion Supplies	2,165.00	64.68	64.68	0.00	296.75	1,803.57
10E920	1205	4200	00	920000 LD Self Cont Txtbks	0.00	0.00	0.00	0.00	0.00	0.00

84

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E920	1205	4220	00	920000 LD Inklus Wkbks	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1205	4---	--	-----	2,165.00	64.68	64.68	0.00	296.75	1,803.57
10E920	1205	5500	00	920000 LD Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1205	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E280	1206	1110	00	280000 Visual Aide Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E280	1206	1210	00	280000 Visual Aide Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1206	1---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E280	1206	2200	00	280000 Visual Aide Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1206	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1206	4100	00	920000 Visual Imp Supplies	240.00	0.00	0.00	0.00	50.00	190.00
10E---	1206	4---	--	-----	240.00	0.00	0.00	0.00	50.00	190.00
10E920	1206	5500	00	920000 Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1206	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1207	3230	00	920000 Hearing Imprd Rep/Maint	250.00	0.00	0.00	0.00	0.00	250.00
10E---	1207	3---	--	-----	250.00	0.00	0.00	0.00	0.00	250.00
10E920	1207	4100	00	920000 Hearing Imprd Supplies	40.00	0.00	0.00	0.00	0.00	40.00
10E---	1207	4---	--	-----	40.00	0.00	0.00	0.00	0.00	40.00
10E920	1207	5500	00	920000 Hearing Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1207	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1212	4100	00	920000 ERHS ED Supp	300.00	0.00	0.00	0.00	125.00	175.00
10E---	1212	4---	--	-----	300.00	0.00	0.00	0.00	125.00	175.00
10E280	1213	1100	00	280000 Homebound Teach Sal	4,500.00	0.00	0.00	0.00	0.00	4,500.00
10E---	1213	1---	--	-----	4,500.00	0.00	0.00	0.00	0.00	4,500.00
10E280	1213	2110	00	280000 Homebound Teach TRS	500.00	0.00	0.00	0.00	0.00	500.00
10E---	1213	2---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E920	1213	3190	00	920000 Homebound Pur Service	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1213	3320	00	920000 Homebound Travel	375.00	0.00	0.00	0.00	0.00	375.00
10E---	1213	3---	--	-----	375.00	0.00	0.00	0.00	0.00	375.00
10E140	1216	1100	00	140000 Autism Cert Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E280	1216	1110	00	280000 Autism Aide Sal	93,000.00	5,531.68	15,474.95	0.00	0.00	81,936.64
10E280	1216	1210	00	280000 Autism Sub Aide Sal	12,400.00	1,070.08	3,015.96	0.00	0.00	10,313.30
10E---	1216	1---	--	-----	105,400.00	6,601.76	18,490.91	0.00	0.00	92,249.94
10E140	1216	2110	00	140000 Autism TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E280	1216	2130	00	280000	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1216	2200	00	140000	0.00	0.00	0.00	0.00	0.00	0.00
10E280	1216	2200	00	280000 Autsim Ins Ben	5,000.00	392.08	1,197.96	0.00	0.00	4,215.84
10E---	1216	2---	--	-----	5,000.00	392.08	1,197.96	0.00	0.00	4,215.84
10E920	1216	3190	00	920000 Autism Purchase Serv	12,000.00	0.00	0.00	0.00	0.00	12,000.00
10E920	1216	3320	00	920000 Autism Travel	1,200.00	0.00	0.00	0.00	0.00	1,200.00
10E---	1216	3---	--	-----	13,200.00	0.00	0.00	0.00	0.00	13,200.00

89

				Account Level	2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E920	1216	4100	00	920000 Autism Supplies	3,000.00	208.34	231.19	0.00	770.97	2,013.72
10E920	1216	4220	00	920000 Autism Workbks	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1216	4700	00	920000 Mecca Tech-Autism Software	400.00	0.00	0.00	0.00	0.00	400.00
10E---	1216	4---	--	-----	3,400.00	208.34	231.19	0.00	770.97	2,413.72
10E140	1220	1100	00	140000 Cross Cat Teacher Sal	315,100.00	26,108.34	65,432.17	0.00	0.00	262,976.82
10E140	1220	1110	00	140000 Cross Cat Aide/Asst Sal	98,500.00	6,007.06	16,037.52	0.00	0.00	86,485.88
10E140	1220	1200	00	140000 Cross Cat Sub Teach Sal	2,975.00	0.00	85.00	0.00	0.00	2,975.00
10E140	1220	1210	00	140000 Cross Cat Sub Aide/Asst Sal	1,785.00	0.00	208.25	0.00	0.00	1,785.00
10E---	1220	1---	--	-----	418,360.00	32,115.40	81,762.94	0.00	0.00	354,222.70
10E140	1220	2110	00	140000 Cross Cat Teacher TRS	37,300.00	25.96	2,187.01	0.00	0.00	37,259.10
10E140	1220	2130	00	140000	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1220	2200	00	140000 Cross Cat Insurance Ben	53,665.00	3,874.60	9,868.43	0.00	0.00	45,915.80
10E---	1220	2---	--	-----	90,965.00	3,900.56	12,055.44	0.00	0.00	83,174.90
10E920	1220	3190	00	920000 Cross Cat PUR SERV	500.00	0.00	0.00	0.00	0.00	500.00
10E920	1220	3320	00	920000 Cross Cat Travel	1,600.00	0.00	0.00	0.00	0.00	1,600.00
10E---	1220	3---	--	-----	2,100.00	0.00	0.00	0.00	0.00	2,100.00
10E920	1220	4100	00	920000 Cross Cat Supplies	3,210.00	180.06	180.06	100.00	943.74	1,986.20
10E920	1220	4100	61	000000 Cross Cat Comp Supp	500.00	0.00	28.76	0.00	306.58	193.42
10E920	1220	4200	00	920000 Cross Cat Textbks	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1220	4220	00	920000 Cross Cat Workbks	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1220	4700	00	000000 Cross Cat Software	16,875.00	0.00	0.00	800.00	0.00	16,075.00
10E---	1220	4---	--	-----	20,585.00	180.06	208.82	900.00	1,250.32	18,254.62
10E920	1220	5500	00	920000 Cross Cat Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1220	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E100	1250	1100	00	100000 Title I Teacher Sal	15,522.00	7,760.62	15,521.24	0.00	0.00	0.76
10E500	1250	1100	00	500000 Title I Teach Sal Prior	79,655.00	0.00	3,982.71	0.00	0.00	79,655.00
10E100	1250	1110	00	100000 Title I Aide/Asst Sal	11,156.00	5,510.12	11,155.78	0.00	0.00	135.76
10E500	1250	1110	00	500000 Title I Aide/Asst Sal Pr	80,523.00	0.00	4,026.15	0.00	0.00	80,523.00
10E100	1250	1200	00	100000 Title I Sub Teach Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E500	1250	1200	00	500000 Title I Sub	600.00	0.00	0.00	0.00	0.00	600.00
10E100	1250	1210	00	100000 Title I Sub Aide/Ast Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E500	1250	1210	00	500000 Title I Sub TA Sal	6,000.00	0.00	600.00	0.00	0.00	6,000.00
10E100	1250	1300	00	100000 Title I Tutoring Sal	1,441.00	1,441.00	1,441.00	0.00	0.00	0.00
10E500	1250	1300	00	500000 Title I Tutor Sal	15,000.00	330.00	330.00	0.00	0.00	14,670.00
10E100	1250	1310	00	100000 Title I N/C Tutoring	616.00	616.00	616.00	0.00	0.00	0.00
10E500	1250	1310	00	500000 Title I Tutor Aide Sal	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E---	1250	1---	--	-----	215,513.00	15,657.74	37,672.88	0.00	0.00	186,584.52
10E100	1250	2110	00	100000 Title I Teacher TRS	734.00	733.43	733.43	0.00	0.00	0.57
10E500	1250	2110	00	500000 Title I TRS	60,000.00	167.95	2,870.55	0.00	0.00	59,832.05
10E100	1250	2130	00	100000	0.00	0.00	0.00	0.00	0.00	0.00

88

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E100	1250	2200	00	100000	Title I Insurance Ben	2,327.00	1,163.16	2,326.32	0.00	0.00	0.68
10E500	1250	2200	00	500000	Title I Ins Ben Prior	20,600.00	0.00	1,026.80	0.00	0.00	20,600.00
10E---	1250	2---	--	-----		83,661.00	2,064.54	6,957.10	0.00	0.00	80,433.30
10E100	1250	3190	00	100000	Title I Pur Serv	2,100.00	0.00	2,100.00	0.00	0.00	0.00
10E500	1250	3190	00	500000	Title I Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1250	3---	--	-----		2,100.00	0.00	2,100.00	0.00	0.00	0.00
10E100	1250	4100	00	100000	Title I Supplies	13,771.00	5,004.77	13,770.66	0.00	-438.81	439.15
10E500	1250	4100	00	500000	Title I Supp	10,000.00	0.00	602.08	1,973.34	940.07	7,086.59
10E---	1250	4---	--	-----		23,771.00	5,004.77	14,372.74	1,973.34	501.26	7,525.74
10E---	12--	----	--	-----		1,571,815.00	106,105.67	279,657.52	2,873.34	2,994.30	1,351,767.37
10E050	1400	1100	00	000000	ERHS Voc Teach Sal	482,000.00	41,075.90	103,122.78	0.00	0.00	400,099.42
10E390	1400	1100	00	390000	Vocational Tutor Sal	9,500.00	0.00	0.00	0.00	0.00	9,500.00
10E050	1400	1200	00	000000	ERHS Voc Sub Teach Sal	3,400.00	0.00	85.00	0.00	0.00	3,400.00
10E---	1400	1---	--	-----		494,900.00	41,075.90	103,207.78	0.00	0.00	412,999.42
10E050	1400	2110	00	000000	ERHS Voc TRS	58,500.00	0.00	3,341.84	0.00	0.00	58,500.00
10E390	1400	2130	00	390000		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	2200	00	000000	ERHS Voc Ins Benefit	24,410.00	1,963.92	5,139.64	0.00	0.00	20,502.16
10E390	1400	2200	00	390000	Vocational Tutor Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1400	2---	--	-----		82,910.00	1,963.92	8,481.48	0.00	0.00	79,002.16
10E050	1400	3140	00	000000	ERHS Voc OCC Mech Class	525.00	0.00	0.00	0.00	0.00	525.00
10E050	1400	3190	00	000000	ERHS Voc Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3190	01	000000	ERHS Ag Entry Fees	520.00	0.00	168.00	0.00	520.00	0.00
10E050	1400	3190	07	000000	ERHS Health Pur Serv	500.00	140.00	140.00	0.00	0.00	360.00
10E050	1400	3190	10	000000	ERHS Inc Occ Pur Serv	1,000.00	0.00	0.00	0.00	1,000.00	0.00
10E490	1400	3190	00	490000	ERHS AG Grant Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3230	00	000000	ERHS Gen Voc Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3230	01	000000	ERHS Ag Repair/Maint	185.00	0.00	0.00	0.00	185.00	0.00
10E050	1400	3230	10	000000	ERHS Ind Occ Rep/Maint	900.00	0.00	0.00	0.00	0.00	900.00
10E050	1400	3230	61	000000	ERHS Comp Lab Rep/Maint	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1400	3320	00	000000	Voc Ed Tvl-General	2,000.00	0.00	722.05	32.49	0.00	1,245.46
10E050	1400	3320	01	000000	ERHS Ag Travel	500.00	0.00	-56.99	0.00	0.00	556.99
10E050	1400	3320	07	000000	ERHS Health Occ Travel	330.00	0.00	0.00	0.00	0.00	330.00
10E050	1400	3320	14	000000	ERHS Business Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E540	1400	3320	00	540000	Tech Prep Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1400	3---	--	-----		7,460.00	140.00	973.06	32.49	1,705.00	4,917.45
10E050	1400	4100	00	000000	ERHS Vocational Supp	30,033.00	3,407.70	3,407.70	0.00	0.00	26,625.30
10E050	1400	4100	01	000000	ERHS Ag Supplies	9,095.00	0.00	78.96	0.00	9,040.83	0.00
10E050	1400	4100	07	000000	ERHS Health Occ Supplies	1,500.00	-28.00	426.75	0.00	1,315.92	212.08
10E050	1400	4100	09	000000	ERHS Home Ec Supp	6,480.00	240.58	304.58	0.00	6,169.99	5.43
10E050	1400	4100	10	000000	ERHS Ind Occ Supplies	3,850.00	0.00	0.00	0.00	3,850.00	0.00

87

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E050	1400	4100	14	000000	ERHS Business Supplies	4,600.00	0.00	0.00	0.00	4,600.00	0.00
10E050	1400	4100	61	000000	ERHS Computer Lab Supp	30,398.00	0.00	0.00	0.00	25,398.00	5,000.00
10E490	1400	4100	00	490000	ERHS AG Grant Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E540	1400	4100	00	540000	Federal Tech Prep Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	4110	09	000000	ERHS FACS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	4200	00	000000	ERHS New Textbooks	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1400	4210	00	000000	ERHS Voc Replcmt Txtbks	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1400	4220	00	000000	ERHS Voc Wrkbks	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1400	4400	00	000000	Vocational Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	4400	01	000000	Voc Ed-Ag Subscriptions	500.00	0.00	0.00	0.00	500.00	0.00
10E050	1400	4400	09	000000	ERHS Home Ec Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	4400	10	000000	ERHS Ind Occ Subscription Renwl	100.00	0.00	0.00	0.00	30.00	70.00
10E050	1400	4700	00	000000	ERHS Voc Software	3,030.00	0.00	0.00	0.00	3,030.00	0.00
10E050	1400	4700	09	000000	Voc Ed-FACS Dept Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1400	4---	--	-----		92,586.00	3,620.28	4,217.99	0.00	53,934.74	34,912.81
10E050	1400	5500	00	000000	ERHS VOC Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	01	000000	ERHS Ag Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	09	000000	ERHS Home Ec Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	10	000000	ERHS Ind Occ Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	14	000000	ERHS Voc Busns Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	17	000000	ERHS Voc Mod Tech Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	61	000000	ERHS VOC Computer Equipment	7,500.00	0.00	0.00	0.00	0.00	7,500.00
10E380	1400	5500	00	380000	Voc Ed Tech Prep Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E490	1400	5500	00	490000	Ag Grant Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E540	1400	5500	00	540000	Fed Tech Prep Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1400	5---	--	-----		7,500.00	0.00	0.00	0.00	0.00	7,500.00
10E050	1400	6000	16	000000	ERHS Voc Sale BT house	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	6400	00	000000	ERHS Dues/Fees	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	6410	00	000000	Voc Reg Del Match Fee	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1400	6---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E410	1459	1110	00	410000	JROTC Instructor Sal	123,500.00	10,137.68	25,344.20	0.00	0.00	103,224.64
10E---	1459	1---	--	-----		123,500.00	10,137.68	25,344.20	0.00	0.00	103,224.64
10E410	1459	2130	00	410000		0.00	0.00	0.00	0.00	0.00	0.00
10E410	1459	2200	00	410000	JROTC Insurance Ben	29.00	2.40	6.00	0.00	0.00	24.20
10E---	1459	2---	--	-----		29.00	2.40	6.00	0.00	0.00	24.20
10E---	14--	----	--	-----		808,885.00	56,940.18	142,230.51	32.49	55,639.74	642,580.68
10E050	1500	1100	00	000000	ERHS A D Sal	5,556.00	462.98	1,157.45	0.00	0.00	4,630.04
10E---	1500	1---	--	-----		5,556.00	462.98	1,157.45	0.00	0.00	4,630.04
10E050	1500	2110	00	000000	ERHS A D TRS	657.00	54.67	136.69	0.00	0.00	547.65
10E---	1500	2---	--	-----		657.00	54.67	136.69	0.00	0.00	547.65

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E050	1500	3100	00	000000	Athletic Train/RMH	20,000.00	0.00	0.00	0.00	0.00	20,000.00
10E050	1500	3190	00	000000	ERHS AD Game/Dance Scrty	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1500	3230	00	000000	ERHS A D Rep/Maint	100.00	0.00	0.00	0.00	0.00	100.00
10E050	1500	3260	00	000000	ERHS A D Postage	400.00	0.00	0.00	0.00	0.00	400.00
10E050	1500	3320	00	000000	ERHS A D Travel	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1500	3910	00	000000	ERHS A D Playoffs	6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E---	1500	3---	--	-----		27,500.00	0.00	0.00	0.00	0.00	27,500.00
10E050	1500	4100	00	000000	ERHS A D Supplies	1,200.00	665.50	665.50	0.00	83.10	451.40
10E050	1500	4110	00	000000	ERHS A D Awards	600.00	0.00	0.00	0.00	617.27	-17.27
10E050	1500	4120	00	000000	ERHS Sport uniforms	4,000.00	0.00	0.00	0.00	0.00	4,000.00
10E050	1500	4700	00	000000	ERHS AD Software	300.00	300.00	300.00	0.00	0.00	0.00
10E---	1500	4---	--	-----		6,100.00	965.50	965.50	0.00	700.37	4,434.13
10E050	1500	6400	00	000000	ERHS A D Dues/Fees	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1500	6---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1509	1100	00	000000	ERHS Pep Club Advisor Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1509	1---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1509	2110	00	000000	ERHS Pep Club TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1509	2---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1510	1100	00	000000	ERHS Cheerldr Spons Sal	4,058.00	0.00	0.00	0.00	0.00	4,058.00
10E---	1510	1---	--	-----		4,058.00	0.00	0.00	0.00	0.00	4,058.00
10E050	1510	2110	00	000000	ERHS Cheerldr Spons TRS	310.00	0.00	0.00	0.00	0.00	310.00
10E---	1510	2---	--	-----		310.00	0.00	0.00	0.00	0.00	310.00
10E050	1510	3190	00	000000	ERHS Cheerldr Part Exp	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1510	3320	00	000000	ERHS Cheerldr Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1510	3---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1510	4100	00	000000	ERHS Cheerldr Supplies	270.00	0.00	0.00	0.00	0.00	270.00
10E---	1510	4---	--	-----		270.00	0.00	0.00	0.00	0.00	270.00
10E050	1511	1100	00	000000	ERHS Golf Coach Sal	3,595.00	0.00	0.00	0.00	0.00	3,595.00
10E---	1511	1---	--	-----		3,595.00	0.00	0.00	0.00	0.00	3,595.00
10E050	1511	2110	00	000000	ERHS Golf Coach TRS	425.00	0.00	0.00	0.00	0.00	425.00
10E---	1511	2---	--	-----		425.00	0.00	0.00	0.00	0.00	425.00
10E050	1511	3190	00	000000	ERHS Golf Part Exp	300.00	0.00	0.00	0.00	0.00	300.00
10E050	1511	3320	00	000000	ERHS Golf Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1511	3---	--	-----		300.00	0.00	0.00	0.00	0.00	300.00
10E050	1511	4100	00	000000	ERHS Golf Supplies	300.00	0.00	300.00	0.00	300.00	0.00
10E---	1511	4---	--	-----		300.00	0.00	300.00	0.00	300.00	0.00
10E050	1512	1100	00	000000	ERHS X Cntry Sal	4,354.00	0.00	0.00	0.00	0.00	4,354.00
10E050	1512	1120	00	000000	ERHS X C Workers	50.00	0.00	0.00	0.00	0.00	50.00
10E---	1512	1---	--	-----		4,404.00	0.00	0.00	0.00	0.00	4,404.00
10E050	1512	2110	00	000000	ERHS X Cntry TRS	525.00	0.00	0.00	0.00	0.00	525.00

68

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E---	1512	2---	--	-----	525.00	0.00	0.00	0.00	0.00	525.00
10E050	1512	3190	00	000000	ERHS X C Part Exp	595.00	0.00	0.00	0.00	595.00
10E050	1512	3320	00	000000	Cross Country Travel	0.00	0.00	0.00	0.00	0.00
10E---	1512	3---	--	-----	595.00	0.00	0.00	0.00	0.00	595.00
10E050	1512	4100	00	000000	ERHS X C Supplies	300.00	0.00	0.00	0.00	300.00
10E---	1512	4---	--	-----	300.00	0.00	0.00	0.00	0.00	300.00
10E050	1513	1100	00	000000	ERHS Dance Team Coach	1,443.00	0.00	0.00	0.00	1,443.00
10E---	1513	1---	--	-----	1,443.00	0.00	0.00	0.00	0.00	1,443.00
10E050	1513	2110	00	000000	ERHS Dance TRS	0.00	0.00	0.00	0.00	0.00
10E---	1513	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1513	4100	00	000000	ERHS Dance Team Supp	270.00	0.00	0.00	0.00	270.00
10E---	1513	4---	--	-----	270.00	0.00	0.00	0.00	0.00	270.00
10E050	1520	1100	00	000000	ERHS Girls Tennis Coach	2,886.00	0.00	0.00	0.00	2,886.00
10E---	1520	1---	--	-----	2,886.00	0.00	0.00	0.00	0.00	2,886.00
10E050	1520	2110	00	000000	ERHS Girls Tennis TRS	0.00	0.00	0.00	0.00	0.00
10E---	1520	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1520	3190	00	000000	ERHS Grls Tns Part Exp	100.00	0.00	0.00	0.00	100.00
10E050	1520	3320	00	000000	ERHS Girls Tennis Tvl	0.00	0.00	0.00	0.00	0.00
10E---	1520	3---	--	-----	100.00	0.00	0.00	0.00	0.00	100.00
10E050	1520	4100	00	000000	ERHS Grls Tns Supplies	250.00	0.00	0.00	0.00	250.00
10E---	1520	4---	--	-----	250.00	0.00	0.00	0.00	0.00	250.00
10E050	1521	1100	00	000000	ERHS Vlybl Coach Salary	5,883.00	0.00	0.00	0.00	5,883.00
10E050	1521	1120	00	000000	ERHS Vlybl Game Wrks Sal	700.00	0.00	0.00	0.00	700.00
10E---	1521	1---	--	-----	6,583.00	0.00	0.00	0.00	0.00	6,583.00
10E050	1521	2110	00	000000	ERHS Vlybl Coach TRS	700.00	0.00	0.00	0.00	700.00
10E---	1521	2---	--	-----	700.00	0.00	0.00	0.00	0.00	700.00
10E050	1521	3100	00	000000	ERHS Vlybl Officials	990.00	0.00	0.00	0.00	990.00
10E050	1521	3190	00	000000	ERHS Vlybl Part Exp	500.00	0.00	0.00	0.00	500.00
10E050	1521	3320	00	000000	ERHS Vlybl Travel	0.00	0.00	0.00	0.00	0.00
10E---	1521	3---	--	-----	1,490.00	0.00	0.00	0.00	0.00	1,490.00
10E050	1521	4100	00	000000	ERHS Vlybl Supplies	800.00	0.00	0.00	724.02	75.98
10E---	1521	4---	--	-----	800.00	0.00	0.00	0.00	724.02	75.98
10E050	1521	5400	00	000000	ERHS Vlybl Equipment	0.00	0.00	0.00	0.00	0.00
10E050	1521	5500	00	000000	ERHS Volleyball Equip	0.00	0.00	0.00	0.00	0.00
10E---	1521	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1522	1100	00	000000	ERHS Girls Bsktbl Coach	12,887.00	0.00	0.00	0.00	12,887.00
10E050	1522	1120	00	000000	ERHS Grls Bsktbl Wkr Sal	700.00	0.00	0.00	0.00	700.00
10E---	1522	1---	--	-----	13,587.00	0.00	0.00	0.00	0.00	13,587.00
10E050	1522	2110	00	000000	ERHS Grls Bsktbl Cch TRS	1,150.00	0.00	0.00	0.00	1,150.00
10E---	1522	2---	--	-----	1,150.00	0.00	0.00	0.00	0.00	1,150.00

06

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E050	1522	3100	00	000000	ERHS Grls Bsktbl Official	2,580.00	0.00	0.00	0.00	0.00	2,580.00
10E050	1522	3190	00	000000	ERHS Grls Bsktbl Part Exp	500.00	0.00	0.00	0.00	0.00	500.00
10E050	1522	3320	00	000000	ERHS Grls Bsktbl Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1522	3---	--	-----		3,080.00	0.00	0.00	0.00	0.00	3,080.00
10E050	1522	4100	00	000000	ERHS Grls Bsktbl Supp	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E---	1522	4---	--	-----		1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E050	1523	1100	00	000000	ERHS Grls Trck Coach Sal	3,268.00	0.00	0.00	0.00	0.00	3,268.00
10E050	1523	1120	00	000000	ERHS Girls Track Workers	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1523	1---	--	-----		3,368.00	0.00	0.00	0.00	0.00	3,368.00
10E050	1523	2110	00	000000	ERHS Girls Track TRS	386.00	0.00	0.00	0.00	0.00	386.00
10E---	1523	2---	--	-----		386.00	0.00	0.00	0.00	0.00	386.00
10E050	1523	3100	00	000000	ERHS Grls Trck Official	125.00	0.00	0.00	0.00	0.00	125.00
10E050	1523	3190	00	000000	ERHS Grls Trck Part Exp	500.00	0.00	0.00	0.00	0.00	500.00
10E050	1523	3320	00	000000	ERHS Grls Trck Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1523	3---	--	-----		625.00	0.00	0.00	0.00	0.00	625.00
10E050	1523	4100	00	000000	ERHS Grls Trck Supplies	750.00	0.00	0.00	0.00	0.00	750.00
10E---	1523	4---	--	-----		750.00	0.00	0.00	0.00	0.00	750.00
10E050	1524	1100	00	000000	ERHS Grls Sftbl Cch Sal	7,844.00	0.00	0.00	0.00	0.00	7,844.00
10E---	1524	1---	--	-----		7,844.00	0.00	0.00	0.00	0.00	7,844.00
10E050	1524	2110	00	000000	ERHS Grls Sftbl Cch TRS	927.00	0.00	0.00	0.00	0.00	927.00
10E---	1524	2---	--	-----		927.00	0.00	0.00	0.00	0.00	927.00
10E050	1524	3100	00	000000	ERHS Grls Sftbl Official	2,740.00	0.00	0.00	0.00	0.00	2,740.00
10E050	1524	3190	00	000000	ERHS Grls Sftbl Part Exp	180.00	0.00	0.00	0.00	0.00	180.00
10E050	1524	3320	00	000000	ERHS Grls Sftbl Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1524	3---	--	-----		2,920.00	0.00	0.00	0.00	0.00	2,920.00
10E050	1524	4100	00	000000	ERHS Grls Sftbl Supplies	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E---	1524	4---	--	-----		1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E050	1525	1100	00	000000	ERHS Girls Soccer Coach	4,329.00	0.00	0.00	0.00	0.00	4,329.00
10E050	1525	1120	00	000000	ERHS GIRLS SOCCER TICK	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1525	1---	--	-----		4,429.00	0.00	0.00	0.00	0.00	4,429.00
10E050	1525	2110	00	000000	ERHS Girls Soccer TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1525	2---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1525	3100	00	000000	ERHS Girls Soccer Officl	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1525	3190	00	000000	ERHS Girls Sccr Part Exp	600.00	0.00	0.00	0.00	0.00	600.00
10E050	1525	3320	00	000000	ERHS Girls Sccr Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1525	3---	--	-----		1,600.00	0.00	0.00	0.00	0.00	1,600.00
10E050	1525	4100	00	000000	ERHS Girls Soccer Supp	1,050.00	0.00	0.00	0.00	0.00	1,050.00
10E---	1525	4---	--	-----		1,050.00	0.00	0.00	0.00	0.00	1,050.00
10E050	1530	1100	00	000000	ERHS Boys Tns Coach Sal	3,247.00	0.00	0.00	0.00	0.00	3,247.00
10E---	1530	1---	--	-----		3,247.00	0.00	0.00	0.00	0.00	3,247.00

16

26

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E050	1530	2110	00	000000	ERHS Boys Tns Cch TRS	0.00	0.00	0.00	0.00	0.00
10E---	1530	2---	--	-----		0.00	0.00	0.00	0.00	0.00
10E050	1530	3190	00	000000	ERHS Boys Tns Part Exp	180.00	0.00	0.00	0.00	180.00
10E050	1530	3320	00	000000	ERHS Boys Tn Trav	0.00	0.00	0.00	0.00	0.00
10E---	1530	3---	--	-----		180.00	0.00	0.00	0.00	180.00
10E050	1530	4100	00	000000	ERHS Boys Tns Supplies	250.00	0.00	0.00	0.00	250.00
10E---	1530	4---	--	-----		250.00	0.00	0.00	0.00	250.00
10E050	1531	1100	00	000000	ERHS Ftbl Coach Sal	19,681.00	0.00	0.00	0.00	19,681.00
10E050	1531	1120	00	000000	ERHS Ftbl Game Wrks	600.00	0.00	0.00	0.00	600.00
10E---	1531	1---	--	-----		20,281.00	0.00	0.00	0.00	20,281.00
10E050	1531	2110	00	000000	ERHS Ftbl Coach TRS	1,600.00	0.00	0.00	0.00	1,600.00
10E---	1531	2---	--	-----		1,600.00	0.00	0.00	0.00	1,600.00
10E050	1531	3100	00	000000	ERHS Ftbl Officials	2,280.00	0.00	0.00	0.00	2,280.00
10E050	1531	3190	00	000000	ERHS Ftbl Part Exp	250.00	0.00	0.00	0.00	250.00
10E050	1531	3230	00	000000	ERHS Ftbl Recond Equip	2,500.00	0.00	0.00	0.00	2,500.00
10E050	1531	3320	00	000000	ERHS Ftbl Travel	0.00	0.00	0.00	0.00	0.00
10E050	1531	3800	00	000000	ERHS Ftbl Insurance	0.00	0.00	0.00	0.00	0.00
10E---	1531	3---	--	-----		5,030.00	0.00	0.00	0.00	5,030.00
10E050	1531	4100	00	000000	ERHS Ftbl Supplies	5,500.00	2,520.06	4,038.55	0.00	1,229.90
10E---	1531	4---	--	-----		5,500.00	2,520.06	4,038.55	0.00	1,229.90
10E050	1532	1100	00	000000	ERHS Boys Bsktb Cch Sal	14,258.00	0.00	0.00	0.00	14,258.00
10E050	1532	1120	00	000000	ERHS Boys Bsktb Wrk Sal	1,100.00	0.00	0.00	0.00	1,100.00
10E---	1532	1---	--	-----		15,358.00	0.00	0.00	0.00	15,358.00
10E050	1532	2110	00	000000	ERHS Boys Bsktb TRS	850.00	0.00	0.00	0.00	850.00
10E---	1532	2---	--	-----		850.00	0.00	0.00	0.00	850.00
10E050	1532	3100	00	000000	ERHS Boys Bsktb Official	3,095.00	0.00	0.00	0.00	3,095.00
10E050	1532	3190	00	000000	ERHS Boys Bsktb Part Exp	600.00	0.00	0.00	0.00	600.00
10E050	1532	3320	00	000000	ERHS Boys Bsktb Travel	0.00	0.00	0.00	0.00	0.00
10E---	1532	3---	--	-----		3,695.00	0.00	0.00	0.00	3,695.00
10E050	1532	4100	00	000000	ERHS Boys Bsktb Supplies	1,500.00	0.00	0.00	0.00	1,500.00
10E---	1532	4---	--	-----		1,500.00	0.00	0.00	0.00	1,500.00
10E050	1533	1100	00	000000	ERHS Boys Tck Coach Sal	5,844.00	0.00	0.00	0.00	5,844.00
10E050	1533	1110	00	000000	ERHS Boys Track Wrkrs Salary	350.00	0.00	0.00	0.00	350.00
10E---	1533	1---	--	-----		6,194.00	0.00	0.00	0.00	6,194.00
10E050	1533	2110	00	000000	ERHS Boys Tck Coach TRS	700.00	0.00	0.00	0.00	700.00
10E---	1533	2---	--	-----		700.00	0.00	0.00	0.00	700.00
10E050	1533	3100	00	000000	ERHS Boys Tck Officials	75.00	0.00	0.00	0.00	75.00
10E050	1533	3190	00	000000	ERHS Boys Trck Part Exp	600.00	0.00	0.00	0.00	600.00
10E050	1533	3320	00	000000	ERHS Boys Trck Travel	0.00	0.00	0.00	0.00	0.00
10E---	1533	3---	--	-----		675.00	0.00	0.00	0.00	675.00

36

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E050	1533	4100	00 000000	ERHS Boys Trck Supplies	750.00	0.00	0.00	0.00	0.00	750.00
10E---	1533	4---	--	-----	750.00	0.00	0.00	0.00	0.00	750.00
10E050	1533	5500	00 000000	ERHS Boys Track Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1533	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1534	1100	00 000000	ERHS Boys Basebl Cch Sal	7,135.00	0.00	0.00	0.00	0.00	7,135.00
10E050	1534	1120	00 000000	ERHS Baseball Workers	150.00	0.00	0.00	0.00	0.00	150.00
10E---	1534	1---	--	-----	7,285.00	0.00	0.00	0.00	0.00	7,285.00
10E050	1534	2110	00 000000	ERHS Boys Basebl TRS	550.00	0.00	0.00	0.00	0.00	550.00
10E---	1534	2---	--	-----	550.00	0.00	0.00	0.00	0.00	550.00
10E050	1534	3100	00 000000	ERHS Boys Bsbl Official	2,545.00	0.00	0.00	0.00	0.00	2,545.00
10E050	1534	3190	00 000000	ERHS Boys Bsbl Part Exp	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1534	3320	00 000000	ERHS Boys Bsbl Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1534	3---	--	-----	2,545.00	0.00	0.00	0.00	0.00	2,545.00
10E050	1534	4100	00 000000	ERHS Boys Bsbl Supplies	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E---	1534	4---	--	-----	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E050	1536	1100	00 000000	ERHS Soccer Coach Sal	3,607.00	0.00	0.00	0.00	0.00	3,607.00
10E---	1536	1---	--	-----	3,607.00	0.00	0.00	0.00	0.00	3,607.00
10E050	1536	2110	00 000000	ERHS Soccer Coach TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1536	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1536	3100	00 000000	ERHS Soccer Officials	1,600.00	0.00	0.00	0.00	0.00	1,600.00
10E050	1536	3190	00 000000	ERHS Soccer Part Exp	410.00	0.00	0.00	0.00	0.00	410.00
10E050	1536	3320	00 000000	ERHS Soccer Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1536	3---	--	-----	2,010.00	0.00	0.00	0.00	0.00	2,010.00
10E050	1536	4100	00 000000	ERHS Soccer Supplies	1,220.00	0.00	0.00	0.00	0.00	1,220.00
10E---	1536	4---	--	-----	1,220.00	0.00	0.00	0.00	0.00	1,220.00
10E040	1540	1100	00 000000	ERMS A D Sal	3,968.00	0.00	0.00	0.00	0.00	3,968.00
10E---	1540	1---	--	-----	3,968.00	0.00	0.00	0.00	0.00	3,968.00
10E040	1540	2110	00 000000	ERMS A D TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1540	2200	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1540	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1540	3190	00 000000	ERMS AD Pur Serv	150.00	0.00	0.00	0.00	0.00	150.00
10E040	1540	3320	00 000000	ERMS A D Travel	100.00	0.00	0.00	0.00	0.00	100.00
10E040	1540	3910	00 000000	ERMS A D State Plyoffs	150.00	0.00	0.00	0.00	0.00	150.00
10E---	1540	3---	--	-----	400.00	0.00	0.00	0.00	0.00	400.00
10E040	1540	4100	00 000000	ERMS A D Supplies	200.00	0.00	0.00	0.00	0.00	200.00
10E040	1540	4110	00 000000	ERMS A D Awards	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E---	1540	4---	--	-----	1,200.00	0.00	0.00	0.00	0.00	1,200.00
10E040	1540	6400	00 000000	ERMS A D Dues/Fees	1,130.00	0.00	0.00	0.00	300.00	830.00
10E---	1540	6---	--	-----	1,130.00	0.00	0.00	0.00	300.00	830.00
10E040	1550	1100	00 000000	ERMS Chldr Spons Sal	3,427.00	0.00	0.00	0.00	0.00	3,427.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E---	1550	1---	--	-----	3,427.00	0.00	0.00	0.00	0.00	3,427.00
10E040	1550	2110	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1550	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1550	3190	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1550	3320	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1550	3---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1550	4100	00	000000	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1550	4---	--	-----	100.00	0.00	0.00	0.00	0.00	100.00
10E040	1550	6400	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1550	6---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1551	1100	00	000000	3,247.00	0.00	0.00	0.00	0.00	3,247.00
10E---	1551	1---	--	-----	3,247.00	0.00	0.00	0.00	0.00	3,247.00
10E040	1551	2110	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1551	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1551	3190	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1551	3320	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1551	3---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1551	4100	00	000000	300.00	0.00	0.00	0.00	0.00	300.00
10E---	1551	4---	--	-----	300.00	0.00	0.00	0.00	0.00	300.00
10E040	1551	6400	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1551	6---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1560	1100	00	000000	6,421.00	0.00	0.00	0.00	0.00	6,421.00
10E040	1560	1120	00	000000	1,400.00	0.00	0.00	0.00	0.00	1,400.00
10E---	1560	1---	--	-----	7,821.00	0.00	0.00	0.00	0.00	7,821.00
10E040	1560	2110	00	000000	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1560	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1560	2---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1560	3100	00	000000	1,300.00	0.00	0.00	0.00	58.00	1,242.00
10E040	1560	3190	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1560	3320	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1560	3---	--	-----	1,300.00	0.00	0.00	0.00	58.00	1,242.00
10E040	1560	4100	00	000000	500.00	0.00	0.00	0.00	0.00	500.00
10E---	1560	4---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1560	5400	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1560	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1560	6400	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1560	6---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1561	1100	00	000000	4,622.00	0.00	0.00	0.00	0.00	4,622.00
10E040	1561	1120	00	000000	300.00	0.00	0.00	0.00	0.00	300.00
10E---	1561	1---	--	-----	4,922.00	0.00	0.00	0.00	0.00	4,922.00

94

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E040	1561	2110	00 000000	ERMS Volleybl Coach TRS	250.00	0.00	0.00	0.00	0.00	250.00
10E040	1561	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1561	2---	--		250.00	0.00	0.00	0.00	0.00	250.00
10E040	1561	3100	00 000000	ERMS Volleybl Officials	800.00	0.00	0.00	0.00	0.00	800.00
10E040	1561	3190	00 000000	ERMS Volleybl Part Exp	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1561	3320	00 000000	ERMS Volleybl Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1561	3---	--		800.00	0.00	0.00	0.00	0.00	800.00
10E040	1561	4100	00 000000	ERMS Volleybl Supplies	400.00	0.00	0.00	0.00	0.00	400.00
10E---	1561	4---	--		400.00	0.00	0.00	0.00	0.00	400.00
10E040	1561	6400	00 000000	ERMS Volleybl Dues/Fees	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1561	6---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1562	1100	00 000000	ERMS Grls Trk Coach Sal	2,165.00	0.00	0.00	0.00	0.00	2,165.00
10E---	1562	1---	--		2,165.00	0.00	0.00	0.00	0.00	2,165.00
10E040	1562	2110	00 000000	ERMS Grls Trk Cch TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1562	2---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1562	3100	00 000000	ERMS Grls Trk Officials	670.00	0.00	0.00	0.00	0.00	670.00
10E040	1562	3190	00 000000	ERMS Girls Trk Part Exp	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1562	3320	00 000000	ERMS Grls Trk Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1562	3---	--		670.00	0.00	0.00	0.00	0.00	670.00
10E040	1562	4100	00 000000	ERMS Grls Trk Supplies	300.00	0.00	0.00	0.00	0.00	300.00
10E---	1562	4---	--		300.00	0.00	0.00	0.00	0.00	300.00
10E040	1562	6400	00 000000	ERMS Grls Trk Dues/Fees	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1562	6---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1570	1100	00 000000	ERMS Boys Bsktb Cch Sal	7,958.00	0.00	0.00	0.00	0.00	7,958.00
10E040	1570	1120	00 000000	ERMS Boys Bsktb Wrk Sal	900.00	0.00	0.00	0.00	0.00	900.00
10E---	1570	1---	--		8,858.00	0.00	0.00	0.00	0.00	8,858.00
10E040	1570	2110	00 000000	ERMS Boys Bsktb Cch TRS	400.00	0.00	0.00	0.00	0.00	400.00
10E040	1570	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1570	2---	--		400.00	0.00	0.00	0.00	0.00	400.00
10E040	1570	3100	00 000000	ERMS Boys Bsktb Official	1,800.00	0.00	0.00	0.00	0.00	1,800.00
10E040	1570	3190	00 000000	ERMS Boys Bsktb Part Exp	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1570	3320	00 000000	ERMS Boys Bsktb Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1570	3---	--		1,800.00	0.00	0.00	0.00	0.00	1,800.00
10E040	1570	4100	00 000000	ERMS Boys Bsktb Supplies	4,200.00	0.00	0.00	0.00	1,536.00	2,664.00
10E---	1570	4---	--		4,200.00	0.00	0.00	0.00	1,536.00	2,664.00
10E040	1570	6400	00 000000	ERMS Boys Bsktb Due/Fees	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1570	6---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1571	1100	00 000000	ERMS Boys Trk Coach Sal	5,602.00	0.00	0.00	0.00	0.00	5,602.00
10E---	1571	1---	--		5,602.00	0.00	0.00	0.00	0.00	5,602.00
10E040	1571	2110	00 000000	ERMS Boys Trk Coach TRS	200.00	0.00	0.00	0.00	0.00	200.00

99

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E---	1571	2---	--	-----	200.00	0.00	0.00	0.00	0.00	200.00
10E040	1571	3100	00	000000	ERMS Boys Trk Officials	2,650.00	0.00	0.00	0.00	2,650.00
10E040	1571	3190	00	000000	ERMS Boys Trk Part Exp	0.00	0.00	0.00	0.00	0.00
10E040	1571	3320	00	000000	ERMS Boys Trk Travel	0.00	0.00	0.00	0.00	0.00
10E---	1571	3---	--	-----	2,650.00	0.00	0.00	0.00	0.00	2,650.00
10E040	1571	4100	00	000000	ERMS Boys Trk Supplies	1,500.00	91.00	91.00	0.00	1,409.00
10E---	1571	4---	--	-----	1,500.00	91.00	91.00	0.00	0.00	1,409.00
10E040	1571	6400	00	000000	ERMS Boys Trk Dues/Fees	0.00	0.00	0.00	0.00	0.00
10E---	1571	6---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1572	1100	00	000000	ERHS Wrestling Coach	4,351.00	0.00	0.00	0.00	4,351.00
10E050	1572	1120	00	000000	HS Wrestling Workers Sal	200.00	0.00	0.00	0.00	200.00
10E---	1572	1---	--	-----	4,551.00	0.00	0.00	0.00	0.00	4,551.00
10E050	1572	2110	00	000000	ERHS Wrestling TRS	400.00	0.00	0.00	0.00	400.00
10E---	1572	2---	--	-----	400.00	0.00	0.00	0.00	0.00	400.00
10E050	1572	3100	00	000000	HS Wrestling Officials	425.00	0.00	0.00	0.00	425.00
10E050	1572	3190	00	000000	ERHS Wrestling Entry Fees	725.00	0.00	0.00	0.00	725.00
10E050	1572	3320	00	000000	ERHS Wrestling Travel	0.00	0.00	0.00	0.00	0.00
10E---	1572	3---	--	-----	1,150.00	0.00	0.00	0.00	0.00	1,150.00
10E040	1572	4100	00	000000	Wrestling Supplies	0.00	0.00	0.00	0.00	0.00
10E050	1572	4100	00	000000	ERHS Wrestling Supp	600.00	0.00	0.00	0.00	600.00
10E---	1572	4---	--	-----	600.00	0.00	0.00	0.00	0.00	600.00
10E040	1575	1100	00	000000	ERMS Yearbook Spons Sal	2,288.00	189.50	474.32	0.00	1,909.00
10E---	1575	1---	--	-----	2,288.00	189.50	474.32	0.00	0.00	1,909.00
10E040	1575	2110	00	000000	ERMS Yearbook Spons TRS	271.00	0.00	15.01	0.00	271.00
10E---	1575	2---	--	-----	271.00	0.00	15.01	0.00	0.00	271.00
10E040	1576	1100	00	000000	ERMS Student Council Sp	1,961.00	162.42	406.54	0.00	1,636.16
10E---	1576	1---	--	-----	1,961.00	162.42	406.54	0.00	0.00	1,636.16
10E040	1576	2110	00	000000	ERMS Student Council TRS	232.00	0.00	12.87	0.00	232.00
10E---	1576	2---	--	-----	232.00	0.00	12.87	0.00	0.00	232.00
10E050	1580	1100	00	000000	ERHS Schlstc Bwl Cch Sal	1,961.00	0.00	0.00	0.00	1,961.00
10E---	1580	1---	--	-----	1,961.00	0.00	0.00	0.00	0.00	1,961.00
10E050	1580	2110	00	000000	ERHS Schlstc Bwl TRS	232.00	0.00	0.00	0.00	232.00
10E---	1580	2---	--	-----	232.00	0.00	0.00	0.00	0.00	232.00
10E050	1580	3190	00	000000	ERHS Schlstc Bwl Pur Ser	200.00	0.00	0.00	0.00	200.00
10E050	1580	3320	00	000000	ERHS Schlstc Bwl Travel	0.00	0.00	0.00	0.00	0.00
10E---	1580	3---	--	-----	200.00	0.00	0.00	0.00	0.00	200.00
10E050	1580	4100	00	000000	ERHS Schlstc Bwl Supp	400.00	0.00	0.00	0.00	400.00
10E---	1580	4---	--	-----	400.00	0.00	0.00	0.00	0.00	400.00
10E050	1582	1100	00	000000	ERHS Drama Spons Salary	7,843.00	0.00	0.00	0.00	7,843.00
10E---	1582	1---	--	-----	7,843.00	0.00	0.00	0.00	0.00	7,843.00

96

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E050	1582	2110	00 000000	ERHS Drama Spons TRS	1,100.00	0.00	0.00	0.00	0.00	1,100.00
10E050	1582	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1582	2200	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1582	2---	--		1,100.00	0.00	0.00	0.00	0.00	1,100.00
10E050	1582	3190	00 000000	ERHS Drama Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1582	3---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1583	1100	00 000000	ERHS Mrch Bnd Dir Sal	6,536.00	543.22	1,329.92	0.00	0.00	5,478.42
10E050	1583	1110	00 000000	ERHS Band Camp Sal	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
10E---	1583	1---	--		7,736.00	543.22	2,529.92	0.00	0.00	6,678.42
10E050	1583	2110	00 000000	ERHS Mrch Bnd Dir TRS	1,000.00	0.00	184.61	0.00	0.00	1,000.00
10E---	1583	2---	--		1,000.00	0.00	184.61	0.00	0.00	1,000.00
10E050	1583	3190	00 000000	ERHS Mrch Bnd Part Exp	3,775.00	0.00	0.00	0.00	1,175.00	2,600.00
10E---	1583	3---	--		3,775.00	0.00	0.00	0.00	1,175.00	2,600.00
10E050	1583	5500	00 000000	HS Band Uniforms	6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E---	1583	5---	--		6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E050	1584	1100	00 000000	ERHS Chorus Spons Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1584	1---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1585	1100	00 000000	ERHS Jr Cls Spons Sal	4,382.00	260.72	656.34	0.00	0.00	3,860.56
10E---	1585	1---	--		4,382.00	260.72	656.34	0.00	0.00	3,860.56
10E050	1585	2110	00 000000	ERHS Jr Cls Spons TRS	518.00	0.00	21.24	0.00	0.00	518.00
10E---	1585	2---	--		518.00	0.00	21.24	0.00	0.00	518.00
10E050	1586	1100	00 000000	ERHS Yrbk Spons Sal	1,961.00	135.36	352.42	0.00	0.00	1,690.28
10E---	1586	1---	--		1,961.00	135.36	352.42	0.00	0.00	1,690.28
10E050	1586	2110	00 000000	ERHS Yrbk Spons TRS	232.00	0.00	12.87	0.00	0.00	232.00
10E---	1586	2---	--		232.00	0.00	12.87	0.00	0.00	232.00
10E050	1588	1100	00 000000	ERHS X-Curr Sprvsn Sal	200.00	0.00	0.00	0.00	0.00	200.00
10E---	1588	1---	--		200.00	0.00	0.00	0.00	0.00	200.00
10E050	1588	2110	00 000000	ERHS X-Curr Sprvsn TRS	25.00	0.00	0.00	0.00	0.00	25.00
10E---	1588	2---	--		25.00	0.00	0.00	0.00	0.00	25.00
10E050	1589	1100	00 000000	ERHS Stdnt Cncl Sal	3,990.00	320.56	807.36	0.00	0.00	3,348.88
10E---	1589	1---	--		3,990.00	320.56	807.36	0.00	0.00	3,348.88
10E050	1589	2110	00 000000	ERHS Stdnt Cncl TRS	472.00	0.00	26.18	0.00	0.00	472.00
10E---	1589	2---	--		472.00	0.00	26.18	0.00	0.00	472.00
10E050	1590	1110	00 000000	ERHS Rifle/Drill Sal	3,030.00	285.56	712.20	0.00	0.00	2,460.58
10E---	1590	1---	--		3,030.00	285.56	712.20	0.00	0.00	2,460.58
10E050	1590	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1590	2---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1590	3320	00 000000	ERHS Rifle/Drill Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1590	3---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1591	1100	00 000000	ERMS Band Director Sal	2,288.00	162.42	420.16	0.00	0.00	1,963.16

96

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E---	1591	1---	--	-----	2,288.00	162.42	420.16	0.00	0.00	1,963.16
10E040	1591	2110	00	000000	271.00	0.00	15.01	0.00	0.00	271.00
10E---	1591	2---	--	-----	271.00	0.00	15.01	0.00	0.00	271.00
10E040	1591	3190	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1591	3230	00	000000	900.00	0.00	0.00	0.00	315.90	584.10
10E---	1591	3---	--	-----	900.00	0.00	0.00	0.00	315.90	584.10
10E040	1591	4100	00	000000	900.00	0.00	0.00	0.00	1,748.00	-848.00
10E---	1591	4---	--	-----	900.00	0.00	0.00	0.00	1,748.00	-848.00
10E040	1591	6400	00	000000	500.00	0.00	0.00	0.00	0.00	500.00
10E---	1591	6---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1593	1100	00	000000	5,229.00	0.00	0.00	0.00	0.00	5,229.00
10E---	1593	1---	--	-----	5,229.00	0.00	0.00	0.00	0.00	5,229.00
10E040	1593	2110	00	000000	618.00	0.00	0.00	0.00	0.00	618.00
10E---	1593	2---	--	-----	618.00	0.00	0.00	0.00	0.00	618.00
10E040	1593	4100	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1593	4---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1594	4100	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1594	4---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1598	1100	00	000000	300.00	0.00	0.00	0.00	0.00	300.00
10E---	1598	1---	--	-----	300.00	0.00	0.00	0.00	0.00	300.00
10E040	1598	2110	00	000000	20.00	0.00	0.00	0.00	0.00	20.00
10E---	1598	2---	--	-----	20.00	0.00	0.00	0.00	0.00	20.00
10E040	1599	3320	00	000000	500.00	0.00	0.00	0.00	0.00	500.00
10E---	1599	3---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E---	15--	----	--	-----	325,306.00	6,153.97	13,336.24	0.00	8,087.19	306,999.49
10E050	1700	1100	00	000000	38,500.00	4,187.28	10,013.56	0.00	0.00	31,324.44
10E050	1700	1200	00	000000	170.00	0.00	0.00	0.00	0.00	170.00
10E---	1700	1---	--	-----	38,670.00	4,187.28	10,013.56	0.00	0.00	31,494.44
10E050	1700	2110	00	000000	3,500.00	90.58	316.77	0.00	0.00	3,278.69
10E050	1700	2200	00	000000	2,000.00	137.20	274.40	0.00	0.00	1,725.60
10E---	1700	2---	--	-----	5,500.00	227.78	591.17	0.00	0.00	5,004.29
10E050	1700	3190	00	000000	200.00	0.00	0.00	0.00	0.00	200.00
10E050	1700	3230	00	000000	1,100.00	0.00	15.00	90.00	985.00	10.00
10E050	1700	3320	00	000000	100.00	0.00	0.00	0.00	0.00	100.00
10E050	1700	3600	00	000000	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1700	3---	--	-----	1,500.00	0.00	15.00	90.00	985.00	410.00
10E050	1700	4100	00	000000	1,000.00	37.62	59.30	0.00	940.70	0.00
10E050	1700	4210	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1700	4640	00	000000	2,750.00	0.00	0.00	0.00	0.00	2,750.00
10E---	1700	4---	--	-----	3,750.00	37.62	59.30	0.00	940.70	2,750.00

86

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E---	17--	----	--	-----	49,420.00	4,452.68	10,679.03	90.00	1,925.70	39,658.73
10E550	1900	1110	00	550000 TAOEP TA/Aide Salary	28,555.00	0.00	1,407.14	0.00	0.00	28,555.00
10E750	1900	1110	00	750000 TAOEP TA/Aide Salary	5,462.00	0.00	2,730.68	0.00	0.00	2,731.32
10E550	1900	1200	00	550000	0.00	0.00	0.00	0.00	0.00	0.00
10E550	1900	1210	00	550000	0.00	0.00	0.00	0.00	0.00	0.00
10E750	1900	1210	00	750000 TAOEP Sub Sal	440.00	0.00	0.00	0.00	0.00	440.00
10E---	1900	1----	--	-----	34,457.00	0.00	4,137.82	0.00	0.00	31,726.32
10E750	1900	2130	00	750000	0.00	0.00	0.00	0.00	0.00	0.00
10E550	1900	2200	00	550000 TAOEP Ins Ben	50.00	0.00	1.20	0.00	0.00	50.00
10E750	1900	2200	00	750000 TAOEP Ins Ben	5.00	0.00	2.40	0.00	0.00	2.60
10E---	1900	2----	--	-----	55.00	0.00	3.60	0.00	0.00	52.60
10E550	1900	4100	00	550000 TAOEP Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E750	1900	4100	00	750000 TAOEP Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1900	4----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E010	1911	6700	00	000000 REG ED LINCOLN PRAIRIE	4,000.00	0.00	0.00	0.00	0.00	4,000.00
10E---	1911	6----	--	-----	4,000.00	0.00	0.00	0.00	0.00	4,000.00
10E260	1912	6700	00	260000 Sp Ed Priv SWANN Tuition	30,000.00	3,158.10	9,187.20	3,158.10	0.00	17,654.70
10E260	1912	6710	00	260000 Sp Ed Priv PAVILION Tuition	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6720	00	000000 KEMMERER VILLAGE RM/BD/TUITION	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1912	6----	--	-----	30,000.00	3,158.10	9,187.20	3,158.10	0.00	17,654.70
10E---	19--	-----	--	-----	68,512.00	3,158.10	13,328.62	3,158.10	0.00	53,433.62
10E010	2110	1100	00	000000 Social Worker Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E550	2110	1100	00	550000 TAOEP Social Wrkr Sal	29,315.00	0.00	0.00	0.00	0.00	29,315.00
10E750	2110	1100	00	750000 TAOEP Social Worker Sal	3,993.00	1,996.50	3,993.00	0.00	0.00	0.00
10E020	2110	1110	00	000000 ERES Social Workers Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E550	2110	1110	00	550000 TAOEP Sec/Intervntst Sal	6,000.00	0.00	758.03	0.00	0.00	6,000.00
10E750	2110	1110	00	750000 TAOEP Interventionist Sal	610.00	609.16	609.16	0.00	0.00	0.84
10E750	2110	1200	00	750000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2110	1----	--	-----	39,918.00	2,605.66	5,360.19	0.00	0.00	35,315.84
10E010	2110	2110	00	000000 Social Worker TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E550	2110	2110	00	550000 TAOEP TRS	4,000.00	0.00	0.00	0.00	0.00	4,000.00
10E750	2110	2110	00	750000 TAOEP Social Worker TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2110	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2110	2130	00	750000	0.00	0.00	0.00	0.00	0.00	0.00
10E550	2110	2200	00	550000 TAOEP Ins Ben	3,000.00	0.00	273.33	0.00	0.00	3,000.00
10E750	2110	2200	00	750000 TAOEP Ins Ben	581.00	291.06	581.52	0.00	0.00	-0.52
10E---	2110	2----	--	-----	7,581.00	291.06	854.85	0.00	0.00	6,999.48
10E550	2110	3190	00	550000 TAOEP Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2110	3190	00	750000 TAOEP Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2110	3320	00	000000 Social Worker Travel	0.00	0.00	0.00	0.00	0.00	0.00

66



Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E040	2120	4100	00	000000	ERMS Guidance Supplies	540.00	0.00	0.00	0.00	0.00	540.00
10E050	2120	4100	00	000000	ERHS Guid Supplies	2,350.00	323.47	374.51	0.00	1,351.04	675.49
10E070	2120	4100	00	000000	21st Cent Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2120	4100	00	470000	21st Cent Guid Supp	913.00	912.12	912.12	0.00	0.00	0.88
10E500	2120	4100	00	500000	Title I Counselor Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E680	2120	4100	00	680000	CHAT Guid Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E880	2120	4100	00	880000	CHAT #2 JF Supplies	6,000.00	385.39	571.28	32.40	0.00	5,396.32
10E050	2120	4240	00	000000	ERHS Guid Paper/Toner	350.00	98.00	275.39	0.00	0.00	74.61
10E050	2120	4700	00	000000	ERHS Guid Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2120	4---	--	-----		13,853.00	1,718.98	5,693.30	32.40	1,351.04	6,827.30
10E050	2120	5500	00	000000	ERHS Gudiance Equipment	1,200.00	0.00	0.00	0.00	1,195.00	5.00
10E---	2120	5---	--	-----		1,200.00	0.00	0.00	0.00	1,195.00	5.00
10E050	2120	6400	00	000000	ERHS Guid Membership/Dues	150.00	0.00	0.00	0.00	145.00	5.00
10E---	2120	6---	--	-----		150.00	0.00	0.00	0.00	145.00	5.00
10E010	2130	1100	00	000000	District Nurse Salary	147,800.00	12,089.88	30,451.66	0.00	0.00	123,620.24
10E010	2130	1200	00	000000	Dist Sub Nurse Sal	1,200.00	0.00	170.00	0.00	0.00	1,200.00
10E---	2130	1---	--	-----		149,000.00	12,089.88	30,621.66	0.00	0.00	124,820.24
10E010	2130	2110	00	000000	District Nurse TRS	17,456.00	0.00	893.58	0.00	0.00	17,456.00
10E010	2130	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2130	2200	00	000000	District Nurse Ins Ben	14,610.00	1,163.04	2,941.68	0.00	0.00	12,283.92
10E---	2130	2---	--	-----		32,066.00	1,163.04	3,835.26	0.00	0.00	29,739.92
10E920	2130	3190	00	920000	Dist Immuniz/Reg Fee	1,950.00	0.00	0.00	0.00	0.00	1,950.00
10E920	2130	3230	00	920000	District Nurse Rep/Maint	100.00	0.00	0.00	0.00	30.00	70.00
10E920	2130	3320	00	920000	District Nurse Travel	1,000.00	45.20	45.20	0.00	0.00	954.80
10E---	2130	3---	--	-----		3,050.00	45.20	45.20	0.00	30.00	2,974.80
10E920	2130	4100	00	920000	District Nurse Supplies	3,402.00	10.95	10.95	0.00	2,555.08	835.97
10E920	2130	4400	00	920000	Subscription Renewals	44.00	44.00	44.00	0.00	0.00	0.00
10E920	2130	4700	00	920000	Nurses Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2130	4---	--	-----		3,446.00	54.95	54.95	0.00	2,555.08	835.97
10E920	2130	5500	00	920000	District Nurse Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2130	5---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E920	2130	6400	00	920000	Nurses Membership/Dues Fees	438.00	438.00	438.00	0.00	0.00	0.00
10E---	2130	6---	--	-----		438.00	438.00	438.00	0.00	0.00	0.00
10E920	2140	3190	00	920000	Pysh Pur Serv	500.00	0.00	345.00	0.00	0.00	155.00
10E---	2140	3---	--	-----		500.00	0.00	345.00	0.00	0.00	155.00
10E920	2140	4130	00	920000	Psych Supp	500.00	429.00	429.00	0.00	0.00	71.00
10E---	2140	4---	--	-----		500.00	429.00	429.00	0.00	0.00	71.00
10E150	2150	1100	00	150000	Speech private sal-fed sese gr	0.00	0.00	0.00	0.00	0.00	0.00
10E280	2150	1100	00	280000	District Speech Salary	180,454.00	15,259.32	38,340.00	0.00	0.00	149,935.36
10E280	2150	1110	00	280000	District Speech Aide	0.00	0.00	0.00	0.00	0.00	0.00

101



109

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E330	2210	1200	00	330000	Title II Teach Sub Sal	0.00	0.00	0.00	0.00	0.00
10E500	2210	1200	00	500000	Title I Improv Sub	11,350.00	0.00	0.00	0.00	11,350.00
10E530	2210	1200	00	530000	Title II Teacher Sub	1,600.00	0.00	0.00	0.00	1,600.00
10E060	2210	1210	00	000000	Aspire Grant Sub	0.00	0.00	0.00	0.00	0.00
10E100	2210	1210	00	100000		0.00	0.00	0.00	0.00	0.00
10E---	2210	1---	--	-----		18,650.00	1,000.00	1,000.00	0.00	17,650.00
10E010	2210	2110	00	000000	Improv of Instru TRS Dist	50.00	0.00	0.00	0.00	50.00
10E060	2210	2110	00	000000	Aspire Grant TRS	0.00	0.00	0.00	0.00	0.00
10E070	2210	2110	00	000000	Cent 21 Prof Dev TRS	0.00	0.00	85.00	0.00	0.00
10E100	2210	2110	00	100000	Title I Improv TRS	509.00	508.94	508.94	0.00	0.06
10E110	2210	2110	00	110000	EC Sub TRS	0.00	0.00	0.00	0.00	0.00
10E120	2210	2110	00	120000	IMPROV INSTR LAPTOP TRS	0.00	0.00	0.00	0.00	0.00
10E180	2210	2110	00	180000	RTTT Improv Instruct TRS	550.00	0.00	0.00	0.00	550.00
10E330	2210	2110	00	330000	Title II Teach TRS	0.00	0.00	0.00	0.00	0.00
10E470	2210	2110	00	470000	21st Cent TRS	0.00	0.00	0.00	0.00	0.00
10E500	2210	2110	00	500000	Title I TRS	4,000.00	0.00	0.00	0.00	4,000.00
10E510	2210	2110	00	510000	EC TRS	0.00	0.00	0.00	0.00	0.00
10E530	2210	2110	00	530000	Prior Yr Title II TRS	550.00	0.00	0.00	0.00	550.00
10E810	2210	2110	00	810000	PAT BURT FLOW THRU TRS	0.00	0.00	0.00	0.00	0.00
10E330	2210	2130	00	330000		0.00	0.00	0.00	0.00	0.00
10E---	2210	2---	--	-----		5,659.00	508.94	593.94	0.00	5,150.06
10E100	2210	3140	00	100000	Title I Improv Consult	5,000.00	0.00	5,000.00	0.00	0.00
10E330	2210	3140	00	330000	Title II Consultant	0.00	0.00	0.00	0.00	0.00
10E500	2210	3140	00	500000	Title I Consultant	21,000.00	0.00	0.00	0.00	21,000.00
10E530	2210	3140	00	530000	Title II Consultant	5,400.00	0.00	0.00	0.00	5,400.00
10E010	2210	3190	00	000000	Improv of Instruc Reg Dist	5,000.00	2,400.00	3,300.00	0.00	1,700.00
10E100	2210	3190	00	100000	Title I Improv Reg Fee	0.00	0.00	0.00	0.00	0.00
10E110	2210	3190	00	110000	EC 3-5 Pur Serv	0.00	0.00	0.00	0.00	0.00
10E120	2210	3190	00	120000	Laptop Pur Serv	0.00	0.00	0.00	0.00	0.00
10E180	2210	3190	00	180000	RTTT Speaker/Reg Fee	4,000.00	1,155.00	1,185.00	0.00	2,815.00
10E330	2210	3190	00	330000	Title II Purchase Serv	0.00	0.00	0.00	0.00	0.00
10E470	2210	3190	00	470000	21st Cent Pur Serv	0.00	0.00	0.00	0.00	0.00
10E490	2210	3190	00	490000	Ag Grant Imp Inst Pur Serv	0.00	0.00	0.00	0.00	0.00
10E500	2210	3190	00	500000	Title I Pur Serv	7,675.00	250.00	422.00	500.00	6,925.00
10E530	2210	3190	00	530000	Title II Pur Serv	1,400.00	0.00	1,295.00	0.00	1,400.00
10E680	2210	3190	00	680000	CHAT Pur Serv/Speaker	0.00	0.00	0.00	0.00	0.00
10E750	2210	3190	00	750000	TAOEP pur serv	0.00	0.00	0.00	0.00	0.00
10E010	2210	3320	00	000000	Improv of Instruc Mileage Dist	3,100.00	0.00	0.00	0.00	3,100.00
10E070	2210	3320	00	000000	21st Cent Mile	0.00	0.00	0.00	0.00	0.00
10E090	2210	3320	00	000000	Cloud Grant Improv of Instr Tr	0.00	0.00	0.00	0.00	0.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E090	2210	3320	00	090000	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2210	3320	00	100000	845.00	844.56	844.56	0.00	0.00	0.44
10E110	2210	3320	00	110000	0.00	0.00	0.00	0.00	0.00	0.00
10E110	2210	3320	01	110000	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	3320	00	180000	4,000.00	1,273.48	2,226.66	0.00	0.00	2,188.81
10E180	2210	3320	01	180000	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	3320	00	330000	35.00	0.00	0.00	0.00	0.00	35.00
10E470	2210	3320	00	470000	200.00	154.92	154.92	0.00	0.00	45.08
10E500	2210	3320	00	500000	3,600.00	0.00	0.00	0.00	0.00	3,600.00
10E510	2210	3320	00	510000	0.00	0.00	0.00	0.00	0.00	0.00
10E530	2210	3320	00	530000	300.00	0.00	0.00	0.00	0.00	300.00
10E550	2210	3320	00	550000	300.00	0.00	0.00	0.00	0.00	300.00
10E750	2210	3320	00	750000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2210	3---	--	-----	61,855.00	6,077.96	14,428.14	500.00	0.00	48,809.33
10E070	2210	4100	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2210	4100	00	100000	0.00	0.00	0.00	0.00	0.00	0.00
10E120	2210	4100	00	120000	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	4100	00	330000	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2210	4100	00	470000	336.00	336.14	336.14	0.00	0.00	-0.14
10E500	2210	4100	00	500000	3,600.00	0.00	0.00	0.00	0.00	3,600.00
10E530	2210	4100	00	530000	75.00	0.00	0.00	0.00	0.00	75.00
10E680	2210	4100	00	680000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2210	4---	--	-----	4,011.00	336.14	336.14	0.00	0.00	3,674.86
10E120	2210	5500	00	120000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2210	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2220	1100	00	000000	53,055.00	4,318.14	10,849.59	0.00	0.00	44,418.72
10E040	2220	1100	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2220	1100	00	000000	52,068.00	4,093.42	10,356.35	0.00	0.00	43,881.16
10E020	2220	1110	00	000000	12,635.00	0.00	632.14	0.00	0.00	12,635.00
10E040	2220	1110	00	000000	20,000.00	1,512.36	4,574.95	0.00	0.00	16,975.28
10E050	2220	1110	00	000000	3,000.00	1,820.18	4,866.35	0.00	0.00	-640.36
10E020	2220	1200	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2220	1200	00	000000	600.00	0.00	0.00	0.00	0.00	600.00
10E020	2220	1210	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2220	1210	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2220	1---	--	-----	141,358.00	11,744.10	31,279.38	0.00	0.00	117,869.80
10E020	2220	2110	00	000000	5,677.00	0.00	348.52	0.00	0.00	5,677.00
10E050	2220	2110	00	000000	5,572.00	0.00	341.63	0.00	0.00	5,572.00
10E020	2220	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2220	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00

104



106

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E500	2230	4100	00	500000	Title I Testing	0.00	0.00	0.00	0.00	0.00	
10E---	2230	4---	--	-----		0.00	0.00	0.00	0.00	0.00	
10E---	22--	----	--	-----		284,627.00	20,830.18	55,095.03	500.00	5,487.40	234,610.57
10E010	2310	1110	00	000000	BOE Sec/Treasure Sal	21,000.00	1,473.82	3,094.66	0.00	0.00	18,022.78
10E---	2310	1---	--	-----		21,000.00	1,473.82	3,094.66	0.00	0.00	18,022.78
10E010	2310	2130	00	000000		0.00	0.00	0.00	0.00	0.00	
10E010	2310	2200	00	000000	Board Sec Ins Ben	4,920.00	410.00	820.00	0.00	0.00	4,100.00
10E---	2310	2---	--	-----		4,920.00	410.00	820.00	0.00	0.00	4,100.00
10E010	2310	3140	00	000000	District Feasibility Consultan	3,500.00	0.00	308.00	0.00	0.00	3,192.00
10E010	2310	3160	00	000000	BOE Architectural Fees	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2310	3170	00	000000	BOE Audit Fee	11,000.00	7,315.00	7,315.00	1,500.00	0.00	2,185.00
10E010	2310	3180	00	000000	BOE Reg Chicago	24,400.00	0.00	7,100.00	0.00	0.00	17,300.00
10E010	2310	3190	00	000000	BOE Other Pur Ser	7,500.00	0.00	0.00	0.00	0.00	7,500.00
10E220	2310	3190	00	220000	BOE Background Checks	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2310	3230	00	000000	BOE Repair/Maint	100.00	0.00	0.00	0.00	0.00	100.00
10E010	2310	3320	00	000000	BOE Travel	500.00	0.00	44.97	64.63	0.00	435.37
10E010	2310	3500	00	000000	BOE Advertising	4,000.00	0.00	80.92	0.00	3,419.08	500.00
10E010	2310	3600	00	000000	BOE Printing	500.00	136.75	136.75	0.00	363.25	0.00
10E010	2310	3800	00	000000	BOE Pd Cert Life Ins	29,500.00	2,260.79	4,502.49	0.00	24,497.51	500.00
10E010	2310	3850	00	000000	BOE Unemployment Comp	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2310	3---	--	-----		81,000.00	9,712.54	19,488.13	1,564.63	28,279.84	31,712.37
10E010	2310	4100	00	000000	BOE Supplies	10,000.00	49.24	124.24	16.45	1,465.00	8,394.31
10E010	2310	4110	00	000000	BOE Serv Awards Supp	500.00	0.00	0.00	0.00	0.00	500.00
10E---	2310	4---	--	-----		10,500.00	49.24	124.24	16.45	1,465.00	8,894.31
10E010	2310	5500	00	000000	BOE Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2310	5---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2310	6400	00	000000	BOE Dues/Fees	5,500.00	0.00	0.00	0.00	0.00	5,500.00
10E---	2310	6---	--	-----		5,500.00	0.00	0.00	0.00	0.00	5,500.00
10E010	2320	1100	00	000000	Superintendent Salary	176,760.00	14,730.00	36,825.00	0.00	0.00	147,300.00
10E010	2320	1110	00	000000	Supt Secretary Salary	24,927.00	2,811.22	6,860.70	0.00	0.00	19,438.44
10E---	2320	1---	--	-----		201,687.00	17,541.22	43,685.70	0.00	0.00	166,738.44
10E010	2320	2110	00	000000	Superintendent TRS	20,876.00	1,739.64	4,349.10	0.00	0.00	17,396.72
10E010	2320	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2320	2200	00	000000	Supt Office Ins Ben	9,840.00	820.00	2,050.00	0.00	0.00	8,200.00
10E---	2320	2---	--	-----		30,716.00	2,559.64	6,399.10	0.00	0.00	25,596.72
10E010	2320	3190	00	000000	Supt Office Pur Serv	1,000.00	435.00	450.00	194.02	765.00	-409.02
10E010	2320	3230	00	000000	Supt Office Repair/Maint	50.00	0.00	0.00	0.00	0.00	50.00
10E010	2320	3240	00	000000	Supt Office Copier Rep	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2320	3250	00	000000	Supt Office Rental	4,500.00	4,428.00	4,428.00	0.00	0.00	72.00
10E010	2320	3260	00	000000	Supt Office Postage	4,500.00	0.00	0.00	0.00	0.00	4,500.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E010	2320	3320	00 000000	Supt Office Travel	2,900.00	0.00	0.00	0.00	0.00	2,900.00
10E010	2320	3400	00 000000	Supt Office Telephone	2,500.00	334.15	563.39	0.00	1,736.61	200.00
10E---	2320	3---	--		15,450.00	5,197.15	5,441.39	194.02	2,501.61	7,312.98
10E010	2320	4100	00 000000	Supt Office Supplies	2,300.00	0.00	0.00	0.00	2,600.00	-300.00
10E010	2320	4240	00 000000	Supt Office Copier Paper	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2320	4400	00 000000	Dist Off Subscription Renwl	500.00	0.00	0.00	0.00	89.94	410.06
10E010	2320	4700	00 000000	Supt Office Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2320	4---	--		2,800.00	0.00	0.00	0.00	2,689.94	110.06
10E010	2320	5500	00 000000	District Off Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2320	5---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2320	6400	00 000000	Supt Office Dues/Fees	2,400.00	0.00	0.00	95.00	95.00	2,210.00
10E---	2320	6---	--		2,400.00	0.00	0.00	95.00	95.00	2,210.00
10E010	2330	1100	00 000000	Asst Supt/Cur Dir Sal	42,658.00	10,928.88	27,322.20	0.00	0.00	20,800.24
10E100	2330	1100	00 100000	Title I Admin Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2330	1100	00 500000	Title Admin Salary	12,315.00	0.00	0.00	0.00	0.00	12,315.00
10E010	2330	1110	00 000000	Asst Supt Sec Sal	25,695.00	2,097.60	5,270.40	0.00	0.00	21,499.80
10E070	2330	1110	00 000000	Cent 21 Sec Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2330	1110	00 100000	Title I Admin Sec Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E110	2330	1110	00 110000	PreK Admin Sec Sal	824.00	0.00	823.82	0.00	0.00	0.18
10E470	2330	1110	00 470000	21st Cent Sec Sal	780.00	779.63	779.63	0.00	0.00	0.37
10E500	2330	1110	00 500000	Title I Admin Sec Salary	2,517.00	0.00	0.00	0.00	0.00	2,517.00
10E510	2330	1110	00 510000	PreK Adm Sec Sal Prior	6,684.00	0.00	0.00	0.00	0.00	6,684.00
10E---	2330	1---	--		91,473.00	13,806.11	34,196.05	0.00	0.00	63,816.59
10E010	2330	2110	00 000000	Asst Supt TRS	5,038.00	1,290.72	3,226.80	0.00	0.00	2,456.56
10E070	2330	2110	00 000000	Cent 21 TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2330	2110	00 100000	Title I Admin TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2330	2110	00 500000	Title I TRS	6,300.00	0.00	0.00	0.00	0.00	6,300.00
10E010	2330	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E100	2330	2130	00 100000		0.00	0.00	0.00	0.00	0.00	0.00
10E470	2330	2130	00 470000		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2330	2200	00 000000	AsstSupt/CurDir/Sec Ben	7,380.00	797.28	2,004.56	0.00	0.00	5,785.44
10E---	2330	2---	--		18,718.00	2,088.00	5,231.36	0.00	0.00	14,542.00
10E100	2330	3170	00 100000	Title I Audit Fee	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2330	3170	00 500000	Title I Audit Fee	750.00	0.00	0.00	750.00	0.00	0.00
10E010	2330	3320	00 000000	ASST SUPT TRAVEL	2,000.00	349.00	349.00	0.00	0.00	1,651.00
10E100	2330	3320	00 100000	Title I Adm Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2330	3320	00 500000	Title I Adm Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2330	3---	--		2,750.00	349.00	349.00	750.00	0.00	1,651.00
10E100	2330	4100	00 100000	Title I Adm Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2330	4100	00 470000	21st Century Adm Supp	768.00	767.48	767.48	0.00	0.00	0.52

107

901

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E500	2330	4100	00	500000	Title I Adm Supp	500.00	0.00	0.00	0.00	500.00
10E---	2330	4---	--	-----	1,268.00	767.48	767.48	0.00	0.00	500.52
10E010	2330	6400	00	000000	Asst. Supt. Dues/Fees	2,000.00	0.00	0.00	0.00	2,000.00
10E---	2330	6---	--	-----	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E280	2331	1100	00	280000	Spec Needs Dir Sal	82,351.00	7,029.92	17,156.35	0.00	68,625.92
10E110	2331	1110	00	110000	Adm PI Sec Sal	0.00	0.00	0.00	0.00	0.00
10E280	2331	1110	00	280000	Spec Ed Sec Sal	24,071.00	2,568.54	5,534.45	0.00	19,820.82
10E510	2331	1110	00	510000	0-3 Pre K Adm Sec	0.00	0.00	0.00	0.00	0.00
10E---	2331	1---	--	-----	106,422.00	9,598.46	22,690.80	0.00	0.00	88,446.74
10E280	2331	2110	00	280000	Spec Needs Dir TRS	9,726.00	830.25	2,026.19	0.00	8,105.05
10E280	2331	2130	00	280000		0.00	0.00	0.00	0.00	0.00
10E110	2331	2200	00	110000	Adm PI Sec Ben	0.00	0.00	0.00	0.00	0.00
10E280	2331	2200	00	280000	Spec Ed Ins Ben	9,840.00	820.00	2,030.00	0.00	8,220.00
10E---	2331	2---	--	-----	19,566.00	1,650.25	4,056.19	0.00	0.00	16,325.05
10E920	2331	3190	00	920000	Spec Ed Purchase Service	2,000.00	300.00	300.00	0.00	1,700.00
10E920	2331	3230	00	920000	Spec Ed Rep/Maint	100.00	0.00	0.00	0.00	100.00
10E920	2331	3240	00	920000	Spec Ed Copier Repair	250.00	0.00	0.00	150.00	100.00
10E920	2331	3260	00	920000	Spec Ed Postage	2,400.00	0.00	0.00	0.00	2,400.00
10E920	2331	3320	00	920000	Spec Ed Travel	3,000.00	32.77	75.73	49.16	2,897.73
10E920	2331	3400	00	920000	Spec Ed Telephone	0.00	0.00	0.00	0.00	0.00
10E---	2331	3---	--	-----	7,750.00	332.77	375.73	49.16	150.00	7,197.73
10E920	2331	4100	00	920000	Spec Ed Supplies	4,800.00	861.63	892.20	0.00	2,115.51
10E920	2331	4130	00	920000	Spec Ed Test Supplies	400.00	0.00	0.00	0.00	400.00
10E920	2331	4240	00	920000	Spec Ed Copy Paper	0.00	0.00	0.00	0.00	0.00
10E920	2331	4700	00	920000	Spec Ed Dir Software	400.00	0.00	0.00	0.00	400.00
10E---	2331	4---	--	-----	5,600.00	861.63	892.20	0.00	1,822.86	2,915.51
10E920	2331	5400	00	920000	Spec Ed Dir Equipment	0.00	0.00	0.00	0.00	0.00
10E920	2331	5500	00	920000	Spec Ed Adm Equip	1,600.00	0.00	0.00	0.00	1,600.00
10E---	2331	5---	--	-----	1,600.00	0.00	0.00	0.00	0.00	1,600.00
10E920	2331	6400	00	920000	Spec Needs Coord. Dues/Fees	300.00	130.00	130.00	0.00	170.00
10E---	2331	6---	--	-----	300.00	130.00	130.00	0.00	0.00	170.00
10E320	2333	1100	00	320000	BLDG GROUNDS DIR SAL	0.00	0.00	0.00	0.00	0.00
10E---	2333	1---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E320	2333	2110	00	320000	BLDG/GROUNDS DIR TRS	8,000.00	0.00	0.00	0.00	8,000.00
10E320	2333	2200	00	320000	BLDG?GROUNDS Dir Ben	2,750.00	0.00	0.00	0.00	2,750.00
10E---	2333	2---	--	-----	10,750.00	0.00	0.00	0.00	0.00	10,750.00
10E---	23--	----	--	-----	644,170.00	66,527.31	147,742.03	2,669.26	37,004.25	480,112.80
10E020	2410	1100	00	000000	ERES Prin Sal	211,345.00	17,625.66	43,893.65	0.00	176,264.18
10E040	2410	1100	00	000000	ERMS Principal Sal	95,437.00	7,951.88	19,713.76	0.00	79,708.68
10E050	2410	1100	00	000000	ERHS Principal Salary	189,184.00	15,934.02	39,413.25	0.00	157,653.40

601

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E020	2410	1110	00	000000	ERES Sec Sal	109,672.00	10,879.18	25,803.65	0.00	0.00	89,750.40
10E040	2410	1110	00	000000	ERMS Secretarial Sal	28,641.00	2,431.30	6,178.56	0.00	0.00	23,778.40
10E050	2410	1110	00	000000	ERHS Principal Sec Sal	86,800.00	5,167.74	14,466.10	0.00	0.00	74,980.26
10E020	2410	1200	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E020	2410	1210	00	000000	ERES Sub Sec Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	1210	00	000000	ERMS Sub Secretary Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2410	1210	00	000000	ERHS Princ Sub Sec Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2410	1---	--	-----		721,079.00	59,989.78	149,468.97	0.00	0.00	602,135.32
10E020	2410	2110	00	000000	ERES Prin TRS	24,961.00	1,256.04	3,690.48	0.00	0.00	22,448.92
10E040	2410	2110	00	000000	ERMS Principal TRS	11,272.00	0.00	627.59	0.00	0.00	11,272.00
10E050	2410	2110	00	000000	ERHS Principal TRS	22,343.00	1,881.86	4,654.82	0.00	0.00	18,619.14
10E020	2410	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E050	2410	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E020	2410	2200	00	000000	ERES Prin Ins Benefit	5,305.00	418.40	1,020.40	0.00	0.00	4,493.80
10E040	2410	2200	00	000000	ERMS Prin Ins Ben	4,950.00	413.60	1,013.40	0.00	0.00	4,142.80
10E050	2410	2200	00	000000	ERHS Principals Ins Ben	24,600.00	1,208.48	3,033.76	0.00	0.00	22,181.84
10E---	2410	2---	--	-----		93,431.00	5,178.38	14,040.45	0.00	0.00	83,158.50
10E020	2410	3190	00	000000	ERES Prin Off Pur Serv	5,500.00	349.00	349.00	0.00	0.00	5,151.00
10E040	2410	3190	00	000000	ERMS Prin Purchase Serv	3,800.00	179.00	179.00	0.00	630.00	2,991.00
10E050	2410	3190	00	000000	ERHS Principal Pur Serv	5,000.00	0.00	0.00	112.50	1,100.00	3,787.50
10E020	2410	3230	00	000000	ERES Prin Off Rep/Maint	300.00	0.00	0.00	0.00	0.00	300.00
10E040	2410	3230	00	000000	ERMS Prin Rep/Maint	0.00	0.00	0.00	0.00	500.00	-500.00
10E050	2410	3230	00	000000	ERHS Princ Rep/Maint	500.00	0.00	0.00	0.00	0.00	500.00
10E020	2410	3240	00	000000	ERES Prin Copier Repair	500.00	0.00	0.00	0.00	470.00	30.00
10E040	2410	3240	00	000000	ERMS Prin Copier Repair	450.00	0.00	0.00	0.00	0.00	450.00
10E050	2410	3240	00	000000	ERHS Prin Copier Repair	500.00	54.00	54.00	0.00	446.00	0.00
10E020	2410	3320	00	000000	ERES Prin Off Travel	2,500.00	135.00	135.00	0.00	0.00	2,365.00
10E040	2410	3320	00	000000	ERMS Prin Travel	500.00	0.00	0.00	0.00	0.00	500.00
10E050	2410	3320	00	000000	ERHS Principal Travel	2,000.00	62.27	62.27	40.53	0.00	1,897.20
10E020	2410	3400	00	000000	ERES Prin Off Telephone	8,500.00	1,098.01	1,622.96	0.00	5,777.04	1,100.00
10E040	2410	3400	00	000000	ERMS Prin Telephone	4,500.00	54.46	625.60	0.00	374.40	3,500.00
10E050	2410	3400	00	000000	ERHS Principal Telephone	7,500.00	957.94	1,467.48	0.00	5,132.52	900.00
10E020	2410	3600	00	000000	ERES Printing	5,000.00	0.00	0.00	0.00	4,000.00	1,000.00
10E040	2410	3600	00	000000	ERMS Printing	1,000.00	0.00	0.00	0.00	140.75	859.25
10E050	2410	3600	00	000000	ERHS Printing	10,000.00	569.01	569.01	0.00	2,930.99	6,500.00
10E---	2410	3---	--	-----		58,050.00	3,458.69	5,064.32	153.03	21,501.70	31,330.95
10E020	2410	4100	00	000000	ERES Prin Off Supplies	7,000.00	1,171.50	4,496.68	52.20	997.65	1,453.47
10E040	2410	4100	00	000000	ERMS Prin Supplies	5,400.00	86.75	86.75	0.00	812.00	4,501.25
10E050	2410	4100	00	000000	ERHS Principal Supplies	10,000.00	841.84	885.51	65.33	5,592.49	3,456.67

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E020	2410	4240	00	000000	ERES Copier Toner	900.00	0.00	837.00	0.00	0.00	63.00
10E050	2410	4240	00	000000	ERHS Prin Copier Toner	600.00	0.00	0.00	0.00	600.00	0.00
10E020	2410	4250	00	000000	ERES Copier Parts	1,500.00	0.00	0.00	0.00	1,450.00	50.00
10E050	2410	4400	00	000000	ERHS Prin Subscriptions	315.00	0.00	0.00	0.00	314.04	0.96
10E020	2410	4700	00	000000	ERES Prin Off Software	100.00	0.00	0.00	0.00	0.00	100.00
10E040	2410	4700	00	000000	ERMS Prin Software	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2410	4700	00	000000	ERHS Principal Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2410	4---	--	-----		25,815.00	2,100.09	6,305.94	117.53	9,766.18	9,625.35
10E020	2410	5500	00	000000	ERES Principal Equip	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E040	2410	5500	00	000000	ERMS Principal Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2410	5500	00	000000	ERHS Principal Equip	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E---	2410	5---	--	-----		6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E020	2410	6400	00	000000	ERES Prin Dues/Fees	2,000.00	0.00	956.00	0.00	0.00	2,000.00
10E040	2410	6400	00	000000	ERMS Prin Dues/Fees	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	2410	6400	00	000000	ERHS Principal Dues/Fees	3,100.00	0.00	725.00	0.00	585.00	1,790.00
10E---	2410	6---	--	-----		6,100.00	0.00	1,681.00	0.00	585.00	4,790.00
10E---	24--	----	--	-----		910,475.00	70,726.94	176,560.68	270.56	31,852.88	737,040.12
10E010	2520	1110	00	000000	Fiscal Service Salaries	104,101.00	7,936.62	20,672.05	0.00	0.00	88,605.92
10E---	2520	1---	--	-----		104,101.00	7,936.62	20,672.05	0.00	0.00	88,605.92
10E010	2520	2110	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2520	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2520	2200	00	000000	Fiscal Service Ins Ben	9,840.00	820.00	2,050.00	0.00	0.00	8,200.00
10E---	2520	2---	--	-----		9,840.00	820.00	2,050.00	0.00	0.00	8,200.00
10E010	2520	3100	00	000000	Medicaid Fee	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2520	3190	00	000000	Fiscal Service Pur Serv	30,000.00	3,101.06	7,421.93	0.00	1,036.00	21,542.07
10E010	2520	3230	00	000000	Fiscal Service Repair/Maint	150.00	0.00	0.00	0.00	0.00	150.00
10E010	2520	3320	00	000000	Fiscal Service Travel	1,200.00	30.95	30.95	78.83	0.00	1,090.22
10E---	2520	3---	--	-----		31,350.00	3,132.01	7,452.88	78.83	1,036.00	22,782.29
10E010	2520	4100	00	000000	Fiscal Service Supplies	4,500.00	48.36	442.04	0.00	657.96	3,400.00
10E010	2520	4700	00	000000	Fiscal Service Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2520	4---	--	-----		4,500.00	48.36	442.04	0.00	657.96	3,400.00
10E010	2520	5500	00	000000	Fiscal Service Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2520	5---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2521	3190	00	000000	Mattoon Coop Wrhs Rental	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2521	3---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2521	4100	00	000000	Coop supplies	26,735.00	17,303.70	26,734.46	0.00	0.00	0.54
10E---	2521	4---	--	-----		26,735.00	17,303.70	26,734.46	0.00	0.00	0.54
10E020	2540	1110	00	000000	ERES Cust Sal	124,000.00	12,899.08	31,913.78	0.00	0.00	98,667.84
10E040	2540	1110	00	000000	ERMS Cust Salary	80,000.00	6,896.79	16,564.86	0.00	0.00	67,610.43
10E050	2540	1110	00	000000	ERHS Cust Salary	207,500.00	20,787.77	51,305.46	0.00	0.00	166,835.23

011

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E020	2540	1200	00	000000	ERES Cust Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2540	1200	00	000000	ERMS Cust Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2540	1200	00	000000	ERHS Cust Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2540	1210	00	000000	ERES Cust Sub Sal	2,300.00	67.50	229.50	0.00	0.00	2,232.50
10E040	2540	1210	00	000000	ERMS Cust Sub Sal	4,000.00	837.00	2,619.00	0.00	0.00	1,705.00
10E050	2540	1210	00	000000	ERHS Cust Sub Salary	2,300.00	0.00	81.00	0.00	0.00	2,300.00
10E---	2540	1---	--	-----		420,100.00	41,488.14	102,713.60	0.00	0.00	339,351.00
10E050	2540	2110	00	000000	ERHS Cust Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2540	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E040	2540	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E050	2540	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E020	2540	2200	00	000000	ERES Cust Ins Benefit	24,600.00	1,640.00	4,100.00	0.00	0.00	21,320.00
10E040	2540	2200	00	000000	ERMS Cust Ins Ben	9,855.00	412.40	1,028.00	0.00	0.00	9,032.60
10E050	2540	2200	00	000000	ERHS Cust Ins Ben	29,520.00	2,460.00	6,150.00	0.00	0.00	24,600.00
10E---	2540	2---	--	-----		63,975.00	4,512.40	11,278.00	0.00	0.00	54,952.60
10E010	2540	4650	00	000000	ADMIN Natural Gas	1,000.00	20.11	40.22	0.00	759.78	200.00
10E020	2540	4650	00	000000	ERES Natural Gas	19,500.00	195.27	396.50	0.00	17,603.50	1,500.00
10E040	2540	4650	00	000000	ERMS Natural Gas	8,000.00	125.93	249.49	0.00	6,750.51	1,000.00
10E050	2540	4650	00	000000	ERHS Natural Gas	48,000.00	399.17	797.19	0.00	45,202.81	2,000.00
10E020	2540	4660	00	000000	ERES Electric	145,000.00	11,301.85	34,773.64	0.00	115,976.57	8,000.00
10E040	2540	4660	00	000000	ERMS Electric	58,000.00	2,933.67	10,480.08	0.00	56,430.67	-4,000.00
10E050	2540	4660	00	000000	ERHS Electric	76,500.00	4,639.11	15,658.71	0.00	89,529.28	-21,500.00
10E---	2540	4---	--	-----		356,000.00	19,615.11	62,395.83	0.00	332,253.12	-12,800.00
10E070	2550	1110	00	000000	Cent 7 trans sal	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2550	1110	00	100000	Summer School Trans Sal	2,400.00	216.09	761.64	0.00	0.00	1,638.36
10E110	2550	1110	00	110000	PreK Transport Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E210	2550	1110	00	210000	ROE Pre K Bus/Aide Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2550	1110	00	470000	21st Cent Tran Sal	1,344.00	672.00	672.00	0.00	0.00	672.00
10E500	2550	1110	00	500000	Summer School Trans Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E510	2550	1110	00	510000	At Risk Trans Sal	50,000.00	0.00	1,550.35	0.00	0.00	50,000.00
10E---	2550	1---	--	-----		53,744.00	888.09	2,983.99	0.00	0.00	52,310.36
10E110	2550	2130	00	110000		0.00	0.00	0.00	0.00	0.00	0.00
10E110	2550	2200	00	110000	PreK Trans Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2550	2---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
10E080	2550	3230	00	000000	Van Repair / Maintenance	2,000.00	0.00	0.00	75.00	450.00	1,475.00
10E070	2550	3310	00	000000	21st Cent Field Trip	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E100	2550	3310	00	100000	Title I Summer School	7,000.00	1,490.50	1,490.50	0.00	0.00	5,509.50
10E110	2550	3310	00	110000	Pre-K Trans Operations	0.00	0.00	0.00	0.00	0.00	0.00
10E210	2550	3310	00	210000	ROE Pre K Trans Operations	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2550	3310	00	470000	21st Cent Trans Serv	6,427.00	6,426.75	6,426.75	0.00	0.00	0.25

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E500	2550	3310	00	500000	Title I Trans Operation Exp.	0.00	0.00	0.00	0.00	0.00
10E510	2550	3310	00	510000	PreK Trans Operation Exp	5,500.00	0.00	0.00	0.00	5,500.00
10E080	2550	3400	00	000000	Bus Barn Telephone	7,000.00	303.24	456.76	0.00	4,993.24
10E080	2550	3700	00	000000	Bus Barn Water/Sewer	500.00	0.00	0.00	0.00	500.00
10E---	2550	3---	--	-----		29,427.00	8,220.49	8,374.01	75.00	5,443.24
10E080	2550	4100	00	000000	Van Supplies	4,500.00	194.66	175.68	250.00	1,503.25
10E080	2550	4640	00	000000	Bus Barn Van Fuel(Wh/Sil)	15,000.00	0.00	0.00	0.00	15,000.00
10E080	2550	4650	00	000000	Bus Barn Natural Gas	2,500.00	44.31	86.91	0.00	2,313.09
10E080	2550	4660	00	000000	Bus Barn Electric	4,000.00	151.73	507.20	0.00	3,879.20
10E---	2550	4---	--	-----		26,000.00	390.70	769.79	250.00	7,695.54
10E510	2551	1110	00	510000	At Risk New Bus/Aide Sal	0.00	0.00	0.00	0.00	0.00
10E---	2551	1---	--	-----		0.00	0.00	0.00	0.00	0.00
10E420	2560	1110	00	420000	Food Service Salary	330,650.00	26,775.18	68,327.13	0.00	0.00
10E440	2560	1110	00	440000	US Healthier Salaries	420.00	0.00	0.00	0.00	420.00
10E420	2560	1200	00	420000	Food Serv Sub Sal	0.00	0.00	0.00	0.00	0.00
10E420	2560	1210	00	420000	Food Service Sub Sal	5,000.00	0.00	55.25	0.00	5,000.00
10E---	2560	1---	--	-----		336,070.00	26,775.18	68,382.38	0.00	0.00
10E420	2560	2110	00	420000		0.00	0.00	0.00	0.00	0.00
10E420	2560	2130	00	420000		0.00	0.00	0.00	0.00	0.00
10E420	2560	2200	00	420000	Food Service Ins Ben	40,000.00	3,133.26	7,892.72	0.00	0.00
10E---	2560	2---	--	-----		40,000.00	3,133.26	7,892.72	0.00	0.00
10E350	2560	3140	00	350000	Food Service Train,Lic	1,400.00	0.00	0.00	0.00	1,400.00
10E350	2560	3190	00	350000	Food Service Purch Serv	3,000.00	0.00	0.00	0.00	3,000.00
10E350	2560	3230	00	350000	Food Service Rep/Maint	500.00	0.00	0.00	0.00	500.00
10E350	2560	3260	00	350000	Food Service Postage	250.00	0.00	0.00	0.00	250.00
10E350	2560	3320	00	350000	Food Service Travel	300.00	0.00	0.00	34.80	0.00
10E---	2560	3---	--	-----		5,450.00	0.00	0.00	34.80	0.00
10E110	2560	4100	00	110000	PreK Food Serv Supp	0.00	0.00	0.00	0.00	0.00
10E210	2560	4100	00	210000	ROE At-Risk Snacks	0.00	0.00	0.00	0.00	0.00
10E420	2560	4100	00	420000	Food Service Supplies	350,000.00	148.74	1,312.47	53.80	384,650.25
10E440	2560	4100	00	440000	US Healthier Supp	3,020.00	0.00	0.00	952.85	0.00
10E510	2560	4100	00	510000	Pre K Food Supp	5,000.00	0.00	0.00	510.32	0.00
10E510	2560	4110	00	510000	0-3 Food Serv Suppl	500.00	0.00	0.00	0.00	500.00
10E420	2560	4640	00	420000	Food Service Fuel	500.00	0.00	0.00	0.00	500.00
10E420	2560	4700	00	420000	Food Service Software	700.00	0.00	0.00	0.00	700.00
10E---	2560	4---	--	-----		359,720.00	148.74	1,312.47	1,516.97	384,650.25
10E430	2560	5500	00	430000	Food Serv Equip	0.00	0.00	0.00	0.00	0.00
10E---	2560	5---	--	-----		0.00	0.00	0.00	0.00	0.00
10E---	25--	----	--	-----		1,867,012.00	134,412.80	323,454.22	1,955.60	731,736.11
10E010	2620	1100	00	000000	Resource/Consultant Teacher	90,094.00	8,789.60	22,084.38	0.00	0.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E070	2620	1100	00	000000	21st Cent Eval Sal	3,100.00	0.00	0.00	0.00	3,100.00
10E470	2620	1100	00	470000	21st Cent Eval Sal	814.00	814.00	814.00	0.00	0.00
10E010	2620	1110	00	000000	JFF research sal	0.00	0.00	0.00	0.00	0.00
10E---	2620	1---	--	-----		94,008.00	9,603.60	22,898.38	0.00	75,614.80
10E010	2620	2110	00	000000	Res/Consult Teach TRS	13,000.00	0.00	709.42	0.00	13,000.00
10E070	2620	2110	00	000000		1,500.00	0.00	0.00	0.00	1,500.00
10E470	2620	2110	00	470000	21st Cent Eval TRS	415.00	414.27	414.27	0.00	0.73
10E010	2620	2200	00	000000	Res/Consult Teach Ins Ben	9,740.00	774.56	1,959.12	0.00	8,190.88
10E---	2620	2---	--	-----		24,655.00	1,188.83	3,082.81	0.00	22,691.61
10E010	2620	3190	00	000000	Dist Staff Dvlopment Plan	1,000.00	0.00	0.00	0.00	1,000.00
10E070	2620	3190	00	000000	21st Cent Pur Serv	500.00	0.00	0.00	0.00	500.00
10E470	2620	3190	00	470000	21st Cent Pur Serv	0.00	0.00	0.00	0.00	0.00
10E070	2620	3320	00	000000	Century 21 Travel	0.00	0.00	0.00	0.00	0.00
10E470	2620	3320	00	470000	21st Cent Trav	0.00	0.00	0.00	0.00	0.00
10E---	2620	3---	--	-----		1,500.00	0.00	0.00	0.00	1,500.00
10E010	2620	4100	00	000000	Dist Staff Devlpment Supp	750.00	0.00	0.00	0.00	750.00
10E070	2620	4100	00	000000	21st Cent Supp	0.00	0.00	0.00	0.00	0.00
10E470	2620	4100	00	470000	21st Cent Supp	0.00	0.00	0.00	0.00	0.00
10E---	2620	4---	--	-----		750.00	0.00	0.00	0.00	750.00
10E010	2620	5500	00	000000	RTI Instr Equip	0.00	0.00	0.00	0.00	0.00
10E---	2620	5---	--	-----		0.00	0.00	0.00	0.00	0.00
10E010	2630	3400	00	000000	District Alert Now System	5,750.00	5,529.20	5,529.20	0.00	220.80
10E---	2630	3---	--	-----		5,750.00	5,529.20	5,529.20	0.00	220.80
10E010	2660	1100	00	000000	District Comp Tech Salary	62,173.00	5,192.28	12,853.46	0.00	51,915.68
10E010	2660	1110	00	000000	District Comp Tech Salary	78,041.00	6,180.40	15,080.00	0.00	65,977.00
10E---	2660	1---	--	-----		140,214.00	11,372.68	27,933.46	0.00	117,892.68
10E010	2660	2110	00	000000	District Comp Tech TRS	7,500.00	0.00	408.81	0.00	7,500.00
10E010	2660	2130	00	000000		0.00	0.00	0.00	0.00	0.00
10E010	2660	2200	00	000000	Dist Computer Tech Ins	14,750.00	1,230.00	3,055.00	0.00	12,310.00
10E---	2660	2---	--	-----		22,250.00	1,230.00	3,463.81	0.00	19,810.00
10E010	2660	3190	00	000000	District Comp Tech Pur Serv	30,000.00	0.00	0.00	0.00	30,000.00
10E010	2660	3230	00	000000	District Comp Tech Rep/Maint	0.00	0.00	0.00	0.00	0.00
10E010	2660	3320	00	000000	Dist Computer Tech Mileage	500.00	0.00	0.00	0.00	500.00
10E---	2660	3---	--	-----		30,500.00	0.00	0.00	0.00	30,500.00
10E010	2660	4100	00	000000	District Comp Tech Supplies	3,000.00	0.00	0.00	149.51	2,850.49
10E010	2660	4700	00	000000	District Comp Tech Software	3,000.00	0.00	0.00	0.00	3,000.00
10E---	2660	4---	--	-----		6,000.00	0.00	0.00	149.51	5,850.49
10E010	2660	5500	00	000000	District Comp Tech Equipment	20,000.00	0.00	0.00	0.00	20,000.00
10E---	2660	5---	--	-----		20,000.00	0.00	0.00	0.00	20,000.00
10E---	26--	----	--	-----		345,627.00	28,924.31	62,907.66	149.51	294,830.38

11  
30

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E070	2900	1100	00	000000	21st Cent Fac Sal	7,500.00	0.00	0.00	0.00	7,500.00
10E470	2900	1100	00	470000	21st Cent Sal	985.00	506.00	506.00	0.00	479.00
10E---	2900	1---	--	-----		8,485.00	506.00	506.00	0.00	7,979.00
10E070	2900	2110	00	000000	21st Cent Fac TRS	3,000.00	0.00	0.00	0.00	3,000.00
10E470	2900	2110	00	470000	21st Cent TRS	266.00	257.52	257.52	0.00	8.48
10E---	2900	2---	--	-----		3,266.00	257.52	257.52	0.00	3,008.48
10E100	2900	3190	00	100000	Title I SES services	7,500.00	0.00	908.89	0.00	6,591.11
10E500	2900	3190	00	500000	Title I SES Services	10,000.00	0.00	0.00	0.00	10,000.00
10E---	2900	3---	--	-----		17,500.00	0.00	908.89	0.00	16,591.11
10E070	2900	4100	00	000000	21st Cent Supp	0.00	0.00	0.00	0.00	0.00
10E---	2900	4---	--	-----		0.00	0.00	0.00	0.00	0.00
10E---	29--	----	--	-----		29,251.00	763.52	1,672.41	0.00	27,578.59
10E070	3000	1100	00	000000	21st Century Comm Serv Sal	2,500.00	0.00	0.00	0.00	2,500.00
10E100	3000	1100	00	100000	Title I Prnt Invl Sal	3,474.00	1,643.60	3,474.20	0.00	-0.20
10E110	3000	1100	00	110000	PreK 0-3 Teach Sal	13,440.00	6,719.60	13,439.20	0.00	0.80
10E150	3000	1100	00	150000	SESE Flow Thru St Joe Spch Sal	1,650.00	0.00	0.00	0.00	1,650.00
10E470	3000	1100	00	470000	21st Cent Comm Ser Sal	0.00	0.00	0.00	0.00	0.00
10E500	3000	1100	00	500000	Title I Prnt Invl Sal Pr	17,360.00	0.00	842.45	0.00	17,360.00
10E510	3000	1100	00	510000	PreK 0-3 Teach Sal Prior	66,418.00	0.00	3,409.37	0.00	66,418.00
10E100	3000	1110	00	100000	Title I N/C	0.00	0.00	0.00	0.00	0.00
10E500	3000	1110	00	500000	Title I N/C sal	500.00	0.00	0.00	0.00	500.00
10E110	3000	1200	00	110000	PreK 0-3 Sub Sal	0.00	0.00	0.00	0.00	0.00
10E100	3000	1300	00	100000	Title I St Joe Tutor Sal	650.00	0.00	649.55	0.00	0.45
10E500	3000	1300	00	500000	St Joe Title I Tutoring	7,700.00	0.00	0.00	0.00	7,700.00
10E---	3000	1---	--	-----		113,692.00	8,363.20	21,814.77	0.00	96,129.05
10E070	3000	2110	00	000000	21st Cent TRS	1,150.00	0.00	0.00	0.00	1,150.00
10E100	3000	2110	00	100000	Title I Prnt Invl TRS	0.00	0.00	0.00	0.00	0.00
10E110	3000	2110	00	110000	PreK 0-3 Teacher TRS	0.00	0.00	0.00	0.00	0.00
10E150	3000	2110	00	150000	SESE St Joe Flow Thru TRS	800.00	0.00	0.00	0.00	800.00
10E470	3000	2110	00	470000	21st Cent Comm Serv TRS	0.00	0.00	0.00	0.00	0.00
10E500	3000	2110	00	500000	Title I PRNT IN VL TRS	9,500.00	0.00	571.68	0.00	9,500.00
10E510	3000	2110	00	510000	Pre-K 0-3 TRS	6,000.00	0.00	417.92	0.00	6,000.00
10E100	3000	2130	00	100000		0.00	0.00	0.00	0.00	0.00
10E100	3000	2200	00	100000	Title I Prnt Inl Ins Ben	388.00	193.64	387.28	0.00	0.72
10E110	3000	2200	00	110000	PreK 0-3 Teach Ins Ben	1,745.00	872.34	1,744.68	0.00	0.32
10E500	3000	2200	00	500000	Title I Ins Ben Prior	2,000.00	0.00	102.50	0.00	2,000.00
10E510	3000	2200	00	510000	PreK 0-3 Ins Ben Prior	9,000.00	0.00	410.00	0.00	9,000.00
10E---	3000	2---	--	-----		30,583.00	1,065.98	3,634.06	0.00	28,451.04
10E100	3000	3140	00	100000	Title I St Joe Reg Fee	0.00	0.00	0.00	0.00	0.00
10E330	3000	3140	00	330000	Title II St Joe Consult	0.00	0.00	0.00	0.00	0.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
10E500	3000	3140	00	500000	Title I St Joe Reg	750.00	0.00	0.00	250.00	0.00	500.00
10E010	3000	3190	00	000000	Dist Comm Serv Pur Serv	100.00	0.00	0.00	0.00	0.00	100.00
10E070	3000	3190	00	000000	21st Cent Pur Serv	900.00	0.00	0.00	0.00	0.00	900.00
10E100	3000	3190	00	100000	Title I Comm TAPP	500.00	500.00	500.00	0.00	0.00	0.00
10E110	3000	3190	00	110000	PI Purchase Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E130	3000	3190	00	130000	Walmart TAPP pur serv	0.00	0.00	0.00	0.00	0.00	0.00
10E170	3000	3190	00	170000	Drug Free St Joe Labor	0.00	0.00	0.00	0.00	0.00	0.00
10E470	3000	3190	00	470000	21st Cent Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E500	3000	3190	00	500000	Title I Comm Serv Pur Serv	800.00	0.00	0.00	22.50	0.00	777.50
10E510	3000	3190	00	510000	PreKdg 0-3 Pur Servcs	1,500.00	0.00	0.00	800.00	0.00	700.00
10E530	3000	3190	00	530000	Title II St Joe Pur Serv	758.00	0.00	0.00	0.00	0.00	758.00
10E690	3000	3190	00	690000	TAPS Purchase Service	0.00	0.00	0.00	0.00	0.00	0.00
10E730	3000	3190	00	730000	JFF Tapps Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	3250	00	100000	Title I Prnt Invl Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E010	3000	3320	00	000000	Dist Comm Serv Mileage	30,000.00	-1,417.09	3,677.14	0.00	0.00	26,322.86
10E100	3000	3320	00	100000	Title I St Joe Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3000	3320	00	110000	PreK 0-3 Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E330	3000	3320	00	330000	Title II St Joe Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E500	3000	3320	00	500000	Title I Parent Coord Mileage	500.00	0.00	0.00	0.00	0.00	500.00
10E500	3000	3320	01	500000	Title I St Joe Mileage	600.00	0.00	0.00	0.00	0.00	600.00
10E510	3000	3320	00	510000	At Risk 0-3 Trav	5,000.00	0.00	0.00	55.94	0.00	4,944.06
10E530	3000	3320	00	530000	Title II Trav	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E---	3000	3---	--	-----		44,408.00	-917.09	4,177.14	1,128.44	0.00	39,102.42
10E010	3000	4100	00	000000	Dist Comm Serv Supp	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E070	3000	4100	00	000000	21st Cent Comm Serv Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	4100	00	100000	Title I Prnt Invl Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3000	4100	00	110000	PreK 0-3 Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E130	3000	4100	00	130000	Walmart TAPP supp	0.00	0.00	0.00	0.00	0.00	0.00
10E170	3000	4100	00	170000	Title IV St Joe Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E180	3000	4100	00	180000	RTTT Community Mtg Supp	500.00	0.00	0.00	0.00	0.00	500.00
10E330	3000	4100	00	330000	Title II St Joe Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E470	3000	4100	00	470000	21st Cent Sup	762.00	761.76	761.76	0.00	0.00	0.24
10E500	3000	4100	00	500000	Title I Parent Coord Supplies	500.00	0.00	0.00	0.00	0.00	500.00
10E510	3000	4100	00	510000	At Risk 0-3 Supp	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E690	3000	4100	00	690000	TAPS Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E730	3000	4100	00	730000	JFF Tapps Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	4110	00	100000	Title I St Joe Supp	1,302.00	820.49	1,301.32	0.00	0.00	0.68
10E500	3000	4110	00	500000	Title I St Joe Supp	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E---	3000	4---	--	-----		16,064.00	1,582.25	2,063.08	0.00	0.00	14,000.92
10E110	3001	1100	00	110000	PreK 3-5 Teach Sal	2,360.00	940.20	1,880.40	0.00	0.00	479.60

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Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
10E510	3001	1100	00	510000 PreK 3-5 Teach Sal Prior	12,095.00	0.00	0.00	0.00	0.00	12,095.00
10E---	3001	1---	--	-----	14,455.00	940.20	1,880.40	0.00	0.00	12,574.60
10E110	3001	2110	00	110000 PreK 3-5 Teach TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3001	2110	00	510000 Pre-K 3-5 TRS	1,429.00	0.00	0.00	0.00	0.00	1,429.00
10E110	3001	2200	00	110000 PreK 3-5 Teach Ins Ben	385.00	95.86	191.72	0.00	0.00	193.28
10E510	3001	2200	00	510000 PreK 3-5 Ins Ben Prior	2,050.00	0.00	0.00	0.00	0.00	2,050.00
10E---	3001	2---	--	-----	3,864.00	95.86	191.72	0.00	0.00	3,672.28
10E110	3002	1100	00	110000 PreK Comm Serv Sal	3,288.00	1,643.60	3,287.20	0.00	0.00	0.80
10E510	3002	1100	00	510000 PreK Com Serv Sal Prior	16,847.00	0.00	842.45	0.00	0.00	16,847.00
10E110	3002	1110	00	110000 PreK Block Com Serv Sec	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3002	1110	00	510000 PreK Block Com Prior	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3002	1---	--	-----	20,135.00	1,643.60	4,129.65	0.00	0.00	16,847.80
10E110	3002	2110	00	110000 PreK Comm Serv TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3002	2110	00	510000 Pre-K Comm Serv TRS	1,990.00	0.00	132.65	0.00	0.00	1,990.00
10E110	3002	2200	00	110000 PreK Comm Serv Ins Ben	388.00	193.64	387.28	0.00	0.00	0.72
10E510	3002	2200	00	510000 PreK Block Com Prior	2,050.00	0.00	102.50	0.00	0.00	2,050.00
10E---	3002	2---	--	-----	4,428.00	193.64	622.43	0.00	0.00	4,040.72
10E110	3002	3190	00	110000 PreK Comm Serv Pur Serv	900.00	0.00	0.00	0.00	0.00	900.00
10E110	3002	3250	00	110000 PreK Comm Serv Rental	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3002	3250	00	510000 At Risk Rental	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3002	3320	00	110000 PreK Comm Serv Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3002	3320	00	510000 At Risk Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3002	3---	--	-----	900.00	0.00	0.00	0.00	0.00	900.00
10E110	3002	4100	00	110000 PreK Comm Serv Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3002	4100	00	510000 PreKdkg. Comm Serv Supp	600.00	0.00	0.00	0.00	0.00	600.00
10E---	3002	4---	--	-----	600.00	0.00	0.00	0.00	0.00	600.00
10E---	30--	----	--	-----	249,129.00	12,967.64	38,513.25	1,128.44	0.00	216,318.83
10E260	4120	6700	00	260000 Special Ed Tuition to oth LEAs	300.00	0.00	0.00	0.00	0.00	300.00
10E---	4120	6---	--	-----	300.00	0.00	0.00	0.00	0.00	300.00
10E260	4120	8120	00	260000 Spec Ed Tuition Other Public	0.00	0.00	0.00	0.00	0.00	0.00
10E---	4120	8---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E---	41--	----	--	-----	300.00	0.00	0.00	0.00	0.00	300.00
10E010	4210	6740	00	000000 Reg Ed Public CARBONDALE Tuiti	500.00	0.00	0.00	0.00	0.00	500.00
10E---	4210	6---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E010	4220	6700	00	000000 Sp Ed Public SESE Tutition	293,720.00	73,430.00	146,860.00	146,860.00	0.00	0.00
10E010	4220	6710	00	000000 SP ED CARBONDALE TUITION	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E---	4220	6---	--	-----	298,720.00	73,430.00	146,860.00	146,860.00	0.00	5,000.00
10E---	42--	----	--	-----	299,220.00	73,430.00	146,860.00	146,860.00	0.00	5,500.00
1-E---	----	----	--	-----	14,451,297.00	1,123,540.07	2,760,435.19	162,875.50	973,667.55	11,098,481.69
20E010	2530	3140	00	000000 Honeywell Perf Contract	0.00	0.00	0.00	0.00	0.00	0.00

10  
20

				Account Level	2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
20E010	2530	3190	00 000000	Dist Construct Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
20E---	2530	3---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
20E010	2540	3190	00 000000	Dist Maint-Pur Serv/Physical	6,715.00	1,268.00	40.00	5,675.00	12,044.00	-13,500.00
20E020	2540	3190	00 000000	ERES Maint Agreement	17,200.00	0.00	2,456.00	0.00	0.00	17,200.00
20E040	2540	3190	00 000000	ERMS Maint agreement	4,000.00	0.00	0.00	610.00	0.00	3,390.00
20E010	2540	3210	00 000000	Dist Terminx	1,000.00	654.00	654.00	0.00	46.00	300.00
20E020	2540	3210	00 000000	ERES Termnx/Trash Serv	6,000.00	439.37	1,317.23	0.00	4,582.77	100.00
20E040	2540	3210	00 000000	ERMS Termnxs/Trash Serv	5,000.00	292.74	877.34	0.00	2,722.66	1,400.00
20E050	2540	3210	00 000000	ERHS Termnx/Trash Serv	12,000.00	767.09	2,300.37	0.00	7,199.63	2,500.00
20E010	2540	3230	00 000000	Dist Maint Rep/Maint	12,000.00	1,256.50	1,256.50	0.00	1,643.50	9,100.00
20E020	2540	3230	00 000000	ERES Repair/Maint	6,400.00	0.00	0.00	666.50	700.00	5,033.50
20E040	2540	3230	00 000000	ERMS Cust Rep/Maint	2,000.00	0.00	0.00	32.50	0.00	1,967.50
20E050	2540	3230	00 000000	ERHS Cust Rep/Maint	4,500.00	0.00	0.00	457.00	500.00	3,543.00
20E010	2540	3250	00 000000	Dist Maint Rental	0.00	0.00	0.00	0.00	0.00	0.00
20E010	2540	3260	00 000000	DIST-WIDE UPS/POSTAGE	500.00	0.00	0.00	12.47	0.00	487.53
20E010	2540	3320	00 000000	Dist Maint Travel	100.00	0.00	0.00	0.00	0.00	100.00
20E020	2540	3700	00 000000	ERES Water/Sewer	6,500.00	37.01	74.02	0.00	4,425.98	2,000.00
20E040	2540	3700	00 000000	ERMS Water/Sewer	4,500.00	658.40	1,013.23	0.00	5,686.77	-2,200.00
20E050	2540	3700	00 000000	ERHS Water/Sewer	16,000.00	260.70	637.01	0.00	13,362.99	2,000.00
20E---	2540	3---	--	-----	104,415.00	5,633.81	10,625.70	7,453.47	52,914.30	33,421.53
20E010	2540	4100	00 000000	Dist Maint Supplies	85,000.00	9,346.83	30,878.15	7,605.68	62,357.07	-15,535.53
20E020	2540	4100	00 000000	ERES Cust Supp	0.00	0.00	0.00	145.00	0.00	-145.00
20E050	2540	4110	00 000000	ERHS Athletic Fld Supp	3,500.00	908.09	1,276.11	0.00	0.00	2,223.89
20E010	2540	4640	00 000000	Dist Maint Fuel	5,000.00	0.00	0.00	0.00	0.00	5,000.00
20E---	2540	4---	--	-----	93,500.00	10,254.92	32,154.26	7,750.68	62,357.07	-8,456.64
20E010	2540	5500	00 000000	Dist Maint Equip	10,000.00	0.00	0.00	0.00	1,000.00	9,000.00
20E020	2540	5500	00 000000	ERES Cust Equipment	8,000.00	0.00	0.00	798.48	0.00	7,201.52
20E040	2540	5500	00 000000	ERMS Cust Equip	1,000.00	0.00	0.00	0.00	0.00	1,000.00
20E050	2540	5500	00 000000	ERHS Classrm Equip	12,000.00	0.00	0.00	0.00	0.00	12,000.00
20E---	2540	5---	--	-----	31,000.00	0.00	0.00	798.48	1,000.00	29,201.52
20E010	2541	1110	00 000000	District Maint Sal	65,803.00	5,739.76	14,021.45	0.00	0.00	54,585.84
20E---	2541	1---	--	-----	65,803.00	5,739.76	14,021.45	0.00	0.00	54,585.84
20E010	2541	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
20E010	2541	2200	00 000000	District Maint Ins Ben	4,900.00	410.00	1,025.00	0.00	0.00	4,080.00
20E---	2541	2---	--	-----	4,900.00	410.00	1,025.00	0.00	0.00	4,080.00
20E010	2541	3190	00 000000	District Maint Pur Ser	500.00	0.00	0.00	0.00	0.00	500.00
20E---	2541	3---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
20E010	2541	4650	00 000000	Dist Warehouse Nat Gas	1,300.00	29.08	57.86	0.00	942.14	300.00
20E---	2541	4---	--	-----	1,300.00	29.08	57.86	0.00	942.14	300.00
20E010	2542	1110	00 000000	Dist Summer Maint Sal	40,000.00	9,760.26	25,462.73	0.00	0.00	14,878.03

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
20E---	2542	1---	--	-----	40,000.00	9,760.26	25,462.73	0.00	0.00	14,878.03
20E010	2542	2200	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
20E---	2542	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
20E010	2542	3190	00	000000	105,000.00	36,275.50	43,807.00	0.00	2,500.00	58,693.00
20E010	2542	3320	00	000000	250.00	44.07	126.00	0.00	0.00	124.00
20E---	2542	3---	--	-----	105,250.00	36,319.57	43,933.00	0.00	2,500.00	58,817.00
20E010	2542	4100	00	000000	52,000.00	6,770.68	41,350.29	642.34	12,265.74	-2,258.37
20E---	2542	4---	--	-----	52,000.00	6,770.68	41,350.29	642.34	12,265.74	-2,258.37
20E010	2542	5500	00	000000	11,000.00	0.00	0.00	0.00	14,000.00	-3,000.00
20E---	2542	5---	--	-----	11,000.00	0.00	0.00	0.00	14,000.00	-3,000.00
20E---	25--	-----	--	-----	509,668.00	74,918.08	168,630.29	16,644.97	145,979.25	182,068.91
2-E---	-----	-----	--	-----	509,668.00	74,918.08	168,630.29	16,644.97	145,979.25	182,068.91
30E010	5200	6200	00	000000	1,009,444.00	505,290.63	505,290.63	0.00	0.00	504,153.37
30E010	5200	6250	00	000000	600.00	0.00	0.00	300.00	0.00	300.00
30E---	5200	6---	--	-----	1,010,044.00	505,290.63	505,290.63	300.00	0.00	504,453.37
30E---	52--	-----	--	-----	1,010,044.00	505,290.63	505,290.63	300.00	0.00	504,453.37
30E010	5300	6100	00	000000	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00
30E---	5300	6---	--	-----	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00
30E---	53--	-----	--	-----	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00
3-E---	-----	-----	--	-----	1,075,044.00	570,290.63	570,290.63	300.00	0.00	504,453.37
40E080	2550	1100	00	000000	8,116.00	0.00	0.00	0.00	0.00	8,116.00
40E080	2550	1110	00	000000	24,908.00	4,438.22	10,594.55	0.00	0.00	15,936.02
40E080	2550	1110	61	000000	392,766.00	22,727.34	64,759.59	0.00	0.00	347,276.92
40E080	2550	1110	70	000000	54,781.00	6,942.12	17,586.38	0.00	0.00	41,132.70
40E610	2550	1110	00	610000	963.00	0.00	75.22	0.00	0.00	963.00
40E620	2550	1110	00	620000	44,200.00	3,445.86	9,047.59	0.00	0.00	37,115.90
40E080	2550	1200	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
40E620	2550	1200	00	620000	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	1210	00	000000	5,000.00	0.00	537.00	0.00	0.00	5,000.00
40E080	2550	1210	61	000000	0.00	0.00	0.00	0.00	0.00	0.00
40E620	2550	1210	00	620000	5,000.00	67.50	358.63	0.00	0.00	4,932.50
40E080	2550	1310	00	000000	35,000.00	790.61	1,436.22	0.00	0.00	34,209.39
40E---	2550	1---	--	-----	570,734.00	38,411.65	104,395.18	0.00	0.00	494,682.43
40E080	2550	2110	00	000000	1,200.00	0.00	0.00	0.00	0.00	1,200.00
40E080	2550	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	2130	61	000000	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	2130	70	000000	0.00	0.00	0.00	0.00	0.00	0.00
40E620	2550	2130	00	620000	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	2200	00	000000	2,460.00	2.40	5.40	0.00	0.00	2,455.20
40E080	2550	2200	61	000000	82,805.00	3,880.00	11,865.98	0.00	0.00	75,045.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
40E080	2550	2200	70	000000	Trans Sec/Supvr Ins Ben	9,840.00	820.00	2,050.00	0.00	0.00	8,200.00
40E620	2550	2200	00	620000	Trans Spec Ed Ins Ben	14,625.00	775.76	1,827.25	0.00	0.00	13,073.48
40E---	2550	2---	--	-----		110,930.00	5,478.16	15,748.63	0.00	0.00	99,973.68
40E080	2550	3140	00	000000	Trans Micro Renewal	1,000.00	0.00	950.00	0.00	0.00	50.00
40E080	2550	3190	00	000000	Trans Physicals	4,000.00	374.73	374.73	171.56	2,087.38	1,366.33
40E620	2550	3190	00	620000	Spec Ed Trans Contract Fee	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	3210	00	000000	Trans Trash P/U	750.00	53.75	161.25	0.00	388.75	200.00
40E080	2550	3220	00	000000	Trans Towel Service	3,000.00	74.15	114.29	0.00	1,885.71	1,000.00
40E080	2550	3230	00	000000	Trans Repair/Maint	16,000.00	1,900.26	3,468.42	0.00	22,226.58	-9,695.00
40E080	2550	3240	00	000000	Trans Copier Rep/Maint	250.00	0.00	0.00	0.00	400.00	-150.00
40E080	2550	3250	00	000000	Trans Rental	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	3260	00	000000	Trans Postage	200.00	0.00	13.17	0.00	0.00	186.83
40E080	2550	3270	00	000000	Trans Charter Bus Service	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	3310	00	000000	Trans Pupil/Other LEA's	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	3320	00	000000	Trans Travel	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	3390	00	000000	Trans Drug/Fngrprnt Fee	4,000.00	0.00	0.00	0.00	5,000.00	-1,000.00
40E080	2550	3600	00	000000	Trans Printing	1,500.00	1,008.31	1,008.31	0.00	991.69	-500.00
40E080	2550	3900	00	000000	Trans Bus Inspection Fee	4,000.00	738.00	738.00	0.00	3,012.00	250.00
40E---	2550	3---	--	-----		34,700.00	4,149.20	6,828.17	171.56	35,992.11	-8,291.84
40E080	2550	4100	00	000000	Trans Supplies	73,000.00	10,979.01	21,010.06	150.72	65,239.97	-13,326.81
40E080	2550	4240	00	000000	Trans. Copier Paper & Toner	400.00	0.00	0.00	0.00	600.00	-200.00
40E080	2550	4620	00	000000	Trans Oil	5,000.00	0.00	1,917.39	0.00	3,082.61	0.00
40E080	2550	4640	00	000000	Trans Fuel	205,000.00	8,603.90	10,281.40	0.00	214,718.60	-20,000.00
40E080	2550	4700	00	000000	Trans Software	100.00	0.00	0.00	0.00	0.00	100.00
40E---	2550	4---	--	-----		283,500.00	19,582.91	33,208.85	150.72	283,641.18	-33,426.81
40E080	2550	5500	00	000000	Trans Equipment	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	5510	00	000000	Trans Other Vehicle Purchase	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	5520	00	000000	Trans Vehicle Purchase	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	5530	00	000000	Trans Radio	0.00	0.00	0.00	0.00	0.00	0.00
40E---	2550	5---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
40E---	25--	----	--	-----		999,864.00	67,621.92	160,180.83	322.28	319,633.29	552,937.46
40E620	4120	3310	00	620000	Trans Sp Ed Out of Dist	0.00	0.00	0.00	0.00	0.00	0.00
40E---	4120	3---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
40E---	41--	----	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
4-E---	----	----	--	-----		999,864.00	67,621.92	160,180.83	322.28	319,633.29	552,937.46
50E030	1100	2120	00	000000	Fuel Up 60 IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E070	1100	2120	00	000000	Century 21 IMRF	1,500.00	0.00	0.00	0.00	0.00	1,500.00
50E470	1100	2120	00	470000	21st Cent IMRF	300.00	155.74	232.56	0.00	0.00	67.44
50E030	1100	2130	00	000000	Fuel Up 60 FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E070	1100	2130	00	000000	Century 21 FICA	1,500.00	0.00	0.00	0.00	0.00	1,500.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
50E470	1100	2130	00	470000	21st Cent FICA	300.00	184.81	212.09	0.00	0.00	87.91
50E030	1100	2140	00	000000	Fuel Up 60 Med	0.00	0.00	0.00	0.00	0.00	0.00
50E070	1100	2140	00	000000	Century 21 Med	750.00	0.00	0.00	0.00	0.00	750.00
50E470	1100	2140	00	470000	21st Cent Med	300.00	137.87	144.25	0.00	0.00	155.75
50E---	1100	2---	--	-----		4,650.00	478.42	588.90	0.00	0.00	4,061.10
50E020	1110	2120	00	000000	ERES IMRF	6,500.00	662.75	1,359.84	0.00	0.00	5,275.55
50E020	1110	2130	00	000000	ERES FICA	3,000.00	235.33	484.71	0.00	0.00	2,565.21
50E020	1110	2140	00	000000	ERES Medicare	30,000.00	2,152.69	5,348.27	0.00	0.00	25,730.91
50E160	1110	2140	00	160000	Ed Jobs Fund Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1110	2---	--	-----		39,500.00	3,050.77	7,192.82	0.00	0.00	33,571.67
50E040	1120	2120	00	000000	ERMS IMRF	1,500.00	370.54	624.44	0.00	0.00	1,011.72
50E160	1120	2120	00	160000	Ed Jobs Fund IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1120	2130	00	000000	ERMS FICA	1,500.00	131.56	221.71	0.00	0.00	1,326.64
50E160	1120	2130	00	160000	Ed Jobs Fund FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1120	2140	00	000000	ERMS Medicare	16,000.00	1,056.79	2,634.88	0.00	0.00	13,905.39
50E160	1120	2140	00	160000	Ed Jobs Fund Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1120	2---	--	-----		19,000.00	1,558.89	3,481.03	0.00	0.00	16,243.75
50E110	1125	2120	00	110000	Pre K IMRF	1,000.00	749.84	1,499.68	0.00	0.00	-499.68
50E210	1125	2120	00	210000	ROE Pre K IIMRF	1,750.00	132.02	331.74	0.00	0.00	1,485.96
50E510	1125	2120	00	510000	Pre K IMRF	7,500.00	0.00	384.46	0.00	0.00	7,500.00
50E110	1125	2130	00	110000	Pre K FICA	600.00	266.24	532.48	0.00	0.00	67.52
50E210	1125	2130	00	210000	ROE Pre K FICA	750.00	46.88	117.80	0.00	0.00	656.24
50E510	1125	2130	00	510000	Pre K FICA	2,500.00	0.00	140.22	0.00	0.00	2,500.00
50E110	1125	2140	00	110000	Pre K Medicare	500.00	188.58	377.16	0.00	0.00	122.84
50E210	1125	2140	00	210000	ROE Pre K Medicare	500.00	32.80	82.43	0.00	0.00	434.40
50E510	1125	2140	00	510000	Pre K Medicare	2,300.00	0.00	102.75	0.00	0.00	2,300.00
50E---	1125	2---	--	-----		17,400.00	1,416.36	3,568.72	0.00	0.00	14,567.28
50E050	1130	2120	00	000000	ERHS IMRF	750.00	0.00	0.00	0.00	0.00	750.00
50E050	1130	2130	00	000000	ERHS FICA	500.00	0.00	0.00	0.00	0.00	500.00
50E050	1130	2140	00	000000	ERHS Medicare	19,000.00	1,449.66	3,608.23	0.00	0.00	16,106.02
50E160	1130	2140	00	160000	Ed Jobs Fund Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1130	2---	--	-----		20,250.00	1,449.66	3,608.23	0.00	0.00	17,356.02
50E570	1140	2120	00	570000	Read Impr IMRF Prior	0.00	0.00	0.00	0.00	0.00	0.00
50E570	1140	2130	00	570000	Read Impr FICA Prior	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1140	2---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00
50E330	1170	2140	00	330000	TITLE II TEACH QUAL MED	1,000.00	85.04	170.08	0.00	0.00	829.92
50E530	1170	2140	00	530000	Title II Med	200.00	0.00	45.40	0.00	0.00	200.00
50E---	1170	2---	--	-----		1,200.00	85.04	215.48	0.00	0.00	1,029.92
50E---	11--	----	--	-----		102,000.00	8,039.14	18,655.18	0.00	0.00	86,829.74
50E140	1203	2120	00	140000	EMH Aide/Asst IMRF	0.00	0.00	0.00	0.00	0.00	0.00

120

				Account Level	2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E140	1203	2130	00	140000	EMH Aide/Asst FICA	0.00	0.00	0.00	0.00	0.00
50E140	1203	2140	00	140000	EMH Medicare	0.00	0.00	0.00	0.00	0.00
50E---	1203	2---	--	-----		0.00	0.00	0.00	0.00	0.00
50E140	1204	2120	00	140000	Prsnl Aide/Ast IMRF	7,000.00	394.82	1,010.44	0.00	6,210.36
50E140	1204	2130	00	140000	Prsnl Aide/Ast FICA	4,500.00	140.20	426.00	0.00	4,219.60
50E140	1204	2140	00	140000	Prsnl Aide/Ast Med	1,300.00	32.78	99.60	0.00	1,234.44
50E---	1204	2---	--	-----		12,800.00	567.80	1,536.04	0.00	11,664.40
50E140	1205	2120	00	140000	LD Aide/Asst IMRF	25.00	0.00	0.00	0.00	25.00
50E140	1205	2130	00	140000	LD Aide/Asst FICA	10.00	0.00	0.00	0.00	10.00
50E140	1205	2140	00	140000	LD Medicare	6,500.00	469.82	1,183.63	0.00	5,560.36
50E---	1205	2---	--	-----		6,535.00	469.82	1,183.63	0.00	5,595.36
50E280	1206	2120	00	280000	Visual Aide IMRF	0.00	0.00	0.00	0.00	0.00
50E280	1206	2130	00	280000	Visual Aide FICA	0.00	0.00	0.00	0.00	0.00
50E---	1206	2---	--	-----		0.00	0.00	0.00	0.00	0.00
50E280	1213	2130	00	280000		0.00	0.00	0.00	0.00	0.00
50E280	1213	2140	00	280000	Homebound Medicare	100.00	0.00	0.00	0.00	100.00
50E---	1213	2---	--	-----		100.00	0.00	0.00	0.00	100.00
50E140	1216	2120	00	140000	Autism IMRF	0.00	0.00	0.00	0.00	0.00
50E280	1216	2120	00	280000	Autism IMRF	15,000.00	933.32	2,593.17	0.00	13,133.36
50E140	1216	2130	00	140000	Autism FICA	0.00	0.00	0.00	0.00	0.00
50E280	1216	2130	00	280000	Autism FICA	6,500.00	402.03	1,112.07	0.00	5,703.52
50E140	1216	2140	00	140000	Autism Med	0.00	0.00	0.00	0.00	0.00
50E280	1216	2140	00	280000	Autism Med	1,750.00	94.05	260.66	0.00	1,563.67
50E---	1216	2---	--	-----		23,250.00	1,429.40	3,965.90	0.00	20,400.55
50E140	1220	2120	00	140000	EMH/LD Aide/Asst IMRF	15,000.00	952.66	2,526.97	0.00	13,094.68
50E140	1220	2130	00	140000	EMH/LD Aide/Asst FICA	6,500.00	338.28	910.21	0.00	5,823.44
50E140	1220	2140	00	140000	EMH/LD Medicare	6,500.00	434.60	1,108.65	0.00	5,632.16
50E---	1220	2---	--	-----		28,000.00	1,725.54	4,545.83	0.00	24,550.28
50E100	1250	2120	00	100000	Title I IMRF	2,500.00	941.99	1,811.79	0.00	707.35
50E500	1250	2120	00	500000	Title I IMRF Prior	15,000.00	0.00	648.83	0.00	15,000.00
50E100	1250	2130	00	100000	Title I FICA	1,250.00	341.56	650.42	0.00	606.38
50E500	1250	2130	00	500000	Title I FICA Prior	7,200.00	0.00	267.60	0.00	7,200.00
50E100	1250	2140	00	100000	Title I Medicare	550.00	206.81	386.46	0.00	165.13
50E500	1250	2140	00	500000	Title I Medicare Prior	3,250.00	4.78	122.58	0.00	3,245.22
50E---	1250	2---	--	-----		29,750.00	1,495.14	3,887.68	0.00	26,924.08
50E---	12--	----	--	-----		100,435.00	5,687.70	15,119.08	0.00	89,234.67
50E050	1400	2120	00	000000	ERHS Voc TA IMRF	0.00	0.00	0.00	0.00	0.00
50E390	1400	2120	00	390000	Voc Tutor IMRF	1,900.00	0.00	0.00	0.00	1,900.00
50E390	1400	2130	00	390000	Voc Tutor FICA	750.00	0.00	0.00	0.00	750.00
50E050	1400	2140	00	000000	ERHS Voc Medicare	6,250.00	483.59	1,212.18	0.00	5,286.17

121

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E390	1400	2140	00	390000 Voc Tutor Med	175.00	0.00	0.00	0.00	0.00	175.00
50E---	1400	2---	--	-----	9,075.00	483.59	1,212.18	0.00	0.00	8,111.17
50E410	1459	2120	00	410000 JROTC Instructor IMRF	19,500.00	1,750.20	4,375.64	0.00	0.00	15,999.46
50E410	1459	2130	00	410000 JROTC Instructor FICA	8,000.00	621.50	1,553.79	0.00	0.00	6,756.96
50E410	1459	2140	00	410000 JROTC Instructor Med	2,100.00	145.34	363.35	0.00	0.00	1,809.32
50E---	1459	2---	--	-----	29,600.00	2,517.04	6,292.78	0.00	0.00	24,565.74
50E---	14--	----	--	-----	38,675.00	3,000.63	7,504.96	0.00	0.00	32,676.91
50E050	1500	2140	00	000000 ERHS A D Medicare	100.00	6.19	15.44	0.00	0.00	87.65
50E---	1500	2---	--	-----	100.00	6.19	15.44	0.00	0.00	87.65
50E050	1509	2140	00	000000 ERHS Pep Club Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1509	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1510	2120	00	000000 ERHS Cheerldr Spons IMRF	200.00	0.00	0.00	0.00	0.00	200.00
50E050	1510	2130	00	000000 ERHS Cheerldr Spons FICA	100.00	0.00	0.00	0.00	0.00	100.00
50E050	1510	2140	00	000000 ERHS Cheerldr Spons Medi	75.00	0.00	0.00	0.00	0.00	75.00
50E---	1510	2---	--	-----	375.00	0.00	0.00	0.00	0.00	375.00
50E050	1511	2140	00	000000 ERHS Golf Medicare	75.00	0.00	0.00	0.00	0.00	75.00
50E---	1511	2---	--	-----	75.00	0.00	0.00	0.00	0.00	75.00
50E050	1512	2120	00	000000 ERHS X C IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1512	2130	00	000000 ERHS X C FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1512	2140	00	000000 ERHS X C Medicare	75.00	0.00	0.00	0.00	0.00	75.00
50E---	1512	2---	--	-----	75.00	0.00	0.00	0.00	0.00	75.00
50E050	1513	2120	00	000000 ERHS Dance IMRF	200.00	0.00	0.00	0.00	0.00	200.00
50E050	1513	2130	00	000000 ERHS Dance Team FICA	100.00	0.00	0.00	0.00	0.00	100.00
50E050	1513	2140	00	000000 ERHS Dance Med	50.00	0.00	0.00	0.00	0.00	50.00
50E---	1513	2---	--	-----	350.00	0.00	0.00	0.00	0.00	350.00
50E050	1520	2130	00	000000 ERHS Girls TN FICA	200.00	0.00	0.00	0.00	0.00	200.00
50E050	1520	2140	00	000000 ERHS Girls Tn Medicare	50.00	0.00	0.00	0.00	0.00	50.00
50E---	1520	2---	--	-----	250.00	0.00	0.00	0.00	0.00	250.00
50E050	1521	2120	00	000000 ERHS Volleybl Wkrs IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1521	2130	00	000000 ERHS Volleybl Wkrs FICA	50.00	0.00	0.00	0.00	0.00	50.00
50E050	1521	2140	00	000000 ERHS Volleyball Medi	100.00	0.00	0.00	0.00	0.00	100.00
50E---	1521	2---	--	-----	150.00	0.00	0.00	0.00	0.00	150.00
50E050	1522	2120	00	000000 ERHS Girls Bsktbl IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1522	2130	00	000000 ERHS Grls Bsktbl Wkr FICA	50.00	0.00	0.00	0.00	0.00	50.00
50E050	1522	2140	00	000000 ERHS Grls Bsktbl Cch Med	200.00	0.00	0.00	0.00	0.00	200.00
50E---	1522	2---	--	-----	250.00	0.00	0.00	0.00	0.00	250.00
50E050	1523	2120	00	000000 ERHS Girls Track IMRF	10.00	0.00	0.00	0.00	0.00	10.00
50E050	1523	2130	00	000000 ERHS Grls Track FICA	10.00	0.00	0.00	0.00	0.00	10.00
50E050	1523	2140	00	000000 ERHS Grls Track Medicare	75.00	0.00	0.00	0.00	0.00	75.00
50E---	1523	2---	--	-----	95.00	0.00	0.00	0.00	0.00	95.00

122

123

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E050	1524	2120	00	000000	ERHS Grls Sftbl IMRF	0.00	0.00	0.00	0.00	0.00
50E050	1524	2130	00	000000	ERHS Grls Sftbl FICA	0.00	0.00	0.00	0.00	0.00
50E050	1524	2140	00	000000	ERHS Grls Sftbl Medicare	150.00	0.00	0.00	0.00	150.00
50E---	1524	2---	--	-----		150.00	0.00	0.00	0.00	150.00
50E050	1525	2120	00	000000		0.00	0.00	0.00	0.00	0.00
50E050	1525	2130	00	000000	ERHS GIRLS SOCCER FICA	275.00	0.00	0.00	0.00	275.00
50E050	1525	2140	00	000000	ERHS Girls Sccr Med	75.00	0.00	0.00	0.00	75.00
50E---	1525	2---	--	-----		350.00	0.00	0.00	0.00	350.00
50E050	1530	2130	00	000000	ERHS Boys Tns FICA	200.00	0.00	0.00	0.00	200.00
50E050	1530	2140	00	000000	ERHS Boys Tns Cch Med	75.00	0.00	0.00	0.00	75.00
50E---	1530	2---	--	-----		275.00	0.00	0.00	0.00	275.00
50E050	1531	2120	00	000000	ERHS FTB IMRF	0.00	0.00	0.00	0.00	0.00
50E050	1531	2130	00	000000	ERHS Ftbl FICA	275.00	0.00	0.00	0.00	275.00
50E050	1531	2140	00	000000	ERHS Ftbl Coach Medicare	300.00	0.00	0.00	0.00	300.00
50E---	1531	2---	--	-----		575.00	0.00	0.00	0.00	575.00
50E050	1532	2120	00	000000	ERHS Boys Bsktball IMRF	750.00	0.00	0.00	0.00	750.00
50E050	1532	2130	00	000000	ERHS Boys Bsktb FICA	500.00	0.00	0.00	0.00	500.00
50E050	1532	2140	00	000000	ERHS Boys Bsktb Medicare	250.00	0.00	0.00	0.00	250.00
50E---	1532	2---	--	-----		1,500.00	0.00	0.00	0.00	1,500.00
50E050	1533	2120	00	000000	ERHS Boys Track IMRF	25.00	0.00	0.00	0.00	25.00
50E050	1533	2130	00	000000	ERHS Boys Track FICA	25.00	0.00	0.00	0.00	25.00
50E050	1533	2140	00	000000	ERHS Boys Tck Medicare	125.00	0.00	0.00	0.00	125.00
50E---	1533	2---	--	-----		175.00	0.00	0.00	0.00	175.00
50E050	1534	2120	00	000000	ERHS Boys Base IMRF	0.00	0.00	0.00	0.00	0.00
50E050	1534	2130	00	000000	ERHS Boys Baseball FICA	200.00	0.00	0.00	0.00	200.00
50E050	1534	2140	00	000000	ERHS Boys Basebl Med	125.00	0.00	0.00	0.00	125.00
50E---	1534	2---	--	-----		325.00	0.00	0.00	0.00	325.00
50E050	1536	2130	00	000000	ERHS Soccer Coach FICA	275.00	0.00	0.00	0.00	275.00
50E050	1536	2140	00	000000	ERHS Soccer Coach Med	125.00	0.00	0.00	0.00	125.00
50E---	1536	2---	--	-----		400.00	0.00	0.00	0.00	400.00
50E040	1540	2130	00	000000	ERMS AD FICA	275.00	0.00	0.00	0.00	275.00
50E040	1540	2140	00	000000	ERMS AD Med	100.00	0.00	0.00	0.00	100.00
50E---	1540	2---	--	-----		375.00	0.00	0.00	0.00	375.00
50E040	1550	2130	00	000000	ERMS Chldr Spons FICA	275.00	0.00	0.00	0.00	275.00
50E040	1550	2140	00	000000		100.00	0.00	0.00	0.00	100.00
50E---	1550	2---	--	-----		375.00	0.00	0.00	0.00	375.00
50E040	1551	2130	00	000000		225.00	0.00	0.00	0.00	225.00
50E040	1551	2140	00	000000	ERMS X-Cntry Medicare	75.00	0.00	0.00	0.00	75.00
50E---	1551	2---	--	-----		300.00	0.00	0.00	0.00	300.00
50E040	1560	2120	00	000000	ERMS Grls Bsktb IMRF	0.00	0.00	0.00	0.00	0.00

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E040	1560	2130	00	000000	ERMS Grls Bsktb FICA	300.00	0.00	0.00	0.00	300.00
50E040	1560	2140	00	000000	ERMS Grls Bsktb Medicare	100.00	0.00	0.00	0.00	100.00
50E---	1560	2---	--	-----		400.00	0.00	0.00	0.00	400.00
50E040	1561	2120	00	000000	ERMS Volleyball Wk IMRF	50.00	0.00	0.00	0.00	50.00
50E040	1561	2130	00	000000	ERMS Volleybl Wrkrs FICA	200.00	0.00	0.00	0.00	200.00
50E040	1561	2140	00	000000	ERMS Volleybl Medicare	100.00	0.00	0.00	0.00	100.00
50E---	1561	2---	--	-----		350.00	0.00	0.00	0.00	350.00
50E040	1562	2120	00	000000	MS Girls Track IMRF	400.00	0.00	0.00	0.00	400.00
50E040	1562	2130	00	000000	MS Girls Track FICA	150.00	0.00	0.00	0.00	150.00
50E040	1562	2140	00	000000	ERMS Girls Track Med	75.00	0.00	0.00	0.00	75.00
50E---	1562	2---	--	-----		625.00	0.00	0.00	0.00	625.00
50E040	1570	2120	00	000000	ERMS Boys Bsktb IMRF	0.00	0.00	0.00	0.00	0.00
50E040	1570	2130	00	000000	ERMS Boys Bsktb FICA	350.00	0.00	0.00	0.00	350.00
50E040	1570	2140	00	000000	ERMS Boys Bsktb Medicare	150.00	0.00	0.00	0.00	150.00
50E---	1570	2---	--	-----		500.00	0.00	0.00	0.00	500.00
50E040	1571	2130	00	000000	ERMS Boys Track FICA	275.00	0.00	0.00	0.00	275.00
50E040	1571	2140	00	000000	ERMS BOYS TRACK MED	100.00	0.00	0.00	0.00	100.00
50E---	1571	2---	--	-----		375.00	0.00	0.00	0.00	375.00
50E050	1572	2130	00	000000	HS Wrestling Workers FICA	100.00	0.00	0.00	0.00	100.00
50E050	1572	2140	00	000000	ERHS Wrestling Medicare	75.00	0.00	0.00	0.00	75.00
50E---	1572	2---	--	-----		175.00	0.00	0.00	0.00	175.00
50E040	1575	2140	00	000000	ERMS Yearbook Spons Med	50.00	2.35	5.66	0.00	45.45
50E---	1575	2---	--	-----		50.00	2.35	5.66	0.00	45.45
50E040	1576	2140	00	000000	ERMS Student Council Med	50.00	2.36	5.90	0.00	45.28
50E---	1576	2---	--	-----		50.00	2.36	5.90	0.00	45.28
50E050	1580	2140	00	000000	ERHS Schlstc Bwl Med	50.00	0.00	0.00	0.00	50.00
50E---	1580	2---	--	-----		50.00	0.00	0.00	0.00	50.00
50E050	1582	2140	00	000000	ERHS Drama Spons Med	125.00	0.00	0.00	0.00	125.00
50E---	1582	2---	--	-----		125.00	0.00	0.00	0.00	125.00
50E050	1583	2130	00	000000	ERHS Mrch Bnd Dir FICA	25.00	0.00	0.00	0.00	25.00
50E050	1583	2140	00	000000	ERHS Mrch Bnd Dir Med	125.00	7.26	33.40	0.00	110.86
50E---	1583	2---	--	-----		150.00	7.26	33.40	0.00	135.86
50E050	1584	2140	00	000000	ERHS Chorus Spons Med	0.00	0.00	0.00	0.00	0.00
50E---	1584	2---	--	-----		0.00	0.00	0.00	0.00	0.00
50E050	1585	2140	00	000000	ERHS Jr Cls Spons Med	50.00	1.70	4.26	0.00	46.60
50E---	1585	2---	--	-----		50.00	1.70	4.26	0.00	46.60
50E050	1586	2140	00	000000	ERHS Yrbk Spons Medicare	50.00	1.92	5.01	0.00	46.16
50E---	1586	2---	--	-----		50.00	1.92	5.01	0.00	46.16
50E050	1588	2120	00	000000	ERHS X-Curr Sprvsn IMRF	0.00	0.00	0.00	0.00	0.00
50E050	1588	2130	00	000000	ERHS X-Curr Sprvsn FICA	0.00	0.00	0.00	0.00	0.00

124  
30E

125

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E050	1588	2140	00 000000	ERHS X-Curr Sprvsn Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1588	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1589	2140	00 000000	ERHS Stdnt Cncl Medicare	25.00	1.32	3.30	0.00	0.00	22.36
50E---	1589	2---	--	-----	25.00	1.32	3.30	0.00	0.00	22.36
50E050	1590	2120	00 000000	ERHS Rifle/Drill IMRF	650.00	48.82	121.77	0.00	0.00	552.64
50E050	1590	2130	00 000000	ERHS Rifle/Drill FICA	300.00	17.34	43.25	0.00	0.00	265.42
50E050	1590	2140	00 000000	ERHS Rifle/Drill Med	75.00	4.06	10.13	0.00	0.00	66.90
50E---	1590	2---	--	-----	1,025.00	70.22	175.15	0.00	0.00	884.96
50E040	1591	2140	00 000000	ERMS BAND MED	50.00	1.62	4.28	0.00	0.00	46.71
50E---	1591	2---	--	-----	50.00	1.62	4.28	0.00	0.00	46.71
50E040	1593	2140	00 000000	ERMS Talent Shw Spon Med	100.00	0.00	0.00	0.00	0.00	100.00
50E---	1593	2---	--	-----	100.00	0.00	0.00	0.00	0.00	100.00
50E040	1594	2140	00 000000	ERMS Drama Spon Medicare	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1594	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1598	2120	00 000000	ERMS Dance/Grad IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1598	2130	00 000000	ERMS Dance/Grad FICA	25.00	0.00	0.00	0.00	0.00	25.00
50E040	1598	2140	00 000000	ERMS Dance/Grad Medicare	25.00	0.00	0.00	0.00	0.00	25.00
50E---	1598	2---	--	-----	50.00	0.00	0.00	0.00	0.00	50.00
50E---	15--	----	--	-----	10,720.00	94.94	252.40	0.00	0.00	10,531.03
50E050	1700	2120	00 000000	ERHS Dr Ed TA IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1700	2130	00 000000	ERHS Dr Ed TA FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1700	2140	00 000000	ERHS Dr Ed Medicare	650.00	55.17	131.39	0.00	0.00	555.19
50E---	1700	2---	--	-----	650.00	55.17	131.39	0.00	0.00	555.19
50E---	17--	----	--	-----	650.00	55.17	131.39	0.00	0.00	555.19
50E550	1900	2120	00 550000	TAOEP IMRF	4,500.00	0.00	233.60	0.00	0.00	4,500.00
50E750	1900	2120	00 750000	TAOEP IMRF	450.00	0.00	452.60	0.00	0.00	-2.60
50E550	1900	2130	00 550000	TAOEP FICA	2,000.00	0.00	82.95	0.00	0.00	2,000.00
50E750	1900	2130	00 750000	TAOEP FICA	200.00	0.00	160.70	0.00	0.00	39.30
50E550	1900	2140	00 550000	TAOEP Med	400.00	0.00	19.40	0.00	0.00	400.00
50E750	1900	2140	00 750000	TAOEP Med	75.00	0.00	37.60	0.00	0.00	37.40
50E---	1900	2---	--	-----	7,625.00	0.00	986.85	0.00	0.00	6,974.10
50E---	19--	----	--	-----	7,625.00	0.00	986.85	0.00	0.00	6,974.10
50E550	2110	2120	00 550000	TAEOP IMRF	2,506.00	0.00	125.28	0.00	0.00	2,506.00
50E750	2110	2120	00 750000	TAOEP IMRF	100.00	99.90	99.90	0.00	0.00	0.10
50E020	2110	2130	00 000000	ERES Social Workers FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E550	2110	2130	00 550000	TAOEP FICA	890.00	0.00	44.49	0.00	0.00	890.00
50E750	2110	2130	00 750000	TAOEP FICA	36.00	35.47	35.47	0.00	0.00	0.53
50E010	2110	2140	00 000000	Social Worker Med	0.00	0.00	0.00	0.00	0.00	0.00
50E020	2110	2140	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
50E550	2110	2140	00 550000	TAOEP	250.00	0.00	10.40	0.00	0.00	250.00

126

FDTLOC	FUNC	OBJ	SJ	Account Level	Description	2013-14 Budget	August 2013-14 Monthly Activity	2013-14 FY Activity	2013-14 Batch Activity	Encumbered Amount	2013-14 Available Funds
50E750	2110	2140	00	750000	TAOEP Social Worker Med	51.00	29.73	50.72	0.00	0.00	0.28
50E---	2110	2---	--	-----		3,833.00	165.10	366.26	0.00	0.00	3,646.91
50E050	2120	2120	00	000000	ERHS Guid IMRF	2,750.00	241.73	588.06	0.00	0.00	2,279.55
50E070	2120	2120	00	000000	Century 21 IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	2120	2130	00	000000	ERHS Guid FICA	1,000.00	70.33	170.06	0.00	0.00	863.95
50E070	2120	2130	00	000000	Century 21 IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E020	2120	2140	00	000000	ERES Guid Med	750.00	52.84	132.83	0.00	0.00	644.32
50E040	2120	2140	00	000000	ERMS Guid Medicare	650.00	45.48	113.27	0.00	0.00	559.94
50E050	2120	2140	00	000000	ERHS Guid Medicare	2,500.00	174.98	436.74	0.00	0.00	2,152.78
50E070	2120	2140	00	000000	Century 21 Med	50.00	0.00	0.00	0.00	0.00	50.00
50E470	2120	2140	00	470000	21st Cent Med	5.00	5.34	5.34	0.00	0.00	-0.34
50E---	2120	2---	--	-----		7,705.00	590.70	1,446.30	0.00	0.00	6,550.20
50E010	2130	2120	00	000000	DIST NURSE AIDE IMRF	2,000.00	203.44	511.17	0.00	0.00	1,593.12
50E010	2130	2130	00	000000	District Nurse FICA	900.00	72.24	192.05	0.00	0.00	755.52
50E010	2130	2140	00	000000	Dist Nurse Medicare	2,500.00	166.98	423.22	0.00	0.00	2,166.04
50E---	2130	2---	--	-----		5,400.00	442.66	1,126.44	0.00	0.00	4,514.68
50E280	2150	2120	00	280000	District Speech IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E280	2150	2130	00	280000	District Speech FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E150	2150	2140	00	150000		0.00	0.00	0.00	0.00	0.00	0.00
50E280	2150	2140	00	280000	District Speech Medicare	3,000.00	207.98	522.72	0.00	0.00	2,584.04
50E---	2150	2---	--	-----		3,000.00	207.98	522.72	0.00	0.00	2,584.04
50E020	2190	2120	00	000000	Supervision Aide IMRF	5,000.00	348.30	826.76	0.00	0.00	4,302.19
50E020	2190	2130	00	000000	Supervision Aide FICA	2,300.00	123.68	300.96	0.00	0.00	2,052.21
50E020	2190	2140	00	000000	Supervision Aide Med	500.00	28.93	70.39	0.00	0.00	442.04
50E---	2190	2---	--	-----		7,800.00	500.91	1,198.11	0.00	0.00	6,796.44
50E---	21--	----	--	-----		27,738.00	1,907.35	4,659.83	0.00	0.00	24,092.27
50E070	2210	2120	00	000000	Cent 21 IMRF	25.00	0.00	0.00	0.00	0.00	25.00
50E100	2210	2120	00	100000	Title I IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E120	2210	2120	00	120000	IMPROV INSTR LAPTOP IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E330	2210	2120	00	330000	Title II IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2210	2120	00	470000	21st cent IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E530	2210	2120	00	530000	Title II IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E070	2210	2130	00	000000	Cent 21 FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E100	2210	2130	00	100000	TITLE I IMPROV FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E120	2210	2130	00	120000	IMPROV INSTR LAPTOP FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E180	2210	2130	00	180000	RTT Improv Inst FICA	25.00	0.00	0.00	0.00	0.00	25.00
50E330	2210	2130	00	330000	Title II FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2210	2130	00	470000	21st Cent FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E500	2210	2130	00	500000	Title I FICA/NC	25.00	0.00	0.00	0.00	0.00	25.00
50E510	2210	2130	00	510000	At Risk Fica/NC	25.00	0.00	0.00	0.00	0.00	25.00

				Account Level	2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E530	2210	2130	00	530000 Title II FICA	25.00	0.00	0.00	0.00	0.00	25.00
50E060	2210	2140	00	000000 Aspire Grant Med	0.00	0.00	0.00	0.00	0.00	0.00
50E070	2210	2140	00	000000 Cent 21 Med	25.00	0.00	1.23	0.00	0.00	25.00
50E100	2210	2140	00	100000 Title I Improv Medicare	0.00	13.88	13.88	0.00	0.00	-13.88
50E110	2210	2140	00	110000 PreK Improv Instr Med	0.00	0.00	0.00	0.00	0.00	0.00
50E120	2210	2140	00	120000 IMPROV INSTR LAPTOP MED	0.00	0.00	0.00	0.00	0.00	0.00
50E180	2210	2140	00	180000 RTT Improv Inst Med	50.00	0.00	0.00	0.00	0.00	50.00
50E330	2210	2140	00	330000 Title II Teach Medicare	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2210	2140	00	470000 21st Cent Med	0.00	0.00	0.00	0.00	0.00	0.00
50E500	2210	2140	00	500000 Title I Med	225.00	0.00	0.00	0.00	0.00	225.00
50E510	2210	2140	00	510000 At Risk Med	25.00	0.00	0.00	0.00	0.00	25.00
50E530	2210	2140	00	530000 Prior Yr Title II Med	50.00	0.00	0.00	0.00	0.00	50.00
50E810	2210	2140	00	810000 PAT BURT FLOW THRU MED	0.00	0.00	0.00	0.00	0.00	0.00
50E---	2210	2---	--	-----	500.00	13.88	15.11	0.00	0.00	486.12
50E020	2220	2120	00	000000 ERES IMC IMRF	2,200.00	0.00	110.37	0.00	0.00	2,200.00
50E040	2220	2120	00	000000 ERMS IMC IMRF	4,500.00	264.06	790.06	0.00	0.00	3,971.88
50E050	2220	2120	00	000000 ERHS IMC IMRF	1,000.00	264.60	716.54	0.00	0.00	470.80
50E020	2220	2130	00	000000 ERES IMC FICA	1,000.00	0.00	39.19	0.00	0.00	1,000.00
50E040	2220	2130	00	000000 ERMS IMC FICA	4,000.00	93.76	280.54	0.00	0.00	3,812.48
50E050	2220	2130	00	000000 ERHS IMC FICA	1,300.00	93.96	254.44	0.00	0.00	1,112.08
50E020	2220	2140	00	000000 ERES IMC Medicare	1,200.00	62.61	166.49	0.00	0.00	1,074.77
50E040	2220	2140	00	000000 ERMS IMC Medicare	1,000.00	21.92	65.59	0.00	0.00	956.16
50E050	2220	2140	00	000000 ERHS IMC Medicare	1,250.00	76.54	197.69	0.00	0.00	1,096.92
50E---	2220	2---	--	-----	17,450.00	877.45	2,620.91	0.00	0.00	15,695.09
50E---	22--	----	--	-----	17,950.00	891.33	2,636.02	0.00	0.00	16,181.21
50E010	2310	2120	00	000000 BOE Treasure/Sec IMRF	600.00	32.36	113.78	0.00	0.00	503.41
50E010	2310	2130	00	000000 BOE Treasure/Sec FICA	1,000.00	87.95	183.05	0.00	0.00	823.05
50E010	2310	2140	00	000000 BOE Treas/Sec Med	300.00	20.56	42.80	0.00	0.00	258.62
50E---	2310	2---	--	-----	1,900.00	140.87	339.63	0.00	0.00	1,585.08
50E010	2320	2120	00	000000 Supt Office IMRF	5,300.00	474.71	1,158.61	0.00	0.00	4,372.90
50E010	2320	2130	00	000000 Supt Office FICA	2,500.00	162.37	396.32	0.00	0.00	2,182.79
50E010	2320	2140	00	000000 Supt Office Medicare	3,200.00	245.57	611.69	0.00	0.00	2,710.61
50E---	2320	2---	--	-----	11,000.00	882.65	2,166.62	0.00	0.00	9,266.30
50E010	2330	2120	00	000000 Asst Supt Sec IMRF	3,750.00	325.82	819.22	0.00	0.00	3,098.36
50E070	2330	2120	00	000000 Cent 21 Sec IMRF	600.00	0.00	0.00	0.00	0.00	600.00
50E100	2330	2120	00	100000 Title I Admin IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E110	2330	2120	00	110000 PreK Administrative IMRF	89.00	0.00	88.98	0.00	0.00	0.02
50E470	2330	2120	00	470000 21st cent IMRF	117.00	116.88	116.88	0.00	0.00	0.12
50E500	2330	2120	00	500000 Title I IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E510	2330	2120	00	510000 PreK Admin IMRF Prior	1,200.00	0.00	0.00	0.00	0.00	1,200.00

127

128

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
50E010	2330	2130	00	000000	Asst Supt Sec FICA	1,600.00	115.70	290.91	0.00	0.00	1,368.60
50E070	2330	2130	00	000000	Cent 21 FICA	225.00	0.00	0.00	0.00	0.00	225.00
50E100	2330	2130	00	100000	Title I Admin FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E110	2330	2130	00	110000	PreK Administrative FICA	32.00	0.00	31.60	0.00	0.00	0.40
50E470	2330	2130	00	470000	21st cent FICA	42.00	41.51	41.51	0.00	0.00	0.49
50E500	2330	2130	00	500000	Title I FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E510	2330	2130	00	510000	PreK Admin FICA Prior	500.00	0.00	0.00	0.00	0.00	500.00
50E010	2330	2140	00	000000	Bldg & Grnds Dir Med	1,000.00	179.46	449.04	0.00	0.00	641.08
50E070	2330	2140	00	000000	Cent 21 Med	0.00	0.00	0.00	0.00	0.00	0.00
50E100	2330	2140	00	100000	Title I Adm Medicare	0.00	0.00	0.00	0.00	0.00	0.00
50E110	2330	2140	00	110000	PreK Adm Med	10.00	0.00	7.40	0.00	0.00	2.60
50E470	2330	2140	00	470000	21st Cent Med	0.00	9.71	9.71	0.00	0.00	-9.71
50E500	2330	2140	00	500000	Title I Med	175.00	0.00	0.00	0.00	0.00	175.00
50E510	2330	2140	00	510000	PreK Admin Med	100.00	0.00	0.00	0.00	0.00	100.00
50E---	2330	2---	--	-----		9,440.00	789.08	1,855.25	0.00	0.00	7,901.96
50E110	2331	2120	00	110000	PI Sec IMRF	25.00	0.00	0.00	0.00	0.00	25.00
50E280	2331	2120	00	280000	Spec Ed Sec IMRF	3,200.00	279.48	616.31	0.00	0.00	2,738.90
50E510	2331	2120	00	510000	PI Adm Sec IMRF	700.00	0.00	0.00	0.00	0.00	700.00
50E110	2331	2130	00	110000	PI Sec FICA	25.00	0.00	0.00	0.00	0.00	25.00
50E280	2331	2130	00	280000	Spec Ed Sec FICA	2,000.00	99.24	218.83	0.00	0.00	1,836.28
50E510	2331	2130	00	510000	PI Adm Fica	275.00	0.00	0.00	0.00	0.00	275.00
50E110	2331	2140	00	110000	PI Sec Med	10.00	0.00	0.00	0.00	0.00	10.00
50E280	2331	2140	00	280000	Spec Needs Dir Med	2,000.00	116.71	280.21	0.00	0.00	1,779.57
50E510	2331	2140	00	510000		75.00	0.00	0.00	0.00	0.00	75.00
50E---	2331	2---	--	-----		8,310.00	495.43	1,115.35	0.00	0.00	7,464.75
50E320	2333	2140	00	320000	BLDG/GROUNDS DIR MED	1,000.00	0.00	0.00	0.00	0.00	1,000.00
50E---	2333	2---	--	-----		1,000.00	0.00	0.00	0.00	0.00	1,000.00
50E---	23--	----	--	-----		31,650.00	2,308.03	5,476.85	0.00	0.00	27,218.09
50E020	2410	2120	00	000000	ERES Principal IMRF	15,000.00	1,842.26	4,361.72	0.00	0.00	11,636.66
50E040	2410	2120	00	000000	ERMS Principal IMRF	5,000.00	411.62	1,046.57	0.00	0.00	4,176.76
50E050	2410	2120	00	000000	ERHS Principal IMRF	13,000.00	857.32	2,413.43	0.00	0.00	11,026.20
50E020	2410	2130	00	000000	ERES Principal FICA	7,500.00	654.18	1,548.83	0.00	0.00	6,305.69
50E040	2410	2130	00	000000	ERMS Principal FICA	2,000.00	146.16	371.62	0.00	0.00	1,707.68
50E050	2410	2130	00	000000	ERHS Principal FICA	5,500.00	304.44	857.02	0.00	0.00	4,799.10
50E020	2410	2140	00	000000	ERES Principal Medicare	5,200.00	408.58	998.72	0.00	0.00	4,411.99
50E040	2410	2140	00	000000	ERMS Principal Medicare	2,000.00	134.08	335.70	0.00	0.00	1,733.94
50E050	2410	2140	00	000000	ERHS Principal Medicare	4,200.00	283.26	724.50	0.00	0.00	3,616.82
50E---	2410	2---	--	-----		59,400.00	5,041.90	12,658.11	0.00	0.00	49,414.84
50E---	24--	----	--	-----		59,400.00	5,041.90	12,658.11	0.00	0.00	49,414.84
50E010	2520	2120	00	000000	Fiscal Service IMRF	16,000.00	1,184.96	3,113.04	0.00	0.00	13,696.12

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds	
50E010	2520	2130	00	000000	Fiscal Services FICA	6,000.00	420.77	1,105.42	0.00	0.00	5,181.91
50E010	2520	2140	00	000000	Fiscal Serv Med	2,000.00	98.41	258.53	0.00	0.00	1,808.67
50E---	2520	2---	--	-----		24,000.00	1,704.14	4,476.99	0.00	0.00	20,686.70
50E020	2540	2120	00	000000	ERES Cust IMRF	25,000.00	2,166.74	5,358.56	0.00	0.00	20,747.88
50E040	2540	2120	00	000000	ERMS Cust IMRF	15,000.00	1,049.00	2,581.22	0.00	0.00	12,991.96
50E050	2540	2120	00	000000	ERHS Cust IMRF	27,000.00	3,215.11	7,701.26	0.00	0.00	20,803.44
50E020	2540	2130	00	000000	ERES Cust FICA	11,000.00	773.60	1,917.04	0.00	0.00	9,485.89
50E040	2540	2130	00	000000	ERMS Cust FICA	7,000.00	479.50	1,187.35	0.00	0.00	6,089.54
50E050	2540	2130	00	000000	ERHS Cust FICA	16,000.00	1,141.68	2,819.27	0.00	0.00	13,773.10
50E020	2540	2140	00	000000	ERES Cust Med	2,700.00	180.90	448.32	0.00	0.00	2,345.91
50E040	2540	2140	00	000000	ERMS Cust Med	1,750.00	112.15	277.70	0.00	0.00	1,537.07
50E050	2540	2140	00	000000	ERHS Cust Med	3,750.00	267.01	659.34	0.00	0.00	3,229.19
50E---	2540	2---	--	-----		109,200.00	9,385.69	22,950.06	0.00	0.00	91,003.98
50E010	2541	2120	00	000000	District Maint IMRF	10,500.00	947.29	2,310.96	0.00	0.00	8,651.23
50E010	2541	2130	00	000000	District Maint FICA	4,500.00	336.38	820.61	0.00	0.00	3,843.51
50E010	2541	2140	00	000000	Dist Maint Med	1,350.00	78.67	191.91	0.00	0.00	1,196.47
50E---	2541	2---	--	-----		16,350.00	1,362.34	3,323.48	0.00	0.00	13,691.21
50E010	2542	2120	00	000000	Dist Summer Maint IMRF	2,750.00	701.45	1,662.68	0.00	0.00	1,137.06
50E010	2542	2130	00	000000	Dist Summer Maint FICA	2,800.00	583.89	1,531.86	0.00	0.00	1,285.80
50E010	2542	2140	00	000000	Dist Summer Maint Med	650.00	136.54	358.25	0.00	0.00	295.88
50E---	2542	2---	--	-----		6,200.00	1,421.88	3,552.79	0.00	0.00	2,718.74
50E070	2550	2120	00	000000	Cent 21 Trans IMRF	100.00	0.00	0.00	0.00	0.00	100.00
50E080	2550	2120	00	000000	Trans IMRF	12,000.00	869.98	2,016.31	0.00	0.00	10,366.47
50E080	2550	2120	61	000000	Trans Reg Driver IMRF	55,000.00	3,431.02	9,783.41	0.00	0.00	48,157.58
50E080	2550	2120	70	000000	TRans Sec IMRF	9,500.00	1,025.40	2,604.31	0.00	0.00	7,491.02
50E100	2550	2120	00	100000	Summer School IMRF	250.00	30.58	107.40	0.00	0.00	142.60
50E110	2550	2120	00	110000	PreK Trans IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E210	2550	2120	00	210000	ROE Pre K Trans IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2550	2120	00	470000	21st Cent IMRF	75.00	95.60	95.60	0.00	0.00	-20.60
50E500	2550	2120	00	500000	Title I Summer School IMRF	20.00	0.00	0.00	0.00	0.00	20.00
50E510	2550	2120	00	510000	Prek Trans IMRF	7,520.00	0.00	250.60	0.00	0.00	7,520.00
50E610	2550	2120	00	610000	Trans Voc Ed IMRF	250.00	0.00	13.13	0.00	0.00	250.00
50E620	2550	2120	00	620000	Trans Spec Ed IMRF	10,000.00	582.54	1,540.99	0.00	0.00	8,805.25
50E070	2550	2130	00	000000	Cent 21 Trans FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E080	2550	2130	00	000000	Trans FICA	8,000.00	308.92	749.65	0.00	0.00	7,419.94
50E080	2550	2130	61	000000	TRANS Reg Driver FICA	20,000.00	1,202.38	3,455.56	0.00	0.00	17,602.22
50E080	2550	2130	70	000000	Trans Sec FICA	3,500.00	364.12	924.78	0.00	0.00	2,786.62
50E100	2550	2130	00	100000	Summer School FICA	195.00	10.85	38.13	0.00	0.00	156.87
50E110	2550	2130	00	110000	PreK Trans FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E210	2550	2130	00	210000	ROE Pre K Trans FICA	0.00	0.00	0.00	0.00	0.00	0.00

129

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E470	2550	2130	00	470000	21st Cent FICA	50.00	33.94	33.94	0.00	16.06
50E500	2550	2130	00	500000	Title I Summer School FICA	0.00	0.00	0.00	0.00	0.00
50E510	2550	2130	00	510000	Prek Trans FICA	3,000.00	0.00	89.92	0.00	3,000.00
50E610	2550	2130	00	610000	Trans Voc Ed FICA	75.00	0.00	4.66	0.00	75.00
50E620	2550	2130	00	620000	Trans Spec Ed FICA	6,500.00	211.03	567.42	0.00	6,071.60
50E070	2550	2140	00	000000	Cent 21 Trans Med	100.00	0.00	0.00	0.00	100.00
50E080	2550	2140	00	000000	Trans Medicare	2,500.00	72.26	175.31	0.00	2,364.33
50E080	2550	2140	61	000000	Trans Reg Driv Med	5,000.00	281.20	808.14	0.00	4,439.23
50E080	2550	2140	70	000000	Trans Sec Med	1,000.00	85.16	216.28	0.00	833.16
50E100	2550	2140	00	100000	Summer School MED	25.00	2.54	8.92	0.00	16.08
50E110	2550	2140	00	110000	PreK Trans Med	0.00	0.00	0.00	0.00	0.00
50E470	2550	2140	00	470000	21st Trans Med	25.00	7.94	7.94	0.00	17.06
50E500	2550	2140	00	500000	Title I Summer School Tran Med	0.00	0.00	0.00	0.00	0.00
50E510	2550	2140	00	510000	Prek Tran Med	750.00	0.00	21.05	0.00	750.00
50E610	2550	2140	00	610000	Trans Voc Ed Med	25.00	0.00	1.09	0.00	25.00
50E620	2550	2140	00	620000	Trans Spec Ed Med	2,000.00	49.34	132.67	0.00	1,899.84
50E---	2550	2---	--	-----	147,460.00	8,664.80	23,647.21	0.00	0.00	130,405.33
50E420	2560	2120	00	420000	Food Service IMRF	51,000.00	4,249.09	10,844.36	0.00	42,511.43
50E420	2560	2130	00	420000	Food Service FICA	21,000.00	1,508.89	3,854.33	0.00	17,985.63
50E420	2560	2140	00	420000	Food Serv Med	5,000.00	352.85	901.33	0.00	4,295.11
50E---	2560	2---	--	-----	77,000.00	6,110.83	15,600.02	0.00	0.00	64,792.17
50E---	25--	----	--	-----	380,210.00	28,649.68	73,550.55	0.00	0.00	323,298.13
50E010	2620	2130	00	000000	Plan/Research FICA	0.00	0.00	0.00	0.00	0.00
50E010	2620	2140	00	000000	Plan/Research Med	1,500.00	115.25	288.16	0.00	1,270.57
50E070	2620	2140	00	000000	Cent 21 Plan/Research Med	50.00	0.00	0.00	0.00	50.00
50E470	2620	2140	00	470000	21st Cent Plan/Research Med	25.00	10.73	10.73	0.00	14.27
50E---	2620	2---	--	-----	1,575.00	125.98	298.89	0.00	0.00	1,334.84
50E010	2660	2120	00	000000	District Comp Tech IMRF	10,000.00	902.24	2,173.92	0.00	8,258.62
50E010	2660	2130	00	000000	District Comp Tech FICA	4,500.00	320.38	771.95	0.00	3,881.64
50E010	2660	2140	00	000000	District Comp Tech Medicare	2,000.00	137.15	334.62	0.00	1,732.41
50E---	2660	2---	--	-----	16,500.00	1,359.77	3,280.49	0.00	0.00	13,872.67
50E---	26--	----	--	-----	18,075.00	1,485.75	3,579.38	0.00	0.00	15,207.51
50E070	2900	2120	00	000000	Century 21 IMRF	75.00	0.00	0.00	0.00	75.00
50E470	2900	2120	00	470000	21st cent Oth IMRF	10.00	0.00	0.00	0.00	10.00
50E070	2900	2130	00	000000	Century 21 FICA	50.00	0.00	0.00	0.00	50.00
50E470	2900	2130	00	470000	21st Other FICA	0.00	0.00	0.00	0.00	0.00
50E070	2900	2140	00	000000	Century 21 Med	125.00	0.00	0.00	0.00	125.00
50E470	2900	2140	00	470000	21st Cent Med	7.00	7.03	7.03	0.00	-0.03
50E---	2900	2---	--	-----	267.00	7.03	7.03	0.00	0.00	259.97
50E---	29--	----	--	-----	267.00	7.03	7.03	0.00	0.00	259.97

091

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
50E070	3000	2120	00	000000	25.00	0.00	0.00	0.00	0.00	25.00
50E100	3000	2120	00	100000	25.00	0.00	0.00	0.00	0.00	25.00
50E110	3000	2120	00	110000	815.00	407.12	814.24	0.00	0.00	0.76
50E470	3000	2120	00	470000	0.00	0.00	0.00	0.00	0.00	0.00
50E500	3000	2120	00	500000	50.00	0.00	0.00	0.00	0.00	50.00
50E510	3000	2120	00	510000	4,500.00	0.00	118.79	0.00	0.00	4,500.00
50E070	3000	2130	00	000000	10.00	0.00	0.00	0.00	0.00	10.00
50E100	3000	2130	00	100000	52.00	0.00	51.85	0.00	0.00	0.15
50E110	3000	2130	00	110000	300.00	144.56	289.12	0.00	0.00	10.88
50E470	3000	2130	00	470000	0.00	0.00	0.00	0.00	0.00	0.00
50E500	3000	2130	00	500000	750.00	0.00	0.00	0.00	0.00	750.00
50E510	3000	2130	00	510000	2,000.00	0.00	42.18	0.00	0.00	2,000.00
50E070	3000	2140	00	000000	25.00	0.00	0.00	0.00	0.00	25.00
50E100	3000	2140	00	100000	65.00	21.62	55.37	0.00	0.00	9.63
50E110	3000	2140	00	110000	180.00	89.64	179.28	0.00	0.00	0.72
50E470	3000	2140	00	470000	0.00	0.00	0.00	0.00	0.00	0.00
50E500	3000	2140	00	500000	450.00	0.00	9.43	0.00	0.00	450.00
50E510	3000	2140	00	510000	1,000.00	0.00	44.87	0.00	0.00	1,000.00
50E---	3000	2---	--	-----	10,247.00	662.94	1,605.13	0.00	0.00	8,857.14
50E110	3001	2140	00	110000	50.00	12.30	24.60	0.00	0.00	25.40
50E510	3001	2140	00	510000	200.00	0.00	0.00	0.00	0.00	200.00
50E---	3001	2---	--	-----	250.00	12.30	24.60	0.00	0.00	225.40
50E110	3002	2120	00	110000	0.00	0.00	0.00	0.00	0.00	0.00
50E510	3002	2120	00	510000	0.00	0.00	0.00	0.00	0.00	0.00
50E110	3002	2130	00	110000	0.00	0.00	0.00	0.00	0.00	0.00
50E510	3002	2130	00	510000	0.00	0.00	0.00	0.00	0.00	0.00
50E110	3002	2140	00	110000	65.00	21.62	43.24	0.00	0.00	21.76
50E510	3002	2140	00	510000	250.00	0.00	9.43	0.00	0.00	250.00
50E---	3002	2---	--	-----	315.00	21.62	52.67	0.00	0.00	271.76
50E---	30--	----	--	-----	10,812.00	696.86	1,682.40	0.00	0.00	9,354.30
5-E---	----	----	--	-----	806,207.00	57,865.51	146,900.03	0.00	0.00	691,827.96
80E320	2362	3800	00	320000	121,442.00	0.00	61,208.00	0.00	0.00	60,234.00
80E320	2362	3900	00	320000	0.00	0.00	0.00	0.00	0.00	0.00
80E---	2362	3---	--	-----	121,442.00	0.00	61,208.00	0.00	0.00	60,234.00
80E320	2363	3800	00	320000	1,545.00	1,545.00	1,545.00	0.00	0.00	0.00
80E---	2363	3---	--	-----	1,545.00	1,545.00	1,545.00	0.00	0.00	0.00
80E320	2364	3800	00	320000	87,039.00	130.00	87,038.76	0.00	0.00	0.24
80E---	2364	3---	--	-----	87,039.00	130.00	87,038.76	0.00	0.00	0.24
80E320	2365	3800	00	320000	8,189.00	0.00	8,189.00	0.00	0.00	0.00
80E320	2365	3810	00	320000	26,692.00	0.00	26,692.00	0.00	0.00	0.00

131

Account Level				2013-14	August 2013-14	2013-14	2013-14	Encumbered	2013-14	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FY Activity	Batch Activity	Amount	Available Funds
80E---	2365	3---	--	-----	34,881.00	0.00	34,881.00	0.00	0.00	0.00
80E320	2367	1100	00	320000 Tort Salaries	430,268.00	0.00	0.00	0.00	0.00	430,268.00
80E---	2367	1---	--	-----	430,268.00	0.00	0.00	0.00	0.00	430,268.00
80E320	2367	3190	00	320000 Background Checks	13,000.00	52.00	10,252.00	0.00	1,648.00	1,100.00
80E---	2367	3---	--	-----	13,000.00	52.00	10,252.00	0.00	1,648.00	1,100.00
80E320	2369	3800	00	320000 Legal Fees	32,000.00	1,255.00	1,255.00	0.00	30,745.00	0.00
80E---	2369	3---	--	-----	32,000.00	1,255.00	1,255.00	0.00	30,745.00	0.00
80E320	2372	3800	00	320000 Vehicle Insurance	0.00	0.00	0.00	0.00	0.00	0.00
80E---	2372	3---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
80E---	23--	----	--	-----	720,175.00	2,982.00	196,179.76	0.00	32,393.00	491,602.24
8-E---	----	----	--	-----	720,175.00	2,982.00	196,179.76	0.00	32,393.00	491,602.24
90E370	2530	3100	00	370000 L/S MS Contractors	50,000.00	0.00	48,629.50	0.00	0.00	1,370.50
90E370	2530	3160	00	370000 L/S MS Arch Fees	0.00	0.00	0.00	0.00	0.00	0.00
90E010	2530	3190	00	000000 L/S Purchases Services	150,000.00	1,929.50	39,858.00	92,870.00	9,095.50	8,176.50
90E370	2530	3190	00	370000 L/S MS Oth Pur Serv	50,000.00	0.00	0.00	0.00	0.00	50,000.00
90E010	2530	3240	00	000000 L/S Contractor Fees	0.00	0.00	0.00	0.00	0.00	0.00
90E---	2530	3---	--	-----	250,000.00	1,929.50	88,487.50	92,870.00	9,095.50	59,547.00
90E010	2530	4100	00	000000 L/S Supplies	11,000.00	1,590.98	1,590.98	2,090.00	4,909.02	2,410.00
90E---	2530	4---	--	-----	11,000.00	1,590.98	1,590.98	2,090.00	4,909.02	2,410.00
90E010	2530	5500	00	000000 L/S Equipment	6,000.00	0.00	0.00	0.00	0.00	6,000.00
90E---	2530	5---	--	-----	6,000.00	0.00	0.00	0.00	0.00	6,000.00
90E---	25--	----	--	-----	267,000.00	3,520.48	90,078.48	94,960.00	14,004.52	67,957.00
95E010	2500	0000	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
95E---	2500	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
95E---	25--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
9-E---	----	----	--	-----	267,000.00	3,520.48	90,078.48	94,960.00	14,004.52	67,957.00
--E---	----	----	--	-----	18,829,255.00	1,900,738.69	4,092,695.21	275,102.75	1,485,677.61	13,589,328.63
Grand Revenue Totals					18,344,989.00	785,482.50	4,593,207.87	0.00	0.00	13,751,781.13
Grand Expense Totals					18,829,255.00	1,900,738.69	4,092,695.21	275,102.75	1,485,677.61	13,589,328.63
Grand Totals					484,266.00	1,115,256.19	500,512.66	275,102.75	1,485,677.61	162,452.50
					Loss	Loss	Profit	Loss	Loss	Profit

Number of Accounts: 1761

\*\*\*\*\* End of report \*\*\*\*\*

Dear East Richland Board  
of Education & Administration,

Thank you for the beautiful  
flowers. Also, thank you  
for the thoughtfulness.

I appreciate the kindness.  
ERCUI is a great school  
system, and I'm proud  
to be part of it. I hope  
to finally get some  
answers and be back  
to school soon. Thanks  
again,

Candy Beyers

Thank you so much for  
the beautiful floral  
arrangement.

And thank you for all of  
the kind words, support,

thoughts and prayers  
during this very difficult  
time.

To thank you for your  
kindness  
and sympathy  
at a time  
when it was  
deeply appreciated

The  
Melissa Wood  
family



Lighting The Way To  
Excellence In School  
Governance

September 11, 2013

Steve Marrs  
East Richland CUSD 1  
2206 Mimosa Dr  
Olney, IL 62450

Dear Steve:

Congratulations, you've achieved an award in IASB's Master Board Member Awards Program! This achievement exemplifies the lifelong learning we hope all board members model for your students and community.

Your Award for '12-'13:  
other awards:

Master Board Member  
Level I & Level II

We will present this award to you at the Wabash Valley Division Fall Dinner Meeting on **Thursday, September 26, 2013**, hosted by Lawrence Co. CUSD 20. We hope you will be in attendance to accept your award. *(Please call Jenny at 217/528-9688 x.1118, to make a reservation if you haven't already done so.)*

The Illinois Association of School Boards congratulates you on your achievement and thanks you for your dedication to public education.

Sincerely,

Patrick L. Rice, Ph.D.  
Director, Field Services

PLR/jah

c: Marilyn Holt, Superintendent

Your Master Board Member Program Credits:

Your credits through June '12	-	160
2012-13 credits	-	55
Total Credits through June '13	-	215

*(If our credit records differ from yours, please call. Thanks!)*

PLEASE REPLY TO:

☐ 2921 Baker Drive  
Springfield, Illinois  
62703-5929  
217/528-9688  
Fax: 217/528-2831

☐ One Imperial Place  
1 East 22nd Street  
Suite 20  
Lombard, Illinois  
60148-6120  
630/629-3776  
Fax: 630/629-3940

OFFICERS

Carolyn Brooks  
President

Karen Fisher  
Vice President

Joseph Alesandrini  
Immediate Past President

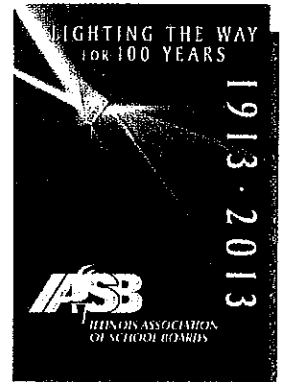
Dale Hansen  
Treasurer

Roger L. Eddy  
Executive Director

**Office of the  
Superintendent**

**SEP 13 2013**

**ERCDC#1**



East Richland CUSD#1  
Enrollment  
2013-2014 School Year

Date	Elementary School									Middle School				High School				District Total			
	P-K	K	1st	2nd	3rd	4th	5th	Sp. Ed.	SESE	ERES Total	6th	7th	8th	ERMS Total	9th	10th	11th	12th	ERHS Total	Special Ed Out of District	
<b>Enrollment</b>	<b>2011-2012</b>																				
8/9/2011	140	117	172	134	178	142	153	17	20	1073	167	150	151	468	175	175	166	148	664		
5/1/2012	139	120	176	131	181	146	154	17	20	1084	150	147	146	443	161	160	153	136	610	16	2153
<b>Enrollment</b>	<b>2012-2013</b>																				
8/16/2012	140	138	120	169	131	180	136	18	10	1042	158	149	144	451	168	162	154	149	633	18	2144
9/1/2012	132	136	118	166	131	179	132	19	9	1022	163	150	147	460	172	165	157	151	645	18	2145
<b>Enrollment</b>	<b>2013-2014</b>																				
Projected	125	140	130	123	168	139	179	13	14	1031	143	155	149	447	164	171	157	139	631	27	2136
8/15/2013	131	140	131	121	166	134	174	13	12	1022	146	161	150	457	163	170	157	140	630	27	2136
9/1/2013	134	142	131	123	166	133	172	12	13	1026	146	159	151	456	164	174	161	143	642	26	2150

## 2013-2014 ENROLLMENT

**Out of District Students**

WR Noble	11
North Clay	3
Oblong	3
O'Fallon	1
SWANN	1
Freshstart	6
Homebound	1
	26



The Wabash Valley Division

# Fall Dinner Meeting

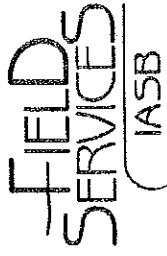
FEATURING BREAKOUT SESSIONS:

Collective Bargaining Update

I've Been on the Board for Six Months - Now What?

How to Advocate for Public Education

Thursday, September 26, 2013  
Lawrence Co. CUSD 20  
Lawrenceville, IL



# 5 very good reasons you should attend.

- Networking
- Professional Development
- Peer Recognition
- Association Governance
- Resources

## WHEN AND WHERE

Thursday, September 26, 2013  
Lawrenceville High School  
503 8th Street  
Lawrenceville, IL 62439

**Directions:** From the west on US 50: take Lawrenceville turn off and at the first stoplight turn right. At the next light turn left onto James Street. The high school is on the right. From the

north on IL 1: take a right at the first stoplight onto State Street. Take a left at the second light onto James Street. The high school is on the right.

From the south on IL 1: take a left at the second stoplight onto State Street. Take a left at the second light onto James Street. The high school is on the right. Parking is in the front and to the north of the main entrance to the high school.

## PROGRAM

5:30 p.m. Open House & Registration  
6:30 p.m. Dinner  
7:15 p.m. Business Meeting

Presiding: Fred Huddlestun, *Chair*  
**Reports of the:**  
Board of Directors: Tim Blair, *Director*  
Resolutions Committee: Carol Ruffner,  
*Resolutions Chair*

Legislative Staff: Deanna Sullivan,  
*Director*, Governmental Relations  
State-wide Officers: Carolyn Brooks,  
*President*

Executive Director: Ben Schwarm,  
*Deputy Executive Director*  
Presentation of Awards  
Announcements: Patrick Rice, *Director*,  
Field Services, IASB

7:45 - 9:00 p.m. Breakout Sessions

## BREAKOUT SESSIONS

### Collective Bargaining Update

A must attend session with **Brandon K. Wright**, Attorney, Miller, Tracy, Braun, Funk & Miller, Ltd., that will provide you a practical overview of current trends at the bargaining table and management strategies to deal with. Education Reform Act (SB7) – language you must change and union language you must avoid; TRS Pension Reform – how to protect the school district from the unknown costs; Teacher Performance Evaluations – the Do's and Don'ts of contract language in light of new evaluation laws; Compensation – strategies to negotiate salary/benefits when you have no money.

### I've Been on the Board for Six Months – Now What?

It's been six months since new school board members became a part of the new governance team. This session seeks to assess what these newly elected members know and don't know about school board governance and offers resources to further assist them. This session will discuss the nuts and bolts of board governance (e.g. district mission, vision and goals), district identity and board processes and professional development opportunities.  
**Larry J. Dirks**, Director, Field Services, IASB

Attendance at this event earns participants 5 credits in IASB's Master Board Member Program.

### How to Advocate for Public Education

Public education and boards of education in the U.S. are under attack. The purpose of public education in a democracy is to ensure students become productive and viable citizens. School board members who represent the community aspirations and desires are often not offered a seat at the table with legislators, corporations and their privately-funded think tanks discussing and implementing educational reforms (e.g. charter schools, vouchers). In an effort to stop the ambush on public education, **Nick Osborne**, Professor at Eastern Illinois University, Charleston, and Director of Field Services with IASA, will facilitate a discussion regarding how districts can advocate for public schools and strengthen local control of education.

### LAWRENCE CO. CUSD 20 BOARD OF EDUCATION

**Keith Weger, President**  
**Shane Gray, Vice President**  
**Mary Benefiel, Secretary**  
**Ashley Benson**  
**Steve Koehler**  
**Michael Seitzinger**  
**Andy Shiek**  
**SUPERINTENDENT**  
**Douglas Daugherty**

## WABASH VALLEY DIVISION OFFICERS

**Fred Huddleston, Chair**  
Jasper Co. CUSD 1 Board of Education  
**Steve Marrs, Vice Chair**  
East Richland CUSD 1 Board of Education  
**Carol Ruffner, Resolutions Chair**  
Effingham CUSD 40 Board of Education  
**Tim Blair, IASB Board of Directors**  
Casey-Westfield CUSD 4C Board of Education

## MARK YOUR CALENDAR

**March 4, 2014** — Wabash Valley Spring Dinner Meeting, Casey-Westfield CUSD 4C  
**April 29, 2014** — Wabash Valley Division Summer Governing Committee Meeting, Richard's Farm, Casey

Please check IASB's website for a complete list of events and locations at [www.iasb.com/calendar/calendar.cfm](http://www.iasb.com/calendar/calendar.cfm).

## 4 EASY WAYS TO MAKE RESERVATIONS

- Online at [www.iasb.com](http://www.iasb.com)
- Mail to Illinois Association of School Boards, 2921 Baker Drive, Springfield, Illinois 62703
- Fax to Jenny Harkins at 217/528-2831
- Telephone 217/528-9688, ext. 1118



If you need a special meal or arrangements, please contact us at the above telephone number.

Reservations may be canceled no later than two working days prior to the meeting. This is a legitimate school board expense.

# East Richland CUSD #1



## Student Teacher Packet

# *East Richland CUSD #1*

## **Student Teacher Paperwork Explanation Sheet**

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The following is the student teacher packet for East Richland CUSD #1. We have included the forms that a new student teacher must complete; the completed forms should be kept in the student teacher's file. The items included are listed below.

\_\_\_\_\_ **Student Teacher Information Form**

- This has been developed as a quick reference for the district to reach the student teacher in case of an emergency.

\_\_\_\_\_ **District Student Teacher Application**

- This is an application form to be completed, which provides the preliminary information needed to consider your interest in student teaching. Please complete this application form in its entirety and return it to the district.

\_\_\_\_\_ **Drug Testing Policy & Release Form (5.50)**

- All student teachers must read and understand the district's drug and alcohol abuse policy and sign this form allowing the district to perform a drug test. No student teacher with positive drug test results will be placed in the district.

\_\_\_\_\_ **Disclosure and Authorization Form**

- All student teachers of the district must successfully complete a criminal background check prior to being employed. The Disclosure and Authorization Form must be filled out by all new student teachers of the district.

\_\_\_\_\_ **Summary of Rights**

- The Summary of Rights is to be provided to any applicant for placement that is being sent for fingerprints for the background check. This is for informational purposes.

\_\_\_\_\_ **Workplace Harassment and Misconduct Prohibited (5.20)**

\_\_\_\_\_ **Access to Electronic Networks (6.235)**

\_\_\_\_\_ **Personal Technology and Social Media (5.125)**

\_\_\_\_\_ **Mandated Reporter Status Acknowledgement Form**

- The Illinois Abused and Neglected Child Reporting Act requires any student teacher of a school to read and understand this act for reporting of child abuse to the proper authority.

\_\_\_\_\_ **Tuberculosis Testing**

- All student teachers of the district must provide evidence of freedom from communicable disease, including tuberculosis (105ILCS 5/10-21.9).

# East Richland CUSD #1

## Student Teacher Information Form

Please complete the following information relating to your current status. Anytime this information changes please notify the unit office. This information will be kept in your personnel file should a situation arise that the district needs the information.

<b>Name:</b>					
	<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>		
<b>Address:</b>					
	<i>(Number)</i>	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
<b>Telephone #:</b>	(       )				
<b>Name &amp; Telephone # to contact in case of Emergency</b>			<b>Emergency contact's place of employment</b>		
(Name) _____			_____		
(       ) _____ - _____			_____		
<b>Start Date:</b>					
<b>Cooperating College or University:</b>					
<b>Cooperating Teacher:</b>					
<b>Contact at College or University:</b>					

In case of an emergency involving you what doctor should be contacted?

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you allergic to any medications?        Yes                          No

If yes, please list \_\_\_\_\_

Additional family or persons to contact in case of an emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_



# East Richland CUSD #1 Student Teacher Application Form

An Equal Opportunity Employer – This Application will be maintained for 12 months only

## PERSONAL INFORMATION:

Name: \_\_\_\_\_  
*Last First MI*

Maiden Name or if known by any other name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## PLACEMENT INFORMATION:

Time Frame of Student Teaching: \_\_\_\_\_ Graduation Date: / /  
 First Semester  Second Semester

District Building placement: \_\_\_\_\_

Grade Level placement: \_\_\_\_\_

Subject placement: \_\_\_\_\_

Cooperating Teacher: \_\_\_\_\_

## CONTACTS:

Please list the advisory contact at your College or University:

1. \_\_\_\_\_  
*Name Phone*

2. \_\_\_\_\_  
*Name Phone*

3. \_\_\_\_\_  
*Name Phone*

**BACKGROUND INFORMATION:**

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a student teacher. East Richland CUSD #1 reserves the right to reject any applicant for any legitimate, nondiscriminatory reason.

Do you currently have any outstanding criminal charges or warrants for your arrest pending against you?  Yes  No

If yes, please explain:

---

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Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding?

Yes  No

If yes, please explain:

---

---

**WAIVER OF LIABILITY**

East Richland CUSD #1 does not provide insurance coverage to non-District personnel which include individuals serving as Student Teachers. The purpose of the following information is to inform the Student Teacher and to document your acknowledgment and agreement that you are acting as a Student Teacher at your own risk. Therefore, East Richland CUSD #1 does not provide insurance coverage for the Student Teacher for any loss, injuries, illness or death resulting from the Student Teacher's unpaid service to the District.

You agree to assume all risk of injury, illness, damage, or loss of any nature or kind, arising out of your Student Teaching assignments, whether supervised or unsupervised, and your service to the District. You agree to waive any and all claims against the District, its Board Members, employees, agents or assigns, or their successors for the loss due to death, injury, or damage of any kind arising out of the Student Teacher's supervised or unsupervised service to the District

.

\_\_\_\_\_  
Student Teacher Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

## **General Personnel**

### **Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from: unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.

distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one which is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. abide by the terms of the District 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 5 days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the District Drug- and Alcohol-Free Workplace 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

#### District Action Upon Violation of Policy

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

The School 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.

ADOPTED: July 17, 2000

# East Richland CUSD #1

## ACKNOWLEDGEMENT, AGREEMENT, AND RECEIPT

OF

### DRUG AND ALCOHOL FREE WORKPLACE POLICY

The undersigned hereby acknowledges receipt of a copy of the Drug and Alcohol Free Workplace policy. The undersigned hereby acknowledges and agrees that nothing contained in the policy including practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend the policy or terminate any policy unilaterally without notice at any time and the Student Teacher's continued opportunity to student teach in East Richland CUSD #1 will be deemed acceptance of such revisions and modifications.

---

Student Teacher's Signature

---

Witness Signature

---

Date

*(This acknowledgement will be retained in the Student Teacher's personnel file.)*

**DISCLOSURE AND AUTHORIZATION**

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

*This release shall be limited to Fingerprint-Based Screens for Volunteers and Student Teachers relating to the undersigned*

**NOTICE REGARDING BACKGROUND INVESTIGATION**

East Richland CUSD #1 may obtain information about you from a consumer reporting agency for purposes of volunteering, student teaching, or contractual services. These reports may contain information regarding your criminal history, motor vehicle records ("driving records"), fingerprint test by state police and/or FBI, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants, volunteers, student teachers, and contractors is a fingerprint test by the state police and/or FBI conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing East Richland CUSD #1 to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your service to the district to the extent permitted by law.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by East Richland CUSD #1 by contacting the consumer reporting agency identified above directly.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the School at any time after receipt of this authorization and throughout my service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of East Richland CUSD #1, and/or the School itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden/Other Alias \_\_\_\_\_

\*Social Security # \_\_\_\_\_ \*Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Driver's License \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone \_\_\_\_\_

Gender:  Male  
 Female

Race:  Asian/Pacific Islander  
 Black  
 White  
 Other

Height: \_\_\_\_\_  
Weight: \_\_\_\_\_

Hair Color:  Bald  
 Black  
 Blonde  
 Brown  
 Gray  
 Sandy  
 Red

Eye Color:  Black  
 Blue  
 Brown  
 Green  
 Gray  
 Hazel  
 Other

Skin Tone:  Black  
 Dark Brown  
 Fair  
 Light Brown  
 Light  
 Medium  
 Olive

Place of Birth (State): \_\_\_\_\_ Position you are applying for: \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

Per Illinois School Code you are entitled to receive a copy of your criminal background check. Would you like to receive this copy? Yes \_\_\_\_\_ No \_\_\_\_\_

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
- b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:
  
2. To the extent not included in item 1 above:
  - a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
  - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
  - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
  - d. Federal Credit Unions
3. Air carriers
4. Creditors Subject to Surface Transportation Board
5. Creditors Subject to Packers and Stockyards Act
6. Small Business Investment Companies
7. Brokers and Dealers
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

- a. Bureau of Consumer Financial Protection  
1700 G Street NW  
Washington, DC 20006
  - b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357
  
  - a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050
  - b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480
  - c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106
  - d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314  
Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590  
Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW  
Washington, DC 20423  
  
Nearest Packers and Stockyards Administration area supervisor
- Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416  
Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549  
Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090  
FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

## General Personnel

### Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A violation of this policy will result in discipline or discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure, Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

### Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

*Nondiscrimination Coordinator:*

Name	<u>Marilyn J. Holt</u>
Address	<u>1100 E. Laurel, Olney, IL</u>
Telephone No.	<u>618-395-2324</u>

*Complaint Managers:*

Name	<u>Suzanne Hahn</u>	<u>Larry Bussard</u>
Address	<u>1001 N. Holly, Olney, IL</u>	<u>1100 E. Laurel, Olney, IL</u>
Telephone No.	<u>618/395-8540</u>	<u>618/395-2324</u>

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

CROSS REF.: 2:260 (uniform grievance procedure), 5:10  
 ADOPTED: May 19, 2005

## **Instruction**

### **Access to Electronic Networks**

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

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via 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 the 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) cyber-bullying 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 and stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have not 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 Authorization for Electronic Network Access 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 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 *District's Authorization for Electronic Network Access* 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 *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

ADOPTED: September 20, 2012

## **General Personnel**

### **Personal Technology and Social Media; usage and Conduct**

#### Definitions:

**Includes** – Means “includes without limitation” or Includes, but is not limited to.”

**Social media** – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication in interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, and You Tube*.

**Personal technology** – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private android®, iPhone®, and other devices, such as iPads® and iPods®.

#### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

# *East Richland CUSD #1*

State of Illinois – Dept. of Children & Family Services

## ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, \_\_\_\_\_ understand that when I am working and/or  
(Name)  
volunteering for East Richland CUSD #1 in my official capacity and/or professional:

I will become a mandated reporter under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me in my professional or official capacity is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# East Richland CUSD #1



1100 East Laurel Street  
Olney, IL 62450  
Telephone: (618) 395-2324  
FAX: (618) 392-4147

## REQUIRED TUBERCULOSIS TEST

**(To be filed with District Office at the beginning of student teaching)**

**Name of Student Teacher** \_\_\_\_\_

**Address** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

## PHYSICIAN'S CERTIFICATE

I hereby certify that the above named student teacher has completed a TB test and is free from communicable disease.

**Date of TB test** \_\_\_\_\_

**Test Results:** \_\_\_\_\_

**Signature** \_\_\_\_\_

# **East Richland CUSD #1**



## **Non-Certified Employee Handbook**

This Employee Handbook was provided as a service to East Richland CUSD #1. This Employee Handbook or excerpts thereof may not be reprinted or distributed without the written permission of Bushue Human Resources, Inc. Copyright 2013, Bushue Human Resources, Inc. All rights reserved.

Bushue Human Resources, Inc.  
104 North Second Street, Suite B  
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## Table of Contents

Welcome & History .....	2
<b>DISTRICT POLICIES</b>	
Equal Employment Opportunity and Minority Recruitment .....	4 – 5
Employment At Will .....	5
Staff Reduction Notices .....	5
Sexual Harassment .....	5 – 6
Abused and Neglected Child Reporting.....	6 – 7
Release of Students to Authorized Individuals .....	7
School Student Records.....	7 – 8
Fingerprinting & Criminal Background Checking Policy.....	8
Accident Reporting and Investigation .....	8
Drug and Alcohol Free Workplace .....	9
Public Information Process .....	10
Responsibilities Concerning Internal Information.....	10
Solicitation & Distribution.....	10
Ethics.....	10 – 11
Tobacco.....	11
Access to Electronic Networks .....	11 – 12
Social Networking .....	12 – 14
Use of Technical Resources.....	15
Schedules & Employment Year .....	15
Public Relations and Telephone Calls .....	15
Cellular Phone Policy .....	15 - 16
District Tools & Equipment .....	16
District Vehicles .....	16
Parking .....	16
Dress Standards.....	16
Communicable and Chronic Infectious Disease .....	17
Bloodborne Pathogens .....	17
Administration of Medication to Students.....	17 - 18
Visitors/Admission to District Facilities .....	18 - 19
<b>EMPLOYMENT STATUS</b>	
Duties & Qualifications.....	21
Compliance with Fair Labor Standards Act.....	22
Employment Termination and Suspensions .....	22 – 23
Reporting Absences & Attendance.....	23 – 24
Employment Record/Employee Status Changes.....	24
<b>COMPENSATION POLICIES</b>	
Payroll Period/Time Cards/Pay Day .....	26
Meal & Break Periods.....	26
Expenses .....	26

## **BENEFITS**

Holidays.....	28
Religious Holidays .....	28
Sick Leave .....	28
Personal Leave.....	29
Vacation.....	29
Compensation Time-Off.....	30
Health Insurance .....	30
Life Insurance .....	30
Dental Insurance .....	30
Retirement .....	30
Illinois Municipal Retirement Fund.....	30
Ancillary Insurance Coverage.....	31
COBRA Insurance .....	31
Flexible Spending Accounts (Section125) .....	31
Court Duty .....	31
Leave of Absence.....	32 – 34
Uniformed Services Employment and Reemployment Rights Act .....	34
Performance Evaluation .....	34
Family and Medical Leave.....	34 – 38
VESSA .....	38 – 39
General Rules of Conduct .....	40 - 42
Acknowledgement, Agreement, and Receipt of Handbook.....	43

## Welcome

Welcome to East Richland CUSD #1. We are pleased that you have joined our District and welcome you to help continue the successful education of students in our District.

We are fortunate enough to have outstanding employees who work as a team and provide for a successful District. You have been carefully chosen as a team member because you exhibited those characteristics, which will allow us to continue to provide quality education to our students. Welcome to our team.

Sincerely,

Marilyn Holt, Superintendent  
East Richland CUSD #1

## **District Policies**

**Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

**Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

***Nondiscrimination Coordinator:***

Marilyn J. Holt  
\_\_\_\_\_  
*Name*  
1100 East Laurel  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-2324  
\_\_\_\_\_  
*Telephone*

***Complaint Managers:***

Suzanne Hahn  
\_\_\_\_\_  
*Name*  
1001 North Holly  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-8540  
\_\_\_\_\_  
*Telephone*

Larry Bussard  
\_\_\_\_\_  
*Name*  
1100 East Laurel  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-2324  
\_\_\_\_\_  
*Telephone*

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

**Minority Recruitment**

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

**Employment At Will**

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

**Staff Reduction Notices**

If an educational support personnel employee is removed or dismissed or the hours he or she works are reduced as a result of a decision of the Board of Education (i) to decrease the number of educational support personnel employees employed by the Board or (ii) to discontinue some particular type of educational support service, written notice shall be mailed to the employee and also given to the employee either by certified mail, return receipt requested, or personal delivery with receipt, at least 30 days before the employee is removed or dismissed or the hours he or she works are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. However, if a reduction in hours is due to an unforeseen reduction in the student population, then the written notice must only be mailed and given to the employee at least 5 days before the hours are reduced. The employee with the shorter length of continuing service with the District, within the respective category of position, shall be dismissed first. If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category or any other category of position, so far as they are qualified to hold such position.

**Sexual Harassment**

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A violation of this policy will result in discipline or discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure, Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Whom to Contact with a Report or Complaint

**Nondiscrimination Coordinator:**

Marilyn J. Holt  
 \_\_\_\_\_  
*Name*  
 1100 East Laurel  
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 (618) 395-2324  
 \_\_\_\_\_  
 Telephone

**Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student ages 18 through 21, an abused or neglected individual with a disability, shall immediately (1) report such a case to the Illinois Department of Children and Family services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee shall also promptly notify the Superintendent or building Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at

www.cybertipline.com . The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board Policy 5:150, Personnel Records, whenever another school district requests 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.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

### **Release of Students to Authorized Individuals**

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

### **School Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

### Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student. All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

### Fingerprinting and Criminal Background Checking Policy

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database are performed on each employee as required by School Code. A copy of the record of convictions obtained from the Illinois State Police may be provided by the District to the applicant and the Superintendent or designee shall notify the applicant if the applicant is identified in either database. Any information concerning the record of convictions obtained by the District shall be confidential and may only be transmitted or shared with the President of the School Board, Superintendent or his designee, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

The District retains the right to not employ or to discharge any employee who makes any false or misleading statement on, or omits facts from, his or her employment application or documents, if there is any criminal history records check, Statewide Sex Offender Database check, Statewide Child Murderer and Violent Offender Against Youth Database check, or background investigation, or if the District is prohibited from employing the employee under Section 10-21.9 of the Illinois School Code.

### Accident Reporting and Investigation

Employees must report any accident or injury to their building administrator immediately following the accident or injury. Employees will assist in completing an accident/injury report and update administration regarding recovery from accidents or injuries following doctor visits. The Administration will investigate all accidents and injuries and report to the Superintendent efforts to prevent any further accidents and injuries.

### **Drug and Alcohol Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one that is:

- Not legally obtainable
- Being used in a manner different than prescribed
- Legally obtainable, but has not been legally obtained; or
- Referenced in federal or State controlled substance acts

As a condition of employment, each employee shall:

- Abide by the terms of the District policy respecting a drug and alcohol-free workplace; and
- 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 5 days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

- provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
- establish a drug-free awareness program to inform employees about
- the dangers of drug abuse in the workplace
- available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
- the penalties that the District may impose upon employees for violations of this policy

### **District Action upon Violation of Policy**

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

The School 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.

### **Public Information Process**

The Principal and Superintendent are the public relations officers of the school. Contacts with the media should be routed through the Principal first and then the Superintendent. If a member of the media contacts an employee about a school related issue, the Principal and/or Superintendent should be informed.

### **Responsibilities Concerning Internal Information**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

### **Solicitation and Distribution**

Employees may not solicit or distribute literature concerning outside events or activities during the employee's working time or the working time of any employee. (Working time does not include lunch periods, work breaks, or any periods in which employees are not on duty). In addition, the posting of written solicitations or literature on District bulletin boards is restricted. These bulletin boards display important information and employees should consult them frequently for: Employee Announcements, Internal Memoranda, Job Openings, Organization Announcements, Payday Notice, Worker's Compensation Insurance information, etc. If employees have a message of interest to the workplace, they may submit it to administration for approval.

### **Ethics**

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.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### **Ethics and Gift Ban**

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used 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 of Education. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, 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.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

### **Tobacco**

In keeping with East Richland CUSD #1's intent to provide a safe and healthful work environment and in compliance with the Illinois School Code and Smoke-Free Illinois Act, smoking is **prohibited** in all school buildings, vehicles used for school purposes, and school property. Further, the use of tobacco is prohibited on school property by any employee, student, or other person when such property is being used for any school purposes. "School purposes" include but are not limited to all events or activities or other use of school property that the Board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the Board or in which pupils of the District participate. "Tobacco" shall mean cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

*This policy applies equally to all employees and visitors.*

### **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**

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. 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 *Authorization for Electronic Network Access* 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.

Effective Date: 8/15/13

### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry 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 District's *Authorization for Electronic Network Access* 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 who 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 *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Social Networking

It is the right and duty of the district to protect itself from unauthorized disclosure of information. East Richland CUSD #1's social networking policy includes rules and guidelines for district-authorized social networking and personal social networking and applies to all employees.

### General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, MySpace, Twitter, You Tube, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters.

Unless specifically instructed by administrators, employees are not authorized to speak on behalf of East Richland CUSD #1. Employees may not publicly discuss students, employees or any work-related matters, whether confidential or not, outside district-authorized communications. Employees are expected to protect the privacy of East Richland CUSD #1 and its employees and students and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to student information.

### Reporting Violations

East Richland CUSD #1 requests and strongly urges employees to report any violations or possible or perceived violations to Administration. Violations include discussions of East Richland CUSD #1 and its employees and students, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

### Discipline for Violations

East Richland CUSD #1 investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the district's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. East Richland CUSD #1 reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

### Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet, provided by the district. East Richland CUSD #1 reserves the right to monitor comments or discussions about the district and its students, posted on the Internet by anyone, including employees and non-employees. East Richland CUSD #1 uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using district equipment or facilities for any purpose, including authorized blogging.

East Richland CUSD #1 reserves the right to use content management tools to monitor, review or block content on district blogs that violate district blogging rules and guidelines.

### Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about the district, promote and raise awareness of the East Richland CUSD #1, communicate with employees, parents, & students, issue or respond to breaking news or negative publicity, and activities and events.

When social networking, blogging or using other forms of web-based forums, East Richland CUSD #1 must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

### Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on district time. The rules and guidelines apply to all employer-related blogs and social networking entities.

1. Only authorized employees can prepare and modify content for East Richland CUSD #1's blog located on [web site] and/or the social networking entries located on [web site]. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by East Richland CUSD #1. If uncertain about any information, material or conversation, discuss the content with your supervisor.
2. All employees must identify themselves as employees of East Richland CUSD #1 when posting comments or responses on the employer's blog or on the social networking site.

3. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on East Richland CUSD #1's blog.
4. Administration is responsible for ensuring all blogging and social networking information complies with East Richland CUSD #1's written policies. Administration is authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.
5. East Richland CUSD #1 expects all guest bloggers to abide by all rules and guidelines of this policy. District reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. East Richland CUSD #1 also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

### Personal Blogs

East Richland CUSD #1 respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

- East Richland CUSD #1 respects the right of employees to use blogs and social networking sites as a form of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.
- Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party.
- Employees cannot use employer-owned equipment, including computers, district-licensed software or other electronic equipment, facilities or district time, to conduct personal blogging or social networking activities.
- Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees, students, or anyone associated with or doing business with East Richland CUSD #1.
- If you choose to identify yourself as an East Richland CUSD #1 employee, please understand that some readers may view you as a spokesperson for East Richland CUSD #1. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the district, nor of any person or organization affiliated or doing business with East Richland CUSD #1.
- Employees cannot post on personal blogs or other sites the name, trademark or logo of East Richland CUSD #1 or any business with a connection to East Richland CUSD #1. Employees cannot post district-privileged information, including copyrighted information or district-issued documents.
- Employees cannot post on personal blogs or social networking sites photographs of other employees, students, vendors or suppliers that may be deemed derogatory or harassing in nature, nor can employees post photographs of persons engaged in district business or at district sponsored events.
- Employees cannot link from a personal blog or social networking site to East Richland CUSD #1's internal or external web site.
- If contacted by the media or press about their post that relates to East Richland CUSD #1, employees are required to speak with their supervisor before responding.

### **Use of Technical Resources**

East Richland CUSD #1 maintains photocopiers, facsimile machines, and printers. Utilization of these technical resources is not to be conducted in any way that may be disruptive to East Richland CUSD #1 operations or in violation of East Richland CUSD #1 policy or law.

East Richland CUSD #1 technical resources are provided exclusively to assist in the conduct of the District's business; however, occasional use of technical resources for personal purposes is permissible so long as it does not interfere with business or the employee's assigned duties, is not related to outside school business activities, does not conflict the District's policy or law, and is approved by the building principal.

Information sent and stored on facsimile machines is the property of East Richland CUSD #1. By using the District's technical resources, all individuals knowingly and voluntarily consent to their usage being monitored and acknowledge the District's right to conduct such monitoring. Individuals should not expect that facsimile transmissions are confidential or private, and should be aware that all types of business records are subject to inspection, review, or disclosure without prior notice for any business purpose or as required by law. In general, these communications are treated no differently than any other business record or correspondence, and may be used in administrative, judicial, or other proceedings.

### **Schedules & Employment Year**

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

### **Public Relations and Telephone Calls**

It is important that District phones be kept clear for District business. Personal calls are acceptable; however, proper discretion is advised. First impressions are very important and when answering the phone employees shall greet the caller with "Good Morning or Good Afternoon, East Richland CUSD #1, John/Jane Doe speaking." Employees who answer the phone should do so promptly and in a businesslike manner. Employees will be held responsible for paying for all non-business-related long distance phone calls.

### **Cellular Phone Policy**

This policy outlines the use of personal cell phones at work, the personal use of District cell phones and the safe use of cell phones by employees. This policy applies to phone calls, text messaging, pictures, etc.

#### **Personal Cellular Phones**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore encouraged to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention.

The District will not be liable for the loss of personal cellular phones brought into the workplace.

#### Personal Use of District-Provided Cellular Phones

Where job responsibilities or District needs demand immediate access to an employee the District may issue a District cell phone to an employee for District-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, employees will be required to reimburse the District for any personal calls on a District issued cell phone. Phone logs will be audited regularly to ensure compliance with this policy.

#### Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for District use are expected to use good judgment in using their cell phone. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for District use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill District needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

#### District Tools and Equipment

The District may supply all equipment, tools, or other items to assist in the performance of duties. All items shall be collected at the end of the workday and returned to their proper location.

#### District Vehicles

All employees must get authorization to use District vehicles. When using District vehicles, employees must follow all State and Federal laws. Employees shall pay any tickets in violation of the law. An employee must agree to pre-employment and regular checks of MVR and are required to maintain a good driving record in order to drive District vehicles.

#### Parking

All employees shall park on District premises in a designated area. Employees will refrain from parking in designated visitor parking and handicap parking spaces.

#### Dress Standards

The District's image is reflected in employees' dress and appearance which must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. Good grooming and tasteful attire is essential.

**Communicable and Chronic Infectious Disease**

The Superintendent shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board of Education policies.

An employee with a communicable or chronic infectious disease shall be evaluated by the District's Communicable and Chronic Infectious Disease Review Team. The employee's medical records shall be held in strictest confidence by the Team, with only the employee's direct supervisors being informed of the employee's medical condition and anyone with a need to know in the event of an emergency.

Employees with a communicable or chronic infectious disease will be permitted to retain their positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. Employees who cannot retain their positions shall remain subject to the Board's employment policies including sick leave, physical examinations, temporary and permanent disability, and termination. Determining whether an employee with a communicable or chronic infectious disease may retain his or her position will be made in accordance with established procedures.

The recommendation of whether the employee's placement is appropriate shall be made on a case-by-case basis by the District's Communicable and Chronic Infectious Disease Review Team.

**Bloodborne Pathogens**

The District recognizes the potential risk its staff has to accidental occupational exposure to bloodborne pathogens and desires to educate and protect employees to minimize the possibility of exposure. The Bloodborne Pathogens Exposure Control Plan contains specific information regarding the District's policies and procedures.

All employees of the District are instructed as to the correct handling of body fluids and tissue. All positions in the District have been categorized into classifications to determine the likelihood of occupational exposure to blood, body fluids or tissue from other people. Classification I employees hold positions in which required tasks routinely involve a potential for that exposure. These employees and all others who are involved in an exposure incident are entitled to receive vaccinations for Hepatitis B at the District's expense. Classification I employees receive a handbook and appropriate cleanup materials to properly handle incidents.

**Administration of Medication to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Visitors/Admission to District Facilities**

The following definitions apply to this policy:

**School property** - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or 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.

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.

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:

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. 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 District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. 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;

Effective Date: 8/15/13

12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee ; or
14. 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 the parent/guardian is:
  - (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 and notifies the Building Principal of his or her presence at the school, 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.

#### Enforcement

Any staff member may request identification from any person on school grounds or in any school building; 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 10 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.

## **District Policies**

## **Duties & 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 and Teacher Aides**

"Paraprofessionals" and "teacher aides" are educational support personnel with instructional duties. Service as a teacher aide requires a "statement of approval" issued by the Illinois State Board of Education (ISBE). Service as a paraprofessional requires an approved application for a paraprofessional ISBE Form 73-95. A paraprofessional or teacher aide first employed in a program for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.

A paraprofessional in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.

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

### **Educational Support Personnel Working with Students Performing Non-Instructional Duties**

Educational support 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 an educational support 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 regulated by an association, all coaches must have completed a course on coaching principles and sport's first aid.

The Superintendent or designee shall ensure that all coaches have completed appropriate training programs. 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. 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*.

## **Compliance with 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**

The Board of Education discourages overtime work by non-exempt employees. 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. Certificated employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-certificated 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.

## **Employment Termination and Suspensions**

### **Resignation and Retirement**

An employee is encouraged to provide 2 weeks’ notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any reason, subject to State and Federal law. Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the

school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided. The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### Reduction in Force and Recall

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced. The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first. Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

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 that category or any other category of position provided they are qualified to hold such positions.

#### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all unused, earned vacation. Terminating employees will receive their final pay on the next regular payday following the last date of employment.

#### Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

#### Reporting Absences & Attendance

To maintain a productive work environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their supervisor as soon as possible before they are scheduled to work.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including discharge. Absence of three working days without reporting will be considered a voluntary resignation.

**Employment Record/Employee Status Changes**

Any changes in name, address, phone numbers, marital status, and persons to be contacted in case of an emergency must to be turned into the Unit Office as soon as possible in order to keep your records current.

# **Compensation Policies**

**Payroll Period/Time Cards/Pay Day**

All non-exempt employees are paid bi-monthly (24 pay dates per year) on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Each pay summary will include earnings for all work performed through the end of the previous payroll period.

We provide direct deposit for all employees to simplify payroll processing. Employee's payroll earnings will be deposited directly into their checking or savings account as designated on the payroll deduction authorization form and acknowledged on the payroll record. Please note that the District deposits payroll earnings to our main bank, which is subsequently deposited to employees individual banks based on the schedule for posting at each local banking facility.

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including discharge. Both the administrator/supervisor and the employee can be held responsible for any of these dishonest actions, which may result in criminal prosecution. All non-exempt employees shall ensure accurate reporting of hours worked and shall sign completed time record.

The building administrator/supervisor will review and then sign the time record before submitting it to payroll for processing. In addition, if the employee makes corrections or modifications to the time record, the administrator/supervisor must verify the accuracy of the changes by signing the time record. Time is calculated by using a fifteen-minute interval for determining "hours worked" and recording of time worked by all non-exempt employees.

**Meal & Break Periods**

An employee who works at least 6.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first 5 hours of the employee's workday.

**Expenses**

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required. Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board in its regular bill process.

**Mileage and Drivers Expenses**

Staff required by the District to use their personal vehicles in the course of their employment shall be reimbursed at the approved Internal Revenue Service rate.

## **Benefits**

**Holidays**

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:

New Year's Eve	New Year's Day
Martin Luther King Jr.'s Birthday	President's Day
Casimir Pulaski's Birthday	Good Friday
Monday following Easter	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Friday following Thanksgiving
Christmas Eve	Christmas Day

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property. If school is in session on one of these days, 12 month employees will receive an extra day.

**Religious Holidays**

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship.

**Sick Leave**

All employees receive sick time pay equivalent to their regular workday.

9 months	12 days
10 months	13 days
11 months	14 days
12 months	15 days
Bus Drivers receive 10 days sick leave	

Unused sick leave may accumulate. Sick leave may not be used in increments of less than one-half day with the exception of Bus Drivers who may use in increments of one-third days.

Sick leave may be used for personal illness, quarantine at home, serious illness, death in the immediate family, or as deemed necessary in all other cases. "Immediate family" shall be defined as father, mother, uncle, aunt, grandfather, grandmother, husband, wife, brother, sister, son, daughter, nephew, niece, grandchild, and including in-law and step-person relationships. The Superintendent and/or designee shall monitor the use of sick leave. Abuse or misuse of sick leave may warrant disciplinary action.

The Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, or if treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days' absence for personal illness or 6 weeks for birth, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expense of securing the certificate.

**Personal Leave**

All employees who work at least 600 hours per year are eligible to receive paid personal leave days. Eligible employees receive three paid personal leave days each fiscal year. Unused personal leave shall convert to sick leave. All employees receive personal time equivalent to their regular workday. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency for unavoidable situations, a personal leave request should be submitted to the Supervisor 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless prior approval is granted by the Superintendent.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

**Vacation**

The vacation period is based on a fiscal year, July 1 – June 30. All 12 month employees earn paid vacation time based on the following schedule:

After one fiscal year of service – up to 10 days

After ten fiscal years of service – up to 15 days

Upon completion of the fiscal year, all eligible 12 month employees shall receive up to 10 days vacation. The vacation is earned on the basis of .833 days per month beginning with the first full month of employment. All employees who would normally be granted a ten-day vacation shall be granted fifteen days of vacation per year after ten years of service.

Vacation days will be earned on a prorated basis during the first fiscal year of employment. For example, if a year-round employee began work on January 1, that employee would have 5 days to be used beginning at the start of the fiscal year (July 1). This shall apply to any educational support staff member hired on a twelve-month basis after July 1, 1984. Past practices shall prevail for any employee hired prior to that date.

Employees will be allowed to start using earned vacation on the day after the school year ends. We require that earned days be used by August 31<sup>st</sup> of the next fiscal year.

Vacation time earned in one fiscal year shall be used by the end of the following fiscal year or the employee shall lose it. Unless given prior approval by the Superintendent, vacation days will be lost if not used within this time frame. Employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the school system for one year. In the case of educational support employees, vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two week notice in writing by the employee.

Requests for vacations shall be submitted to the administrator to whom the employee is responsible and must be approved by the superintendent. Vacation time may not be used in increments less than one-half day. Every effort shall be made to meet the desires of the employee and the needs of the school system in establishing vacation dates. The superintendent shall keep a record of vacations earned and the dates taken.

### **Compensatory Time-Off**

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1.5 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed one week's worth. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

### **Health Insurance**

The District provides a group health insurance plan for all eligible full-time employees. The District may pay a portion of health insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. **See official plan documents for complete details.**

### **Life Insurance**

The District may provide Life Insurance for eligible full-time employees. **See official plan documents for complete details.**

### **Dental Insurance**

The District provides a group dental insurance plan for all eligible full-time employees. The District may pay a portion of dental insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. **See official plan documents or Insurance administrator for complete details.**

### **Retirement**

We provide a retirement plan for all eligible full-time employees. **Please see Summary Plan Description for details.**

### **Illinois Municipal Retirement Fund**

Employees who are expected to work 600 or more hours per year must contribute to the Illinois Municipal Retirement Fund ("IMRF"). These employees are considered participating members of the IMRF and will have the appropriate deductions made from their salary. The District will contribute the amount designated by the IMRF in the name of the employee. Employees who are expected to work less than 600 hours/year are considered nonparticipating members of the Fund.

### **Ancillary Insurance Coverage**

Employees interested in disability, cancer, or intensive care insurance may purchase this on their own running the premiums through our payroll deduction program. The District offers this as an administrative service only to the employee. Inquires relating to any ancillary insurance should be directed to the insurance agent. The District makes no representations with respect to any ancillary insurance coverage and any administrative assistance provided shall not be construed as endorsing such insurance coverage. For more information, please contact the office.

### **COBRA Insurance**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under our health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus administration fee.

We provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee’s rights and obligations.

It is the employee’s responsibility to inform the Plan Administrator of the following events for eligibility purposes:

- The participant becomes entitled to Medicare benefits
- The participant and spouse become divorced
- The participant and spouse become legally separated
- A participant’s child ceases to be a dependent under the plan

### **Flexible Spending Accounts (Section 125)**

Employees can save tax dollars by enrolling in this multi-option plan. This account allows employees to withhold pre-tax dollars from their paycheck to pay:

1. Group Health Insurance Premiums
2. Medical Reimbursement, including dental and optical expenses, out-of-pocket expenses such as meeting deductibles, etc.
3. Child or dependent care expenses
4. Premiums for any qualified individual ancillary insurance (disability coverage may not be deducted pretax) you may have purchased.

The benefits eligibility date must have been reached for this benefit to become effective. Elections may only be changed during the annual election period, which is from November to December of each year. Allowable expenses include only those that were incurred during the plan year. Expenses may be submitted up to 60 days following the end of the plan year. Contributions not used will be forfeited in accordance with federal law.

### **Court Duty**

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee’s compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least 5 days’ prior notice of pending court duty to the District.

**Leave Of Absence**

The Superintendent and Board of Education will have discretion in deciding whether to approve all leaves of absence. A leave of absence shall be determined as any leave, which does not involve paid time off or is not covered under another leave policy. The employee must give prompt, written notice of a leave of absence, the dates, and expected date of return to the Superintendent for approval. If medical related, it should additionally include a doctor's notice stating the nature of the leave. If a Leave of Absence is approved, the employee is responsible for reimbursing the District for the cost of benefits during the leave time.

Each of the provisions in this policy apply to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

**Sick and Bereavement Leave, Personal Leave and Association Leave**

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

Please refer to the "Agreement between The East Richland Education Association and The East Richland Community Unit School District No. 1."

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 examination, (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 will 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.

**Sabbatical Leave**

Sabbatical leave may be granted in accordance with The School Code.

**Leave of Absence Without Pay**

The Board of Education may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board. The Superintendent may approve such leaves of absence if for a period of 5 days or less.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

**Child-Rearing Leave**

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

Effective Date: 8/15/13

An employee must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the employee may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the employee is qualified, subject to scheduling efficiency and instruction continuity.

### **Leaves for Service in the Military**

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

### **General Assembly Leave**

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

### **Leave For Employment in Department of Defense**

The Board of Education may grant employees a leave of absence to accept employment in a Department of Defense overseas school.

### **School Visitation Leave**

An eligible employee is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

### **Leaves for Victims of Domestic or Sexual Violence**

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

**The Victims' Economic Security and Safety Act**, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2601, et seq.)

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Any employee whose absence from employment is necessitated by reason of service in the uniformed services will be granted an unpaid leave of absence and will have the right to be reemployed if he or she:

- Ensures that the District receives advance written or verbal notice of his or her service;
- Has five years or less of cumulative service in the uniformed services while with the District;
- Returns to work or applies for reemployment in a timely manner after conclusion of service; and
- Has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay; unless, circumstances of the District have so changed as to make it impossible or unreasonable to do so.

### **Performance Evaluation**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually for the first two years, and bi-annually thereafter.
2. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
3. The employee shall receive a copy of the annual evaluation.
4. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

### **Family and Medical Leave**

#### **Leave Description**

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined herein) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a child, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, parent, or child. (see definition below)
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

**"Serious Health Condition"** – *A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.*

*Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.*

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

#### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher

#### Conditions of Family and Medical Leave of Absence

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the district may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the district.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the district may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. When applicable, spouses that are both employed by the district are entitled to 12 work weeks of leave in total if the leave is for the birth, adoption, or for the care of or placement of a child, or to care for a parent with a serious health condition.; and
5. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the district for the cost of payments made to maintain the employee's benefits during the leave of absence.

Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the district will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits.

#### **Requesting Leave**

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide a least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

#### **Certification**

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.

2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connections with any absence by an employee needing an intermittent or reduced schedule leave for conditions with duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### **Changed Circumstances and Intent to Return**

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

#### **Return to Work**

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations and (2) the District reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMA regulations.

**Implementation**

The Superintendent or designee shall ensure that (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as the FMLA regulations.

**Victims' Economic Security and Safety Act****Leave Description**

In accordance with the Victims' Economic Security and Safety Act ("VESSA"), the District will provide employees, up to 12 weeks unpaid leave per rolling year for an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

\* "Family or house hold member" is defined as a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

Employees are entitled to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

An employee may elect to substitute any earned vacation time, sick leave, or other paid or unpaid leave the employee is entitled toward the 12-week period allowed for any approved leave of absence pursuant to this policy.

**Requesting Leave**

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for leave of absence to his or her immediate supervisor. The employee shall provide the District with at least 48 hours' notice in advance of the employee's intention to take the leave unless providing such notice is not practicable.

**Certification**

Every application for Leave of Absence pursuant to this policy must include a sworn certification by the employee that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes enumerated in the above paragraph. In addition, the employee must provide the following documents to the District within a reasonable time: (1) documentation from an employee, agent, or volunteer of a victim

Effective Date: 8/15/13

services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

#### Conditions of Leave

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the District may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking a leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the District.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the District may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

#### Continuation of Health Benefits

During VESSA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the leave. The District may recover the premium that the District paid for maintaining coverage for the employee and the employee's family or household member under the health plan during any period of VESSA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than;
  - I. The continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this policy; or
  - II. Other circumstances beyond the control of the employee.

Any employee who fails to return to work for a reason listed in 2(I) or (II) must provide to the District within a reasonable time a sworn certification by the employee that the employee is unable to return to work because of that reason and (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

#### Return to Work

An employee returning from VESSA leave will be restored to the position of employment held by the employee when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

## **General Rules of Conduct**

To assure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct, performance, and attendance. This will protect the interests of all employees and the District.

For the guidance of all employees, listed below are some rules of conduct, performance and attendance. Violation of any of these rules may result in disciplinary action, including discharge, at the District's discretion. This list is by way of illustration only and should not be deemed to limit the Districts right to discipline or discharge for other reasons not specifically listed.

The following acts are prohibited and constitute violations of District Rules of Conduct.

1. Possession of any dangerous weapon or explosive device while on District property.
2. Reporting to work under the influence of, or introducing, possessing, or using on District property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, must advise their administrator when first reporting for work after receiving such a prescription.
3. Fighting with, threatening, intimidating, coercing, physically abusing or interfering with another employee or persons doing business with the District.
4. Taking or receiving, without authorization, goods, materials, equipment or property belonging to the District, employees, or persons doing business with the District.
5. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application; tallies; data; time card(s); commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out administrator's instructions). Using profane or abusive language or displaying the abusive conduct toward an employee or person.
8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.
10. Transaction of personal business, including telephone calls, during working hours (excluding lunch) without consent of an administrator.
11. Use of seatbelt is required while riding in or operating a District vehicle on public roads.
12. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
13. Sleeping during working time.
14. Failure to report an accident or injury to the appropriate administrator.
15. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
16. Leaving District premises during working hours without permission. Unauthorized entrance on District property during non-working hours.
17. Working in an unsafe manner or violating District safety policies and procedures.
18. Falsification of employee applications.
19. Improper use of sick leave or unpaid personal leave.
20. Unauthorized use of District equipment.
21. Making modifications in equipment or buildings including heating, cooling, electrical, water or sewer systems unless authorized by job descriptions or supervisors.
22. Unauthorized possession or use of District keys, keycards, or access fobs, including master keys.

23. Bringing personally owned equipment or furniture to school without advance written authorization from the building administration. If permission is granted, the District assumes no liability for lost, damaged, or stolen personal property.
24. Promoting the services, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.
25. Failing to be truthful to the Board of Education or the administration in regard to matters relating to employment or directly related to the employee's work duties.
26. Falsifying documents, or creating documents, which are substantially misleading.
27. Making false claims for insurance or any other benefit.
28. Misrepresenting to any other person the extent of her or his job authority, or purport to act on behalf of the District when not authorized to do so.
29. Incurring expenses or entering into contracts on behalf of the District without the authority to do so.
30. Failure to conduct oneself in a same manner at all times. Failure to read, understand and apply all safety instructions related to procedures or equipment, or defeating or attempting to defeat any safety device.
31. Working under the influence of any intoxicating liquor or illegal drug; concealing or maintaining any intoxicating liquor or illegal drug in or on any school property or at any school sponsored event; working while bearing the odor of alcohol or illegal drugs.
32. Engaging in acts that are dangerous to property, health, safety, or welfare of the District, students, other employees, or the general public. This rule shall not be deemed violated by accidental acts that are not intended by the employee, but the employee shall act with prudence and ordinary caution at all times.
33. Engaging in activities during non-school hours that intentionally cause injury or harm or attempt to cause injury or harm to other employees, children, their property, or the District or its property. Any employee who has been convicted of any felony offense or who has committed any criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment and is subject to discharge, at the discretion of the Board.
34. Bringing onto school property or to any school activity firearms, ammunition, explosives, fireworks, or other substances or devices likely or capable of causing harm to persons or property.
35. Failure to report to the direct supervisor any damaged or broken equipment or other school property in his or her assigned area of responsibility.
36. The loss of driving rights or privileges for any position requiring a current driver's license shall be cause for dismissal. The employee must advise the District of lost driving privileges.
37. Failure to maintain or the loss of any certificate, license, or other document issued by any governmental entity or office necessary or required for the employee's position shall be cause for dismissal.
38. Failure to promptly deposit, report or account for any funds, gate receipts, or other money or property of the District, students, or others coming into the employee's hands as a result of the employee's work, responsibilities, duties, or employment.
39. Unauthorized use, retaining without authorization, or stealing money or property of students, other employees, or others.
40. Release, disclosure, or granting access to information found in any student record except in the exercise of job responsibilities, or when such disclosure would constitute a violation of the Illinois School Student Records Act or the Family Educational Rights and Privacy Act. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
41. Release, disclosure, or granting access to information found in any employee file or disclosure of confidential information about other employees without advance authorization from a supervisor. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.

42. Educational support employees shall not discipline students except as authorized by job description.
43. Fighting and physical altercations of all kinds. Employees may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student to protect the employee, another employee, other students, or District property.
44. Engaging in any behavior while at school, at its sponsored events, or during work hours, which constitutes gross disrespect for the property or rights of others including but not limited to insensitive remarks about another person's race, color, religion, creed, national origin, sex, age, ancestry, or marital status. Such remarks will result in employee discipline.
45. Using profanity when speaking to parents or students, or address other employees utilizing profanity.
46. Engaging in any sexual or romantic relationship with any student. Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or towards students. Employees shall not illegally discriminate against students on the basis of the student's sex. Employees shall personally report evidence of any such activity to the Superintendent. No employee shall instruct or dissuade another employee from making such a report.
47. Making unwelcome sexual advances toward or request sexual favors from other employees. Engaging in verbal or physical conduct or communication of a sexual nature which constitutes sexual harassment or otherwise creates an intimidating, hostile, or offensive work environment.
48. Aide, solicit or engage any student, or any employee in any activity that is illegal or immoral. Employees shall personally report evidence of illegal or immoral activity to the Superintendent.
49. Conviction of any felony offense involving dishonesty or violence, or that would have precluded an employee's initial employment as a matter of law irrespective of the jurisdiction, shall be cause for dismissal.
50. Willfully refusing to obey written or oral instructions of the immediate supervisor, a member of the administrative staff.
51. Willfully refusing to obey the policies, rules and regulations of the Board of Education or attempt to violate the Board of Education policy, rule or regulation.
52. Willful behavior that interrupts the orderly process of school affairs.
53. Repeated minor incidents of misbehavior may be cause for discharge, if other disciplinary measures have failed to deter misconduct.
54. To knowingly surrender or deliver a child to a person other than the child's parents (or in the case of divorce, the custodial parent) or other guardian, without the approval from the parent, legal guardian, or the building principal. No employee shall intentionally surrender or deliver a child to a person who is prohibited such contact by an Order of Protection, or other Order of Court
55. Failure to personally report evidence of child abuse to the DCFS Hotline. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the building principal that a report was made.
56. Outside employment that may interfere with the performance of job duties.
57. Accepting unauthorized rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use or gain.
58. Utilizing District computers, networks or Internet access to view, obtain, or download any pornographic or sexually explicit material.
59. Failing to maintain strict confidentiality of passwords or other security techniques or accessing any computer, network, server, or other information thereon that the employee is not authorized to access.
60. Violation of any copyright, including, but not limited to copyright in software, information, music, data or other material obtained over the Internet.

## **Acknowledgement, Agreement and Receipt of Employee Handbook**

The undersigned hereby acknowledges receipt of a copy of the East Richland CUSD #1 Employee Handbook. The undersigned hereby acknowledges and agrees that nothing contained in the employee handbook including policies, practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. The District retains the right to revise, amend this handbook, or terminate any policy unilaterally without notice at any time, and the employee's continued employment will be deemed acceptance of such revisions and modifications. I understand I am required to read and apply all work rules. I understand that if I violate any work rule I may be disciplined. I further acknowledge that discipline, in some circumstances, may include my immediate discharge.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

(This acknowledgement and agreement will be retained in the employee's personnel file).

Effective Date: 8/15/13



## ERES Building Report September 2013

### 1. Enrollment Figures By Grade Level as of August:

Prekindergarten	20	20	19	18	20	18	19	134
Kindergarten	23	24	24	24	24	23		142
First Grade	23	22	20	22	22	22		131
Second Grade		25	24	25	25	24		123
Primary LD/MMI								10
Third Grade	26	28	28	28	28	28		166
Fourth Grade		26	27	27	27	26		133
Fifth Grade	25	25	25	25	23	25	24	172
Intermediate LD/MMI								2

**Total    1,013**

#### SESE Classes

ECE (1-Kdgn dual)	13
Offsite Location (1-Kdgn dual)	16

**Total    1,042**

### 2. August Attendance Report Information:

Kindergarten	98.0%
First Grade	99.0%
Second Grade	98.9%
Third Grade	98.3%
Fourth Grade	97.5%
Fifth Grade	98.0%

### 3. August Discipline:

\*One student – In School Suspension – One day

#### 4. ERES News and Events:

- Back to school Night was well attended with 89% of the students in attendance.
- ERES is using the motto “Be Brave” this year.
- PTO, ERFAE, and the District purchased 70 mini IPADs for classroom use. The teachers and students are very excited!
- The parent workshop “The 8 Habits and Family Goals” presented by Sherry Slankard, ERMS Counselor, was August 27. The topic “Helping Children Get Along with Others” is the parent workshop for September.
- Students have been participating in the PTO Fund-Raiser (August 29 – September 15). Money generated is used for student activities and projects throughout the year.
- ERES is celebrating author Peter H. Reynolds during the week of September 8 with his book, The Dot.
- Fourth grade students are inviting grandparents to visit on September 9. Fourth graders are proud to share their learning with their grandparents. We appreciate the fourth grade teachers for having this special event.
- The Grandparent Support Group meets on September 12. Jennifer Weidner, Parent Coordinator, hosts the monthly event.
- First grade teachers are hosting parent meetings on September 11 and 12 to share the expectations for first grade learners.
- The first Grass Roots Program of the year will be September 16 featuring Face to Face Productions. They are always a favorite!
- Constitution Day will be celebrated on September 17 and students will wear red, white, and blue.
- PTO will be sponsoring a fall Scholastic Book Fair (September 23 – September 27).
- The monthly Leadership Day celebration will be September 26. All will wear bright colors and sunglasses. The theme for the day is “Be Brave: Show Great Habits”. Fifth grade students are hosting the day.

**East Richland Middle School  
Building Report  
Month Ending 08/31/13**

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**1. Enrollment**

6th Grade ~ 146  
7th Grade ~ 159  
8th Grade ~ 151

**2. Attendance**

6th Grade ~ 97.11%  
7th Grade ~ 97.31%  
8th Grade ~ 94.19%

**3. Discipline**

Number of Expulsions ~ 0  
Number of Out of School Suspensions ~ 2  
Number of Days Each Child Suspended ~ 1 @ 2 days; 1 @ 10 days  
Number of In School Suspensions ~ 1

**4. Month Activities**

August 12-13 ~ No School/Teacher Institute Days  
August 12 ~ Open House  
August 13 ~ 6th Grade Academy Day  
August 14 ~ First Day of Student Attendance  
August 14-15 ~ 2:03 Dismissal  
August 23 ~ Back to School Dance  
August 26 ~ Fundraiser Kick-Off  
August 27 ~ School Pictures

**5. Upcoming Events**

September 2 ~ No School/Labor Day  
September 3 ~ 5th Block Starts  
September 5 ~ Talent Show Tryouts  
September 9 ~ 6th Grade ETS Recruitment  
September 9-10 ~ Girls Basketball Tryouts  
September 13 ~ First Quarter Mid-Term  
September 16 ~ Challenge Day Assembly  
September 18 ~ 12:23 Dismissal/SIP

8 Cross Country Meets

**East Richland High School  
Principal's Report  
September 1, 2013**

1. No school on Monday, September 2 for Labor Day.
2. 1<sup>st</sup> quarter mid-term is Friday, September 13.
3. Wednesday, September 18 will be an 11:40 dismissal for School Improvement Day.
4. Our annual Open House will be held on Wednesday, September 18 from 5:00 – 8:00 pm.
5. The JROTC Open House will be held on Thursday, September 19 at 6:00 pm.
6. Homecoming week is scheduled for September 30-October 4.
7. New faculty and staff:  
Chelsea Kermicle – Social Studies

**Enrollment Totals for August:**

Freshmen ~ 164  
Sophomore ~ 174  
Juniors ~ 161  
Seniors ~ 143  
Total ~ 642

Percentage of Attendance: 96.08%

**Discipline for August:**

In School Suspension ~ 0  
Out of School Suspension ~ 0  
Lunch Detention ~ 14  
Detention ~ 7  
Saturday School ~ 6

## Special Needs Board Report September 2013

- 345 - Total number of students with IEPs (Individual Education Plans)
  - 1 - Total number of students with IEPs attending Optional Education
  - 2 - Total number of students with IEPs attending Safe School
  - 1 – Homebound Student due to medical issues
- 25 - Total number of students with IEPs attending out of district
  - SESE MSI** – Louisville (3)
  - SESE MSI** – West Richland Elementary (6)
  - SESE ED** – West Richland Elementary (2)
  - SESE ED** – Fresh Start TLC at Effingham (6)
  - SESE ED III**– Oblong (2)
  - SESE ED I & II** – Oblong HS (1)
  - Autism** – West Richland Elementary (3)
  - Autism** – O’Fallon, IL (1)
  - Residential** – Kemmerer Village (0)
  - Residential** – Swann at Champaign, IL (1)
  - Gateway** – Carbondale (0)
- 13 - Total number of students with Section 504 Plans
- 10 - Total number of pending re-evaluations
- 10 - Total number of pending initial evaluations
- 20 - Total number of move in students (2 - Speech Only)
- 22 - Total number of students who left district (6 - Speech Only)
- 40 - Total number of IEP meetings held in June, July & August

MSI – Moderate to Severely Impaired  
ED – Emotional Disability

	Actual	FY14	Budget			
Fund	Fund Balance July 1, 2013	FY2014 Revenue	FY2014 Expenditures	Fund Balance July 1, 2014	Difference	
10-Education	1,623,380.00	13,592,063.00	14,451,297.00	764,146.00	(859,234.00)	
20-Building/Grounds	753,335.00	789,184.00	509,668.00	1,032,851.00	279,516.00	
30-Bond & Interest	299,822.00	1,075,944.00	1,075,044.00	300,722.00	900.00	
40-Transportation	43,738.00	1,198,807.00	999,864.00	242,681.00	198,943.00	
50-IMRF/SS	75,121.00	755,900.00	806,207.00	24,814.00	(50,307.00)	
60-Site & Construction				-	-	
70-Working Cash	1,782,521.00	83,208.00		1,865,729.00	83,208.00	
80-Tort		720,175.00	720,175.00	-	-	
90-Life Safety*	389,506.00	129,708.00	267,000.00	252,214.00	(137,292.00)	
					-	
<b>Total</b>	4,967,423.00	18,344,989.00	18,829,255.00	4,483,157.00	(484,266.00)	



	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	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	<b>ESTIMATED BEGINNING FUND BALANCE July 1, 2013 <sup>1</sup></b>		1,623,380	753,335	299,822	43,738	75,121	0	1,782,521	0	389,506	
4	<b>RECEIPTS/REVENUES</b>											
5	<b>LOCAL SOURCES</b>	1000	3,910,186	789,184	1,075,944	344,934	755,900	0	83,208	720,175	79,708	
6	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>	2000	52,500	0	0	0	0	0	0	0	0	
7	<b>STATE SOURCES</b>	3000	8,194,134	0	0	853,873	0	0	0	0	50,000	
8	<b>FEDERAL SOURCES</b>	4000	1,435,243	0	0	0	0	0	0	0	0	
9	<b>Total Direct Receipts/Revenues <sup>8</sup></b>		13,592,063	789,184	1,075,944	1,198,807	755,900	0	83,208	720,175	129,708	
10	Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998	2,820,064									
11	<b>Total Receipts/Revenues</b>		16,412,127	789,184	1,075,944	1,198,807	755,900	0	83,208	720,175	129,708	
12	<b>DISBURSEMENTS/EXPENDITURES</b>											
13	<b>INSTRUCTION</b>	1000	9,030,056				260,105					
14	<b>SUPPORT SERVICES</b>	2000	4,872,592	509,668		999,864	535,290	0		720,175	267,000	
15	<b>COMMUNITY SERVICES</b>	3000	249,129	0		0	10,812					
16	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS</b>	4000	299,520	0	0	0	0	0			0	
17	<b>DEBT SERVICES</b>	5000	0	0	1,075,044	0	0			0	0	
18	<b>PROVISION FOR CONTINGENCIES</b>	6000	0	0	0	0	0	0		0	0	
19	<b>Total Direct Disbursements/Expenditures <sup>9</sup></b>		14,451,297	509,668	1,075,044	999,864	806,207	0		720,175	267,000	
20	Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	2,820,064	0	0	0	0	0		0	0	
21	<b>Total Disbursements/Expenditures</b>		17,271,361	509,668	1,075,044	999,864	806,207	0		720,175	267,000	
22	<b>Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures</b>		(859,234)	279,516	900	198,943	(50,307)	0	83,208	0	(137,292)	
23	<b>OTHER SOURCES/USES OF FUNDS</b>											
24	<b>OTHER SOURCES OF FUNDS (7000)</b>											
25	<b>PERMANENT TRANSFER FROM VARIOUS FUNDS</b>											
26	Abolishment the Working Cash Fund <sup>16</sup>	7110										
27	Abatement of the Working Cash Fund <sup>16</sup>	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 <sup>3</sup> Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int <sup>3a</sup> Proceeds to Debt Service Fund	7170			0							
34	<b>SALE OF BONDS (7200)</b>											
35	Principal on Bonds Sold <sup>4</sup>	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets <sup>5</sup>	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	<b>Total Other Sources of Funds <sup>8</sup></b>		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	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
47	<b>OTHER USES OF FUNDS (8000)</b>											
49	<b>TRANSFER TO VARIOUS OTHER FUNDS (8100)</b>											
50	Abolishment or Abatement of the Working Cash Fund <sup>16</sup>	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest <sup>6</sup>	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond <sup>3a</sup> 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	<b>Total Other Uses of Funds <sup>9</sup></b>		0	0	0	0	0	0	0	0	0	0
80	<b>Total Other Sources/Uses of Fund</b>		0	0	0	0	0	0	0	0	0	0
81	<b>ESTIMATED ENDING FUND BALANCE June 30, 2014</b>		764,146	1,032,851	300,722	242,681	24,814	0	1,865,729	0	252,214	

SUMMARY OF EXPENDITURES (by Major Object)												
	A	B	C	D	E	F	G	H	I	J	K	L
84	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
85			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
86	<b>Object Name</b>											
87	Salaries	100	10,057,851	105,803		570,734		0		430,268	0	11,164,656
88	Employee Benefits	200	2,037,703	4,900		110,930	806,207	0		0	0	2,959,740
89	Purchased Services	300	636,155	210,165	0	34,700		0		289,907	250,000	1,420,927
90	Supplies & Materials	400	1,306,705	146,800		283,500		0		0	11,000	1,748,005
91	Capital Outlay	500	59,245	42,000		0		0		0	6,000	107,245
92	Other Objects	600	353,638	0	1,075,044	0	0	0		0	0	1,428,682
93	Non-Capitalized Equipment	700	0	0		0		0		0	0	0
94	Termination Benefits	800	0	0		0		0		0	0	0
95	<b>Total Expenditures</b>		14,451,297	509,668	1,075,044	999,864	806,207	0		720,175	267,000	18,829,255

SUMMARY OF CASH TRANSACTIONS

	A	B	C	D	E	F	G	H	I	J	K
1	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	<b>BEGINNING CASH BALANCE ON HAND July 1, 2013</b> <sup>7</sup>		1,663,552	753,335	299,822	43,868	75,121	0	1,782,521	0	389,506
4	<b>Total Direct Receipts &amp; Other Sources</b> <sup>8</sup>		13,592,063	789,184	1,075,944	1,198,807	755,900	0	83,208	720,175	129,708
5	<b>OTHER RECEIPTS</b>										
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	<b>Total Other Receipts</b>		0	0	0	0	0	0	0	0	0
11	<b>Total Direct Receipts, Other Sources, &amp; Other Receipts</b>		13,592,063	789,184	1,075,944	1,198,807	755,900	0	83,208	720,175	129,708
12	<b>Total Amount Available</b>		15,255,615	1,542,519	1,375,766	1,242,675	831,021	0	1,865,729	720,175	519,214
13	<b>Total Direct Disbursements &amp; Other Uses</b> <sup>9</sup>		14,451,297	509,668	1,075,044	999,864	806,207	0	0	720,175	267,000
14	<b>OTHER DISBURSEMENTS</b>										
15	Interfund Loans Receivable (Loans to Other Funds) <sup>10</sup>	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	<b>Total Other Disbursements</b>		0	0	0	0	0	0	0	0	0
20	<b>Total Direct Disbursements, Other Uses, &amp; Other Disbursements</b>		14,451,297	509,668	1,075,044	999,864	806,207	0	0	720,175	267,000
21	<b>ENDING CASH BALANCE ON HAND June 30, 2014</b> <sup>7</sup>		804,318	1,032,851	300,722	242,811	24,814	0	1,865,729	0	252,214

213

ESTIMATED RECEIPTS/REVENUES

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	<b>RECEIPTS/REVENUES FROM LOCAL SOURCES</b>										
4	<b>AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY</b>										
5	Designated Purposes Levies <sup>11</sup>	-	2,896,469	787,084	1,074,444	314,834	430,000		78,708	720,000	78,708
6	Leasing Purposes Levy <sup>12</sup>	1130									
7	Special Education Purposes Levy	1140	62,967								
8	FICA and Medicare Only Levies	1150					240,000				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	<b>Total Ad Valorem Taxes Levied by District</b>		2,959,436	787,084	1,074,444	314,834	670,000	0	78,708	720,000	78,708
13	<b>PAYMENTS IN LIEU OF TAXES</b>										
14	Mobile Home Privilege Tax	1210	40,000								
15	Payments from Local Housing Authority	1220	12,000								
16	Corporate Personal Property Replacement Taxes <sup>13</sup>	1230	400,000				85,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	<b>Total Payments in Lieu of Taxes</b>		452,000	0	0	0	85,000	0	0	0	0
19	<b>TUITION</b>										
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	<b>Total Tuition</b>		0								
41	<b>TRANSPORTATION FEES</b>										
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412				11,000					
44	Regular Transportation Fees from Other Sources (In State)	1413				3,500					
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415				13,000					
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									

ESTIMATED RECEIPTS/REVENUES

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
56	Special Education Transportation Fees from Other Districts (In State)	1442				800					
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	<b>Total Transportation Fees</b>					28,300					
64	<b>EARNINGS ON INVESTMENTS</b>										
65	Interest on Investments	1510	6,500	2,000	1,500	200	900		4,500	175	1,000
66	Gain or Loss on Sale of Investments	1520									
67	<b>Total Earnings on Investments</b>		6,500	2,000	1,500	200	900	0	4,500	175	1,000
68	<b>FOOD SERVICE</b>										
69	Sales to Pupils - Lunch	1611	170,000								
70	Sales to Pupils - Breakfast	1612	17,500								
71	Sales to Pupils - A la Carte	1613	30,000								
72	Sales to Pupils - Other (Describe & Itemize)	1614	250								
73	Sales to Adults	1620	23,000								
74	Other Food Service (Describe & Itemize)	1690	3,500								
75	<b>Total Food Service</b>		244,250								
76	<b>DISTRICT/SCHOOL ACTIVITY INCOME</b>										
77	Admissions - Athletic	1711	46,000								
78	Admissions - Other	1719									
79	Fees	1720	1,000								
80	Book Store Sales	1730	1,000								
81	Other District/School Activity Revenue (Describe & Itemize)	1790	500								
82	<b>Total District/School Activity Income</b>		48,500	0							
83	<b>TEXTBOOK Income</b>										
84	Rentals - Regular Textbooks	1811	105,000								
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	<b>Total Textbooks</b>		105,000								
94	<b>OTHER REVENUE FROM LOCAL SOURCES</b>										
95	Rentals	1910	14,000								
96	Contributions and Donations from Private Sources	1920									
97	Impact Fees from Municipal or County Governments	1930									
98	Services Provided Other Districts	1940	2,000								
99	Refund of Prior Years' Expenditures	1950	13,500			100					
100	Payments of Surplus Moneys from TIF Districts	1960									
101	Drivers' Education Fees	1970	8,000								
102	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
103	School Facility Occupation Tax Proceeds	1983									
104	Payment from Other Districts	1991									
105	Sale of Vocational Projects	1992									
106	Other Local Fees	1993									
107	Other Local Revenues (Describe & Itemize)	1999	57,000	100		1,500					
108	<b>Total Other Revenue from Local Sources</b>		94,500	100	0	1,600	0	0	0	0	0
109	<b>Total Receipts/Revenues from Local Sources</b>	<b>1000</b>	3,910,186	789,184	1,075,944	344,934	755,900	0	83,208	720,175	79,708

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	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
110	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>										
111	Flow-Through Revenue from State Sources	2100	52,500								
112	Flow-Through Revenue from Federal Sources	2200									
113	Other Flow-Through Revenue (Describe & Itemize)	2300									
114	<b>Total Flow-Through Receipts/Revenues From One District to Another District</b>	<b>2000</b>	<b>52,500</b>	<b>0</b>		<b>0</b>	<b>0</b>				
115	<b>RECEIPTS/REVENUES FROM STATE SOURCES</b>										
116	<b>UNRESTRICTED GRANTS-IN-AID</b>										
117	General State Aid (Section 18-8.05)	3001	6,869,279								
118	General State Aid Hold Harmless/Supplemental	3002									
119	Reorganization Incentives (Accounts 3005-3021)	3005									
120	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
121	<b>Total Unrestricted Grants-In-Aid</b>		<b>6,869,279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
122	<b>RESTRICTED GRANTS-IN-AID</b>										
123	<b>SPECIAL EDUCATION</b>										
124	Special Education - Private Facility Tuition	3100	48,860								
125	Special Education - Extraordinary	3105	369,967								
126	Special Education - Personnel	3110	247,149								
127	Special Education - Orphanage - Individual	3120	34,323								
128	Special Education - Orphanage - Summer	3130									
129	Special Education - Summer School	3145	3,900								
130	Special Education - Other (Describe & Itemize)	3199									
131	<b>Total Special Education</b>		<b>704,199</b>	<b>0</b>		<b>0</b>					
132	<b>CAREER AND TECHNICAL EDUCATION (CTE)</b>										
133	CTE - Technical Education - Tech Prep	3200									
134	CTE - Secondary Program Improvement (CTEI)	3220									
135	CTE - WECEP	3225									
136	CTE - Agriculture Education	3235									
137	CTE - Instructor Practicum	3240									
138	CTE - Student Organizations	3270									
139	CTE - Other (Describe & Itemize)	3299	68,308								
140	<b>Total Career and Technical Education</b>		<b>68,308</b>	<b>0</b>			<b>0</b>				
141	<b>BILINGUAL EDUCATION</b>										
142	Bilingual Education - Downstate - TPI and TBE	3305									
143	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
144	<b>Total Bilingual Education</b>		<b>0</b>				<b>0</b>				
145	State Free Lunch & Breakfast	3360	17,000								
146	School Breakfast Initiative	3365									
147	Driver Education	3370	31,841								
148	Adult Education (from ICCB)	3410									
149	Adult Education - Other (Describe & Itemize)	3499									
150	<b>TRANSPORTATION</b>										
151	Transportation - Regular/Vocational	3500				501,403					
152	Transportation - Special Education	3510				352,470					
153	Transportation - Other (Describe & Itemize)	3599									
154	<b>Total Transportation</b>		<b>0</b>	<b>0</b>		<b>853,873</b>	<b>0</b>				
155	Learning Improvement - Change Grants	3610									
156	Scientific Literacy	3660									
157	Truant Alternative/Optional Education	3695	72,484								
158	Early Childhood - Block Grant	3705	429,523								
159	Reading Improvement Block Grant	3715									
160	Reading Improvement Block Grant - Reading Recovery	3720									
161	Continued Reading Improvement Block Grant	3725									
162	Continued Reading Improvement Block Grant (2% Set Aside)	3726									

1	A	B	C	D	E	F	G	H	I	J	K
2	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
163	Chicago General Education Block Grant	3766									
164	Chicago Educational Services Block Grant	3767									
165	School Safety & Educational Improvement Block Grant	3775									
166	Technology - Learning Technology Centers	3780									
167	State Charter Schools	3815									
168	Extended Learning Opportunities - Summer Bridges	3825									
169	Infrastructure Improvements - Planning/Construction	3920									
170	School Infrastructure - Maintenance Projects	3925									50,000
171	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	1,500								
172	<b>Total Restricted Grants-In-Aid</b>		1,324,855	0	0	853,873	0	0	0	0	50,000
173	<b>Total Receipts/Revenues from State Sources</b>	3000	8,194,134	0	0	853,873	0	0	0	0	50,000
174	<b>RECEIPTS/REVENUES FROM FEDERAL SOURCES</b>										
175	<b>UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT.</b>										
176	Federal Impact Aid	4001									
177	Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009									
178	<b>Total Unrestricted Grants-In-Aid Received Directly from Fed Govt</b>		0	0	0	0	0	0	0	0	0
179	<b>RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT</b>										
180	Head Start	4045									
181	Construction (Impact Aid)	4050									
182	MAGNET	4060									
183	Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090									
184	<b>Total Restricted Grants-In-Aid Received Directly from Federal Govt.</b>		0	0		0	0	0			0
185	<b>RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE</b>										
186	<b>TITLE V</b>										
187	Title V - Innovation and Flexibility Formula	4100									
188	Title V - SEA Projects	4105									
189	Title V - Rural and Low Income Schools (REI)	4107									
190	Title V - Other (Describe & Itemize)	4199									
191	<b>Total Title V</b>		0	0		0	0				
192	<b>FOOD SERVICE</b>										
193	Breakfast Start-Up	4200									
194	National School Lunch Program	4210	405,000								
195	Special Milk Program	4215	3,000								
196	School Breakfast Program	4220	125,000								
197	Summer Food Service Admin/Program	4225									
198	Child Care Commodity/SFS 13-Adult Day Care	4226									
199	Fresh Fruit and Vegetables	4240									
200	Food Service - Other (Describe & Itemize)	4299	3,440								
201	<b>Total Food Service</b>		536,440				0				
202	<b>TITLE I</b>										
203	Title I - Low Income	4300	450,000								
204	Title I - Low Income - Neglected, Private	4305									
205	Title I - Comprehensive School Reform	4332									
206	Title I - Reading First	4334									
207	Title I - Even Start	4335									
208	Title I - Reading First SEA Funds	4337									
209	Title I - Migrant Education	4340									
210	Title I - Other (Describe & Itemize)	4399									
211	<b>Total Title I</b>		450,000	0		0	0				

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	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
212	<b>TITLE IV</b>										
213	Title IV - Safe & Drug Free Schools - Formula	4400									
214	Title IV - 21st Century	4421	135,850								
215	Title IV - Other (Describe & Itemize)	4499									
216	<b>Total Title IV</b>		135,850	0		0	0				
217	<b>FEDERAL - SPECIAL EDUCATION</b>										
218	Federal Special Education - Preschool Flow-Through	4600									
219	Federal Special Education - Preschool Discretionary	4605									
220	Federal Special Education - IDEA Flow Through/Low Incidence	4620	1,650								
221	Federal Special Education - IDEA Room & Board	4625									
222	Federal Special Education - IDEA Discretionary	4630									
223	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
224	<b>Total Federal Special Education</b>		1,650	0		0	0				
225	<b>CTE - PERKINS</b>										
226	CTE - Perkins-Title III E Tech Prep	4770									
227	CTE - Other (Describe & Itemize)	4799	9,500								
228	<b>Total CTE - Perkins</b>		9,500	0			0				
229	Federal - Adult Education	4810									
230	ARRA - General State Aid - Education Stabilization	4850									
231	ARRA - Title I - Low Income	4851									
232	ARRA - Title I - Neglected, Private	4852									
233	ARRA - Title I - Delinquent, Private	4853									
234	ARRA - Title I - School Improvement (Part A)	4854									
235	ARRA - Title I - School Improvement (Section 1003g)	4855									
236	ARRA - IDEA - Part B - Preschool	4856									
237	ARRA - IDEA - Part B - Flow-Through	4857									
238	ARRA - Title IID - Technology - Formula	4860									
239	ARRA - Title IID - Technology - Competitive	4861									
240	ARRA - McKinney - Vento Homeless Education	4862									
241	ARRA - Child Nutrition Equipment Assistance	4863									
242	Impact Aid Formula Grants	4864									
243	Impact Aid Competitive Grants	4865									
244	Qualified Zone Academy Bond Tax Credits	4866									
245	Qualified School Construction Bond Credits	4867									
246	Build America Bond Tax Credits	4868									
247	Build America Bond Interest Reimbursement	4869									
248	ARRA - General State Aid - Other Government Services Stabilization	4870									
249	Other ARRA Funds - II	4871									
250	Other ARRA Funds - III	4872									
251	Other ARRA Funds - IV	4873									
252	Other ARRA Funds - V	4874									
253	ARRA - Early Childhood	4875									
254	Other ARRA Funds - VII	4876									
255	Other ARRA Funds - VIII	4877									
256	Other ARRA Funds - IX	4878									
257	Other ARRA Funds - X	4879									
258	Other ARRA Funds - XI	4880									
259	<b>Total Stimulus Programs</b>		0	0	0	0	0	0		0	0
260	Race to the Top Program	4901	21,966								
261	Advanced Placement Fee/International Baccalaureate	4904									
262	Emergency Immigrant Assistance	4905									
263	Title III - English Language Acquisition	4909									
264	Learn & Serve America	4910									
265	McKinney Education for Homeless Children	4920									
266	Title II - Eisenhower - Professional Development Formula	4930									
267	Title II - Teacher Quality	4932	112,837								

ESTIMATED RECEIPTS/REVENUES

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
268	Federal Charter Schools	4960									
269	Medicaid Matching Funds - Administrative Outreach	4991	55,000								
270	Medicaid Matching Funds - Fee-For-Service Program	4992	45,000								
271	Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4998	67,000								
272	<b>Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State</b>		1,435,243	0	0	0	0	0		0	0
273	<b>TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES</b>	<b>4000</b>	1,435,243	0	0	0	0	0	0	0	0
274	<b>TOTAL DIRECT RECEIPTS/REVENUES</b>		13,592,063	789,184	1,075,944	1,198,807	755,900	0	83,208	720,175	129,708

219

	A	B	C	D	E	F	G	H	I	J	K
	Description	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	<b>10 - EDUCATIONAL FUND (ED)</b>										
4	<b>INSTRUCTION (ED)</b>										
5	Regular Programs	1100	4,502,498	1,083,253	113,516	226,469	15,370	0	0	0	5,941,106
6	Pre-K Programs	1125	214,206	43,610		7,196					265,012
7	Special Education Programs (Functions 1200 - 1220)	1200	1,020,910	183,105	16,025	26,730					1,246,770
8	Special Education Programs Pre-K	1225									0
9	Remedial and Supplemental Programs K-12	1250	215,513	83,661	2,100	23,771					325,045
10	Remedial and Supplemental Programs Pre-K	1275									0
11	Adult/Continuing Education Programs	1300									0
12	CTE Programs	1400	618,400	82,939	7,460	92,586	7,500				808,885
13	Interscholastic Programs	1500	201,455	15,521	66,490	34,210	6,000	1,630			325,306
14	Summer School Programs	1600									0
15	Gifted Programs	1650									0
16	Driver's Education Programs	1700	38,670	5,500	1,500	3,750					49,420
17	Bilingual Programs	1800									0
18	Truant Alternative & Optional Programs	1900	34,457	55	0	0	0	0	0	0	34,512
19	Pre-K Programs - Private Tuition	1910									0
20	Regular K-12 Programs Private Tuition	1911						4,000			4,000
21	Special Education Programs K-12 Private Tuition	1912						30,000			30,000
22	Special Education Programs Pre-K Tuition	1913									0
23	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
24	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
25	Adult/Continuing Education Programs Private Tuition	1916									0
26	CTE Programs Private Tuition	1917									0
27	Interscholastic Programs Private Tuition	1918									0
28	Summer School Programs Private Tuition	1919									0
29	Gifted Programs Private Tuition	1920									0
30	Bilingual Programs Private Tuition	1921									0
31	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
32	<b>Total Instruction<sup>14</sup></b>	<b>1000</b>	<b>6,846,109</b>	<b>1,497,644</b>	<b>207,091</b>	<b>414,712</b>	<b>28,870</b>	<b>35,630</b>	<b>0</b>	<b>0</b>	<b>9,030,056</b>
33	<b>SUPPORT SERVICES (ED)</b>										
34	<b>Support Services - Pupil</b>										
35	Attendance & Social Work Services	2110	39,918	7,581	1,300						48,799
36	Guidance Services	2120	235,697	46,315	20,400	13,853	1,200	150			317,615
37	Health Services	2130	149,000	32,066	3,050	3,446		438			188,000
38	Psychological Services	2140			500	500					1,000
39	Speech Pathology & Audiology Services	2150	180,454	40,792	2,400	5,000	1,575	900			231,121
40	Other Support Services - Pupils (Describe & Itemize)	2190		4,895							4,895
41	<b>Total Support Services - Pupil</b>	<b>2100</b>	<b>605,069</b>	<b>131,649</b>	<b>27,650</b>	<b>22,799</b>	<b>2,775</b>	<b>1,488</b>	<b>0</b>	<b>0</b>	<b>791,430</b>
42	<b>Support Services - Instructional Staff</b>										
43	Improvement of Instruction Services	2210	18,650	5,659	61,855	4,011					90,175
44	Educational Media Services	2220	141,358	21,789	3,950	22,831		700			190,628
45	Assessment & Testing	2230			3,824						3,824
46	<b>Total Support Services - Instructional Staff</b>	<b>2200</b>	<b>160,008</b>	<b>27,448</b>	<b>69,629</b>	<b>26,842</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>0</b>	<b>284,627</b>
47	<b>Support Services - General Administration</b>										
48	Board of Education Services	2310	21,000	4,920	81,000	10,500		5,500			122,920
49	Executive Administration Services	2320	201,687	30,716	15,450	2,800		2,400			253,053
50	Special Area Administration Services	2330	197,895	49,034	10,500	6,868	1,600	2,300			268,197
51	Tort Immunity Services	2360 - 2370									0
52	<b>Total Support Services - General Administration</b>	<b>2300</b>	<b>420,582</b>	<b>84,670</b>	<b>106,950</b>	<b>20,168</b>	<b>1,600</b>	<b>10,200</b>	<b>0</b>	<b>0</b>	<b>644,170</b>
53	<b>Support Services - School Administration</b>										
54	Office of the Principal Services	2410	721,079	93,431	58,050	25,815	6,000	6,100			910,475
55	Other Support Services - School Administration (Describe & Itemize)	2490									0
56	<b>Total Support Services - School Administration</b>	<b>2400</b>	<b>721,079</b>	<b>93,431</b>	<b>58,050</b>	<b>25,815</b>	<b>6,000</b>	<b>6,100</b>	<b>0</b>	<b>0</b>	<b>910,475</b>

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
57	<b>Support Services - Business</b>										
58	Direction of Business Support Services	2510									0
59	Fiscal Services	2520	104,101	9,840	31,350	31,235					176,526
60	Operation & Maintenance of Plant Services	2540	420,100	63,975		356,000					840,075
61	Pupil Transportation Services	2550	53,744		29,427	26,000					109,171
62	Food Services	2560	336,070	40,000	5,450	359,720					741,240
63	Internal Services	2570									0
64	<b>Total Support Services - Business</b>	<b>2500</b>	<b>914,015</b>	<b>113,815</b>	<b>66,227</b>	<b>772,955</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,867,012</b>
65	<b>Support Services - Central</b>										
66	Direction of Central Support Services	2610									0
67	Planning, Research, Development & Evaluation Services	2620	94,008	24,655	1,500	750					120,913
68	Information Services	2630			5,750						5,750
69	Staff Services	2640									0
70	Data Processing Services	2660	140,214	22,250	30,500	6,000	20,000				218,964
71	<b>Total Support Services - Central</b>	<b>2600</b>	<b>234,222</b>	<b>46,905</b>	<b>37,750</b>	<b>6,750</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>345,627</b>
72	<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>	<b>8,485</b>	<b>3,266</b>	<b>17,500</b>					<b>0</b>	<b>29,251</b>
73	<b>Total Support Services</b>	<b>2000</b>	<b>3,063,460</b>	<b>501,184</b>	<b>383,756</b>	<b>875,329</b>	<b>30,375</b>	<b>18,488</b>	<b>0</b>	<b>0</b>	<b>4,872,592</b>
74	<b>COMMUNITY SERVICES (ED)</b>	<b>3000</b>	<b>148,282</b>	<b>38,875</b>	<b>45,308</b>	<b>16,664</b>					<b>249,129</b>
75	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (ED)</b>										
76	<b>Payments to Other Govt Units (In-State)</b>										
77	Payments for Regular Programs	4110									0
78	Payments for Special Education Programs	4120						300			300
79	Payments for Adult/Continuing Education Programs	4130									0
80	Payments for CTE Programs	4140									0
81	Payments for Community College Programs	4170									0
82	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
83	<b>Total Payments to Districts and Other Govt Units (In-State)</b>	<b>4100</b>				<b>0</b>		<b>300</b>			<b>300</b>
84	Payments for Regular Programs - Tuition	4210						500			500
85	Payments for Special Education Programs - Tuition	4220						298,720			298,720
86	Payments for Adult/Continuing Education Programs - Tuition	4230									0
87	Payments for CTE Programs - Tuition	4240									0
88	Payments for Community College Programs - Tuition	4270									0
89	Payments for Other Programs - Tuition	4280									0
90	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
91	<b>Total Payments to Other Dist &amp; Govt Units - Tuition (In State)</b>	<b>4200</b>						<b>299,220</b>			<b>299,220</b>
92	Payments for Regular Programs - Transfers	4310									0
93	Payments for Special Education Programs - Transfers	4320									0
94	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
95	Payments for CTE Programs - Transfers	4340									0
96	Payments for Community College Program - Transfers	4370									0
97	Payments for Other Programs - Transfers	4380									0
98	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
99	<b>Total Payments to Other District &amp; Govt Units - Transfers (In State)</b>	<b>4300</b>				<b>0</b>		<b>0</b>			<b>0</b>
100	Payments to Other District & Govt Units (Out of State)	4400									0
101	<b>Total Payments to Other District &amp; Govt Units</b>	<b>4000</b>				<b>0</b>		<b>299,520</b>			<b>299,520</b>
102	<b>DEBT SERVICE (ED)</b>										
103	<b>Debt Service - Interest on Short-Term Debt</b>										
104	Tax Anticipation Warrants	5110									0
105	Tax Anticipation Notes	5120									0
106	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
107	State Aid Anticipation Certificates	5140									0
108	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
109	<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						<b>0</b>			<b>0</b>

	A	B	C	D	E	F	G	H	I	J	K
			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
1	Description	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
110	Debt Service - Interest on Long-Term Debt	5200									0
111	<b>Total Debt Service</b>	<b>5000</b>						0			0
112	<b>PROVISION FOR CONTINGENCIES (ED)</b>	<b>6000</b>									0
113	<b>Total Direct Disbursements/Expenditures</b>		10,057,851	2,037,703	636,155	1,306,705	59,245	353,638	0	0	14,451,297
114	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(859,234)
115											
116	<b>20 - OPERATIONS AND MAINTENANCE FUND (O&amp;M)</b>										
117	<b>SUPPORT SERVICES (O&amp;M)</b>										
118	<b>Support Services - Pupil</b>										
119	Other Support Services - Pupils (Describe & Itemize)	2190									0
120	<b>Support Services - Business</b>										
121	Direction of Business Support Services	2510									0
122	Facilities Acquisition & Construction Services	2530									0
123	Operation & Maintenance of Plant Services	2540	105,803	4,900	210,165	146,800	42,000				509,668
124	Pupil Transportation Services	2550									0
125	Food Services	2560									0
126	<b>Total Support Services - Business</b>	<b>2500</b>	<b>105,803</b>	<b>4,900</b>	<b>210,165</b>	<b>146,800</b>	<b>42,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>509,668</b>
127	Other Support Services (Describe & Itemize)	2900									0
128	<b>Total Support Services</b>	<b>2000</b>	<b>105,803</b>	<b>4,900</b>	<b>210,165</b>	<b>146,800</b>	<b>42,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>509,668</b>
129	<b>COMMUNITY SERVICES (O&amp;M)</b>	<b>3000</b>									0
130	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (O&amp;M)</b>										
131	<b>Payments to Other Govt Units (In-State)</b>										
132	Payments for Special Education Programs	4120									0
133	Payments for CTE Program	4140									0
134	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
135	<b>Total Payments to Other Govt Units (In-State)</b>	<b>4100</b>				0		0			0
136	Payments to Other Govt Units (Out of State) <sup>14</sup>	4400									0
137	<b>Total Payments to Other District and Govt Unit</b>	<b>4000</b>				0		0			0
138	<b>DEBT SERVICE (O&amp;M)</b>										
139	<b>Debt Service - Interest on Short-Term Debt</b>										
140	Tax Anticipation Warrants	5110									0
141	Tax Anticipation Notes	5120									0
142	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
143	State Aid Anticipation Certificates	5140									0
144	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
145	<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						0			0
146	<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
147	<b>Total Debt Service</b>	<b>5000</b>						0			0
148	<b>PROVISION FOR CONTINGENCIES (O&amp;M)</b>	<b>6000</b>									0
149	<b>Total Direct Disbursements/Expenditures</b>		105,803	4,900	210,165	146,800	42,000	0	0	0	509,668
150	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										279,516
151											
152	<b>30 - DEBT SERVICE FUND (DS)</b>										
153	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (DS)</b>	<b>4000</b>						0			0
154	<b>DEBT SERVICE (DS)</b>										
155	<b>Debt Service - Interest on Short-Term Debt</b>										
156	Tax Anticipation Warrants	5110									0
157	Tax Anticipation Notes	5120									0
158	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
159	State Aid Anticipation Certificates	5140									0
160	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
161	<b>Total Debt Service - Interest On Short-Term Debt</b>	<b>5100</b>						0			0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
162	Debt Service - Interest on Long-Term Debt	5200						1,010,044			1,010,044
163	Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)	5300						65,000			65,000
164	Debt Service Other (Describe & Itemize)	5400									0
165	Total Debt Service	5000			0			1,075,044			1,075,044
166	PROVISION FOR CONTINGENCIES (DS)	6000									0
167	Total Direct Disbursements/Expenditures				0			1,075,044			1,075,044
168	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										900
170	<b>40 - TRANSPORTATION FUND (TR)</b>										
171	<b>SUPPORT SERVICES (TR)</b>										
172	<b>Support Services - Pupils</b>										
173	Other Support Services - Pupils (Describe & Itemize)	2190									0
174	<b>Support Services - Business</b>										
175	Pupil Transportation Services	2550	570,734	110,930	34,700	283,500					999,864
176	Other Support Services (Describe & Itemize)	2900									0
177	Total Support Services	2000	570,734	110,930	34,700	283,500	0	0	0	0	999,864
178	<b>COMMUNITY SERVICES (TR)</b>										
179	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (TR)</b>										
180	<b>Payments to Other Govt Units (In-State)</b>										
181	Payments for Regular Program	4110									0
182	Payments for Special Education Programs	4120									0
183	Payments for Adult/Continuing Education Programs	4130									0
184	Payments for CTE Programs	4140									0
185	Payments for Community College Programs	4170									0
186	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
187	Total Payments to Other Govt Units (In-State)	4100			0			0			0
188	Payments to Other Govt Units (Out-of-State) (Describe & Itemize)	4400									0
189	Total Payments to Other Districts & Govt Units	4000			0			0			0
190	<b>DEBT SERVICE (TR)</b>										
191	<b>Debt Service - Interest on Short-Term Debt</b>										
192	Tax Anticipation Warrants	5110									0
193	Tax Anticipation Notes	5120									0
194	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
195	State Aid Anticipation Certificates	5140									0
196	Other Interest on Short-Term Debt (Describe and Itemize)	5150									0
197	Total Debt Service - Interest On Short-Term Debt	5100						0			0
198	<b>Debt Service - Interest on Long-Term Debt</b>										
199	Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)	5300									0
200	Debt Service - Other (Describe and Itemize)	5400									0
201	Total Debt Service	5000						0			0
202	PROVISION FOR CONTINGENCIES (TR)	6000									0
203	Total Direct Disbursements/Expenditures		570,734	110,930	34,700	283,500	0	0	0	0	999,864
204	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										198,943
205											
206	<b>50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)</b>										
207	<b>INSTRUCTION (MR/SS)</b>										
208	Regular Program	1100		63,150							63,150
209	Pre-K Programs	1125		38,850							38,850
210	Special Education Programs (Functions 1200-1220)	1200		70,685							70,685
211	Special Education Programs Pre-K	1225									0
212	Remedial and Supplemental Programs K-12	1250		29,750							29,750
213	Remedial and Supplemental Programs Pre-K	1275									0
214	Adult/Continuing Education Programs	1300									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	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	CTE Programs	1400		38,675							38,675
216	Interscholastic Programs	1500		10,720							10,720
217	Summer School Programs	1600									0
218	Gifted Programs	1650									0
219	Driver's Education Programs	1700		650							650
220	Bilingual Programs	1800									0
221	Truant Alternative & Optional Programs	1900		7,625							7,625
	<b>Total Instruction</b>	<b>1000</b>		<b>260,105</b>							<b>260,105</b>
223	<b>SUPPORT SERVICES (MR/SS)</b>										
224	<b>Support Services - Pupil</b>										
225	Attendance & Social Work Services	2110		3,833							3,833
226	Guidance Services	2120		7,705							7,705
227	Health Services	2130		5,400							5,400
228	Psychological Services	2140									0
229	Speech Pathology & Audiology Services	2150		3,000							3,000
230	Other Support Services - Pupils (Describe & Itemize)	2190		7,800							7,800
	<b>Total Support Services - Pupil</b>	<b>2100</b>		<b>27,738</b>							<b>27,738</b>
232	<b>Support Services - Instructional Staff</b>										
233	Improvement of Instruction Services	2210		500							500
234	Educational Media Services	2220		17,450							17,450
235	Assessment & Testing	2230									0
	<b>Total Support Services - Instructional Staff</b>	<b>2200</b>		<b>17,950</b>							<b>17,950</b>
237	<b>Support Services - General Administration</b>										
238	Board of Education Services	2310		1,900							1,900
239	Executive Administration Services	2320		11,000							11,000
240	Special Area Administrative Services	2330		18,750							18,750
241	Claims Paid from Self Insurance Fund	2361									0
242	Workers' Compensation or Workers' Occupation Disease Acts Payments	2362									0
243	Unemployment Insurance Payments	2363									0
244	Insurance Payments (regular or self-insurance)	2364									0
245	Risk Management and Claims Services Payments	2365									0
246	Judgment and Settlements	2366									0
247	Educational, Inspectional, Supervisory Services Related to Loss Prevention or Reduction	2367									0
248	Reciprocal Insurance Payments	2368									0
249	Legal Service	2369									0
	<b>Total Support Services - General Administration</b>	<b>2300</b>		<b>31,650</b>							<b>31,650</b>
251	<b>Support Services - School Administration</b>										
252	Office of the Principal Services	2410		59,400							59,400
253	Other Support Services - School Administration (Describe & Itemize)	2490									0
	<b>Total Support Services - School Administration</b>	<b>2400</b>		<b>59,400</b>							<b>59,400</b>
255	<b>Support Services - Business</b>										
256	Direction of Business Support Services	2510									0
257	Fiscal Services	2520		24,000							24,000
258	Facilities Acquisition & Construction Services	2530									0
259	Operation & Maintenance of Plant Service	2540		131,750							131,750
260	Pupil Transportation Services	2550		147,460							147,460
261	Food Services	2560		77,000							77,000
262	Internal Services	2570									0
	<b>Total Support Services - Business</b>	<b>2500</b>		<b>380,210</b>							<b>380,210</b>

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
264	<b>Support Services - Central</b>										
265	Direction of Central Support Services	2610									0
266	Planning, Research, Development & Evaluation Services	2620		1,575							1,575
267	Information Services	2630									0
268	Staff Services	2640									0
269	Data Processing Services	2660		16,500							16,500
270	<b>Total Support Services - Central</b>	<b>2600</b>		<b>18,075</b>							<b>18,075</b>
271	<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>		267							267
272	<b>Total Support Services</b>	<b>2000</b>		<b>535,290</b>							<b>535,290</b>
273	<b>COMMUNITY SERVICES (MR/SS)</b>	<b>3000</b>		10,812							10,812
274	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (MR/SS)</b>										
275	Payments for Special Education Programs	4120									0
276	Payments for CTE Programs	4140									0
277	<b>Total Payments to Other Districts &amp; Govt Units</b>	<b>4000</b>		<b>0</b>							<b>0</b>
278	<b>DEBT SERVICE (MR/SS)</b>										
279	<b>Debt Service - Interest on Short-Term Debt</b>										
280	Tax Anticipation Warrants	5110									0
281	Tax Anticipation Notes	5120									0
282	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
283	State Aid Anticipation Certificates	5140									0
284	Other (Describe & Itemize)	5150									0
285	<b>Total Debt Service</b>	<b>5000</b>						<b>0</b>			<b>0</b>
286	<b>PROVISION FOR CONTINGENCIES (MR/SS)</b>	<b>6000</b>									<b>0</b>
287	<b>Total Direct Disbursements/Expenditures</b>			<b>806,207</b>				<b>0</b>			<b>806,207</b>
288	<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										<b>(50,307)</b>
289											
290	<b>60 - CAPITAL PROJECTS (CP)</b>										
291	<b>SUPPORT SERVICES (CP)</b>										
292	<b>Support Services - Business</b>										
293	Facilities Acquisition & Construction Services	2530									0
294	Other Support Services (Describe & Itemize)	2900									0
295	<b>Total Support Services</b>	<b>2000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
296	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (CP)</b>										
297	<b>Payments to Other Govt Units (In-State)</b>										
298	Payments to Other Govt Units (In-State)	4100									0
299	Payment for Special Education Programs	4120									0
300	Payment for CTE Programs	4140									0
301	Other Payments to In-State Governmental Units (Describe & Itemize)	4190									0
302	<b>Total Payments to Other Districts &amp; Govt Units</b>	<b>4000</b>			<b>0</b>			<b>0</b>			<b>0</b>
303	<b>PROVISION FOR CONTINGENCIES (CP)</b>	<b>6000</b>									<b>0</b>
304	<b>Total Direct Disbursements/Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
305	<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										<b>0</b>
306											
307	<b>70 WORKING CASH FUND (WC)</b>										
308											
309	<b>80 - TORT FUND (TF)</b>										
310	<b>SUPPORT SERVICES - GENERAL ADMINISTRATION</b>										
311	Claims Paid from Self Insurance Fund	2361									0
312	Workers' Compensation or Workers' Occupational Disease Act Payments	2362			121,442						121,442
313	Unemployment Insurance Payments	2363			1,545						1,545
314	Insurance Payments (regular or self-insurance)	2364			87,039						87,039
315	Risk Management and Claims Services Payments	2365			34,881						34,881
316	Judgment and Settlements	2366									0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
317	Educational, Inspectional, Supervisory Services Related to Loss Prevention or Reduction	2367	430,268		13,000						443,268
318	Reciprocal Insurance Payments	2368									0
319	Legal Service	2369			32,000						32,000
320	Property Insurance (Building & Grounds)	2371									0
321	Vehicle Insurance (Transportation)	2372									0
322	<b>Total Support Services - General Administration</b>	<b>2000</b>	<b>430,268</b>	<b>0</b>	<b>289,907</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>720,175</b>
323	<b>DEBT SERVICE (TF)</b>										
324	Debt Service - Interest on Short-Term Debt										
325	Tax Anticipation Warrants	5110									0
326	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
327	Other Interest or Short-Term Debt (Describe & Itemize)	5150									0
328	<b>Total Debt Service</b>	<b>5000</b>						<b>0</b>			<b>0</b>
329	<b>PROVISION FOR CONTINGENCIES (TF)</b>	<b>6000</b>									<b>0</b>
330	<b>Total Direct Disbursements/Expenditures</b>		<b>430,268</b>	<b>0</b>	<b>289,907</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>720,175</b>
331	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
332											
333	<b>90 - FIRE PREVENTION &amp; SAFETY FUND (FP&amp;S)</b>										
334	<b>SUPPORT SERVICES (FP&amp;S)</b>										
335	<b>Support Services - Business</b>										
336	Facilities Acquisition & Construction Services	2530			250,000	11,000	6,000				267,000
337	Operation & Maintenance of Plant Service	2540									0
338	<b>Total Support Services - Business</b>	<b>2500</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>11,000</b>	<b>6,000</b>	<b>0</b>	<b>0</b>		<b>267,000</b>
339	Other Support Services (Describe & Itemize)	2900									0
340	<b>Total Support Services</b>	<b>2000</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>11,000</b>	<b>6,000</b>	<b>0</b>	<b>0</b>		<b>267,000</b>
341	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (FP&amp;S)</b>										
342	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
343	<b>Total Payments to Other Districts &amp; Govt Units (FPS)</b>	<b>4000</b>						<b>0</b>			<b>0</b>
344	<b>DEBT SERVICE (FP&amp;S)</b>										
345	Debt Service - Interest on Short-Term Debt										
346	Tax Anticipation Warrants	5110									0
347	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
348	<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						<b>0</b>			<b>0</b>
349	Debt Service - Interest on Long-Term Debt	5200									0
350	Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)	5300									0
351	<b>Total Debt Service</b>	<b>5000</b>						<b>0</b>			<b>0</b>
352	<b>PROVISIONS FOR CONTINGENCIES (FP&amp;S)</b>	<b>6000</b>									<b>0</b>
353	<b>Total Direct Disbursements/Expenditures</b>		<b>0</b>	<b>0</b>	<b>250,000</b>	<b>11,000</b>	<b>6,000</b>	<b>0</b>	<b>0</b>		<b>267,000</b>
354	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(137,292)

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

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

	A	B	C	D	E	F
1						
2	<b>East Richland Community Unit #1      12-080-0010-26</b>					
3	<b>DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only</b>					
4		<b>EDUCATIONAL</b>	<b>OPERATIONS &amp; MAINTENANCE</b>	<b>TRANSPORTATION</b>	<b>WORKING CASH</b>	<b>TOTAL</b>
5	<b>Direct Revenues</b>	13,592,063	789,184	1,198,807	83,208	<b>15,663,262</b>
6	<b>Direct Expenditures</b>	14,451,297	509,668	999,864		<b>15,960,829</b>
7	<b>Difference</b>	(859,234)	279,516	198,943	83,208	<b>(297,567)</b>
8	<b>Estimated Fund Balance - June 30, 2014</b>	764,146	1,032,851	242,681	1,865,729	<b>3,905,407</b>
9	<b>Unbalanced budget, however, a deficit reduction plan is not required at this time.</b>					
10						
11						
12	<i>A deficit reduction plan is required if the local board of education adopts (or amends) the 2013-14 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>					
13	<b>Note:</b> <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>					
14	<i>The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2012-2013 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>					
15	<i>The deficit reduction plan, if required, is developed using ISBE guidelines and format.</i>					

228

ILLINOIS STATE BOARD OF EDUCATION  
SCHOOL BUSINESS SERVICES DIVISION

	A	B	C	D	E	F	G
1			<b>DEFICIT REDUCTION PLAN</b>				
2			<b>ESTIMATED BUDGET</b>				
3	<b>East Richland Community Unit #1</b>		<b>FY2013-14</b>				
4	<i>District Number</i>						
5	12-080-0010-26						
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		1,623,380	753,335	43,738	1,782,521	4,202,974
8	<b>RECEIPTS/REVENUES</b>		<b>Acct No.</b>				
9	<b>LOCAL SOURCES</b>		<b>1000</b>	3,910,186	789,184	344,934	83,208
10	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>		<b>2000</b>	52,500	0	0	52,500
11	<b>STATE SOURCES</b>		<b>3000</b>	8,194,134	0	853,873	0
12	<b>FEDERAL SOURCES</b>		<b>4000</b>	1,435,243	0	0	0
13	<b>Total Receipts/Revenues</b>			13,592,063	789,184	1,198,807	83,208
14	<b>DISBURSEMENTS/EXPENDITURES</b>		<b>Funct No.</b>				
15	<b>INSTRUCTION</b>		<b>1000</b>	9,030,056			9,030,056
16	<b>SUPPORT SERVICES</b>		<b>2000</b>	4,872,592	509,668	999,864	6,382,124
17	<b>COMMUNITY SERVICES</b>		<b>3000</b>	249,129	0	0	249,129
18	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT. UNITS</b>		<b>4000</b>	299,520	0	0	299,520
19	<b>DEBT SERVICES</b>		<b>5000</b>	0	0	0	0
20	<b>PROVISION FOR CONTINGENCIES</b>		<b>6000</b>	0	0	0	0
21	<b>Total Disbursements/Expenditures</b>			14,451,297	509,668	999,864	15,960,829
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			(859,234)	279,516	198,943	83,208
23	<b>OTHER SOURCES/USES OF FUNDS</b>						
24	<b>OTHER SOURCES OF FUNDS (7000)</b>			0	0	0	0
25	<b>OTHER USES OF FUNDS (8000)</b>			0	0	0	0
26	<b>TOTAL OTHER SOURCES/USES OF FUNDS</b>			0	0	0	0
27	<b>ESTIMATED ENDING FUND BALANCE</b>			764,146	1,032,851	242,681	1,865,729

229

ILLINOIS STATE BOARD OF EDUCATION  
SCHOOL BUSINESS SERVICES DIVISION

	A	B	H	I	J	K	L
1			<b>ESTIMATED BUDGET FY2014-15</b>				
2							
3	<b>East Richland Community Unit #1</b>	<b>12-080-0010-26</b>					
4	<i>District Number</i>						
5							
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		764,146	1,032,851	242,681	1,865,729	3,905,407
8	<b>RECEIPTS/REVENUES</b>	Acct No.					
9	<b>LOCAL SOURCES</b>	1000					0
10	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>	2000					0
11	<b>STATE SOURCES</b>	3000					0
12	<b>FEDERAL SOURCES</b>	4000					0
13	<b>Total Receipts/Revenues</b>		0	0	0	0	0
14	<b>DISBURSEMENTS/EXPENDITURES</b>	Funct No.					
15	<b>INSTRUCTION</b>	1000					0
16	<b>SUPPORT SERVICES</b>	2000					0
17	<b>COMMUNITY SERVICES</b>	3000					0
18	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT. UNITS</b>	4000					0
19	<b>DEBT SERVICES</b>	5000					0
20	<b>PROVISION FOR CONTINGENCIES</b>	6000					0
21	<b>Total Disbursements/Expenditures</b>		0	0	0		0
22	<b>Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures</b>		0	0	0	0	0
23	<b>OTHER SOURCES/USES OF FUNDS</b>						
24	<b>OTHER SOURCES OF FUNDS (7000)</b>						0
25	<b>OTHER USES OF FUNDS (8000)</b>						0
26	<b>TOTAL OTHER SOURCES/USES OF FUNDS</b>		0	0	0	0	0
27	<b>ESTIMATED ENDING FUND BALANCE</b>		764,146	1,032,851	242,681	1,865,729	3,905,407

230

ILLINOIS STATE BOARD OF EDUCATION  
SCHOOL BUSINESS SERVICES DIVISION

	A	B	M	N	O	P	Q
1			<b>ESTIMATED BUDGET FY2015-16</b>				
2							
3	<b>East Richland Community Unit #1    12-080-0010-26</b>						
4	<i>District Number</i>						
5							
6			<b>Educational Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Transportation Fund</b>	<b>Working Cash Fund</b>	<b>Total</b>
7	<b>ESTIMATED BEGINNING FUND BALANCE</b> (must equal prior Ending Fund Balance)		764,146	1,032,851	242,681	1,865,729	3,905,407
8	<b>RECEIPTS/REVENUES</b>		<b>Acct No.</b>				
9	<b>LOCAL SOURCES</b>		<b>1000</b>				0
10	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>		<b>2000</b>				0
11	<b>STATE SOURCES</b>		<b>3000</b>				0
12	<b>FEDERAL SOURCES</b>		<b>4000</b>				0
13	<b>Total Receipts/Revenues</b>		0	0	0	0	0
14	<b>DISBURSEMENTS/EXPENDITURES</b>		<b>Funct No.</b>				
15	<b>INSTRUCTION</b>		<b>1000</b>				0
16	<b>SUPPORT SERVICES</b>		<b>2000</b>				0
17	<b>COMMUNITY SERVICES</b>		<b>3000</b>				0
18	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT. UNITS</b>		<b>4000</b>				0
19	<b>DEBT SERVICES</b>		<b>5000</b>				0
20	<b>PROVISION FOR CONTINGENCIES</b>		<b>6000</b>				0
21	<b>Total Disbursements/Expenditures</b>		0	0	0		0
22	<b>Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures</b>		0	0	0	0	0
23	<b>OTHER SOURCES/USES OF FUNDS</b>						
24	<b>OTHER SOURCES OF FUNDS (7000)</b>						0
25	<b>OTHER USES OF FUNDS (8000)</b>						0
26	<b>TOTAL OTHER SOURCES/USES OF FUNDS</b>		0	0	0	0	0
27	<b>ESTIMATED ENDING FUND BALANCE</b>		764,146	1,032,851	242,681	1,865,729	3,905,407

231

ILLINOIS STATE BOARD OF EDUCATION  
SCHOOL BUSINESS SERVICES DIVISION

	A	B	R	S	T	U	V
1			<b>ESTIMATED BUDGET FY2016-17</b>				
2							
3	<b>East Richland Community Unit #1    12-080-0010-26</b>						
4	<i>District Number</i>						
5							
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		764,146	1,032,851	242,681	1,865,729	3,905,407
8	<b>RECEIPTS/REVENUES</b>		Acct No.				
9	<b>LOCAL SOURCES</b>		1000				0
10	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>		2000				0
11	<b>STATE SOURCES</b>		3000				0
12	<b>FEDERAL SOURCES</b>		4000				0
13	<b>Total Receipts/Revenues</b>		0	0	0	0	0
14	<b>DISBURSEMENTS/EXPENDITURES</b>		Funct No.				
15	<b>INSTRUCTION</b>		1000				0
16	<b>SUPPORT SERVICES</b>		2000				0
17	<b>COMMUNITY SERVICES</b>		3000				0
18	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT. UNITS</b>		4000				0
19	<b>DEBT SERVICES</b>		5000				0
20	<b>PROVISION FOR CONTINGENCIES</b>		6000				0
21	<b>Total Disbursements/Expenditures</b>		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	<b>OTHER SOURCES/USES OF FUNDS</b>						
24	<b>OTHER SOURCES OF FUNDS (7000)</b>						0
25	<b>OTHER USES OF FUNDS (8000)</b>						0
26	<b>TOTAL OTHER SOURCES/USES OF FUNDS</b>		0	0	0	0	0
27	<b>ESTIMATED ENDING FUND BALANCE</b>		764,146	1,032,851	242,681	1,865,729	3,905,407

232

ILLINOIS STATE BOARD OF EDUCATION  
SCHOOL BUSINESS SERVICES DIVISION

	A	B	W	X	Y	Z
1			<b>SUMMARY</b>			
2			<b>BUDGET ADDENDUM - DEFICIT REDUCTION PLAN</b>			
3	<b>East Richland Community Unit #1</b>		<b>ESTIMATED BUDGET</b>			
4	<i>District Number</i>		<i>Date of Adoption:</i>			
5	12-080-0010-26		<i>(Enter as MM/DD/YY)</i>			
6			FY2013-14	FY2014-15	FY2015-16	FY2016-17
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		4,202,974	3,905,407	3,905,407	3,905,407
8	<b>RECEIPTS/REVENUES</b>		<b>Acct No.</b>			
9	LOCAL SOURCES		1000	5,127,512	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT		2000	52,500	0	0
11	STATE SOURCES		3000	9,048,007	0	0
12	FEDERAL SOURCES		4000	1,435,243	0	0
13	Total Receipts/Revenues			15,663,262	0	0
14	<b>DISBURSEMENTS/EXPENDITURES</b>		<b>Funct No.</b>			
15	INSTRUCTION		1000	9,030,056	0	0
16	SUPPORT SERVICES		2000	6,382,124	0	0
17	COMMUNITY SERVICES		3000	249,129	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS		4000	299,520	0	0
19	DEBT SERVICES		5000	0	0	0
20	PROVISION FOR CONTINGENCIES		6000	0	0	0
21	Total Disbursements/Expenditures			15,960,829	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			(297,567)	0	0
23	<b>OTHER SOURCES/USES OF FUNDS</b>					
24	OTHER SOURCES OF FUNDS (7000)			0	0	0
25	OTHER USES OF FUNDS (8000)			0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS			0	0	0
27	ESTIMATED ENDING FUND BALANCE			3,905,407	3,905,407	3,905,407

233

**Deficit Reduction Plan-Background/Assumptions**  
**Fiscal Year 2014 through Fiscal Year 2017**

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**East Richland Community Unit #1                      12-080-0010-26**

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*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. For additional information, please see:*

[www.isbe.net/sfms/budget/2014/budget.htm](http://www.isbe.net/sfms/budget/2014/budget.htm)

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**1. Background and Narrative of Budget Reductions:**

**2. Assumptions Used in the Deficit Reduction Plan:**

- Foundation Levels for General State Aid:

- 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 FY2014 budgeted expenditures over FY2013 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](#)

<b>ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET</b> (Section 17-1.5 of the School Code)
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School District Name: East Richland Community Unit #1  
 RCDT Number: 12-080-0010-26

236

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2013			Budgeted Expenditures, Fiscal Year 2014		
		(10) Educational	(20) Operations & Maintenance	Total	(10) Educational	(20) Operations & Maintenance	Total
1. Executive Administration Services	2320	241,030		241,030	253,053		253,053
2. Special Area Administration Services	2330	253,070		253,070	268,197		268,197
3. Other Support Services - School Administration	2490			0	0		0
4. Direction of Business Support Services	2510			0	0	0	0
5. Internal Services	2570			0	0		0
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
<b>8. Totals</b>		494,100	0	494,100	521,250	0	521,250
<b>9. Estimated Percent Increase (Decrease) for FY2014 (Budgeted) over FY2013 (Actual)</b>							5%



## Reference Description

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- <sup>1</sup> 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).
- <sup>2</sup> 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).
- <sup>3</sup> 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.
- <sup>3a</sup> Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- <sup>4</sup> 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.
- <sup>5</sup> 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.
- <sup>6</sup> 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.
- <sup>7</sup> Cash plus investments must be greater than or equal to zero.
- <sup>8</sup> 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).
- <sup>9</sup> 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).
- <sup>10</sup> Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- <sup>11</sup> Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- <sup>12</sup> The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- <sup>13</sup> 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.
- <sup>14</sup> Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- <sup>15</sup> 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)
- <sup>16</sup> 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)

<b>CHECK FOR ERRORS</b>	
<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
<b>Is Deficit Reduction Plan Required?</b>	<b>Deficit reduction plan is not required.</b>
<b>If required, is Deficit Reduction Plan Completed (Page: DefReductPlan 20-24)?</b>	
<b>1. Cover Page - CASH or ACCRUAL</b>	
Check one type of Accounting Basis used on the Cover sheet.	<b>CASH</b>
<b>2. Budget Summary: Other Sources (Page BudgetSum 2-3 - Acct 7000), must equal Other Uses (BudgetSum 2-3 - Acct. 8000).</b>	
Estimated Beginning Fund Balance July, 1 2013 for all Funds (Cells C3 - K3)(Line must have a number or zero)	<b>OK</b>
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).	<b>OK</b>
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).	<b>OK</b>
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).	<b>OK</b>
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).	<b>OK</b>
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).	<b>OK</b>
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).	<b>OK</b>
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	<b>OK</b>
<b>3. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2012, (CashSum 4, All Funds), cannot be negative.</b>	
Educational (Fund 10 - Cell C3)	<b>OK</b>
Operations & Maintenance (Fund 20 - Cell D3)	<b>OK</b>
Debt Service (Fund 30 - Cell E3)	<b>OK</b>
Transportation (Fund 40 - Cell F3)	<b>OK</b>
Municipal Retirement/Social Security (Fund 50 - Cell G3)	<b>OK</b>
Capital Projects (Fund 60 - Cell H3)	<b>OK</b>
Working Cash (Fund 70 - Cell I3)	<b>OK</b>
Tort (Fund 80 - Cell J3)	<b>OK</b>
Fire Prevention & Safety (Fund 90 - Cell K3)	<b>OK</b>
<b>4. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2013, (Page CashSum 4 - All Funds), cannot be negative.</b>	
Educational (Fund 10 - Cell C21)	<b>OK</b>
Operations & Maintenance (Fund 20 - Cell D21)	<b>OK</b>
Debt Service (Fund 30 - Cell E21)	<b>OK</b>
Transportation (Fund 40 - F21)	<b>OK</b>
Municipal Retirement/Social Security (Fund 50 - Cell G21)	<b>OK</b>
Capital Projects (Fund 60 - H21)	<b>OK</b>
Working Cash (Fund 70 - Cell I21)	<b>OK</b>
Tort (Fund 80 - Cell J21)	<b>OK</b>
Fire Prevention & Safety (Fund 90 - Cell K21)	<b>OK</b>
<b>5. Summary of Cash Transactions: Other Receipts, (Page CashSum 4), must equal Other Disbursements, (Page CashSum 4).</b>	
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).	<b>OK</b>
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).	<b>OK</b>

*End of Balancing*

	Actual	FY14	Budget			
Fund	Fund Balance July 1, 2013	FY2014 Revenue	FY2014 Expenditures	Fund Balance July 1, 2014	Difference	
10-Education	1,623,380.00	13,592,063.00	14,451,297.00	764,146.00	(859,234.00)	
20-Building/Grounds	753,335.00	789,184.00	509,668.00	1,032,851.00	279,516.00	
30-Bond & Interest	299,822.00	1,075,944.00	1,075,044.00	300,722.00	900.00	
40-Transportation	43,738.00	1,198,807.00	999,864.00	242,681.00	198,943.00	
50-IMRF/SS	75,121.00	755,900.00	806,207.00	24,814.00	(50,307.00)	
60-Site & Construction				-	-	
70-Working Cash	1,782,521.00	83,208.00		1,865,729.00	83,208.00	
80-Tort		720,175.00	720,175.00	-	-	
90-Life Safety*	389,506.00	129,708.00	267,000.00	252,214.00	(137,292.00)	
					-	
<b>Total</b>	4,967,423.00	18,344,989.00	18,829,255.00	4,483,157.00	(484,266.00)	

## District Title I Local Board Action

**Directions:** Print and provide to your local board for approval **this form AND the below, number 1 and 2;**

1. the **District Level Comprehensive Plan Report**(report found in the Reports link on the Planning Tools and Resources tile)
2. the completed **Title I District Wide Plan Indicators form** (which allows planners to address those Parts, E, F, I, L, N, O not covered by the existing Rising Star indicators)

Once the local school board reviews to approve the above mentioned **District Comprehensive Plan Report and** the completed **Title I District Wide Plan Indicators form**, go to your Rising Star district dashboard, Compliance and Submission tile, and click on the Continuous Improvement Plan Submissions. On the following screen, look at column two under Required Forms, click on the **District Title I Plan Local Board Action** form. Have both the superintendent and board president agree to the assurances by typing in their full names and choosing a submit date from the pop up calendar next to their name. **This will then be reported to ISBE.** (You may print down the PDF version of the **District Title I Plan Local Board Action** and then file the signed paper copy of this form with your records. This form version **does not need to be sent to ISBE.**)

## Section II. Board Approval and Certification and Assurances

Include the signature of the district superintendent to certify that the local education agency assures the Illinois State Board of Education that the district will:

241

- A. inform eligible schools and parents of schoolwide program authority and the ability of such schools to consolidate funds from Federal, State, and local sources.
- B. provide technical assistance and support to schoolwide programs.
- C. work in consultation with schools as the schools develop the schools' plans pursuant to section 1114 and assist schools as the schools implement such plans or undertake activities pursuant to section 1115 so that each school can make adequate yearly progress toward meeting the State student academic achievement standards.
- D. fulfill such agency's school improvement responsibilities under section 1116, including taking actions under paragraphs (7) and (8) of section 1116(b).
- E. provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1120, and timely and meaningful consultation with private school officials regarding such services.
- F. take into account the experience of model programs for the educationally disadvantaged, and the findings of relevant scientifically based research indicating that services may be most effective if focused on students in the earliest grades at schools that receive funds under this part.
- G. in the case of a local educational agency that chooses to use funds under this part to provide early childhood development services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act.
- H. work in consultation with schools as the schools develop and implement their plans or activities under sections 1118 and 1119.
  - I. comply with the requirements of section 1119 regarding the qualifications of teachers and paraprofessionals and professional development.
  - J. inform eligible schools of the local educational agency's authority to obtain waivers on the school's behalf under title IX and, if the State is an Ed-Flex Partnership State, to obtain waivers under the Education Flexibility Partnership Act of 1999.
- K. coordinate and collaborate, to the extent feasible and necessary as determined by the local educational agency, with the State educational agency and other agencies providing services to children, youth, and families with respect to a school in school improvement, corrective action, or restructuring under section 1116 if such a school requests assistance from the local educational agency in addressing major factors that have significantly affected student achievement at the school.
- L. ensure, through incentives for voluntary transfers, the provision of professional development, recruitment programs, or other effective strategies, that low-income students and minority

students are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

- M. use the results of the student academic assessments required under section 1111(b)(3), and other measures or indicators available to the agency, to review annually the progress of each school served by the agency and receiving funds under this part to determine whether all of the schools are making the progress necessary to ensure that all students will meet the State's proficient level of achievement on the State academic assessments described in section 1111(b)(3) within 12 years from the end of the 2001-2002 school year.
- N. ensure that the results from the academic assessments required under section 1111(b)(3) will be provided to parents and teachers as soon as is practicably possible after the test is taken, in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand; and
- O. assist each school served by the agency and assisted under this part in developing or identifying examples of high-quality, effective curricula consistent with section 1111(b)(8)(D).

**B. SUPERINTENDENT'S CERTIFICATION**

By submitting the plan on behalf of the district/school, the district superintendent certifies to ISBE that all the assurances and information provided in the plan are true and correct and that the Title I improvement plan has been duly approved by the local school board. By submitting this form of plan completion and local board approval, this plan shall be deemed to be executed by the superintendent on behalf of the district.

Superintendent Signature* :	Date:
Board President Signature* :	Date:

District Title I Plan Indicators Form

Part E

**Criteria:**Coordination with Other Education Services Describe how the district will coordinate and integrate services provided with other education services such as:

1. Even Start, Head Start, Reading First, Early Reading First and other preschool programs, including plans for the transition of participants in such programs to local elementary school programs; and
2. Services for children with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, Indian children, homeless children, and immigrant children in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program.

**Guidance:** If Item 1 is applicable, how does the district coordinate and integrate its services so that participants in the local preschool programs are transitioned into the local elementary school program?

1. Does the description provide a clear explanation as to how the listed educational programs are coordinated and integrated to meet the needs of individual students?
2. How does the district ensure that its educational programs are not duplicating services for students and/or fragmenting an individual student’s instructional program?

District Response:

The school serves 120 PK students along with housing an ROE PK program and an early childhood special education class. The school has a Birth to Three program. Transition activities are planned for the students as per grant requirements. In addition, Head Start students are included and the district has an agreement with Head Start. The school will invite and encourage Head Start students to attend events and parenting workshops. The Title I coordinator and school principal will meet with Head Start personnel at least two times yearly to collaborate, coordinate, and evaluate activities. The community houses a shelter for abused women, homeless families, etc. and the school enrolls the children from the shelter throughout the year and has a strong working relationship with the shelter. The district has a limited number of English proficiency students, but provides services for the children as needed as they work with the families.

ISBE Response

Part F

**Criteria:** Poverty Criteria Describe the poverty criteria that will be used to select school attendance areas. (See Section 1113)

**Guidance:** Does the plan identify the poverty criteria used by the district [i.e., a) most recent census data, b) the number of children eligible for free and reduced priced lunches, c) the number children in families receiving assistance under the State program funded under part A of Title IV of the Social Security Act or d) the number of children eligible to receive medical assistance under the Medicaid program, or a composite of such indicators]?

District Response:

The district uses the free and reduced lunch counts to determine Title I school eligibility and the number of students from poverty. The district only has one elementary school. Thus, the elementary school is the recipient of the Title I funds.

ISBE Response

## Part I

**Criteria:** Services for Migratory Children Describe how the district will ensure that migratory children and formerly migratory children who are eligible to receive services are selected to receive such services on the same basis as other children who are selected to receive services under Title I.

**Guidance:** Does the plan include a description of the district's process or policies(s) that ensure migratory children and formerly migratory children who are eligible to receive Title I services are selected to receive the services on the same basis as other children? (Note: A summary of the district policy providing this assurance may be incorporated in the response.)

District Response:

The district has not had migratory children to serve. All students enrolling in the district have student records reviewed and if records are lacking, additional testing will be completed to best place the enrolling student. Students scoring below grade level are given priority for additional instruction. East Richland CUSD #1 board policy section 6:145 addresses the needs of migrant children in the district and ensures their right to services.

ISBE Response

## Part L

**Criteria:** School Choice and Supplemental Services Describe how the district plans to implement, if necessary, public school choice and supplemental education services (SES). (See Section 1116)

**Guidance:** Does the district clearly define the actions it would take to implement school choice and supplemental education services (SES)? Note: Information on implementing school choice is available at <http://www.isbe.net/accountability/html/choice.htm> and information on implementing supplemental education services is available at <http://www.isbe.net/ses/default.htm>.

District Response:

Parents were notified of their rights in an August letter sent home to all parents. The NCLB Act provides parents the option to transfer their child(ren) to another public school within the district with transportation provided by the district. However, at this time there is not a school within the district for the child(ren) to transfer. Neighboring districts have been contacted to provide a school(s) to offer as an option. No school district has agreed. SES services are offered to students.

ISBE Response

## Part N

**Criteria:** Services for Homeless Children Describe the services the district provides to homeless children. [See Section 1113 (c)(3)(A)]

**Guidance:** Does the district describe the services it provides to homeless children (i.e., expedited evaluations, instructional support, counseling, school supplies, referral to other programs and services, etc.)? Note: Information on providing services to homeless children can be found at <http://www.isbe.net/homeless/>.

District Response:

The district has a Homeless Liason that works with local agencies and homeless families to provide assistance and opportunities. East Richland CUSD #1 Board Policy (section 6:140) states as follows: Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youth, including a public preschool education. A homeless child is defined as provided in the McKinney Homeless Assistance Act and State laws. The handbook lists the McKinney-Vento Assistance Act. The district has established strong relationships with community organizations and agencies to provide services, resources, and support to homeless families based on their needs. The needs of a homeless family are determined by an interview and then involved personnel work collaboratively to meet the needs identified. The district has developed a Community Resource Directory of available services and programs within the community. Also, the district hosts agency and organization meetings focused on the needs of the homeless, collaboration, and appropriate topics are addressed. ROE #12 is a working partner to assist the district with resources for homeless families.

ISBE Response

#### Part O

**Criteria:** Parent Involvement Strategies Describe how the district implements effective parental involvement strategies.[See Section 1118]

**Guidance:** Does the plan include the requirements to have a

(1) district parent involvement policy,

(2) a school parent involvement policy and

(3) a school/parent compact? Does the plan include the requirement to have an Annual Parent Meeting, annually review these policies and to involve parents in decision of the use of the parent involvement set aside funds for Parent Involvement Activities?

District Response:

Effective parental involvement strategies consist of parent programs and workshops, family activities, recruitment of parent volunteers, home visits, grade level meetings, collaboration with community agencies and organizations, parent teacher conferences, newsletters, webpage, etc. Students keep data notebooks and lead their conferences in grades 2-5. Continual involvement and input of parents are encouraged. The Title I Advisory Committee meets at least two times per year. It requests input and reviews Title I programs, guidelines, and the parent involvement policy. Parent/teacher compacts are included in the school handbook each year. The compact is reviewed on an annual basis. Needs assessment involving feedback from parents regarding programs, scheduling, transportation, and achievement are reviewed and evaluated. In addition, the Title I parenting program coordinates activities and programs with the PK, Birth to Three, Head Start, and Early Childhood Programs. Each spring the District Parent Advisory Committee, reviews and discusses state and federal grant programs, discipline procedures, medication procedures, health services, and handbooks annually.

ISBE Response

**East Richland Elementary School (ERES) - Title I Schoolwide Plan  
2013-2014**

**1. Comprehensive Needs Assessment of the School**

**Demographics – Consistent, Slight increase in poverty and mobility during 2011-2012.**

	2011	2012	2013
Enrollment (September)	1,060	1,031	1,025
Attendance Rate	94.7%	95.4%	95.4%
Mobility Rate	11.4%	16.9%	12.3%
Poverty (September)	56%	58%	63%
Parent Involvement	99.3%	99.3%	99.9%
In School Suspension	26	16	8
Out of School Suspension	7	5	2

**Class Size**

Class Size	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4th	5th
Spring 2010	21.7	22.5	22.1	21.4	22.0	23.2
Spring 2011	22.4	20.9	25.6	25.7	26.5	26.0
Spring 2012	20.3	22.6	22.8	25.9	24.8	26.0
Spring 2013	23.7	25.0	24.0	26.6	25.1	22.3
Sept. 2013	23.6	21.8	24.6	27.6	26.6	24.57

Demographics are consistent.

Mobility had a slight increase during 2011-2012.

Poverty is slightly increasing each year.

Class size increased in grade levels except 1<sup>st</sup> grade in 2010-2011

Class size slightly increased for 2012-2013 at 1<sup>st</sup> and 3<sup>rd</sup>.

**Student Learning – High Expectations**

ERES did not make Adequate Yearly Progress (AYP) in 2013. It is identified for School Improvement according to the AYP specification of the federal No Child Left Behind.

In the past, ERES has been recognized as an Illinois Spotlight School for being a high achieving, poverty school from 2003-2009 except the school was not eligible in 2004 because the poverty rate was slightly below the 50% criteria.

In 2003 ERES was named the Illinois Exemplary Reading School by the International Reading Association (IRA). The school is eligible again to apply for the award. It has not been able to apply for the award as it has had a state officer.

In 2013 performance expectations were increased on the ISAT. This caused the scores to drop compared to previous years for all students in grades 3-8 in the state. The adjustment in cut scores by the state was to better measure college and career readiness.

This is a baseline year for the ISAT data and the first year for including testing of some common core standards.

**2013 Reading Overall: NCLB Target 92.5% ERES 64.8%**

Grade	Academic Warning		Below		Meets		Exceeds		Meets & Exceeds
	ERES	State	ERES	State	ERES	State	ERES	State	ERES
3	3.1%	6.7%	33.1%	34.5%	43.8%	39.4%	20.0%	19.4%	63.8%
4	3.4%	6.2%	31.8%	34.6%	47.2%	44.3%	17.6%	14.9%	64.8%
5	4.6%	6.3%	31.3%	34.8%	54.2%	42.7%	9.9%	16.2%	64.1%

ERES will set a goal of 70% meeting and exceeding for ISAT 2014. ISAT 2014 will be going to 100% common core. The subgroups of students with disabilities and poverty met AYP. This is a celebration.

**2013 Math Overall: NCLB Target 92.5% ERES 61.7%**

Grade	Academic Warning		Below		Meets		Exceeds		Meets & Exceeds
	ERES	State	ERES	State	ERES	State	ERES	State	ERES
3	3.8%	6.9%	35.4%	38.2%	48.5%	43.7%	12.3%	11.1%	60.8%
4	3.4%	6.6%	35.6%	33.2%	47.5%	48.4%	13.6%	11.8%	61.1%
5	6.1%	7.2%	32.1%	33.4%	55.0%	47.7%	6.9%	11.7%	61.9%

ERES will set a goal of 67% meeting and exceeding for ISAT 2014. ISAT 2014 will be going to 100% common core.

## Previous ISAT Scores

ISAT (Illinois Standards Achievement Test) – The school is in School Improvement because of the Special Education subgroup.

2012: All subgroups meet AYP except special education in reading  
Celebrate poverty students meet AYP; Take out poverty subgroup students score at 90%  
(NCLB Target 85% Meet/Exceed)

2011: All subgroups meet AYP except special education in reading, special education in math  
(NCLB Target 85% Meet/Exceed)

2010: All subgroups meet AYP except poverty in reading, special education in reading  
(NCLB Target 77.5% Meet/Exceed)

## First Grade Reading Scores – Goal 90% of the students reading at grade level

May 2011: 93% reading at grade level, 3% not at grade level, and 3% failing

May 2012: 89% reading at grade level, 9% not at grade level, and 2% failing

May 2013: 79% reading at grade level, 8% not at grade level, and 13% failing

## May 2013 STARS (Reading Level) – Accelerator Reader – New Norms

Percentiles	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
75 <sup>th</sup> & Above	28.0%	24.7%	31.3%	29.5%	20.1%
74 <sup>th</sup> -50 <sup>th</sup>	25.6%	28.9%	33.6%	30.1%	32.8%
49 <sup>th</sup> -25 <sup>th</sup>	17.6%	27.7%	19.5%	23.9%	26.9%
Below 25 <sup>th</sup>	28.8%	18.7%	15.6%	16.5%	20.1%

The percentage of students in the 50<sup>th</sup> percentile and above must continue to increase especially for the number of students in the 75<sup>th</sup> percentile and above. The percentage of students in the below 25<sup>th</sup> percentile must be below 25%.

## Think Link Test Results

Test scores are in transition as the results are being measured against the common core beginning in the fall of 2012. The reading and math curriculum are being aligned to the common core standards.

## **Spring 2013 Aimsweb Results – Measure Fluency and Comprehension**

Aimsweb reading scores exceeded the expected reading percentage of 80% for Tier 1 except grade 1 scored at 77.6%. Scores exceeded Tier 2 expectations of 15% or below except grade 1 scored at 16%. Scores for Tier 3 were at the expected level of 5% except grade 3 had 9%.

Scores in 2010-2011 and 2011-2013 met or exceeded the reading percentage of 80% for Tier 1.

Even though the scores are reported on the Aimsweb default of the 25<sup>th</sup> percentile ERES sets a higher standard and calculates scores using the 50<sup>th</sup> percentile, too. Most schools use the 25<sup>th</sup> percentile. Scores confirm the core curriculum is strong for grade levels. At risk students are receiving additional instruction that address their reading needs.

Aimsweb math subtests were implemented in 2011-2012. Scores are not at the expected Aimsweb defaults. Work is in process to align the math curriculum to the common core standards and produce results within the expected percentages of 80% (Tier 1), 15% (Tier 2), and 5% (Tier 3).

### **Title I Needs Assessment (K-5)**

The results from the annual needs assessment evaluate the Title I program and help to determine scheduling, professional development, parent involvement activities, and other areas.

Priority is given to instruction for students in the primary grades (K-2). Intermediate students have Read 180 instruction for students reading below grade level. Targeted, struggling readers will receive additional instructional time from the reading teacher or interventions approved by the reading teacher.

After school tutoring and summer school are priorities for the program.

Teachers prefer extra assistance with the struggling readers.

Staff development opportunities will continue. Daily Five and Café are requested.

The parent involvement program will offer a variety of workshops and continue the Grandparent Support Group. Topics for programs will be taken from the annual Title I Parent Survey from May.

## Discipline

Schoolwide Behavior Goal (2012-2013): 85% of the students will have zero office referrals

Schoolwide Behavior Goal (2013-2014): 95% of the students will have zero office referrals

School Year	0-2 Office Referrals	3-5 Office Referrals	6 or more Office Referrals
2011-2012	93.7%	3.8%	2.5%
2012-2013	94.3%	3.3%	2.4%

## CHAT (Classroom Harmony Achieved Today) Survey Results

Questions on the survey: 1. I feel my teacher listens to me. 2. I feel my teacher cares about me. 3. I feel good about school. 4. I like the Chit Chat circles. 5. CHAT helps me make better choices. 6. I feel our class helps each other. 7. I feel I am important to my classmates. 8. I feel my teacher cares if I am at school. 9. I feel safe in my classroom. 10. This has been a great school year.

The survey began in 2006 with an average of 88% of the students responded yes to each question. In 2011 an average of 93% of the students responded yes to each question.

In 2013 an average of 92% of the students responded yes to each question.

In 2012 an average of 93.7% of students in K-2 responded yes to each question.

In 2012 an average of 79.7% of students in 3-5 responded yes to each question. The percentage is lower because chats may not occur as often in classrooms. Students' answers reflect a positive school climate.

Results for 2013 were as follows:

96% of the students feel my teacher listens to me

98% of the students feel my teacher cares about me.

94% of the students say it has been a great year.

## My Voice Survey Results May 2009 – Responses consist of yes, no, or sometimes

### 8 Conditions that Make a Difference for Student Aspirations - Grades 3-5

(Belonging, Heroes, Sense of Accomplishment, Fun and Excitement, Curiosity and Creativity, Spirit of Adventure, Leadership and Responsibility, Confidence to Take Action, Role of Parents)

Some Questions on the survey:

I like my school.	64% yes	32% sometimes	5% no
My teacher cares about me.	87% yes	10% sometimes	3% no
Teachers respect students.	75% yes	22% sometimes	3% no
Getting good grades is important to me.	93% yes	4% sometimes	3% no
School is boring.	16% yes	36% sometimes	48% no
I like going to school.	50% yes	34% sometimes	17% no

I want to do well in school	95% yes	5% sometimes	. 7% no
I see myself as a leader.	57% yes	38% sometimes	11% no
It is important to follow rules.	92% yes	5% sometimes	3% no
I want to go to college.	89% yes	4% sometimes	7% no
I know how to set goals for myself.	79% yes	13% sometimes	8% no
My parents like my school.	81% yes	16% sometimes	3% no
My teacher tells my parents when I do well in school.	60% yes	28% sometimes	12% no

Additional results divided by males and females indicate the viewpoints of the male students are not as favorable as the females. Results are shared with teachers to consider the implication for classrooms and school improvement.

It is time for the My Voice Survey to be administered again in May 2014. The current data is old. Also, it will reflect data regarding the Leader in Me Program.

### **Parent Data**

#### **Back to School Night**

August	K	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5th
2010 Participation	85%	81%	86%	86%	85%	83%
2011 Participation*	90%	90%	91%	90%	91%	90%
2012 Participation	90%	90%	91%	90%	91%	90%
2013 Participation	86%	91%	86%	91%	87%	93%

\*In 2011 students were notified of classroom teachers before the Back to School Night. Data might support this increased participation for the night when following the same class.

#### **Fall Parent Teacher Conferences**

October	PK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5th
2009 Participation	100%	98%	100%	95%	97%	98%	97%
2010 Participation	97%	99.5%	97%	97%	99%	99%	99%
2011 Participation	98%	99%	100%	99%	99%	96%	98%
2012 Participation	94%	100%	98%	99%	99%	97%	98%

Parents actively participate in fall parent teacher conferences.

**Student Led Conferences**

<b>Student Led Conferences</b>	<b>October 2010</b>	<b>October 2011</b>	<b>October 2012</b>
Second Grade	81%	86%	90%
Third Grade	27%	83%	80%
Fourth Grade	31%	49%*	67%
Fifth Grade	27%	71%	83%

\*New teacher didn't host student led and two other teachers only scheduled 6.

Favorably comments from teachers that hosted the student led conferences – loved them!

Teachers in second grade have been leaders for implementing student led conferences and data days.

**Parent Teacher Evaluation Response Regarding Student Led Conferences from 2012.**

This question was not asked in 2011 on the evaluation.

**\*If your child is in grade 2-5 was the student-led conference informative and helpful?\***

**October 2012**

<b>Grade</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
Second	44	6	1	0
Third	30	5	0	1
Fourth	49	10	0	1
Fifth	37	10	0	1
No Grade	21	2	0	0
Total: 218	181	33	1	3

**8 Habits and Leadership Survey of Parents for 2011-2013: Completed each spring and compiled.**

Survey responses are positive from parents.

Parents see carryover to the home.

Parents are using the habits with their children at home.

**ERES: 8 Habits and Leadership Survey Summary from Parents**

**1. Students are given opportunities to be leaders.**

**Kindergarten**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-79</b>	55	13	4	1	6
<b>2012-28</b>	16	11	1	0	0
<b>2013-34</b>	20	14	0	0	0

**First Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-63</b>	49	7	0	4	3
<b>2012-46</b>	33	12	1	0	0
<b>2013-17</b>	10	7	0	0	0

**Second Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-88</b>	74	10	0	2	3
<b>2012-61</b>	43	18	0	0	0
<b>2013-67</b>	44	21	1	0	1

**Third Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-101</b>	72	25	0	2	2
<b>2012-37</b>	22	15	0	0	0
<b>2013-51</b>	31	18	1	0	1

**Fourth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-75</b>	54	21	0	0	0
<b>2012-53</b>	29	24	0	0	0
<b>2013-35</b>	23	12	0	0	0

**Fifth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-69</b>	53	15	0	0	1
<b>2012-55</b>	28	27	0	0	0
<b>2013-19</b>	9	9	1	0	0

**ERES: 8 Habits and Leadership Survey Summary from Parents**

**2. The school informs parents about the 8 habits.**

**Kindergarten**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-78</b>	61	11	0	1	5
<b>2012-28</b>	13	13	2	0	0
<b>2013-35</b>	23	11	1	0	0

**First Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-66</b>	52	9	0	0	5
<b>2012-46</b>	33	12	1	0	0
<b>2013-18</b>	13	5	0	0	0

**Second Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-87</b>	71	12	0	2	2
<b>2012-61</b>	41	19	0	1	0
<b>2013-67</b>	46	18	1	1	1

**Third Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-100</b>	73	20	0	4	3
<b>2012-37</b>	21	16	0	0	0
<b>2013-51</b>	30	20	0	0	1

**Fourth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-65</b>	47	18	0	0	0
<b>2012-53</b>	31	22	0	0	0
<b>2013-34</b>	21	13	0	0	0

**Fifth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-69</b>	51	15	1	1	1
<b>2012-54</b>	25	28	0	1	0
<b>2013-19</b>	9	10	0	0	0

**ERES: 8 Habits and Leadership Survey Summary from Parents**

**3. Students apply the 8 habits at home.**

**Kindergarten**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-73</b>	30	33	1	6	3
<b>2012-28</b>	8	18	2	0	0
<b>2013-34</b>	11	21	0	2	0

**First Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-66</b>	25	37	0	2	2
<b>2012-46</b>	16	26	2	2	0
<b>2013-18</b>	5	11	0	2	0

**Second Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-89</b>	40	42	0	4	3
<b>2012-61</b>	24	35	1	1	0
<b>2013-101</b>	28	30	40	3	0

**Third Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-103</b>	32	59	2	7	3
<b>2012-36</b>	13	20	0	2	1
<b>2013-50</b>	15	32	1	2	0

**Fourth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-79</b>	36	36	1	5	1
<b>2012-53</b>	21	32	0	0	0
<b>2013-35</b>	16	17	0	2	0

**Fifth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-70</b>	26	36	1	6	1
<b>2012-55</b>	19	31	2	3	0
<b>2013-19</b>	6	10	1	2	0

**ERES: 8 Habits and Leadership Survey Summary from Parents**

**4. My child shares about their data notebook.**

**Kindergarten**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-73</b>	38	15	11	3	6
<b>2012-28</b>	17	8	3	0	0
<b>2013-34</b>	17	8	5	4	0

**First Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-62</b>	36	14	6	4	4
<b>2012-44</b>	23	13	5	3	0
<b>2013-17</b>	7	5	2	3	0

**Second Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-87</b>	64	19	0	2	2
<b>2012-63</b>	41	17	0	2	1
<b>2013-65</b>	43	19	2	0	1

**Third Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-100</b>	39	33	8	10	10
<b>2012-35</b>	17	15	2	1	0
<b>2013-52</b>	26	17	4	4	1

**Fourth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-77</b>	43	22	6	4	2
<b>2012-53</b>	25	24	0	4	0
<b>2013-34</b>	20	11	1	1	1

**Fifth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-70</b>	28	26	6	8	2
<b>2012-54</b>	24	21	6	3	0
<b>2013-19</b>	7	10	1	1	0

**ERES: 8 Habits and Leadership Survey Summary from Parents**

**5. My child's student-led conference was a positive experience.**

**Kindergarten**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-69</b>	21	6	37	1	4
<b>2012-26</b>	10	5	11	0	0
<b>2013-33</b>	13	3	17	0	0

**First Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-62</b>	26	6	26	0	4
<b>2012-44</b>	20	5	18	1	0
<b>2013-17</b>	6	3	8	0	0

**Second Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-88</b>	66	4	9	6	3
<b>2012-61</b>	43	12	5	1	0
<b>2013-65</b>	49	8	4	2	2

**Third Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-94</b>	51	12	28	0	3
<b>2012-36</b>	20	8	8	0	0
<b>2013-52</b>	34	14	4	0	0

**Fourth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-76</b>	40	7	28	0	1
<b>2012-53</b>	23	16	14	0	0
<b>2013-35</b>	26	5	3	1	0

**Fifth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-66</b>	37	14	14	1	2
<b>2012-54</b>	26	13	15	0	0
<b>2013-18</b>	7	9	2	0	0

**ERES: 8 Habits and Leadership Survey Summary from Parents**

**6. I have confidence that students are learning the skills necessary to be successful in life.**

**Kindergarten**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-80</b>	63	12	0	0	5
<b>2012-28</b>	18	9	1	0	0
<b>2013-35</b>	26	9	0	0	0

**First Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-66</b>	52	8	0	2	4
<b>2012-46</b>	27	18	1	0	0
<b>2013-18</b>	10	8	0	0	0

**Second Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-88</b>	70	15	1	0	2
<b>2012-61</b>	44	17	0	0	0
<b>2013-66</b>	48	14	1	1	2

**Third Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-103</b>	71	28	1	2	1
<b>2012-37</b>	18	19	0	0	0
<b>2013-52</b>	25	26	1	0	0

**Fourth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-77</b>	58	16	0	3	0
<b>2012-53</b>	28	25	0	0	0
<b>2013-35</b>	24	11	0	0	0

**Fifth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-70</b>	51	16	2	0	1
<b>2012-53</b>	25	28	0	1	0
<b>2013-19</b>	10	8	1	0	0

**ERES: 8 Habits and Leadership Survey Summary from Parents**

**7. I would recommend this school to another parent.**

**Kindergarten**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-76</b>	61	9	0	1	5
<b>2012-28</b>	21	7	0	0	0
<b>2013-35</b>	28	7	0	0	0

**First Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-65</b>	53	7	0	0	5
<b>2012-45</b>	33	11	1	0	0
<b>2013-18</b>	15	3	0	0	0

**Second Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-86</b>	77	6	1	0	2
<b>2012-61</b>	49	12	0	0	0
<b>2013-66</b>	50	14	1	0	1

**Third Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-101</b>	83	14	2	0	2
<b>2012-36</b>	23	11	2	0	0
<b>2013-52</b>	35	16	0	0	1

**Fourth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-76</b>	66	7	2	0	1
<b>2012-53</b>	30	23	0	0	0
<b>2013-35</b>	27	8	0	0	0

**Fifth Grade**

<b>Total</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Not Applicable</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>2011-69</b>	53	12	2	1	1
<b>2012-55</b>	35	19	1	0	0
<b>2013-19</b>	9	9	1	0	0

## **2. Implementation of Schoolwide Reform Strategies**

ERES builds its foundation on academic excellence and leadership.

- Leader in Me School – Lighthouse Status (Achieved in 2013)
- Each students has his/her own data notebook and sets and tracks goals
- 21<sup>st</sup> century learners
- Baldrige – Quality Tools
- LEGO education
- Rigor/Relevance Framework (Model Schools Network)
- Focus on Student Relationships (Model Schools Network)
- Reading and Writing Expectations – Based on the National Reading Panel Findings
- PBIS (Positive Behavior Intervention Supports)

## **3. Highly Qualified Teachers in all Core Content Area Classes**

All teachers and paraprofessionals are highly qualified. Certification of teachers and paraprofessionals is monitored and checked for highly qualified.

Board Policy from Section 5:190 addresses highly qualified as the Superintendent monitors compliance with state and federal law requirements that teachers and paraprofessionals be appropriately certified and highly qualified for assignments.

## **4. High Quality and On-Going Professional Development for Teachers, Principals, and Paraprofessionals**

Priority is placed on providing quality, on-going staff development. Student achievement, best practices, and teacher feedback determine staff development. A philosophy that all receive the same staff development is implemented with ongoing training over a period of time. Staff have been extensively trained in best reading and writing practices.

Common planning time provides grade level teachers time to meet, to plan, and coordinate grade level instruction. Teachers meet with the administration regularly to review data, assess goals and activities, provide training, and collaborate as a group.

Teachers are expected to have training in the following areas: 1. Families of poverty, 2. 7 Habits of Highly Effective Families, and 3. Best practices in reading.

## **5. Strategies to Attract High-Quality, Highly Qualified Teachers to this School**

The district is fortunate as recruitment for high-quality, highly qualified teachers is not a problem for the elementary school. Given the financial difficulties of schools within Illinois and budget cuts the availability of teachers is not a concern. ERES has a reputation for its high expectations, high achievement, and innovative programs that attract teachers.

## **6. Strategies to Increase Parental Involvement, Such as Literary Services**

The teachers, staff, and administration work hard to include parents in activities of the school. Data shows parents are active participants and supportive of the school. Teachers are expected to make positive contacts with the parents regarding students on a regular basis. Communication is a priority as teachers share weekly newsletters, classroom webpages, and a monthly school newsletter including a parent information page.

All in the school develop relationships with the parents to promote a positive home school connection. The mission (We belong! We learn! We succeed!) of the school includes the parents and is stressed daily. The parent coordinator for the preschool and Title programs coordinates programs and activities meeting the needs of parents and families.

Parents feel comfortable and welcome in the school. The school is very proactive in meeting their needs and assisting with resources. Personal phone calls to parents inviting them to events are successful. Child care, transportation, and food are included in parent events.

Surveys are given to parents to help provide programs meeting their needs. The Title I Parent Advisory Group meets two times per year. The group reviews the Parent Involvement Policy and activities of the program. The school typically has about 45 regular volunteers giving at least one hour per week. The school has a Big Brother Big Sister program with about 135 volunteers. Some in the group are parents.

## **7. Plans for Assisting Preschool Children in the Transition from Early Childhood Programs such as Head Start, Even Start, Early Reading First, or a State-Run Preschool Program**

Transition plans for preschool children entering kindergarten are in place. Each year the activities of the plans are reviewed for revisions. It is an advantage ERES houses prekindergarten students and early childhood students.

ERES has an agreement with the local Head Start. A positive, working relationship has been established. Students are able to visit and the principal leads an informational night at the Head Start Center for families to learn about kindergarten and ask questions.

#### **8. Opportunities and Expectations for Teachers to be Included in the Decision Making Related to the Use of Academic Assessment Results Leading to the Improvement of Student Achievement**

Teachers monitor reading levels with data collection throughout the year. Teachers discuss and review reading levels and ways to improve the scores by groupings of students and specific interventions to address student needs.

Teachers implement grade level student data notebooks. Teachers decide what assessments will be in the grade level data notebooks. Students use the data notebooks to set academic goals. Student led conferences are increasing. All second grade students participated in student led conferences in the spring of 2011. Other grade levels (3-5) had student led conferences as well.

Classroom goals are set for the students to achieve. Students post the goals and their ongoing results for achieving the goals. Teachers in grades 2-5 keep data charts of students' achievement.

#### **9. Activities and programs at the School Level to Ensure that Students having Difficulty Mastering Proficient and advanced Levels of the Academic Achievement are Provided with Effective, Timely Additional Assistance**

A strength of ERES is its ability to meet the needs of struggling readers. Struggling readers are given additional instruction and priority in attending after school tutoring and summer school. Certified teachers are hired as teacher assistants working in the Title I program. Often, classroom teachers or the reading teachers provide the instruction for the struggling readers. Thus, the struggling readers receive instruction from the most trained instructor.

The progress of struggling readers is monitored and reviewed throughout the year. Parents are contacted regarding a child's reading level and kept informed. If necessary, Title I teachers work one on one with parents and help them learn techniques to use with their child.

ERES has an elementary counselor to assist students with emotional difficulties and serve families. The district recognizes this important need.

#### **10. Coordination and Integration of Federal, State, Local Funds; and resources such as In-Kind Services and Program Components**

The district coordinates and integrates funds to best serve the students. The district provides funding for activities and projects not covered within the Title I grant. For example, the

implementation of the Read 180 program and technology was purchased with district funds. Other such district purchases are made based on the best educational learning. The administration and Board of Education are committed to putting the needs of students first.

# Application for Recognition of Schools 2013-2014

SESSION  
TIMEOUT 19:55

RCDS: 12080001026-2008

Name: East Richland CUSD 1 (12)

Authority: 1

School: East Richland Elementary School

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## Pending - School Admin/Document Author

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2013-2014 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part I. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

 Yes No

Do you have any paraprofessionals in your school?

[View Paraprofessionals](#) Yes No

1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.00, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.

 Yes No

2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.

 Yes No

3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.

 Yes No

4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.

 Yes No

5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.

 Yes No

6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.

 Yes No

7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades,

requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

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### Pending - School Admin/Document Author

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# Application for Recognition of Schools 2013-2014

SESSION TIMEOUT 19:52

**RCDTS:** 12080001026-2008

**Name:** East Richland CUSD 1 (12)

**Authority:** 1

**School:** East Richland Elementary School

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IEIN # cannot be blank.

	IEIN #	First Initial Last	Qualified	Instructional Support Provided	Title I Funded Targeted Assistance	Title I Funded School Wide	Approvals
	<input type="text"/> IEIN # cannot be blank.	Darletta <input type="text"/> Wagner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	460409	Cindy M Blank	Yes	Yes		Yes	TASN
	278216	Angel L Brown	Yes	Yes			TA
	948108	Gena K Bunting	Yes	Yes			TASN
	815796	Nancy L DeMeyer	Yes	Yes		Yes	TASN
	921345	Patricia J Foust	Yes	Yes			
	880899	Stacey Frichtl	Yes	Yes		Yes	
	113541	Susan Haussy	Yes	Yes			TA
	490613	Dawn R Kaericher	Yes	Yes			TA
	842116	Janet S Leist	Yes	Yes			TASN
	356918	Mary C Mullens	Yes	Yes			TA
	872905	Erin E Peper	Yes	Yes		Yes	
	991077	Ethan J Randolph	Yes	Yes			
	170104	Judith B Redman	Yes	Yes		Yes	
	258680	Yvonne K Reid	Yes	Yes			TA TASN
	667303	Michele L Reynolds	Yes	Yes			TASN
	740088	Rae E Rose	Yes	Yes			TAS

	989097	Aimee K Scherer	Yes	Yes		Yes	
	664708	Anita J Seiler	Yes	Yes		Yes	
	66304	Susan Stevenson	Yes	Yes			TA
	948124	Betty Stivers	Yes	Yes			TASN
	947201	Lorena E Velazquez	Yes	Yes			TASN
	457211	Pauline T Volk	Yes	Yes		Yes	TA
	994363	Brittania J Williams	Yes	Yes			
	929018	Megan M Yonaka	Yes	Yes		Yes	TAS
1							

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**Application for Recognition of Public Schools 2013-2014****East Richland Middle School  
12-0800010-26 1002****Pending - District Admin**

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- YES** Do you have any paraprofessionals in your school?
- YES** In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- YES** In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.



## Application for Recognition of Public Schools 2013-2014

**East Richland Elementary School**  
**12-0800010-26 2008**

**Pending - District Admin**

- YES** Do you have any paraprofessionals in your school?
- YES** In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- YES** In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
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# East Richland CUSD #1



## Student Teacher Packet

# *East Richland CUSD #1*

## **Student Teacher Paperwork Explanation Sheet**

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The following is the student teacher packet for East Richland CUSD #1. We have included the forms that a new student teacher must complete; the completed forms should be kept in the student teacher's file. The items included are listed below.

\_\_\_\_\_ **Student Teacher Information Form**

- This has been developed as a quick reference for the district to reach the student teacher in case of an emergency.

\_\_\_\_\_ **District Student Teacher Application**

- This is an application form to be completed, which provides the preliminary information needed to consider your interest in student teaching. Please complete this application form in its entirety and return it to the district.

\_\_\_\_\_ **Drug Testing Policy & Release Form (5.50)**

- All student teachers must read and understand the district's drug and alcohol abuse policy and sign this form allowing the district to perform a drug test. No student teacher with positive drug test results will be placed in the district.

\_\_\_\_\_ **Disclosure and Authorization Form**

- All student teachers of the district must successfully complete a criminal background check prior to being employed. The Disclosure and Authorization Form must be filled out by all new student teachers of the district.

\_\_\_\_\_ **Summary of Rights**

- The Summary of Rights is to be provided to any applicant for placement that is being sent for fingerprints for the background check. This is for informational purposes.

\_\_\_\_\_ **Workplace Harassment and Misconduct Prohibited (5.20)**

\_\_\_\_\_ **Access to Electronic Networks (6.235)**

\_\_\_\_\_ **Personal Technology and Social Media (5.125)**

\_\_\_\_\_ **Mandated Reporter Status Acknowledgement Form**

- The Illinois Abused and Neglected Child Reporting Act requires any student teacher of a school to read and understand this act for reporting of child abuse to the proper authority.

\_\_\_\_\_ **Tuberculosis Testing**

- All student teachers of the district must provide evidence of freedom from communicable disease, including tuberculosis (105ILCS 5/10-21.9).

# East Richland CUSD #1

## Student Teacher Information Form

Please complete the following information relating to your current status. Anytime this information changes please notify the unit office. This information will be kept in your personnel file should a situation arise that the district needs the information.

<b>Name:</b>					
	<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>		
<b>Address:</b>					
	<i>(Number)</i>	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
<b>Telephone #:</b>	(       )				
<b>Name &amp; Telephone # to contact in case of Emergency</b>			<b>Emergency contact's place of employment</b>		
(Name) _____			_____		
(       ) _____ - _____			_____		
<b>Start Date:</b>					
<b>Cooperating College or University:</b>					
<b>Cooperating Teacher:</b>					
<b>Contact at College or University:</b>					

In case of an emergency involving you what doctor should be contacted?

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you allergic to any medications?        Yes                          No

If yes, please list \_\_\_\_\_

Additional family or persons to contact in case of an emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_



# East Richland CUSD #1 Student Teacher Application Form

An Equal Opportunity Employer – This Application will be maintained for 12 months only

## PERSONAL INFORMATION:

Name: \_\_\_\_\_  
*Last First MI*

Maiden Name or if known by any other name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## PLACEMENT INFORMATION:

Time Frame of Student Teaching: \_\_\_\_\_ Graduation Date: / /  
 First Semester  Second Semester

District Building placement: \_\_\_\_\_

Grade Level placement: \_\_\_\_\_

Subject placement: \_\_\_\_\_

Cooperating Teacher: \_\_\_\_\_

## CONTACTS:

Please list the advisory contact at your College or University:

1. \_\_\_\_\_  
*Name Phone*

2. \_\_\_\_\_  
*Name Phone*

3. \_\_\_\_\_  
*Name Phone*

**BACKGROUND INFORMATION:**

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a student teacher. East Richland CUSD #1 reserves the right to reject any applicant for any legitimate, nondiscriminatory reason.

Do you currently have any outstanding criminal charges or warrants for your arrest pending against you?  Yes  No

If yes, please explain:

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Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding?

Yes  No

If yes, please explain:

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**WAIVER OF LIABILITY**

East Richland CUSD #1 does not provide insurance coverage to non-District personnel which include individuals serving as Student Teachers. The purpose of the following information is to inform the Student Teacher and to document your acknowledgment and agreement that you are acting as a Student Teacher at your own risk. Therefore, East Richland CUSD #1 does not provide insurance coverage for the Student Teacher for any loss, injuries, illness or death resulting from the Student Teacher's unpaid service to the District.

You agree to assume all risk of injury, illness, damage, or loss of any nature or kind, arising out of your Student Teaching assignments, whether supervised or unsupervised, and your service to the District. You agree to waive any and all claims against the District, its Board Members, employees, agents or assigns, or their successors for the loss due to death, injury, or damage of any kind arising out of the Student Teacher's supervised or unsupervised service to the District

.

\_\_\_\_\_  
Student Teacher Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

## **General Personnel**

### **Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from: unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.

distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one which is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. abide by the terms of the District 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 5 days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the District Drug- and Alcohol-Free Workplace 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

#### District Action Upon Violation of Policy

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

The School 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.

ADOPTED: July 17, 2000

# East Richland CUSD #1

## ACKNOWLEDGEMENT, AGREEMENT, AND RECEIPT

OF

### DRUG AND ALCOHOL FREE WORKPLACE POLICY

The undersigned hereby acknowledges receipt of a copy of the Drug and Alcohol Free Workplace policy. The undersigned hereby acknowledges and agrees that nothing contained in the policy including practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend the policy or terminate any policy unilaterally without notice at any time and the Student Teacher's continued opportunity to student teach in East Richland CUSD #1 will be deemed acceptance of such revisions and modifications.

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Student Teacher's Signature

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Witness Signature

---

Date

*(This acknowledgement will be retained in the Student Teacher's personnel file.)*

**DISCLOSURE AND AUTHORIZATION**

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

*This release shall be limited to Fingerprint-Based Screens for Volunteers and Student Teachers relating to the undersigned*

**NOTICE REGARDING BACKGROUND INVESTIGATION**

East Richland CUSD #1 may obtain information about you from a consumer reporting agency for purposes of volunteering, student teaching, or contractual services. These reports may contain information regarding your criminal history, motor vehicle records ("driving records"), fingerprint test by state police and/or FBI, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants, volunteers, student teachers, and contractors is a fingerprint test by the state police and/or FBI conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing East Richland CUSD #1 to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your service to the district to the extent permitted by law.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by East Richland CUSD #1 by contacting the consumer reporting agency identified above directly.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the School at any time after receipt of this authorization and throughout my service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of East Richland CUSD #1, and/or the School itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden/Other Alias \_\_\_\_\_

\*Social Security # \_\_\_\_\_ \*Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Driver's License \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone \_\_\_\_\_

Gender:  Male  
 Female

Race:  Asian/Pacific Islander  
 Black  
 White  
 Other

Height: \_\_\_\_\_  
Weight: \_\_\_\_\_

Hair Color:  Bald  
 Black  
 Blonde  
 Brown  
 Gray  
 Sandy  
 Red

Eye Color:  Black  
 Blue  
 Brown  
 Green  
 Gray  
 Hazel  
 Other

Skin Tone:  Black  
 Dark Brown  
 Fair  
 Light Brown  
 Light  
 Medium  
 Olive

Place of Birth (State): \_\_\_\_\_ Position you are applying for: \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

Per Illinois School Code you are entitled to receive a copy of your criminal background check. Would you like to receive this copy? Yes \_\_\_\_\_ No \_\_\_\_\_

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
  
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
  
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
  
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
- b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:
  
2. To the extent not included in item 1 above:
  - a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
  - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
  - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
  - d. Federal Credit Unions
3. Air carriers
4. Creditors Subject to Surface Transportation Board
5. Creditors Subject to Packers and Stockyards Act
6. Small Business Investment Companies
7. Brokers and Dealers
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

- a. Bureau of Consumer Financial Protection  
1700 G Street NW  
Washington, DC 20006
  - b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357
  
  - a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050
  - b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480
  - c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106
  - d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314  
Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590  
Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW  
Washington, DC 20423  
  
Nearest Packers and Stockyards Administration area supervisor
- Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416  
Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549  
Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090  
FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

## General Personnel

### Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A violation of this policy will result in discipline or discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure, Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

### Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

*Nondiscrimination Coordinator:*

Name	<u>Marilyn J. Holt</u>
Address	<u>1100 E. Laurel, Olney, IL</u>
Telephone No.	<u>618-395-2324</u>

*Complaint Managers:*

Name	<u>Suzanne Hahn</u>	<u>Larry Bussard</u>
Address	<u>1001 N. Holly, Olney, IL</u>	<u>1100 E. Laurel, Olney, IL</u>
Telephone No.	<u>618/395-8540</u>	<u>618/395-2324</u>

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

CROSS REF.: 2:260 (uniform grievance procedure), 5:10  
 ADOPTED: May 19, 2005

**Instruction**

**Access to Electronic Networks**

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

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via 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 the 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) cyber-bullying 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 and stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have not 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 Authorization for Electronic Network Access 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 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 *District's Authorization for Electronic Network Access* 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 *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

ADOPTED: September 20, 2012

## **General Personnel**

### **Personal Technology and Social Media; usage and Conduct**

#### **Definitions:**

**Includes** – Means “includes without limitation” or Includes, but is not limited to.”

**Social media** – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication in interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, and You Tube*.

**Personal technology** – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private android®, iPhone®, and other devices, such as iPads® and iPods®.

#### **Usage and Conduct**

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

# *East Richland CUSD #1*

State of Illinois – Dept. of Children & Family Services

## ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, \_\_\_\_\_ understand that when I am working and/or  
(Name)  
volunteering for East Richland CUSD #1 in my official capacity and/or professional:

I will become a mandated reporter under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me in my professional or official capacity is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# East Richland CUSD #1



1100 East Laurel Street  
Olney, IL 62450  
Telephone: (618) 395-2324  
FAX: (618) 392-4147

## REQUIRED TUBERCULOSIS TEST

**(To be filed with District Office at the beginning of student teaching)**

**Name of Student Teacher** \_\_\_\_\_

**Address** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

## PHYSICIAN'S CERTIFICATE

I hereby certify that the above named student teacher has completed a TB test and is free from communicable disease.

**Date of TB test** \_\_\_\_\_

**Test Results:** \_\_\_\_\_

**Signature** \_\_\_\_\_

# **East Richland CUSD #1**



## **Non-Certified Employee Handbook**

This Employee Handbook was provided as a service to East Richland CUSD #1. This Employee Handbook or excerpts thereof may not be reprinted or distributed without the written permission of Bushue Human Resources, Inc. Copyright 2013, Bushue Human Resources, Inc. All rights reserved.

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## Table of Contents

Welcome & History .....	2
<b>DISTRICT POLICIES</b>	
Equal Employment Opportunity and Minority Recruitment .....	4 – 5
Employment At Will .....	5
Staff Reduction Notices .....	5
Sexual Harassment .....	5 – 6
Abused and Neglected Child Reporting.....	6 – 7
Release of Students to Authorized Individuals .....	7
School Student Records.....	7 – 8
Fingerprinting & Criminal Background Checking Policy.....	8
Accident Reporting and Investigation .....	8
Drug and Alcohol Free Workplace .....	9
Public Information Process .....	10
Responsibilities Concerning Internal Information.....	10
Solicitation & Distribution.....	10
Ethics.....	10 – 11
Tobacco.....	11
Access to Electronic Networks .....	11 – 12
Social Networking .....	12 – 14
Use of Technical Resources.....	15
Schedules & Employment Year .....	15
Public Relations and Telephone Calls .....	15
Cellular Phone Policy .....	15 - 16
District Tools & Equipment .....	16
District Vehicles .....	16
Parking .....	16
Dress Standards.....	16
Communicable and Chronic Infectious Disease .....	17
Bloodborne Pathogens .....	17
Administration of Medication to Students.....	17 - 18
Visitors/Admission to District Facilities .....	18 - 19
<b>EMPLOYMENT STATUS</b>	
Duties & Qualifications.....	21
Compliance with Fair Labor Standards Act.....	22
Employment Termination and Suspensions .....	22 – 23
Reporting Absences & Attendance.....	23 – 24
Employment Record/Employee Status Changes.....	24
<b>COMPENSATION POLICIES</b>	
Payroll Period/Time Cards/Pay Day .....	26
Meal & Break Periods.....	26
Expenses .....	26

**BENEFITS**

Holidays..... 28  
Religious Holidays ..... 28  
Sick Leave ..... 28  
Personal Leave..... 29  
Vacation..... 29  
Compensation Time-Off..... 30  
Health Insurance ..... 30  
Life Insurance ..... 30  
Dental Insurance ..... 30  
Retirement ..... 30  
Illinois Municipal Retirement Fund..... 30  
Ancillary Insurance Coverage..... 31  
COBRA Insurance ..... 31  
Flexible Spending Accounts (Section125) ..... 31  
Court Duty ..... 31  
Leave of Absence..... 32 – 34  
Uniformed Services Employment and Reemployment Rights Act ..... 34  
Performance Evaluation ..... 34  
Family and Medical Leave..... 34 – 38  
VESSA ..... 38 – 39  
General Rules of Conduct ..... 40 - 42  
Acknowledgement, Agreement, and Receipt of Handbook..... 43

## Welcome

Welcome to East Richland CUSD #1. We are pleased that you have joined our District and welcome you to help continue the successful education of students in our District.

We are fortunate enough to have outstanding employees who work as a team and provide for a successful District. You have been carefully chosen as a team member because you exhibited those characteristics, which will allow us to continue to provide quality education to our students. Welcome to our team.

Sincerely,

Marilyn Holt, Superintendent  
East Richland CUSD #1

## **District Policies**

**Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

**Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

***Nondiscrimination Coordinator:***

Marilyn J. Holt  
\_\_\_\_\_  
*Name*  
1100 East Laurel  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-2324  
\_\_\_\_\_  
*Telephone*

***Complaint Managers:***

Suzanne Hahn  
\_\_\_\_\_  
*Name*  
1001 North Holly  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-8540  
\_\_\_\_\_  
*Telephone*

Larry Bussard  
\_\_\_\_\_  
*Name*  
1100 East Laurel  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-2324  
\_\_\_\_\_  
*Telephone*

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

**Minority Recruitment**

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

**Employment At Will**

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

**Staff Reduction Notices**

If an educational support personnel employee is removed or dismissed or the hours he or she works are reduced as a result of a decision of the Board of Education (i) to decrease the number of educational support personnel employees employed by the Board or (ii) to discontinue some particular type of educational support service, written notice shall be mailed to the employee and also given to the employee either by certified mail, return receipt requested, or personal delivery with receipt, at least 30 days before the employee is removed or dismissed or the hours he or she works are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. However, if a reduction in hours is due to an unforeseen reduction in the student population, then the written notice must only be mailed and given to the employee at least 5 days before the hours are reduced. The employee with the shorter length of continuing service with the District, within the respective category of position, shall be dismissed first. If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category or any other category of position, so far as they are qualified to hold such position.

**Sexual Harassment**

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A violation of this policy will result in discipline or discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure, Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Whom to Contact with a Report or Complaint

**Nondiscrimination Coordinator:**

Marilyn J. Holt  
\_\_\_\_\_  
*Name*  
1100 East Laurel  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-2324  
\_\_\_\_\_  
*Telephone*

**Complaint Managers:**

Suzanne Hahn  
\_\_\_\_\_  
*Name*  
1001 North Holly  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-2324  
\_\_\_\_\_  
*Telephone*

Larry Bussard  
\_\_\_\_\_  
*Name*  
1100 East Laurel  
\_\_\_\_\_  
*Address*  
Olney, IL 62450  
\_\_\_\_\_  
(618) 395-2324  
\_\_\_\_\_  
*Telephone*

**Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student ages 18 through 21, an abused or neglected individual with a disability, shall immediately (1) report such a case to the Illinois Department of Children and Family services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee shall also promptly notify the Superintendent or building Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at

www.cyberline.com . The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board Policy 5:150, Personnel Records, whenever another school district requests 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.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

### **Release of Students to Authorized Individuals**

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

### **School Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

### Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student. All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

### Fingerprinting and Criminal Background Checking Policy

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database are performed on each employee as required by School Code. A copy of the record of convictions obtained from the Illinois State Police may be provided by the District to the applicant and the Superintendent or designee shall notify the applicant if the applicant is identified in either database. Any information concerning the record of convictions obtained by the District shall be confidential and may only be transmitted or shared with the President of the School Board, Superintendent or his designee, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

The District retains the right to not employ or to discharge any employee who makes any false or misleading statement on, or omits facts from, his or her employment application or documents, if there is any criminal history records check, Statewide Sex Offender Database check, Statewide Child Murderer and Violent Offender Against Youth Database check, or background investigation, or if the District is prohibited from employing the employee under Section 10-21.9 of the Illinois School Code.

### Accident Reporting and Investigation

Employees must report any accident or injury to their building administrator immediately following the accident or injury. Employees will assist in completing an accident/injury report and update administration regarding recovery from accidents or injuries following doctor visits. The Administration will investigate all accidents and injuries and report to the Superintendent efforts to prevent any further accidents and injuries.

### **Drug and Alcohol Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one that is:

- Not legally obtainable
- Being used in a manner different than prescribed
- Legally obtainable, but has not been legally obtained; or
- Referenced in federal or State controlled substance acts

As a condition of employment, each employee shall:

- Abide by the terms of the District policy respecting a drug and alcohol-free workplace; and
- 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 5 days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

- provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
- establish a drug-free awareness program to inform employees about
- the dangers of drug abuse in the workplace
- available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
- the penalties that the District may impose upon employees for violations of this policy

### **District Action upon Violation of Policy**

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

The School 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.

### **Public Information Process**

The Principal and Superintendent are the public relations officers of the school. Contacts with the media should be routed through the Principal first and then the Superintendent. If a member of the media contacts an employee about a school related issue, the Principal and/or Superintendent should be informed.

### **Responsibilities Concerning Internal Information**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

### **Solicitation and Distribution**

Employees may not solicit or distribute literature concerning outside events or activities during the employee's working time or the working time of any employee. (Working time does not include lunch periods, work breaks, or any periods in which employees are not on duty). In addition, the posting of written solicitations or literature on District bulletin boards is restricted. These bulletin boards display important information and employees should consult them frequently for: Employee Announcements, Internal Memoranda, Job Openings, Organization Announcements, Payday Notice, Worker's Compensation Insurance information, etc. If employees have a message of interest to the workplace, they may submit it to administration for approval.

### **Ethics**

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.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### **Ethics and Gift Ban**

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used 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 of Education. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, 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.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

### **Tobacco**

In keeping with East Richland CUSD #1's intent to provide a safe and healthful work environment and in compliance with the Illinois School Code and Smoke-Free Illinois Act, smoking is **prohibited** in all school buildings, vehicles used for school purposes, and school property. Further, the use of tobacco is prohibited on school property by any employee, student, or other person when such property is being used for any school purposes. "School purposes" include but are not limited to all events or activities or other use of school property that the Board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the Board or in which pupils of the District participate. "Tobacco" shall mean cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

*This policy applies equally to all employees and visitors.*

### **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**

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. 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 *Authorization for Electronic Network Access* 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

Each District computer with Internet access shall have a filtering device that blocks entry 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 District's *Authorization for Electronic Network Access* 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 who 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 *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Social Networking

It is the right and duty of the district to protect itself from unauthorized disclosure of information. East Richland CUSD #1's social networking policy includes rules and guidelines for district-authorized social networking and personal social networking and applies to all employees.

### General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, MySpace, Twitter, You Tube, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters.

Unless specifically instructed by administrators, employees are not authorized to speak on behalf of East Richland CUSD #1. Employees may not publicly discuss students, employees or any work-related matters, whether confidential or not, outside district-authorized communications. Employees are expected to protect the privacy of East Richland CUSD #1 and its employees and students and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to student information.

### Reporting Violations

East Richland CUSD #1 requests and strongly urges employees to report any violations or possible or perceived violations to Administration. Violations include discussions of East Richland CUSD #1 and its employees and students, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

### Discipline for Violations

East Richland CUSD #1 investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the district's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. East Richland CUSD #1 reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

### Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet, provided by the district. East Richland CUSD #1 reserves the right to monitor comments or discussions about the district and its students, posted on the Internet by anyone, including employees and non-employees. East Richland CUSD #1 uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using district equipment or facilities for any purpose, including authorized blogging.

East Richland CUSD #1 reserves the right to use content management tools to monitor, review or block content on district blogs that violate district blogging rules and guidelines.

### Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about the district, promote and raise awareness of the East Richland CUSD #1, communicate with employees, parents, & students, issue or respond to breaking news or negative publicity, and activities and events.

When social networking, blogging or using other forms of web-based forums, East Richland CUSD #1 must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

### Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on district time. The rules and guidelines apply to all employer-related blogs and social networking entities.

1. Only authorized employees can prepare and modify content for East Richland CUSD #1's blog located on [web site] and/or the social networking entries located on [web site]. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by East Richland CUSD #1. If uncertain about any information, material or conversation, discuss the content with your supervisor.
2. All employees must identify themselves as employees of East Richland CUSD #1 when posting comments or responses on the employer's blog or on the social networking site.

3. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on East Richland CUSD #1's blog.
4. Administration is responsible for ensuring all blogging and social networking information complies with East Richland CUSD #1's written policies. Administration is authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.
5. East Richland CUSD #1 expects all guest bloggers to abide by all rules and guidelines of this policy. District reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. East Richland CUSD #1 also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

### Personal Blogs

East Richland CUSD #1 respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

- East Richland CUSD #1 respects the right of employees to use blogs and social networking sites as a form of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.
- Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party.
- Employees cannot use employer-owned equipment, including computers, district-licensed software or other electronic equipment, facilities or district time, to conduct personal blogging or social networking activities.
- Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees, students, or anyone associated with or doing business with East Richland CUSD #1.
- If you choose to identify yourself as an East Richland CUSD #1 employee, please understand that some readers may view you as a spokesperson for East Richland CUSD #1. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the district, nor of any person or organization affiliated or doing business with East Richland CUSD #1.
- Employees cannot post on personal blogs or other sites the name, trademark or logo of East Richland CUSD #1 or any business with a connection to East Richland CUSD #1. Employees cannot post district-privileged information, including copyrighted information or district-issued documents.
- Employees cannot post on personal blogs or social networking sites photographs of other employees, students, vendors or suppliers that may be deemed derogatory or harassing in nature, nor can employees post photographs of persons engaged in district business or at district sponsored events.
- Employees cannot link from a personal blog or social networking site to East Richland CUSD #1's internal or external web site.
- If contacted by the media or press about their post that relates to East Richland CUSD #1, employees are required to speak with their supervisor before responding.

### **Use of Technical Resources**

East Richland CUSD #1 maintains photocopiers, facsimile machines, and printers. Utilization of these technical resources is not to be conducted in any way that may be disruptive to East Richland CUSD #1 operations or in violation of East Richland CUSD #1 policy or law.

East Richland CUSD #1 technical resources are provided exclusively to assist in the conduct of the District's business; however, occasional use of technical resources for personal purposes is permissible so long as it does not interfere with business or the employee's assigned duties, is not related to outside school business activities, does not conflict the District's policy or law, and is approved by the building principal.

Information sent and stored on facsimile machines is the property of East Richland CUSD #1. By using the District's technical resources, all individuals knowingly and voluntarily consent to their usage being monitored and acknowledge the District's right to conduct such monitoring. Individuals should not expect that facsimile transmissions are confidential or private, and should be aware that all types of business records are subject to inspection, review, or disclosure without prior notice for any business purpose or as required by law. In general, these communications are treated no differently than any other business record or correspondence, and may be used in administrative, judicial, or other proceedings.

### **Schedules & Employment Year**

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

### **Public Relations and Telephone Calls**

It is important that District phones be kept clear for District business. Personal calls are acceptable; however, proper discretion is advised. First impressions are very important and when answering the phone employees shall greet the caller with "Good Morning or Good Afternoon, East Richland CUSD #1, John/Jane Doe speaking." Employees who answer the phone should do so promptly and in a businesslike manner. Employees will be held responsible for paying for all non-business-related long distance phone calls.

### **Cellular Phone Policy**

This policy outlines the use of personal cell phones at work, the personal use of District cell phones and the safe use of cell phones by employees. This policy applies to phone calls, text messaging, pictures, etc.

#### **Personal Cellular Phones**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore encouraged to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention.

The District will not be liable for the loss of personal cellular phones brought into the workplace.

#### Personal Use of District-Provided Cellular Phones

Where job responsibilities or District needs demand immediate access to an employee the District may issue a District cell phone to an employee for District-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, employees will be required to reimburse the District for any personal calls on a District issued cell phone. Phone logs will be audited regularly to ensure compliance with this policy.

#### Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for District use are expected to use good judgment in using their cell phone. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for District use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill District needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

#### District Tools and Equipment

The District may supply all equipment, tools, or other items to assist in the performance of duties. All items shall be collected at the end of the workday and returned to their proper location.

#### District Vehicles

All employees must get authorization to use District vehicles. When using District vehicles, employees must follow all State and Federal laws. Employees shall pay any tickets in violation of the law. An employee must agree to pre-employment and regular checks of MVR and are required to maintain a good driving record in order to drive District vehicles.

#### Parking

All employees shall park on District premises in a designated area. Employees will refrain from parking in designated visitor parking and handicap parking spaces.

#### Dress Standards

The District's image is reflected in employees' dress and appearance which must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. Good grooming and tasteful attire is essential.

**Communicable and Chronic Infectious Disease**

The Superintendent shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board of Education policies.

An employee with a communicable or chronic infectious disease shall be evaluated by the District's Communicable and Chronic Infectious Disease Review Team. The employee's medical records shall be held in strictest confidence by the Team, with only the employee's direct supervisors being informed of the employee's medical condition and anyone with a need to know in the event of an emergency.

Employees with a communicable or chronic infectious disease will be permitted to retain their positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. Employees who cannot retain their positions shall remain subject to the Board's employment policies including sick leave, physical examinations, temporary and permanent disability, and termination. Determining whether an employee with a communicable or chronic infectious disease may retain his or her position will be made in accordance with established procedures.

The recommendation of whether the employee's placement is appropriate shall be made on a case-by-case basis by the District's Communicable and Chronic Infectious Disease Review Team.

**Bloodborne Pathogens**

The District recognizes the potential risk its staff has to accidental occupational exposure to bloodborne pathogens and desires to educate and protect employees to minimize the possibility of exposure. The Bloodborne Pathogens Exposure Control Plan contains specific information regarding the District's policies and procedures.

All employees of the District are instructed as to the correct handling of body fluids and tissue. All positions in the District have been categorized into classifications to determine the likelihood of occupational exposure to blood, body fluids or tissue from other people. Classification I employees hold positions in which required tasks routinely involve a potential for that exposure. These employees and all others who are involved in an exposure incident are entitled to receive vaccinations for Hepatitis B at the District's expense. Classification I employees receive a handbook and appropriate cleanup materials to properly handle incidents.

**Administration of Medication to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Visitors/Admission to District Facilities**

The following definitions apply to this policy:

**School property** - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or 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.

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.

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:

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. 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 District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. 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;

12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee ; or
14. 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 the parent/guardian is:  
(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 and notifies the Building Principal of his or her presence at the school, 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.

#### Enforcement

Any staff member may request identification from any person on school grounds or in any school building; 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 10 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.

## **District Policies**

## **Duties & 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 and Teacher Aides**

"Paraprofessionals" and "teacher aides" are educational support personnel with instructional duties. Service as a teacher aide requires a "statement of approval" issued by the Illinois State Board of Education (ISBE). Service as a paraprofessional requires an approved application for a paraprofessional ISBE Form 73-95. A paraprofessional or teacher aide first employed in a program for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.

A paraprofessional in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.

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

### **Educational Support Personnel Working with Students Performing Non-Instructional Duties**

Educational support 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 an educational support 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 regulated by an association, all coaches must have completed a course on coaching principles and sport's first aid.

The Superintendent or designee shall ensure that all coaches have completed appropriate training programs. 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. 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*.

## **Compliance with 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**

The Board of Education discourages overtime work by non-exempt employees. 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. Certificated employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-certificated 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.

## **Employment Termination and Suspensions**

### **Resignation and Retirement**

An employee is encouraged to provide 2 weeks’ notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any reason, subject to State and Federal law. Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the

school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided. The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### Reduction in Force and Recall

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced. The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first. Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

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 that category or any other category of position provided they are qualified to hold such positions.

#### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all unused, earned vacation. Terminating employees will receive their final pay on the next regular payday following the last date of employment.

#### Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

#### Reporting Absences & Attendance

To maintain a productive work environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their supervisor as soon as possible before they are scheduled to work.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including discharge. Absence of three working days without reporting will be considered a voluntary resignation.

**Employment Record/Employee Status Changes**

Any changes in name, address, phone numbers, marital status, and persons to be contacted in case of an emergency must to be turned into the Unit Office as soon as possible in order to keep your records current.

# **Compensation Policies**

**Payroll Period/Time Cards/Pay Day**

All non-exempt employees are paid bi-monthly (24 pay dates per year) on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Each pay summary will include earnings for all work performed through the end of the previous payroll period.

We provide direct deposit for all employees to simplify payroll processing. Employee's payroll earnings will be deposited directly into their checking or savings account as designated on the payroll deduction authorization form and acknowledged on the payroll record. Please note that the District deposits payroll earnings to our main bank, which is subsequently deposited to employees individual banks based on the schedule for posting at each local banking facility.

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including discharge. Both the administrator/supervisor and the employee can be held responsible for any of these dishonest actions, which may result in criminal prosecution. All non-exempt employees shall ensure accurate reporting of hours worked and shall sign completed time record.

The building administrator/supervisor will review and then sign the time record before submitting it to payroll for processing. In addition, if the employee makes corrections or modifications to the time record, the administrator/supervisor must verify the accuracy of the changes by signing the time record. Time is calculated by using a fifteen-minute interval for determining "hours worked" and recording of time worked by all non-exempt employees.

**Meal & Break Periods**

An employee who works at least 6.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first 5 hours of the employee's workday.

**Expenses**

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required. Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board in its regular bill process.

**Mileage and Drivers Expenses**

Staff required by the District to use their personal vehicles in the course of their employment shall be reimbursed at the approved Internal Revenue Service rate.

## **Benefits**

**Holidays**

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:

New Year's Eve	New Year's Day
Martin Luther King Jr.'s Birthday	President's Day
Casimir Pulaski's Birthday	Good Friday
Monday following Easter	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Friday following Thanksgiving
Christmas Eve	Christmas Day

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property. If school is in session on one of these days, 12 month employees will receive an extra day.

**Religious Holidays**

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship.

**Sick Leave**

All employees receive sick time pay equivalent to their regular workday.

9 months	12 days
10 months	13 days
11 months	14 days
12 months	15 days
Bus Drivers receive 10 days sick leave	

Unused sick leave may accumulate. Sick leave may not be used in increments of less than one-half day with the exception of Bus Drivers who may use in increments of one-third days.

Sick leave may be used for personal illness, quarantine at home, serious illness, death in the immediate family, or as deemed necessary in all other cases. "Immediate family" shall be defined as father, mother, uncle, aunt, grandfather, grandmother, husband, wife, brother, sister, son, daughter, nephew, niece, grandchild, and including in-law and step-person relationships. The Superintendent and/or designee shall monitor the use of sick leave. Abuse or misuse of sick leave may warrant disciplinary action.

The Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, or if treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days' absence for personal illness or 6 weeks for birth, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expense of securing the certificate.

**Personal Leave**

All employees who work at least 600 hours per year are eligible to receive paid personal leave days. Eligible employees receive three paid personal leave days each fiscal year. Unused personal leave shall convert to sick leave. All employees receive personal time equivalent to their regular workday. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency for unavoidable situations, a personal leave request should be submitted to the Supervisor 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless prior approval is granted by the Superintendent.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

**Vacation**

The vacation period is based on a fiscal year, July 1 – June 30. All 12 month employees earn paid vacation time based on the following schedule:

After one fiscal year of service – up to 10 days

After ten fiscal years of service – up to 15 days

Upon completion of the fiscal year, all eligible 12 month employees shall receive up to 10 days vacation. The vacation is earned on the basis of .833 days per month beginning with the first full month of employment. All employees who would normally be granted a ten-day vacation shall be granted fifteen days of vacation per year after ten years of service.

Vacation days will be earned on a prorated basis during the first fiscal year of employment. For example, if a year-round employee began work on January 1, that employee would have 5 days to be used beginning at the start of the fiscal year (July 1). This shall apply to any educational support staff member hired on a twelve-month basis after July 1, 1984. Past practices shall prevail for any employee hired prior to that date.

Employees will be allowed to start using earned vacation on the day after the school year ends. We require that earned days be used by August 31<sup>st</sup> of the next fiscal year.

Vacation time earned in one fiscal year shall be used by the end of the following fiscal year or the employee shall lose it. Unless given prior approval by the Superintendent, vacation days will be lost if not used within this time frame. Employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the school system for one year. In the case of educational support employees, vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two week notice in writing by the employee.

Requests for vacations shall be submitted to the administrator to whom the employee is responsible and must be approved by the superintendent. Vacation time may not be used in increments less than one-half day. Every effort shall be made to meet the desires of the employee and the needs of the school system in establishing vacation dates. The superintendent shall keep a record of vacations earned and the dates taken.

### **Compensatory Time-Off**

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1.5 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed one week's worth. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

### **Health Insurance**

The District provides a group health insurance plan for all eligible full-time employees. The District may pay a portion of health insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. **See official plan documents for complete details.**

### **Life Insurance**

The District may provide Life Insurance for eligible full-time employees. **See official plan documents for complete details.**

### **Dental Insurance**

The District provides a group dental insurance plan for all eligible full-time employees. The District may pay a portion of dental insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. **See official plan documents or Insurance administrator for complete details.**

### **Retirement**

We provide a retirement plan for all eligible full-time employees. **Please see Summary Plan Description for details.**

### **Illinois Municipal Retirement Fund**

Employees who are expected to work 600 or more hours per year must contribute to the Illinois Municipal Retirement Fund ("IMRF"). These employees are considered participating members of the IMRF and will have the appropriate deductions made from their salary. The District will contribute the amount designated by the IMRF in the name of the employee. Employees who are expected to work less than 600 hours/year are considered nonparticipating members of the Fund.

### **Ancillary Insurance Coverage**

Employees interested in disability, cancer, or intensive care insurance may purchase this on their own running the premiums through our payroll deduction program. The District offers this as an administrative service only to the employee. Inquires relating to any ancillary insurance should be directed to the insurance agent. The District makes no representations with respect to any ancillary insurance coverage and any administrative assistance provided shall not be construed as endorsing such insurance coverage. For more information, please contact the office.

### **COBRA Insurance**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under our health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus administration fee.

We provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee's rights and obligations.

It is the employee's responsibility to inform the Plan Administrator of the following events for eligibility purposes:

- The participant becomes entitled to Medicare benefits
- The participant and spouse become divorced
- The participant and spouse become legally separated
- A participant's child ceases to be a dependent under the plan

### **Flexible Spending Accounts (Section 125)**

Employees can save tax dollars by enrolling in this multi-option plan. This account allows employees to withhold pre-tax dollars from their paycheck to pay:

1. Group Health Insurance Premiums
2. Medical Reimbursement, including dental and optical expenses, out-of-pocket expenses such as meeting deductibles, etc.
3. Child or dependent care expenses
4. Premiums for any qualified individual ancillary insurance (disability coverage may not be deducted pretax) you may have purchased.

The benefits eligibility date must have been reached for this benefit to become effective. Elections may only be changed during the annual election period, which is from November to December of each year. Allowable expenses include only those that were incurred during the plan year. Expenses may be submitted up to 60 days following the end of the plan year. Contributions not used will be forfeited in accordance with federal law.

### **Court Duty**

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least 5 days' prior notice of pending court duty to the District.

**Leave Of Absence**

The Superintendent and Board of Education will have discretion in deciding whether to approve all leaves of absence. A leave of absence shall be determined as any leave, which does not involve paid time off or is not covered under another leave policy. The employee must give prompt, written notice of a leave of absence, the dates, and expected date of return to the Superintendent for approval. If medical related, it should additionally include a doctor's notice stating the nature of the leave. If a Leave of Absence is approved, the employee is responsible for reimbursing the District for the cost of benefits during the leave time.

Each of the provisions in this policy apply to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

**Sick and Bereavement Leave, Personal Leave and Association Leave**

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

Please refer to the "Agreement between The East Richland Education Association and The East Richland Community Unit School District No. 1."

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 examination, (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 will 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.

**Sabbatical Leave**

Sabbatical leave may be granted in accordance with The School Code.

**Leave of Absence Without Pay**

The Board of Education may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board. The Superintendent may approve such leaves of absence if for a period of 5 days or less.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

**Child-Rearing Leave**

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

Effective Date: 8/15/13

An employee must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the employee may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the employee is qualified, subject to scheduling efficiency and instruction continuity.

### **Leaves for Service in the Military**

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

### **General Assembly Leave**

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

### **Leave For Employment in Department of Defense**

The Board of Education may grant employees a leave of absence to accept employment in a Department of Defense overseas school.

### **School Visitation Leave**

An eligible employee is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

### **Leaves for Victims of Domestic or Sexual Violence**

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

**The Victims' Economic Security and Safety Act**, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2601, et seq.)

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Any employee whose absence from employment is necessitated by reason of service in the uniformed services will be granted an unpaid leave of absence and will have the right to be reemployed if he or she:

- Ensures that the District receives advance written or verbal notice of his or her service;
- Has five years or less of cumulative service in the uniformed services while with the District;
- Returns to work or applies for reemployment in a timely manner after conclusion of service; and
- Has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay; unless, circumstances of the District have so changed as to make it impossible or unreasonable to do so.

### **Performance Evaluation**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually for the first two years, and bi-annually thereafter.
2. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
3. The employee shall receive a copy of the annual evaluation.
4. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

### **Family and Medical Leave**

#### **Leave Description**

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined herein) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a child, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, parent, or child. (see definition below)
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

**"Serious Health Condition"** – *A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.*

*Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.*

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

#### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher

#### Conditions of Family and Medical Leave of Absence

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the district may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the district.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the district may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. When applicable, spouses that are both employed by the district are entitled to 12 work weeks of leave in total if the leave is for the birth, adoption, or for the care of or placement of a child, or to care for a parent with a serious health condition.; and
5. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the district for the cost of payments made to maintain the employee's benefits during the leave of absence.

Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the district will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits.

#### **Requesting Leave**

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide a least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

#### **Certification**

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.

2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connections with any absence by an employee needing an intermittent or reduced schedule leave for conditions with duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### **Changed Circumstances and Intent to Return**

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

#### **Return to Work**

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations and (2) the District reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMA regulations.

**Implementation**

The Superintendent or designee shall ensure that (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as the FMLA regulations.

**Victims' Economic Security and Safety Act****Leave Description**

In accordance with the Victims' Economic Security and Safety Act ("VESSA"), the District will provide employees, up to 12 weeks unpaid leave per rolling year for an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

\* "Family or house hold member" is defined as a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

Employees are entitled to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

An employee may elect to substitute any earned vacation time, sick leave, or other paid or unpaid leave the employee is entitled toward the 12-week period allowed for any approved leave of absence pursuant to this policy.

**Requesting Leave**

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for leave of absence to his or her immediate supervisor. The employee shall provide the District with at least 48 hours' notice in advance of the employee's intention to take the leave unless providing such notice is not practicable.

**Certification**

Every application for Leave of Absence pursuant to this policy must include a sworn certification by the employee that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes enumerated in the above paragraph. In addition, the employee must provide the following documents to the District within a reasonable time: (1) documentation from an employee, agent, or volunteer of a victim

Effective Date: 8/15/13

services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

#### Conditions of Leave

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the District may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking a leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the District.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the District may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

#### Continuation of Health Benefits

During VESSA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the leave. The District may recover the premium that the District paid for maintaining coverage for the employee and the employee's family or household member under the health plan during any period of VESSA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than;
  - I. The continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this policy; or
  - II. Other circumstances beyond the control of the employee.

Any employee who fails to return to work for a reason listed in 2(I) or (II) must provide to the District within a reasonable time a sworn certification by the employee that the employee is unable to return to work because of that reason and (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

#### Return to Work

An employee returning from VESSA leave will be restored to the position of employment held by the employee when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

**General Rules of Conduct**

To assure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct, performance, and attendance. This will protect the interests of all employees and the District.

For the guidance of all employees, listed below are some rules of conduct, performance and attendance. Violation of any of these rules may result in disciplinary action, including discharge, at the District's discretion. This list is by way of illustration only and should not be deemed to limit the District's right to discipline or discharge for other reasons not specifically listed.

The following acts are prohibited and constitute violations of District Rules of Conduct.

1. Possession of any dangerous weapon or explosive device while on District property.
2. Reporting to work under the influence of, or introducing, possessing, or using on District property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, must advise their administrator when first reporting for work after receiving such a prescription.
3. Fighting with, threatening, intimidating, coercing, physically abusing or interfering with another employee or persons doing business with the District.
4. Taking or receiving, without authorization, goods, materials, equipment or property belonging to the District, employees, or persons doing business with the District.
5. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application; tallies; data; time card(s); commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out administrator's instructions). Using profane or abusive language or displaying the abusive conduct toward an employee or person.
8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.
10. Transaction of personal business, including telephone calls, during working hours (excluding lunch) without consent of an administrator.
11. Use of seatbelt is required while riding in or operating a District vehicle on public roads.
12. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
13. Sleeping during working time.
14. Failure to report an accident or injury to the appropriate administrator.
15. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
16. Leaving District premises during working hours without permission. Unauthorized entrance on District property during non-working hours.
17. Working in an unsafe manner or violating District safety policies and procedures.
18. Falsification of employee applications.
19. Improper use of sick leave or unpaid personal leave.
20. Unauthorized use of District equipment.
21. Making modifications in equipment or buildings including heating, cooling, electrical, water or sewer systems unless authorized by job descriptions or supervisors.
22. Unauthorized possession or use of District keys, keycards, or access fobs, including master keys.

23. Bringing personally owned equipment or furniture to school without advance written authorization from the building administration. If permission is granted, the District assumes no liability for lost, damaged, or stolen personal property.
24. Promoting the services, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.
25. Failing to be truthful to the Board of Education or the administration in regard to matters relating to employment or directly related to the employee's work duties.
26. Falsifying documents, or creating documents, which are substantially misleading.
27. Making false claims for insurance or any other benefit.
28. Misrepresenting to any other person the extent of her or his job authority, or purport to act on behalf of the District when not authorized to do so.
29. Incurring expenses or entering into contracts on behalf of the District without the authority to do so.
30. Failure to conduct oneself in a same manner at all times. Failure to read, understand and apply all safety instructions related to procedures or equipment, or defeating or attempting to defeat any safety device.
31. Working under the influence of any intoxicating liquor or illegal drug; concealing or maintaining any intoxicating liquor or illegal drug in or on any school property or at any school sponsored event; working while bearing the odor of alcohol or illegal drugs.
32. Engaging in acts that are dangerous to property, health, safety, or welfare of the District, students, other employees, or the general public. This rule shall not be deemed violated by accidental acts that are not intended by the employee, but the employee shall act with prudence and ordinary caution at all times.
33. Engaging in activities during non-school hours that intentionally cause injury or harm or attempt to cause injury or harm to other employees, children, their property, or the District or its property. Any employee who has been convicted of any felony offense or who has committed any criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment and is subject to discharge, at the discretion of the Board.
34. Bringing onto school property or to any school activity firearms, ammunition, explosives, fireworks, or other substances or devices likely or capable of causing harm to persons or property.
35. Failure to report to the direct supervisor any damaged or broken equipment or other school property in his or her assigned area of responsibility.
36. The loss of driving rights or privileges for any position requiring a current driver's license shall be cause for dismissal. The employee must advise the District of lost driving privileges.
37. Failure to maintain or the loss of any certificate, license, or other document issued by any governmental entity or office necessary or required for the employee's position shall be cause for dismissal.
38. Failure to promptly deposit, report or account for any funds, gate receipts, or other money or property of the District, students, or others coming into the employee's hands as a result of the employee's work, responsibilities, duties, or employment.
39. Unauthorized use, retaining without authorization, or stealing money or property of students, other employees, or others.
40. Release, disclosure, or granting access to information found in any student record except in the exercise of job responsibilities, or when such disclosure would constitute a violation of the Illinois School Student Records Act or the Family Educational Rights and Privacy Act. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
41. Release, disclosure, or granting access to information found in any employee file or disclosure of confidential information about other employees without advance authorization from a supervisor. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.

42. Educational support employees shall not discipline students except as authorized by job description.
43. Fighting and physical altercations of all kinds. Employees may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student to protect the employee, another employee, other students, or District property.
44. Engaging in any behavior while at school, at its sponsored events, or during work hours, which constitutes gross disrespect for the property or rights of others including but not limited to insensitive remarks about another person's race, color, religion, creed, national origin, sex, age, ancestry, or marital status. Such remarks will result in employee discipline.
45. Using profanity when speaking to parents or students, or address other employees utilizing profanity.
46. Engaging in any sexual or romantic relationship with any student. Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or towards students. Employees shall not illegally discriminate against students on the basis of the student's sex. Employees shall personally report evidence of any such activity to the Superintendent. No employee shall instruct or dissuade another employee from making such a report.
47. Making unwelcome sexual advances toward or request sexual favors from other employees. Engaging in verbal or physical conduct or communication of a sexual nature which constitutes sexual harassment or otherwise creates an intimidating, hostile, or offensive work environment.
48. Aide, solicit or engage any student, or any employee in any activity that is illegal or immoral. Employees shall personally report evidence of illegal or immoral activity to the Superintendent.
49. Conviction of any felony offense involving dishonesty or violence, or that would have precluded an employee's initial employment as a matter of law irrespective of the jurisdiction, shall be cause for dismissal.
50. Willfully refusing to obey written or oral instructions of the immediate supervisor, a member of the administrative staff.
51. Willfully refusing to obey the policies, rules and regulations of the Board of Education or attempt to violate the Board of Education policy, rule or regulation.
52. Willful behavior that interrupts the orderly process of school affairs.
53. Repeated minor incidents of misbehavior may be cause for discharge, if other disciplinary measures have failed to deter misconduct.
54. To knowingly surrender or deliver a child to a person other than the child's parents (or in the case of divorce, the custodial parent) or other guardian, without the approval from the parent, legal guardian, or the building principal. No employee shall intentionally surrender or deliver a child to a person who is prohibited such contact by an Order of Protection, or other Order of Court
55. Failure to personally report evidence of child abuse to the DCFS Hotline. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the building principal that a report was made.
56. Outside employment that may interfere with the performance of job duties.
57. Accepting unauthorized rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use or gain.
58. Utilizing District computers, networks or Internet access to view, obtain, or download any pornographic or sexually explicit material.
59. Failing to maintain strict confidentiality of passwords or other security techniques or accessing any computer, network, server, or other information thereon that the employee is not authorized to access.
60. Violation of any copyright, including, but not limited to copyright in software, information, music, data or other material obtained over the Internet.

## **Acknowledgement, Agreement and Receipt of Employee Handbook**

The undersigned hereby acknowledges receipt of a copy of the East Richland CUSD #1 Employee Handbook. The undersigned hereby acknowledges and agrees that nothing contained in the employee handbook including policies, practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. The District retains the right to revise, amend this handbook, or terminate any policy unilaterally without notice at any time, and the employee's continued employment will be deemed acceptance of such revisions and modifications. I understand I am required to read and apply all work rules. I understand that if I violate any work rule I may be disciplined. I further acknowledge that discipline, in some circumstances, may include my immediate discharge.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

(This acknowledgement and agreement will be retained in the employee's personnel file).

Effective Date: 8/15/13

Name		Base Salary	Vacation Days	Sick & Personal Days	Retirement	Insurance
ALEXANDER	MARGO	\$43,082.16	0	15	\$4,469.89	\$14.40
ALLEN	LINDA	\$15,315.54	0	0	\$1,589.03	\$0.00
ALLEN	LORI	\$51,539.86	0	15	\$5,347.40	\$4,620.08
ANDERSON	JOYCE	\$55,247.60	0	15	\$5,732.09	\$4,620.08
ANSELMANT	MARK	\$42,379.02	0	15	\$4,396.94	\$4,620.08
ANSELMANT	MEGAN	\$38,435.35	0	15	\$3,987.77	\$4,620.08
ATKINS	BENJAMIN	\$45,371.13	0	15	\$4,707.38	\$4,620.08
BAYLES	RICHARD	\$48,258.52	0	15	\$5,006.96	\$4,620.08
BEARD	ASHLEY	\$22,453.32	0	15	\$2,329.59	\$4,620.08
BERGER	CHRISTY	\$41,485.03	0	13	\$4,304.19	\$4,620.08
BETTIS	JULIE	\$50,951.92	0	15	\$5,286.40	\$4,620.08
BEYERS	CANDACE	\$54,236.58	0	15	\$5,627.19	\$4,620.08
BILLINGTON	LISA	\$51,790.96	0	15	\$5,373.46	\$4,620.08
BLACKFORD	EMILY	\$38,314.88	0	15	\$3,975.28	\$4,620.08
BLANK	HOLLY	\$42,621.20	0	15	\$4,422.07	\$4,620.08
BROOKS	MARY	\$36,469.60	0	15	\$3,783.82	\$14.40
BURGENER	CHARISSA	\$44,544.00	0	15	\$4,621.56	\$4,620.08
BUSSARD	KIMILA	\$55,352.88	0	15	\$5,743.02	\$4,620.08
BUSSARD	LARRY	\$123,723.12	20	18	\$12,836.62	\$4,620.08
CARMODY	DAVID	\$70,925.00	0	15	\$7,358.67	\$4,620.08
CAVALIER	MICHAEL	\$58,073.06	15	18	\$0.00	\$14.40
CLARK	PATRICIA	\$59,523.60	0	15	\$6,175.74	\$14.40
CLODFELTER	JULIE	\$47,952.78	0	15	\$4,975.23	\$4,620.08
COMBS	ERIC	\$47,748.66	0	15	\$4,954.06	\$4,620.08
CUMMINS	BRYAN	\$49,614.36	0	15	\$5,147.63	\$4,620.08
DAVIS	ANGELA	\$51,798.16	0	15	\$5,374.20	\$4,620.08
DAVIS	PATTI	\$59,980.90	0	15	\$6,223.19	\$4,620.08
DEIMEL	NANCY	\$51,965.14	0	15	\$5,391.53	\$4,620.08
DENTON	MACKENZIE	\$34,257.33	0	15	\$3,554.29	\$4,620.08
DENTON	RYAN	\$43,664.15	0	15	\$4,530.28	\$4,620.08
DOBBS	CURTIS	\$53,022.72	0	15	\$5,501.25	\$4,620.08

Name		Base Salary	Vacation Days	Sick & Personal Days	Retirement	Insurance
DOBBS	TRACY	\$48,871.52	0	15	\$5,070.56	\$4,620.08
DOLL	GWYNE	\$39,958.32	0	15	\$4,145.79	\$4,620.08
DUNN	MELISSA	\$52,858.36	0	15	\$5,484.20	\$4,620.08
EAGLESON	DENYSE	\$47,334.00	0	15	\$4,911.03	\$4,620.08
EDWARDS	CRYSTLE	\$81,838.56	0	17	\$8,490.98	\$14.40
ELLISON	DEBORAH	\$56,274.20	0	15	\$5,838.60	\$4,620.08
ERWIN	MELISSA	\$44,262.16	0	15	\$4,592.32	\$4,620.08
FLANAGAN	KRISTIN	\$50,507.52	0	15	\$5,240.30	\$4,620.08
FLANAGAN	ROBERT	\$55,646.71	0	15	\$5,773.50	\$4,620.08
FLEMING	JULIE	\$42,427.76	0	15	\$4,402.00	\$4,620.08
FRAZIER	JANE	\$61,347.60	0	15	\$6,364.98	\$4,620.08
FRITCHLEY	JENNIFER	\$44,718.24	0	15	\$4,639.64	\$14.40
FRITSCHLE	JOYCE	\$49,238.09	0	15	\$5,108.59	\$4,620.08
GARDNER	KRISTINA	\$37,864.00	0	15	\$3,928.50	\$14.40
GARRETT	ELIZABETH	\$18,243.22	0	15	\$1,892.78	\$4,620.08
GASSMANN	LOUIS	\$57,986.09	0	15	\$6,016.22	\$4,620.08
GEIER	SHERRY	\$60,060.71	0	15	\$6,231.47	\$4,620.08
GINDER	AMANDA	\$41,160.68	0	15	\$4,270.54	\$4,620.08
GRAY	SHERI	\$36,847.08	0	15	\$3,822.99	\$4,620.08
GREENWOOD	JILL	\$43,587.78	0	15	\$4,522.35	\$14.40
GROVE	BRANDIS	\$37,854.60	0	15	\$3,927.52	\$4,620.08
GROVES	MARSHA	\$68,335.20	0	15	\$7,089.97	\$4,620.08
GROVES	MICHAEL	\$61,126.46	0	15	\$6,342.04	\$4,620.08
GRUNDON	CINDY	\$52,402.24	0	15	\$5,436.88	\$4,620.08
HAGAN	DIANA	\$49,249.60	0	15	\$5,109.78	\$4,620.08
HAHN	MARGARET	\$50,937.36	0	15	\$5,284.89	\$14.40
HAHN	SUZANNE	\$120,399.36	0	17	\$12,491.76	\$14.40
HALLAM	AMY	\$43,426.10	0	15	\$4,505.58	\$4,620.08
HARDY	ERIN	\$37,775.84	0	15	\$3,919.35	\$4,620.08
HARMON	SHERRY	\$38,581.36	0	15	\$4,002.92	\$4,620.08
HEARN	JENIFER	\$42,324.72	0	15	\$4,391.31	\$14.40

Name		Base Salary	Vacation Days	Sick & Personal Days	Retirement	Insurance
HENDERSON	NORMAN	\$85,985.43	0	15	\$8,921.23	\$14.40
HENDRICKSON	BRENDA	\$43,412.16	0	15	\$4,504.13	\$14.40
HOLT	MARILYN	\$166,754.64	30	18	\$17,301.36	\$6,641.25
HOUCHIN	AMANDA	\$42,914.36	0	15	\$4,452.48	\$4,620.08
HOUCHIN	DARRELL	\$55,574.69	0	15	\$5,766.03	\$4,620.08
HOUGH	SHANNON	\$50,258.80	0	15	\$5,214.49	\$14.40
HOUT	JODY	\$44,156.04	0	15	\$4,581.31	\$4,620.08
JENNER	BRENDA	\$48,351.36	0	15	\$5,016.59	\$4,620.08
JONES	EMILY	\$40,717.44	0	15	\$4,224.55	\$4,620.08
JONES	GARY	\$33,084.57	0	15	\$3,432.62	\$4,620.08
JULIAN	AMY	\$46,968.76	0	15	\$4,873.14	\$4,620.08
KAERICHER	CHELSEA	\$40,859.08	0	15	\$4,239.24	\$1,169.40
KING	MELINDA	\$46,441.36	0	15	\$4,818.42	\$4,620.08
KIRBY	ROBERT	\$49,739.99	0	15	\$5,160.66	\$14.40
KNISS	CARA	\$36,736.75	0	15	\$3,811.54	\$14.40
KOCHER	DAWN	\$45,656.86	0	15	\$4,737.03	\$4,620.08
KUENSTLER	BRIANNE	\$37,883.20	0	15	\$3,930.49	\$4,620.08
LAFACE	JANE	\$52,032.24	0	15	\$5,398.49	\$4,620.08
LANCE	LORI	\$49,852.08	0	15	\$5,172.29	\$4,620.08
LANKER	LINDA	\$50,851.92	0	15	\$5,276.03	\$4,620.08
LATHROP	BOBBIE	\$41,442.40	0	15	\$4,299.76	\$4,620.08
LATHROP	JENNIFER	\$42,354.36	0	15	\$4,394.38	\$4,620.08
LECRONE	CHAD	\$86,185.20	0	17	\$8,941.95	\$4,620.08
LECRONE	KRISTINA	\$36,545.62	0	15	\$3,791.71	\$4,620.08
LESLIE	REBECCA	\$41,586.54	0	15	\$4,314.72	\$4,620.08
LESLIE	THOMAS	\$45,048.32	0	15	\$4,673.89	\$4,620.08
LEWIS	AMANDA	\$46,460.72	0	15	\$4,820.43	\$4,620.08
LOCKLEY	CYNTHIA	\$61,868.40	0	16	\$6,419.02	\$4,620.08
LYNN	GINA	\$37,159.84	0	15	\$3,855.44	\$4,620.08
MCCLEAVE	ROBERTA	\$49,209.60	0	15	\$5,105.63	\$14.40
McCLENATHAN	NANCY	\$49,121.04	0	15	\$5,096.44	\$4,620.08

Name		Base Salary	Vacation Days	Sick & Personal Days	Retirement	Insurance
MCCLURE	DEBORAH	\$33,933.22	0	15	\$3,520.67	\$4,620.08
MCVICKER	AMY	\$46,827.76	0	15	\$4,858.51	\$4,620.08
MICHELS	JOYCE	\$57,576.64	0	15	\$5,973.74	\$14.40
MICHELS	SUZANNE	\$44,944.16	0	15	\$4,663.08	\$14.40
MILLER	DARLENE	\$44,841.94	0	15	\$4,652.48	\$4,620.08
MILLER	MELISSA	\$44,586.94	0	15	\$4,626.02	\$4,620.08
MOSBEY	DEVEN	\$24,910.38	0	15	\$2,584.52	\$4,620.08
MUFFLER	ALICIA	\$38,407.60	0	15	\$3,984.90	\$2,249.04
MURRAY	PAMELA	\$48,996.30	0	15	\$5,083.50	\$4,620.08
MUSIC	MATTHEW	\$51,460.82	0	15	\$5,339.20	\$4,620.08
NEALIS	BRADLY	\$49,194.87	0	15	\$5,104.10	\$4,620.08
OCHS	KRISTY	\$54,936.00	0	16	\$5,699.76	\$14.40
PAGE	KENDRA	\$46,869.65	0	15	\$4,862.86	\$4,620.08
PAGE	WILLIAM	\$49,442.16	0	15	\$5,129.76	\$4,620.08
PAMPE	JANICE	\$48,687.00	0	15	\$5,051.41	\$4,620.08
PAMPE	LISA	\$50,381.76	0	15	\$5,227.25	\$4,620.08
PETRELLA	RALPH	\$49,485.79	0	16	\$5,134.29	\$4,620.08
PETTY	BETH	\$60,780.46	0	18	\$6,306.14	\$4,620.08
PHILLIPPE	SAMANTHA	\$32,485.44	0	15	\$3,370.45	\$4,620.08
POOL	LORI	\$40,845.60	0	15	\$4,237.84	\$4,620.08
POWELL	MATTHEW	\$48,621.17	0	15	\$5,044.58	\$4,620.08
POWELL	MICHELLE	\$46,684.65	0	15	\$4,843.66	\$4,620.08
RAYMOND	RUTH	\$51,091.20	0	15	\$5,300.85	\$14.40
REDMAN	AMANDA	\$39,242.64	0	15	\$4,071.53	\$4,620.08
REDMAN	KRISTEN	\$49,102.76	0	15	\$5,094.55	\$4,620.08
RIDGELY	SUZANNA	\$18,416.64	0	0	\$1,910.78	\$0.00
RODGERS	KACIE	\$33,010.50	0	15	\$3,424.93	\$4,620.08
RUBENACKER	LORI	\$47,920.82	0	15	\$4,971.92	\$0.00
RUNYON	MELISSA	\$10,608.06	0	15	\$1,100.62	\$2,249.04
RUSK	AMY	\$38,776.08	0	15	\$4,023.13	\$4,620.08
SCHONERT	MARIDEL	\$71,316.24	0	15	\$7,399.26	\$4,620.08

Name		Base Salary	Vacation Days	Sick & Personal Days	Retirement	Insurance
SHAWVER	ALEXIS	\$36,218.88	0	15	\$3,757.81	\$4,620.08
SHOEMAKER	KRISTIE	\$36,003.76	0	15	\$3,735.49	\$14.40
SIMPSON	CHRIS	\$103,581.84	0	17	\$10,746.90	\$4,620.08
SIMPSON	MICHELLE	\$52,114.68	0	15	\$5,407.04	\$4,620.08
SLANKARD	SHERRY	\$44,837.68	0	15	\$4,652.03	\$4,620.08
SMITH	JASON	\$46,841.76	0	15	\$4,859.96	\$4,620.08
SMITH	MELINDA	\$41,591.20	0	15	\$4,315.20	\$4,620.08
SNIDER	SHERRI	\$48,972.96	0	15	\$5,081.08	\$4,620.08
SPICER	RYAN	\$43,842.44	0	15	\$4,548.78	\$4,620.08
STEBER	MARK	\$63,939.84	0	17	\$6,633.94	\$14.40
STEPHENS	CAMILLE	\$45,328.04	0	15	\$4,702.91	\$14.40
STERCHI	SUSAN	\$53,458.10	0	15	\$5,546.43	\$4,620.08
TAIT	HEATHER	\$46,054.32	0	15	\$4,778.26	\$4,620.08
TAYLOR	CHAD	\$43,339.44	0	15	\$4,493.52	\$4,620.08
THOMANN	ANDREW	\$84,215.28	0	17	\$8,737.57	\$4,620.08
THUFTEDAL	TASHA	\$46,842.94	0	15	\$4,860.09	\$4,620.08
TRAVIS	SHELLEY	\$41,757.01	0	15	\$4,332.41	\$4,620.08
TYLER	JAMIE	\$46,066.66	0	15	\$4,779.54	\$14.40
VAAL	JAMES	\$53,249.36	0	15	\$5,524.77	\$4,620.08
VANDYKE	JAMIE	\$57,542.96	0	17	\$5,970.24	\$4,670.00
VANDYKE	JESSICA	\$49,689.19	0	15	\$5,155.39	\$4,620.08
VANMATRE	CHRISTINA	\$44,695.20	0	15	\$4,637.25	\$4,620.08
WALDHOFF	ROY	\$66,288.40	10	18	\$0.00	\$14.40
WALLACE	NANCY	\$70,334.40	0	15	\$7,297.39	\$4,620.08
WASHBURN	BRENDA	\$53,308.08	0	15	\$5,530.86	\$4,620.08
WEBSTER	LESLIE	\$60,306.48	0	15	\$6,256.97	\$4,620.08
WEIDNER	JENNIFER	\$40,018.40	0	15	\$4,152.02	\$4,620.08
WEITKAMP	LORI	\$38,523.12	0	15	\$3,996.88	\$4,620.08
WEITKAMP	WARREN	\$41,582.60	0	15	\$4,314.31	\$4,620.08
WEST	PAULA	\$48,826.76	0	15	\$5,065.91	\$14.40
WHEELER	HEATHER	\$36,754.56	0	15	\$3,813.39	\$4,620.08

<b>Name</b>		<b>Base Salary</b>	<b>Vacation Days</b>	<b>Sick &amp; Personal Days</b>	<b>Retirement</b>	<b>Insurance</b>
WHEELER	KLAYTON	\$49,890.16	0	15	\$5,176.24	\$4,620.08
WHITTNER	MICHAEL	\$80,341.88	0	17	\$8,335.69	\$4,620.08
WHITTNER	SARAH	\$42,905.10	0	15	\$4,451.52	\$4,620.08
WINTERS	SHANNON	\$52,314.24	0	15	\$5,427.75	\$4,620.08
ZMUDZINSKI	GREGORY	\$46,173.00	0	0	\$4,790.58	\$4,620.08

**Board of Education**

**Board Member Conflict of Interest**

No School Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State Law.

School Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each School Board member is responsible for filing the statement with the county clerk of the county in which the Board member resides by May 1.

ADOPTED:            October 17, 2013

## **School Board**

### **Ethics and Gift Ban**

#### **Prohibited Political Activity**

The following precepts govern political activities being conducted by District employees and School Board Members:

1. No employee shall intentionally perform any “political activity” during any compensated time, as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity; (a) as part of that Board member’s or employee’s duties, (b) as a condition of employment, or (c) during any compensated time off, such as holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in activities that: (1) are otherwise appropriate as part of his or her official duties, or (2) are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

Except as permitted by this policy, no board Member or employee, and no spouse of or immediate family member living with any Board Member or employee shall intentionally solicit or accept any ‘gift’ from any “prohibited source” as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source;

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.

3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé' or fiancée'.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered," means food or refreshments that are purchased ready to consume which are delivered by any means.

9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. “Intra-governmental gift” means any gift given to a Board member or employee from another Board member or employee, and “inter-governmental gift” means any gift given to a Board member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exception is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or any immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or give the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501( c )( 3 ) of the Internal Revenue Code.

#### Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board’s disposition or refer the complainant to Board policy 2.260, Uniform Grievance Procedure. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State’s Attorney and/or consider disciplinary action for the employee.

### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

“Political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contribution on behalf of any candidate for elective office in the capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.

11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

*Prohibited source*, means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee; or
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee.
5. ***Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or***
6. ***Is an agent of, a spouse of, or an immediate family member living with a prohibited source.***

*Gift* means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

ADOPTED: October 17, 2013

## Board of Education

### Committees

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

### Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board of at the Board's discretion.

### Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee: This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee: This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee: This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7.230, *Misconduct by Students with Disabilities*. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

ADOPTED: October 17, 2013

**Board of Education**

**Board Attorney**

The School Board may enter into an agreement for legal services with a specific attorney or law firm. 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.

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.

ADOPTED: October 17, 2013

**Board of Education**

**Procurement of Architectural, Engineering, and Land Surveying Services**

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

ADOPTED: October 17, 2013

## **School Board**

### **Board of Education Meeting Procedure**

#### **Agenda**

*The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President may designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.*

*Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.*

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each School Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, Types of School Board Meetings.

The Board President shall determine the order of business at Regular School Board Meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### **Voting Method**

Unless otherwise provided by law, when a vote is taken upon any measure before the School Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present", or a vote other than "yea" or "nay", or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

#### **Minutes**

The Board Secretary shall keep written minutes of all School Board meetings (whether open or closed), which shall be signed by the President and the Secretary.

The minutes include:

1. The date, time, and place of the meeting;
2. Board of Education members recorded as either present or absent;
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, the "yeas" and the "nays" shall be recorded;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;

6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting and the reason for the closed meeting *with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting.*
7. A record of all motions, the member making the motion and the seconding the motion: and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes are submitted to the Board of Education at the *next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.*

At least semi-annually in an open meeting, the Board (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The School board's meeting minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Minutes of open meetings are available for inspection during regular office hours within **10** days after the Board's approval; they may be inspected in the district's main office, in the presence of the Secretary, the Superintendent, or any member of the School Board. Minutes from closed meetings are likewise available, but only if the School Board has released them for public inspection. Only minutes that have been approved by the Board are available. The minutes shall not be removed from the Superintendent's office except by vote of the Board of Education or by court order.

The Board's open meeting minutes shall be posted on the District website within **10** days after the Board approves them; the minutes will remain posted for at least 60 days.

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members

during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections

#### Quorum

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of (1) personal illness or disability (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition), as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board of Education meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent as least 2 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

ADOPTED:           October 17, 2013

**Board of Education**

**Public Participation at Board of Education Meetings and Petitions to the Board**

At each regular and special open meeting, the members of the public and District employees may comment on or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. *Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.*
3. *Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.*
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property.*

Petitions or written correspondence to the Board shall be presented to the Board of Education at the next regularly scheduled Board meeting.

ADOPTED: October 17, 2013

### Board of Education

*The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.*

#### Policy Development

*Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.*

*A Board Policy Committee may consider all policy suggestions and provide information and recommendations to the Board.*

*The Superintendent is responsible for (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.*

#### Policy Adoption and Dissemination

*Policies or policy revisions will not be adopted at the Board meeting at which they are introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.*

*The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, Access to District Public Records.*

#### Board Policy Review and Monitoring

*The Board shall periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.*

*Superintendent Implementation*

*The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.*

*In the absence of Board policy, the Superintendent is authorized to take appropriate action.*

*Suspension of Policies*

*The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.*

*Board Review of Administrative Procedures*

*The Superintendent shall notify and provide a copy to the Board of Education of any new or modified administrative procedures. The Board retains the right to direct the Superintendent to make changes.*

ADOPTED: October 17, 2013

## **General Personnel**

### **Sexual Harassment**

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10 Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20 Harassment of Students Prohibited.

### **Sexual Harassment Prohibited**

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

### **Making a Complaint: Enforcement**

A violation of this policy will result in discipline or discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure, Board policy 2.260.

Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

Following are the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

*Nondiscrimination*

*Coordinator:*

Name	<u>Marilyn J. Holt</u>
Address	<u>1100 E. Laurel, Olney, IL</u>
Telephone No.	<u>618-395-2324</u>

*Complaint Managers:*

Name	<u>Suzanne Hahn</u>	<u>Larry Bussard</u>
Address	<u>1001 N. Holly, Olney, IL</u>	<u>1100 E. Laurel, Olney, IL</u>
Telephone No.	<u>618/395-8540</u>	<u>618/395-2324</u>

ADOPTED:                      October 17, 2013

**Instruction**

**Organization of Instruction**

The School District has instructional levels for Pre-School through grade twelve. The Superintendent shall annually present to the School Board a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District’s educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

**Kindergarten**

The District maintains a full-day kindergarten with an instructional program that fulfills the District’s curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.

ADOPTED:           October 17, 2013

## **Instruction**

### **Student and Family Privacy Rights**

#### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardians(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identify of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screening that are permitted without parental notification
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*)
3. Is otherwise authorized by Board policy.

### Selling or Marketing Students' Personal Information Is Prohibited

***No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose).*** The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including

street name and the name of the city or town), (3) a telephone number, or (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parents(s)/guardian(s) have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or education institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

***Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.***

#### Notification of Rights and Procedures

The Superintendent or designee shall notify students' parent(s)/guardian(s) of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parent(s)/guardian(s) at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

ADOPTED: October 17, 2013

## **Students**

### **Student Assignment and Intra-District Transfer**

#### Attendance Areas

The School District is divided into school attendance areas. The Superintendent shall review the boundary lines annually and recommend any changes to the Board of Education. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, Education of Homeless Children.

#### **Transfers Within the District**

*A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfer pursuant to (1) Title I covered in Board policy 6:15, School accountability, or (s) the Unsafe School Choice Option covered in Board policy 4:170, Safety.*

#### Class Assignments

The Building Principal shall assign students to classes.

ADOPTED:        October 17, 2013

## Students

### Misconduct By Students With Disabilities

#### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board *may* establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ADOPTED:           October 17, 2013

## **Students**

### **Student Use Of Buildings - Equal Access**

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

1. The meeting is held during those noninstructional times identified by the Superintendent or designee for noncurricular student groups, clubs, or organizations to meet. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. "Noncurricular student groups" are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All noncurriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons may not direct, conduct, control, or regularly attend; and
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

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

ADOPTED:        October 17, 2013

Patti Jo Davis  
307 E Sixth St.  
Mt. Carmel, IL 62863

Marilyn Holt  
Supt. of Schools  
ERCU 1  
Olney, IL 62450

Dear Marilyn and the ERCU1 Board of Education,

I would like to begin by telling you how grateful I am to have the opportunity to teach in this district. It is both a privilege and a challenge. However, the time has come for me to look to the future. I am writing to inform you of my intent to retire at the end of the 2017-18 school year. I will have 36 years of teaching experience at that time and would like to pursue other interests. In addition, I would like to request that my sick leave be increased to the maximum of 360 days. Again I will say that I have and still do enjoy teaching at East Richland.

Sincerely,

A handwritten signature in cursive script that reads "Patti Jo Davis". The signature is written in black ink and is positioned above the printed name.

Patti Davis

9/13/2013

Mr. Chad LeCrone  
Athletic Director  
East Richland High School

Please accept this letter as my resignation from Assistant Boy's Basketball Coach and Assistant Boy's Baseball Coach effective immediately. I have accepted a new position with an agricultural company and am unsure of the time commitment at this time. I have appreciated the opportunity given to me to be part of both programs and look forward to possibly coming back if, and when the opportunity may arise.

Thanks again for the opportunity to be involved in Tiger Athletics,

A handwritten signature in cursive script, appearing to read "Keith Redman".

Keith Redman

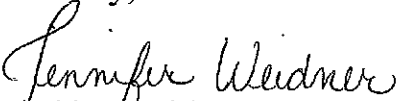
September 3, 2013

East Richland Community Unit #1 School Board  
1200 East Laurel  
Olney, IL 62450

Dear ERCU#1 Board Members,

I am writing to request a maternity leave. My anticipated due date is October 13, 2013. Excluding any unforeseen complications, I would like for the leave to begin on the date of delivery and continue for the weeks following, returning February 14, 2014. Thank you for your time and consideration.

Sincerely,

  
Jennifer Weidner



***East Richland Elementary School***

*1001 North Holly Road • Olney, Illinois 62450*

*Phone (618) 395-8540*

*www.ercu1.net*

***Suzanne Hahn***  
*Principal*

***Cris Edwards***  
*Assistant Principal*

September 9, 2013

East Richland Community Unit #1 School Board  
1200 East Laurel  
Olney, IL 62450

Dear ERCU#1 Board Members,

I am writing to request a maternity leave. Excluding any unforeseen complications, I would like for the leave to begin on November 18 and continue for the weeks following, returning March 3, 2014. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Gina Lynn". The signature is fluid and matches the printed name below it.

Gina Lynn

***East Richland Community Unit District No. 1***  
*"Committed to Providing the Future Leaders of the 21st Century"*

September 16, 2013

East Richland Community Unit School District #1

Address

City, State, Zip Code

Mrs. Marilyn Holt, Suzanne Hahn, and the ERCU #1 School Board:

I would like to request a leave of absence for academic reasons. I am currently attending Saint Mary of the Woods College to obtain my K-6 teaching certificate. I am scheduled to be student teaching from January through May, which covers the entire spring semester. I have enjoyed working for ERCU #1 and hope to continue our professional relationship in the future.

I can provide written documentation from Saint Mary of the Woods College, if necessary.

Thank you very much for your time and consideration.

Darleta Wagner

10971 E 600th Ave.

Newton, IL 62448

618-240-1180

# ***East Richland High School***

1200 East Laurel Street

Olney, Illinois 62450


Phone (618) 393-2191 • Fax (618) 395-1256

Web Address [www.ercul.net](http://www.ercul.net)

**Chris A. Simpson, Principal**  
**Chad E. LeCrone, Assistant Principal**

**East Richland Community Unit District No. 1**  
Marilyn J. Holt, Superintendent  
Larry G. Bussard, Assistant Superintendent

## **MEMO**

**TO:** Mrs. Marilyn Holt, ERCU #1 Superintendent of Schools  
**FROM:** Mr. Chris Simpson, ERHS Principal   
**DATE:** September 9, 2013  
**RE:** ERHS Scholastic Bowl

Mrs. Holt,

I would like to recommend Klay Wheeler as the ERHS Scholastic Bowl coach for the 2013 – 2014 school year.

Chris Simpson



**East Richland High School  
Athletic Department  
Home of the Olney Tigers**

**(618) 393-2191**

**1200 E. Laurel St. Olney, IL 62450**

Date: September 5, 2013

To: Chris Simpson, Principal

From: Chad LeCrone, Athletic Director

Re: Volunteer Physician

I recommend that Dr. Bradley Houston be approved as the volunteer physician for the ERHS athletic department for the 2013-14 school year.