

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

**Regular Meeting  
Tuesday, November 15, 2016  
Richland County Elementary School Library  
7:00 PM**

- I. Call to Order and Pledge of Allegiance  
*Routine*
- II. Roll Call
- III. \* Recognition and Comments from Employees and Public
  - A. \* RCES Principals' Remarks/Skype with Author Josh Funk
  - B. \* RCES K-5 Students share data from RCES Celebration of Learning
  - C. \* 5th/6th Grade Choir
  - D. \* Congratulations to the Olney FFA Forestry Team  
*The National FFA Forestry CDE is a competitive event that tests students' skills and knowledge in the area of forest management. Event components include a general forest exam knowledge, tree identification, timber cruising, tree/forest disorders identification, a chainsaw practicum, forestry issues interviews, and a team activity. Each team competed at local and state levels. The winning team from each state was allowed to compete at the national event. The National Forestry CDE event was held near Indianapolis, Indiana on October 19th & 20th. Olney FFA Placed 3rd as a team. Top team activity was awarded to the Olney FFA Chapter. The team members were: Jessica Shilling - Gold individual - 10th overall; Jared Boehl - Gold individual - 13th overall; Matt Herman - Gold individual - 44th overall; & Elaine Rudolphi - Silver individual - 58th overall. 39 state winning teams competed in this event. Congratulations!*
  - E. \* Congratulations to the Olney FFA Environmental & Natural Resources Team  
*Environmental and natural resource education has a responsibility to educate the public and prepare students to enter careers in the environmental and natural resource industry. The purpose of the environmental and natural resource career development event is to foster student interest, promote environmental and natural resource instruction in the agricultural education curriculum and provide recognition for those who have demonstrated skills and competencies as a result of environmental and natural resource instruction. Individual and team activities in the Environmental and Natural Resources CDE include a national and global issues interview; environmental and natural resources problem solving; soil tests and profiles; air and water analysis; GPS use; waste management; and more. The Olney FFA Team placed 21st out of 42 teams. Team members: Seth Mitchell - 10th Place individual - Gold ranking - \$400 cash award; Adam Brewer - Silver ranking; Evan Walker - Bronze ranking; & Jesse Maxey - Bronze ranking. Congratulations!*
- IV. \* Consent Agenda  
*If any Board member believes that any item on the consent agenda requires*

*discussion or a separate vote, the Board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.*

A. * Minutes of Previous Meetings	
<i>Please find attached the minutes of October 20, 2016 for your approval. I recommend approval.</i>	
1. * Regular and Closed Minutes of the Regular Board Meeting of Thursday, October 20, 2016	6
B. * Closed Minutes	
1. * Approve Destruction of Closed Session Audio Recording of Thursday, January 16, 2014	
<i>I recommend approval of the destruction of the audio recording of a Regular Board Meeting on January 16, 2014, which were opened to the public on December 17, 2015.</i>	
C. * Financial Reports	
<i>As always, if you have questions regarding the financial reports or bills, please contact me prior to the meeting. Our total bill list is \$849,871.39.</i>	
1. * Treasurer's Report	15
2. * Balance Sheet	16
3. * Approval of Bills and Payroll	21
4. * All Other Financial Reports	
a. * Comparison of Funds - October 2015 with October 2016	31
b. * Monthly Financial Report	32
c. * Other	
D. * Policies for First Consideration	
1. * 2.120 Board Member Development	102
2. * 2.125 Board Member Compensation; Expenses	104
3. * 2.200 Types of School Board Meetings	110
4. * 2.220 School Board Meeting Procedure	115
5. * 4.60 Purchases and Contracts	121
6. * 4.110 Transportation	124
7. * 4.175 Convicted Child Sex Offender; Screening; Notifications	128
8. * 5.60 Expenses	131
9. * 5.125 Personal Technology and Social Media; Usage and Conduct	135
10. * 5.185 Family and Medical Leave	139
11. * 5.190 Teacher Qualifications	145
12. * 5.250 Leaves of Absence	147
13. * 5.260 Student Teachers	153
14. * 5.330 Sick Days, Vacation, Holidays, and Leaves	155

15. * 6.15 School Accountability	160
16. * 6.50 School Wellness	162
17. * 6.60 Curriculum Content	166
18. * 6.140 Education of Homeless Children	172
19. * 6.145 Migrant Students	174
20. * 6.160 English Learners	175
21. * 6.170 Title I Programs	177
22. * 6.310 High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	179
23. * 6.340 Student Testing and Assessment Program	183
24. * 7.15 Student and Family Privacy Rights	185
25. * 7.30 Student Assignment and Intra-District Transfer	189
26. * 7.50 School Admissions and Student Transfers To and From Non-District Schools	190
27. * 7.60 Residence	196
28. * 7.70 Attendance and Truancy	199
29. * 7.250 Student Support Services	203
30. * 7.260 Exemption from Physical Education	205
31. * 7.305 Student Athlete Concussions and Head Injuries	207
32. * 7.310 Restrictions on Publications; Elementary Schools	211
33. * 7.315 Restrictions on Publications; High Schools	214
34. * 8.30 Visitors to and Conduct on School Property	218
35. * 8.70 Accommodating Individuals with Disabilities	222
E. * Communication	
1. * Thank You from Sheri Gray	224
<i>We received a thank you from Sheri Gray for flowers sent following the death of her mother, Sue Georges.</i>	
F. * October FOIA Log	225
<i>Attached is a log of all FOIA requests submitted to the district in the month of October along with the response to each.</i>	
G. * Building & Student Discipline Reports	
<i>Administrators have prepared written reports and will be at the meeting to answer any questions that you may have.</i>	
1. * RCES (K-2) Principal - Margaret Hahn	226
2. * RCES (3-5) Principal - Andy Thomann	
3. * RCMS Principal - Cris Edwards	228
4. * RCMS Assistant Principal - Darrell Houchin	229
5. * RCHS Principal - Chad LeCrone	232

6. * RCHS Assistant Principal - Andy Julian	233
7. * Special Education - Mick Whittler	235
8. * Program Administrator - Jennifer Tedford	
V. Administrative Report	
A. Superintendent's Report	
<i>I will give a brief report on the following items:</i>	
1. School Board Member Day - November 15	236
2. Financial Update/Review	
3. Arrangements for Joint Annual Conference	
<i>We will have your packets and itinerary for the conference ready for you.</i>	
4. American Education Week - November 14 - 18	237
<i>We will deliver gifts on Wednesday, November 16th. Attached is the schedule.</i>	
5. 21st CCLC 2016 State Evaluation	238
<i>Sherry Geier will be here to give a presentation on the 21st CCLC 2016 State Evaluation.</i>	
B. Assistant Superintendent's Report	
1. School Report Cards	
<i>2015-16 School Report Cards are available, however, student scores have not been published yet. I will briefly review.</i>	
VI. Unfinished Business	
VII. New Business	
A. Approve Tentative Tax Levy	286
<i>Attached are two options for the tax levy. I recommend Option 1.</i>	
B. Approve Unicom Proposal	288
<i>Attached is a proposal for the design and implementation of a community engagement program. I recommend approval.</i>	
C. Approve Worker's Compensation Insurance Renewal	325
<i>Attached is the Worker's Compensation Insurance Renewal prepared by Bushue Human Resources. I recommend approval.</i>	
VIII. 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 Discuss Student Disciplinary Cases	
D. To Discuss Matters of Closed Session Minutes	
IX. Employment	
A. Custodian	328
<i>Mr. LeCrone has recommended the hire of Scott Williams as RCHS Custodian. Scott has been subbing for a couple months and is doing a nice</i>	

*job. Attached is a VITA. I recommend approval.*

B. RCMS Volleyball Coach

329

*Mr. Houchin has recommended Emily Rusk for the RCMS Volleyball Coach position. I recommend approval.*

X. Resignations

A. Bus Driver

*Tom Hixon has submitted his resignation. His last day of work was Friday, November 4, 2016. I recommend approval.*

XI. Leave(s) of Absence

A. RCES Teacher

330

*Anita Seiler, RCES Teacher, has submitted a request for a Family Leave of Absence beginning the week of January 30, 2017 through April 10, 2017. I recommend approval.*

XII. Adjournment

*The next regular meeting will be held on Thursday, December 15, 2016 at 7:00 p.m.*

Minutes of a Regular Meeting of the Board of Education of Richland County Community Unit School District No. 1, Counties of Richland, Clay, Jasper, Lawrence and Wayne, in the State of Illinois, held in the Unit Administration Office Board Room, 1100 East Laurel Street, Olney, Illinois, Thursday, October 20, 2016.

**AGENDA #I – “Call to Order & Pledge of Allegiance”** – The meeting was called to order at the hour of 6:30 p.m. by Mr. Ben Anderson, President of the Board of Education. 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. Ben Anderson, Mrs.Carolyn Brooks, Mr. Alex Cline, Mr. Steve Kinkade, Mr. Steve Marrs, Mr. Leon Redman and Mr. Jeff Wilson. Members absent at roll call: None. 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:, Mr. Larry Bussard, Superintendent of Schools; Mr. Chris Simpson, Assistant Superintendent of Schools; Mr. Chad LeCrone, RCHS Principal; Mr. Andy Julian, RCHS Assistant Principal; Mrs. Cris Edwards, RCMS Principal; Mr. Darrell Houchin, RCMS Assistant Principal; Andy Thomann, RCES (Grades 3-5) Principal; Mrs. Margaret Hahn, RCES (Grades K-2) Principal; Mick Whittler, Special Education Director; and Mrs. Sonja Music, Recording Secretary.

*(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 and the website of this school district.)*

**AGENDA #III – “Recognition and Comments from Employees and Public”** –

**#III-A. Presentation of 2015-2016 Olnean Yearbook** – Mrs. Amy Rusk, Olnean Yearbook Sponsor, and Hunter Meritt, Olnean Yearbook Staff Member, presented each member of the Board of Education with a copy of the 2015-2016 Olnean Yearbook.

**AGENDA #IV – “Presentation Regarding Community Engagement”** – Mr. Rod Wright of Unicom Arc, gave a presentation on community engagement and long-range planning by the board. The purpose of this community engagement and long-range planning is to build the capacity within the school district to meet the future needs of the district.

**AGENDA #V – “Consent Agenda” –**

**#V-A. Minutes:** Regular and Closed Minutes of the Regular Meeting of Thursday, September 15, 2016 and Special Meetings on Thursday, September 22, 2016 & Monday, September 26, 2016.

**#V-B. Closed Minutes**

1. **Destruction of Closed Session Audio Recordings** - Regular Meeting of Thursday, March 15, 2015.

**#V-C. Financial Reports** - Treasurer’s Report, Balance Sheet, Bills and Payroll, Other Financial Reports showing a total bill list of \$765,527.24.

**#V-D. Policies for Second Consideration & Adoption** - The Board approved the following policies for Second Reading and Adoption: 1) 2.70 Vacancies on Board of Education – Filling Vacancies 2) 5.220 Substitute Teachers 3) 6.100 Experiments Upon or Dissection of Animals 4) 7.10 Equal Educational Opportunities 5) 7.270 Administering Medicines to Students 6) 8.90 Parent Organizations 7) 8.110 Public Suggestions and Concerns. **Document Registry 16-10-01**

**#V-E. Communication** - The Board received the following communications:

1. Thank you from Janet Kuhlig for flowers sent following the death of her mother, Doris Worrell.
2. Thank you from Harry Hillis for the cookies and card sent during his illness.
3. Thank you from Jackie Madden for flowers sent following the death of her father, Odie Burget.

**#V-F. September FOIA Log** – No FOIA requests were received during the month of September.

**#V-G. Administrative Reports** - Written reports were presented from Principals and Administrators – RCES, Margaret Hahn; Andy Thomann; RCMS, Cris Edwards and Darrell Houchin; RCHS, Chad LeCrone, Andy Julian and Curt Nealis; Special Education, Mick Whittler; and Program Administrator, Jennifer Tedford.

**AGENDA #V – “Adoption of Items Listed on Consent Agenda”**

**Board Action:** Mr. Redman made a motion to approve the items as presented on the Consent Agenda. Mr. Wilson seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #VI – “Administrative Report”**

**#VI-A. Superintendent’s Report:**

1. **Financial Update/Review** - Mr. Bussard reported the State has issued vouchers that exceeds \$500,000 for FY16, and exceeds \$2,000,000 for FY17.
2. **Upcoming Dates:** Mr. Bussard gave a review of upcoming dates that included the change in the date for the November school board meeting to Tuesday, November 15<sup>th</sup> at 7:00 pm at Richland County Elementary School Library and the dates for the Joint Annual Conference on November 18-20.
3. **FY16 Audit Report:** Tyler Ditch of Kemper CPA reviewed the audit reports of the FY16 RCCU #1 audit.

**#VI-B. Assistant Superintendent’s Report** - Assistant Superintendent, Chris Simpson, gave an overview of the district-wide Teacher Institute Day on Friday, October 7<sup>th</sup>. The Teacher Institute included an active shooter drill in the morning and CPR/AED training in the afternoon.

**AGENDA #VII - “Unfinished Business”** - None

**AGENDA #VIII - “New Business”**

**#VIII-A. Approve FY16 Richland County CUSD #1 Audit** - The Superintendent recommended approval of the FY16 Audit as presented. **Document Registry #16-10-02.**

**Board Action:** Mr. Wilson made a motion to approve the FY16 Audit as presented. Mr. Kinkade seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yeas and 0 nay votes, the Chair declared the motion carried.

**#VIII-B. Approve First Midstate, Inc. as Underwriter/Placement Agent and Chapman & Cutler LLP as Bond/Disclosure Counsel to the**

**Underwriter/Placement Agent** - The Superintendent recommended approval of the selection of First Midstate, Inc. as Underwriter/Placement Agent and Chapman & Cutler LLP as bond/disclosure counsel to the Underwriter/Placement Agent with respect to the District's General Obligation Refunding School Bonds. **Document Registry 16-10-03.**

**Board Action:** Mr. Cline made a motion to approve the selection of First Midstate, Inc. as Underwriter/Placement Agent and Chapman & Cutler LLP as bond/disclosure counsel to the Underwriter/Placement Agent. Mr. Redman seconded the motion and on a roll call vote the following members voted yeas:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yeas and 0 nay votes, the Chair declared the motion carried.

**#VIII-C. Approve Navigate Prepared as School Security Vendor** - The Superintendent recommended approval of NaviGate Prepared as a vendor to provide services for the district's security plan. **Document Registry 16-10-04.**

**Board Action:** Mr. Marrs made a motion to approve NaviGate Prepared as a vendor to provide services for the district's security plan. Mr. Cline seconded the motion and on a roll call vote the following members voted yeas:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yeas and 0 nay votes, the Chair declared the motion carried.

**#VIII-D. Appoint Delegate to Represent the Board at the Joint Annual Conference** - Mr. Steve Marrs, board member, recommended the board appoint Alex Cline as the delegate to represent the Board at the Joint Annual Conference in November.

**Board Action:** Mr. Marrs made a motion to appoint Alex Cline as delegate to represent the Board at the Joint Annual Conference in November. Mrs. Brooks seconded the motion and on a roll call vote the following members voted yeas:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried.

**#VIII-E. Adopt Resolution to Recognize School Principals/Administrators** - In honor of National Principal's Month, the Superintendent recommended the adoption of a resolution to recognize RCCU #1 Principals/Administrators. **Document Registry 16-10-05.**

**Board Action:** Mr. Wilson made a motion to adopt the resolution to recognize RCCU #1 Principals/Administrators. Mr. Redman seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #IX – “Executive Session”** – Mr. Kinkade 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)(9) to consider student discipline; under Section 2(c)(11) to consider litigation, probable or pending; and under Section 2(c)(21) to consider closed meeting audio recordings. Mrs. Brooks seconded the motion and on a viva voce (by the voice) vote the Chair declared the motion carried and a closed session was held beginning at 8:57 p.m.

**Closed Meeting Ended:** Mr. Wilson made a motion to adjourn the closed meeting and reconvene in open session. Mr. Kinkade seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried. A quorum being present, the Board reconvened in open, public session for the transaction of business at 9:04 p.m.

**AGENDA #X “Resignations”** – The Superintendent recommended approval of the following resignations:

**#X-A RCES Paraprofessionals** - Judy Johnson (9/30/16) & Hannah Davis

**#X-B. RCHS Custodian** - Harry "Ray" Wells (10/25/16)

**#X-C. RCMS Volleyball Coach** - Leslie Shan

**Board Action:** Mrs. Brooks made a motion to accept the resignations of RCES Paraprofessionals: Judy Johnson – effective September 30, 2016; Hannah Davis – effective October 7, 2016; Harry "Ray" Wells – effective October 25, 2016; & Leslie Shan – effective immediately. Mr. Cline seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade , Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #X "Employment"** - The Superintendent recommended approval of the following for the 2016-2017 school year:

**#X-A. RCES Special Education Teacher** - Belinda Guzman (start date 10/21/16)

**#X-B. Truancy Interventionist** - Brad Ameter (start date 11/7/16)

**#X-C. RCES Paraprofessional** - Anna McMorris (start date 10/21/16)

**#X-D. RCHS Girls' Track Coach** - Amy Julian

**Board Action:** Mr. Kinkade made a motion to hire the above mentioned personnel for the 2016-2017 school year, as presented. Mr. Redman seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade , Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried.

**#X-E. 2016-2017 Winter Volunteer Coaching Recommendations** - Drew Pottorff & Tim Sturm – RCHS Volunteer Wrestling Coaches

**Board Action:** Mr. Wilson made a motion to approve the appointment of the above mentioned volunteer wrestling coaches for the 2016-2017 school year. Mr. Cline seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade , Mr. Marrs, Mr.

None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #XI “Leaves of Absence”** – The Superintendent recommended approval for the following leaves of absence:

**#XI-A. RCES Teacher** –Kacie Rodgers (11/15/16 – mid-January 2017)

**#XI-B. RCMS Teacher Assistant** – June Doss (11/8/16 – January 2017)

**Board Action:** Mr. Redman made a motion to approve the above mentioned leaves of absence. Mr. Kinkade seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade , Mr. Marrs, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: None. Having received 7 yea and 0 nay votes, the Chair declared the motion carried.

**AGENDA #XII “Discussion on Long-Range Planning/Community Engagement”** - There was discussion on long-range planning of the school district and the possibility of engaging the community to help build the capacity within the school district to meet the future needs of the district.

**AGENDA #XIV – “Adjourn”**

**Board Action:** Mr. Cline made a motion to adjourn. The next Regular Meeting will be Tuesday, November 15, 2016, at 7:00 p.m., in the Richland County Elementary School Library. Mr. Marrs seconded the motion and on a viva voce (by the voice) vote the Chair declared the motion carried and the meeting adjourned at 9:28 p.m.

Approved:

President: \_\_\_\_\_

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

**MINUTES OF CLOSED MEETING OF BOARD OF EDUCATION**  
**Richland County Community Unit School District No. 1**  
**Held During Regular Meeting, Thursday, October 20, 2016**

Minutes of a closed meeting of the Board of Education of Richland County Community Unit School District No. 1, Counties of Richland, Clay, Lawrence, 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, October 20, 2016

**Present** were the following members of the Board of Education: Mr. Ben Anderson, Mrs. Carolyne Brooks, Mr. Alex Cline, Mr. Steve Kinkade, Mr. Steve Marrs, Mr. Leon Redman and Mr. Jeff Wilson.

Also present, in addition to Board Members: Mr. Larry Bussard, Superintendent of Schools; Mr. Chris Simpson, Assistant Superintendent; Mr. Chad LeCrone, RCHS Principal; Mr. Andy Julian, RCES Assistant Principal; Mrs. Cris Edwards, RCMS Principal; Mr. Darrell Houchin, RCMS Assistant Principal; Mrs. Margaret Hahn, RCES (Grades K-2) Principal; Mr. Andy Thomann, RCES (Grades 3-5) Principal; and Mr. Mick Whittler, Special Education Director. Also present was Mrs. Sonja Music, 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)(9) of the Open Meetings Act to consider student discipline; under Section 2(c) (11) of the Open Meetings Act to consider litigation; and under Section 2(c)(21) to consider closed meeting audio recordings.

Motion to hold a closed meeting was made by Mr. Kinkade and seconded by Mrs. Brooks. The motion carried on viva voce vote (by the voice) with all members present and voting yea. The closed meeting started at 8:57 p.m.

**Matters Discussed:** The following matters were reviewed and/or discussed in the closed meeting:

1. **Resignations** - The resignations of two RCES Paraprofessionals.
2. **Employment/Appointment for 2016-2017 School Year** - The employment of a RCES Special Education Teacher; Truancy Interventionist; RCES Paraprofessional; RCHS Girls' Track Coach, & 2016-2017 Winter Volunteer Coaching Recommendations, pending certification.
3. **Leaves of Absence** – The leaves of absence of RCES Teacher and RCMS Teacher Assistant.

No formal actions were taken during the closed meeting, which was in session from 8:57 p.m. to 9:04 p.m. The closed meeting ended after a motion by Mr. Wilson, seconded by Mr. Kinkade.

Approved: President: \_\_\_\_\_

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

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

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

TREASURER'S REPORT

	Cash Balance	Cash Receipts/Adjusting Entries Month Ended	Cash Disbursements/Adjusting Entries Month Ended	Inter Fund Loan	Cash Balance	Certificate of Deposit Investments	CD and Cash Total
Fund	9/30/2016	10/31/2016	10/31/2016	10/31/2016	10/31/2016	10/31/2016	10/31/2016
Education	4,264,927.85	1,036,891.53	1,671,201.00	NONE	3,630,618.38		3,630,618.38
Building and Grounds	2,893,533.05	3,060.30	53,889.54	NONE	2,842,703.81		2,842,703.81
Debt Service	1,886,653.43	3,174.30	1179628.00	NONE	710,199.73		710,199.73
Transportation	214,772.31	4,657.76	113,800.70	NONE	105,629.37		105,629.37
IMRF/Social Security	979,959.74	97,026.96	81,583.84	NONE	995,402.86		995,402.86
Capital Projects	0.00	0	0.00	NONE	-		-
Working Cash	2,284,763.11	1,511.04	0.00	NONE	2,286,274.15		2,286,274.15
Tort	45,416.63	1,349.40	11009.50	NONE	35,756.53		35,756.53
Life Safety	335,541.15	333.92	51807.07	NONE	284,068.00		284,068.00
<b>Total</b>	<b>12,905,567.27</b>	<b>1,148,005.21</b>	<b>3,162,919.65</b>		<b>10,890,652.83</b>	<b>-</b>	<b>10,890,652.83</b>
Add CD's	-						
<b>Total with CD's</b>	<b>12,905,567.27</b>	<b>1,148,005.21</b>	<b>3,162,919.65</b>		<b>10,890,652.83</b>		
<b>Assets</b>							
Health Fund Checking	141,401.04				137,019.19		
IHI Reserve Checking	11,909.35				11,916.94		
Building Trades	-				-		
Revolving Funds	8,000.00				8,000.00		
<b>Total Assets</b>	<b>161,310.39</b>				<b>156,936.13</b>		
<b>Total with Assets</b>	<b>13,066,877.66</b>				<b>11,047,588.96</b>		

Account Level				Beginning	October 2016-17	October 2016-17	Ending	2016-17	
FDTLOC	FUNC	OBJ	SJ	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity	
Description									
10A010	1052	0000	00 000000	REVOLVING FUND HS	6,000.00	6,000.00	0.00	6,000.00	0.00
10A010	1053	0000	00 000000	REVOLVING FUND MS	2,000.00	2,000.00	0.00	2,000.00	0.00
10A010	1120	0000	00 000000	ED CASH ON HAND	1,587,285.37	4,264,927.85	-634,309.47	3,630,618.38	2,043,333.01
10A010	1125	0000	00 000000	IHI RESERVE MMCH	11,078.24	10,701.34	7.59	10,708.93	-369.31
10A010	1126	0000	00 000000	ERCU HEALTH INS CH	157,480.16	141,401.04	-4,381.85	137,019.19	-20,460.97
10A010	1721	0000	00 000000	Building Trades 1403 Heather L	0.00	0.00	0.00	0.00	0.00
10A010	1722	0000	00 000000		0.00	0.00	0.00	0.00	0.00
10A010	1723	0000	00 000000	1311 Heather Lane	0.00	0.00	0.00	0.00	0.00
10A---	----	----	-- -----		1,763,843.77	4,425,030.23	-638,683.73	3,786,346.50	2,022,502.73
10L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
10L010	4811	0000	00 000000	TRS	0.00	0.00	0.00	0.00	0.00
10L010	4812	0000	00 000000	FIT	0.00	0.00	0.00	0.00	0.00
10L010	4813	0000	00 000000	SIT	0.00	0.00	0.00	0.00	0.00
10L010	4814	0000	00 000000	IMRF	0.00	0.00	0.00	0.00	0.00
10L010	4815	0000	00 000000	ANNUITIES PAYABLE	0.00	0.00	0.00	0.00	0.00
10L010	4816	0000	00 000000	EMPLOYEE INS PAYABLE	-154,057.41	-137,601.39	4,374.26	-133,227.13	20,830.28
10L010	4817	0000	00 000000	FICA	0.00	0.00	0.00	0.00	0.00
10L010	4817	0000	10 000000	MEDICARE - N/C	0.00	0.00	0.00	0.00	0.00
10L010	4818	0000	00 000000	MEDICARE CERT	0.00	0.00	0.00	0.00	0.00
10L010	4819	0000	00 000000	OTHER P/R DEDUCTION	-7,655.82	-7,655.82	0.00	-7,655.82	0.00
10L010	4990	0000	00 000000	MISC LIAB DIRECT DEPOSIT	0.00	0.00	0.00	0.00	0.00
10L100	9235	0000	00 000000	FUTURE TIGERS	0.00	0.00	0.00	0.00	0.00
10L---	----	----	-- -----		-161,713.23	-145,257.21	4,374.26	-140,882.95	20,830.28
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	1,320,755.88	-1,356,886.60	634,309.47	-722,577.13	-2,043,333.01
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---	----	----	-- -----		-1,602,130.54	-4,279,773.02	634,309.47	-3,645,463.55	-2,043,333.01
10----	----	----	-- -----		0.00	0.00	0.00	0.00	0.00
20A010	1120	0000	00 000000	BLDG CASH ON HAND	2,051,326.55	2,893,533.05	-50,829.24	2,842,703.81	791,377.26
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---	----	----	-- -----		2,051,326.55	2,893,533.05	-50,829.24	2,842,703.81	791,377.26
20L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
20L010	4812	0000	00 000000	FIT	0.00	0.00	0.00	0.00	0.00

Account Level				Beginning	October 2016-17	October 2016-17	Ending	2016-17
FDTLOC	FUNC	OBJ	SJ	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity
Description								
20L010	4813	0000	00 000000	SIT	0.00	0.00	0.00	0.00
20L010	4814	0000	00 000000	IMRF	0.00	0.00	0.00	0.00
20L010	4815	0000	00 000000	ANNUITIES PAYABLE	0.00	0.00	0.00	0.00
20L010	4816	0000	00 000000	EMPLOYEE INS PAYABLE	0.00	0.00	0.00	0.00
20L010	4817	0000	00 000000	FICA	0.00	0.00	0.00	0.00
20L010	4817	0000	10 000000	MEDICARE N/C	0.00	0.00	0.00	0.00
20L010	4818	0000	00 000000	MEDICARE CERT	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
20L010	4990	0000	00 000000	MISC LIAB DIRECT DEP	0.00	0.00	0.00	0.00
20L---	----	----	--	-----	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
20Q010	7310	0000	00 000000	BLDG REV/EXP SUMMARY	-1,623,072.94	-2,465,279.44	50,829.24	-2,414,450.20
20Q010	7320	0000	00 000000	Emcumbrance	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
20Q---	----	----	--	-----	-2,051,326.55	-2,893,533.05	50,829.24	-2,842,703.81
20----	----	----	--	-----	0.00	0.00	0.00	0.00
30A010	1120	0000	00 000000	DEBT SERVICES CASH ON HAND	339,615.17	1,886,653.43	-1,176,453.70	710,199.73
30A010	1210	0000	00 000000	DEBT SERVICES CD	0.00	0.00	0.00	0.00
30A---	----	----	--	-----	339,615.17	1,886,653.43	-1,176,453.70	710,199.73
30L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00
30L---	----	----	--	-----	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
30Q010	7310	0000	00 000000	BOND REV/EXP SUMMARY	457,342.56	-1,089,695.70	1,176,453.70	86,758.00
30Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	-514,433.50	-514,433.50	0.00	-514,433.50
30Q---	----	----	--	-----	-339,615.17	-1,886,653.43	1,176,453.70	-710,199.73
30----	----	----	--	-----	0.00	0.00	0.00	0.00
40A010	1120	0000	00 000000	TRANS CASH ON HAND	278,507.52	214,772.31	-109,142.94	105,629.37
40A010	1125	0000	00 000000	TRANS IHI RESERVE	1,208.01	1,208.01	0.00	1,208.01
40A010	1210	0000	00 000000	TRANS CD	0.00	0.00	0.00	0.00
40A---	----	----	--	-----	279,715.53	215,980.32	-109,142.94	106,837.38
40L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00
40L010	4811	0000	00 000000	TRS	0.00	0.00	0.00	0.00

				Account Level	Beginning	October 2016-17	October 2016-17	Ending	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity	
40L010	4812	0000	00	000000	FIT	0.00	0.00	0.00	0.00	0.00
40L010	4813	0000	00	000000	SIT	0.00	0.00	0.00	0.00	0.00
40L010	4814	0000	00	000000	IMRF	0.00	0.00	0.00	0.00	0.00
40L010	4815	0000	00	000000	ANNUITIES PAYABLE	0.00	0.00	0.00	0.00	0.00
40L010	4816	0000	00	000000	EMPLOYEE INS PAYABLE	0.00	0.00	0.00	0.00	0.00
40L010	4817	0000	00	000000	FICA	0.00	0.00	0.00	0.00	0.00
40L010	4817	0000	10	000000	MEDICARE N/C	0.00	0.00	0.00	0.00	0.00
40L010	4818	0000	00	000000	MEDICARE CERT	0.00	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	0.00
40L010	4990	0000	00	000000	MISC LIAB DIRECT DEPOSIT	0.00	0.00	0.00	0.00	0.00
40L---	----	----	--	-----		-130.14	-130.14	0.00	-130.14	0.00
40Q010	7300	0000	00	000000	TRANS FUND BALANCE	-125,788.52	-125,788.52	0.00	-125,788.52	0.00
40Q010	7310	0000	00	000000	TRAN REV/EXP SUMMARY	-37,449.77	26,285.44	109,142.94	135,428.38	172,878.15
40Q010	7320	0000	00	000000	Emcumbrance	0.00	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	0.00
40Q---	----	----	--	-----		-279,585.39	-215,850.18	109,142.94	-106,707.24	172,878.15
40----	----	----	--	-----		0.00	0.00	0.00	0.00	0.00
50A010	1120	0000	00	000000	IMRF CASH ON HAND	110,085.03	979,959.74	15,443.12	995,402.86	885,317.83
50A010	1210	0000	00	000000	IMRF CD	0.00	0.00	0.00	0.00	0.00
50A---	----	----	--	-----		110,085.03	979,959.74	15,443.12	995,402.86	885,317.83
50L010	4310	0000	00	000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
50L010	4814	0000	00	000000	IMRF	0.00	0.00	0.00	0.00	0.00
50L010	4817	0000	00	000000	FICA	0.00	0.00	0.00	0.00	0.00
50L010	4818	0000	00	000000	MEDICARE	0.00	0.00	0.00	0.00	0.00
50L010	4990	0000	00	000000	MISC LIAB DD	0.00	0.00	0.00	0.00	0.00
50L---	----	----	--	-----		0.00	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	0.00
50Q010	7310	0000	00	000000	IMRF/SS REV/EXP SUMMARY	243,245.99	-626,628.72	-15,443.12	-642,071.84	-885,317.83
50Q010	7330	0000	00	000000	EXCESS/DIFFERENCE	-201,346.44	-201,346.44	0.00	-201,346.44	0.00
50Q---	----	----	--	-----		-110,085.03	-979,959.74	-15,443.12	-995,402.86	-885,317.83
50----	----	----	--	-----		0.00	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	0.00
60A---	----	----	--	-----		0.00	0.00	0.00	0.00	0.00

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Account Level				Beginning	October 2016-17	October 2016-17	Ending	2016-17	
FDTLOC	FUNC	OBJ	SJ	Balance	Beginning Balance	Monthly Activity	Balance	FYTD Activity	
Description									
60L010	4310	0000	00 000000	Accounts Payable	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	
60Q010	7310	0000	00 000000	SITE/CONSTRUCTION REV/EXP SUM	0.00	0.00	0.00	0.00	
60Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	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	2,180,717.74	2,284,763.11	1,511.04	2,286,274.15	105,556.41
70A010	1210	0000	00 000000	WORKING CASH CD	0.00	0.00	0.00	0.00	0.00
70A---	----	----	--	2,180,717.74	2,284,763.11	1,511.04	2,286,274.15	105,556.41	
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	-584,175.07	-688,220.44	-1,511.04	-689,731.48	-105,556.41
70Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	-114,502.46	-114,502.46	0.00	-114,502.46	0.00
70Q---	----	----	--	-2,180,717.74	-2,284,763.11	-1,511.04	-2,286,274.15	-105,556.41	
70----	----	----	--	0.00	0.00	0.00	0.00	0.00	
80A010	1120	0000	00 000000	Tort Cash on Hand	0.00	45,416.63	-9,660.10	35,756.53	35,756.53
80A---	----	----	--	0.00	45,416.63	-9,660.10	35,756.53	35,756.53	
80L010	4310	0000	00 000000	Accounts Payable	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	
80Q010	7310	0000	00 000000	TORT REV/EXP SUMMARY	227,330.44	181,913.81	9,660.10	191,573.91	-35,756.53
80Q010	7320	0000	00 000000	Tort Encumbrance	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	
80Q---	----	----	--	0.00	-45,416.63	9,660.10	-35,756.53	-35,756.53	
80----	----	----	--	0.00	0.00	0.00	0.00	0.00	
90A010	1120	0000	00 000000	LIFE SAFETY CASH ON HAND	244,579.84	335,541.15	-51,473.15	284,068.00	39,488.16
90A010	1210	0000	00 000000	LIFE SAFETY CD	0.00	0.00	0.00	0.00	
90A---	----	----	--	244,579.84	335,541.15	-51,473.15	284,068.00	39,488.16	
90L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	

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Account Level				Beginning	October 2016-17	October 2016-17	Ending	2016-17	
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	173,554.85	82,593.54	51,473.15	134,066.69	-39,488.16
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---	----	----	-- -----		-244,579.84	-335,541.15	51,473.15	-284,068.00	-39,488.16
90----	----	----	-- -----		0.00	0.00	0.00	0.00	0.00
Grand Asset Totals					6,969,883.63	13,066,877.66	-2,019,288.70	11,047,588.96	4,077,705.33
Grand Liability Totals					-161,843.37	-145,387.35	4,374.26	-141,013.09	20,830.28
Grand Equity Totals					-6,808,040.26	-12,921,490.31	2,014,914.44	-10,906,575.87	-4,098,535.61
Grand Totals					0.00	0.00	0.00	0.00	0.00

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Number of Accounts: 105

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

<b>Employee</b>	<b>Gross Wages</b>
AKERS, DALE	118.25
ALEXANDER, MARGO D	3,997.94
ALLEN, AMY E	1,218.00
ALLEN, LORI	5,205.84
ANDERSON, JOYCE A	5,605.14
ANDERSON, LEE S	4,189.16
ANDERSON, TENA LIN	1,218.00
ANGLE, AMY J	1,788.69
ANGLE, DAVID R	2,556.89
ANSELMANT, MARK E	3,459.68
ANSELMANT, MEGAN B	3,395.14
ASH, TAMMY S.	1,570.14
ATTEBERY, BEVERLY JEAN	210
BAKER, DIXIE R	2,700.84
BAKER, SHERRI LEE	5,350.64
BALDING, DONNA	1,180.00
BALDING, JENNIFER	1,934.32
BARE, GENNIE L	2,807.31
BARRETT, BRENDA	1,904.99
BAYLES, EVAN PAUL	284.63
BAYLES, RICHARD A	5,125.33
BEARD, ASHLEY M	3,660.64
BEARD, BRENDA L	2,112.95
BENT, ANN D	3,684.00
BERGER, CHRISTY	3,997.94
BETTIS, COMELIA G	1,599.39
BETTIS, JULIE A	4,719.12
BEYERS, CANDACE L	577.5
BILLINGTON, LISA	4,984.28
BLACKFORD, EMILY A	3,459.68
BLACK, JUSTINE L	3,203.22
BLANK, CYNTHIA M	2,039.74
BLANK, HOLLY H	3,946.84
BOLLMAN, ELLEN RENEE	560
BOOSE, HEATHER ANDREA	464
BOOSE, TAMMY	475
BORAH, CHRISTINE M	2,846.58
BOTKIN, AMY L	1,855.20
BRANSTETTER, CONNIE F	2,150.50
BRIAN, LARRY P	1,203.08
BRINKLEY, CHASE L	702.5
BROOKS, MARY L	3,594.36
BROWN, ANGEL L	1,728.44
BROWN, SHERYE	2,044.64
BUNTING, GENA	1,678.82
BURCKHARTT, JONI	1,832.76

BURGENER, CHARISSA	4,255.48
BURGENER, ELIZABETH E	210
BURGENER, MITCHEL HADLEY	843.75
BURSOTT, ASHLEY	1,218.00
BURTON, MARCIE	70
BUSSARD, KIMILA D	5,470.60
BUSSARD, LARRY G	13,076.42
CAST, RODNEY W	1,018.04
CLINE, APRIL G	1,370.26
CLINTON, SHERRY J	2,777.80
CLODFELTER, JULIE D	4,255.48
COMBS, ERIC W	4,871.05
CONN, ANNETTE GRACE	1,218.00
CRANE, RICKY ALAN	953.97
CUMMINS, BRYAN	4,724.58
CUMMINS, DARLA J	93.75
CUMMINS, GARY B	1,266.34
DAMM, RITA A	1,950.72
DASCH, BREANNA L	1,218.00
DAVIS, ANGELA M	210
DAVIS, HANNAH	1,903.00
DAVIS, PATTI J	5,985.44
DAVIS, RITA DIANE	950
DEHNER, MARCHELE M	1,731.67
DEIMEL, NANCY J	4,824.38
DEMEYER, NANCY L	1,356.75
DENTON, MACKENZIE T	3,504.42
DENTON, RYAN D	3,660.64
DEWEESE, SHARI A	3,522.95
DEWEESE, VICTORIA ANNE	1,660.00
DOAN, BRANDON CHRISTOPHER	20
DOAN, LONNIE	3,509.74
DOBBS, CURTIS W	5,548.55
DOBBS, TRACY L	4,475.92
DOLL, GWYNE M	3,946.84
DORIS, SHAWNA MARIE	1,218.00
DORIS, TAMI L	2,126.30
DOSS, JUNE E	2,017.24
DUENAS, VERNON ANTHONY	4,155.90
DUNAHEE, BRENDA	1,713.52
DUNN, HEATHER DENISE	1,645.26
DUNN, MARTIN	4,218.26
DUNN, MELISSA A	5,139.24
EAGLESON, DENYSE L	4,566.00
ECKENRODE, CHAR ANN	225
EDWARDS, CRYSTLE L	7,590.66
ELLISON, DEBORAH E	5,272.87

ELLISON, JENNIFER L	1,678.80
EMMONS, SONYA	137
ERWIN, MELISSA D	4,098.26
FEHRENBACHER, KIMBERLY	345
FENDER, LISA JOYCE	3,612.02
FERGUSON, HEATHER D	810
FLANAGAN, KRISTIN D	4,475.92
FLANAGAN, ROBERT W	4,561.00
FLEMING, EVA	427.5
FLEMING, JULIE L	3,946.24
FORD, JOYCE E	4,475.92
FOX, MINDY K	1,609.64
FRITCHLEY, JENNIFER M	4,136.56
FRITSCHLE, JOYCE D	4,475.92
FULK, VICKY D	1,788.01
GARDNER, BRENDA D	625
GARDNER, KRISTINA L	3,660.64
GARNER, KARA WYNN	3,491.98
GEIER, SHERRY L	5,893.46
GINDER, AMANDA N	3,760.44
GINDER, CHERYL A	1,481.93
GINDER, ERIN	75
GINDER, JILLIAN M	1,400.26
GINDER, NANCY L	1,855.20
GIVENS, KEARSTEN BRIANNA	2,849.06
GOFF, DAVID	5,921.32
GOFF, DONNA L	2,081.06
GOSS, PAMELA KAY	85
GOSS, ROBIN D	285
GRAY, SHERI	4,000.52
GREENWOOD, JILL R	3,850.30
GROVE, BRANDIS J	3,014.62
GROVES, MARSHA L	2,050.91
GROVES, MICHAEL W	817.5
GROVE, MONICA NOEL	3,633.35
GROVE, TIFFANY	2,662.79
GRUNDON, CINDY C	5,179.78
GULOVSEN, TRACY L	487.5
GUZMAN, JESSICA J	3,148.92
HAGAN, DIANA L	3,034.32
HAGAN, ERICA L	3,014.62
HAGEN, HEATHER J	1,218.00
HAHN, HANNAH NICOLE KAPPER	243
HAHN, MARGARET A	6,017.30
HAHN, SCOTT	2,124.00
HAHN, SUZANNE	630
HALLAM, AMY S	4,098.26

HANCOCK, PAM	320
HANES, MARY J	380
HANNA, SHIRLEY M	1,430.94
HARBAUGH, JAMES P	264
HARDY, ERIN T	3,439.12
HARRISON, BEVERLY A	973.5
HARRISON, CANDICE A	2,325.60
HARRIS, GARY D	6,110.46
HART, CYNTHIA K	2,524.35
HAUSSY, SUSAN R	1,678.80
HAWKINS, CYNTHIA L	662.5
HAYNES, MICKEY	4,669.04
HEARN, JENIFER A	3,927.72
HEIDINGER, BRENN A D	143.75
HEMRICH, DAWN M	315
HENDERSON, NORMAN D	1,101.00
HENDRICKSON, BRENDA	3,997.94
HERDES, SAMANTHA J	150
HIGGINBOTHAM, SARAH A	332.5
HINCKLEY, JESSICA K	3,403.52
HIXON, CALEB L	1,100.00
HIXON, THOMAS R	948.1
HOLSTRUM, KIMBERLY J	95
HOUCHIN, AMANDA N	4,196.84
HOUCHIN, DARRELL W	5,318.52
HOUGH, SHANNON L	4,502.68
HOUT, DANA	2,713.20
HOUT, JODY K	4,073.92
HUFFMAN, RICKY S	1,890.11
HULETT, DAKODA W	1,997.58
IBARRA MADERA, CELINA	272.5
INGRAM, ALDA B	491.59
INYART, BRENT A	4,526.56
JENNER, BRENDA D	5,318.34
JENNETTE, CHRISTOPHER W	726
JOHNSON, JUDY LOU	1,554.00
JOHNSON, MATTHEW R	300
JONES, CHRISTOPHER NEIL	3,895.00
JONES, DAVID TALBOTT	2,622.96
JONES, EMILY K	3,778.48
JULIAN, AMY L	4,475.07
JULIAN, BRENT ANDREW	6,269.64
KAERICHER, CHELSEA J	3,444.32
KAERICHER, DAWN R	1,678.80
KAUBLE, MICHELLE	665
KERMICLE, BONNIE L	2,911.60
KERMICLE, CHELSEA M	3,208.20

KEYS, JOY L	47.5
KING, MELINDA D	4,752.68
KINKADE, NORMA L	633
KIRBY II, ROBERT R	4,794.78
KLINGLER, MICHELLE LYNN	5,088.66
KOCHER, BECKY S	37.5
KOCHER, BETH A	168.75
KOCHER, DAWN M	4,636.47
KOCHER-COAN, LINDA	2,696.04
KUENSTLER, BRIANNE	3,130.26
KUENSTLER, DEBRA SUSAN	5,336.82
KUHLIG, JANET L	6,646.69
LANCE, LORI A	4,176.16
LATHROP, BOBBIE J	3,798.14
LATHROP, JENNIFER L	4,176.16
LATHROP, LAURA	5,872.46
LEAF, BRITTANY D	2,139.01
LEAF, JESSICA	968.93
LECRONE, CHAD E	8,386.82
LEIST, MARC A	4,334.24
LEIST, PATRICIA E	5,336.74
LESLIE, REBECCA R	3,925.14
LESLIE, THOMAS L	3,798.62
LEWIS, AMANDA LYNN	4,320.28
LOBACZ, VICKI	20
LOCKLEY, CYNTHIA K	2,048.30
LYNN, GINA L	3,439.12
MADDEN, JACQUELINE D	3,786.76
MARRIOTT, THERESA	3,712.92
MASCHHOFF, HEATHER KRISTEN	3,717.88
MAYS, NEILLY LEE	2,051.10
MCCLEAVE, ROBERTA J	4,857.46
MCCLURE, DEBORAH L	3,719.72
MCDONALD, JIMETTA L	1,091.50
MCMORRIS, ANNA NICOLE	1,330.00
MCVAIGH, AMELIA NICOLE	385
MCVICKER, AMY M	4,536.32
MEADOWS, TREVA L.	1,133.45
MEHAFFEY, PATRICK	4,096.60
MEHL, TRACY	1,679.80
MICETICH, KATHY JUNE	70
MICHELS, JOYCE E	5,680.46
MICHELS, SUZANNE	4,573.26
MILAM, HILLARY B	1,400.28
MILLER, CHERYL	52.5
MILLER, DARLENE J	4,726.99
MITCHELL, BRANDI G	1,423.36

MITCHELL, MELISSA M	4,926.36
MORGAN, GINA E	1,014.36
MOSBEY, DEVEN L	3,801.08
MUFFLER, ALICIA A	3,525.42
MUHS, DIANE	4,561.00
MURRAY, PAMELA S	4,627.68
MUSIC, MATTHEW J	4,021.82
MUSIC, SONJA R	3,365.39
MUSSER, AMANDA	1,510.00
MUSTON, ANTHONY D	3,318.30
NEALIS, BRADLY C	4,702.84
OCHS, KRISTY J	5,098.04
OCHS, MARY A	2,025.61
OVERTON, MARTY DALE	4,538.82
PAGE, KENDRA J	6,164.46
PAGE, RALPH ROBERT	990.46
PAGE, WILLIAM D	4,708.22
PAMPE, JANICE	4,992.50
PAMPE, LISA K	4,675.44
PATTERSON, BRENDA	1,982.33
PEAK, JANE	420
PETTY, BETH G	5,863.14
PHILLIPS, ROBERT L	1,409.99
PHILLIPPE, SAMANTHA	3,214.62
PIERCE, SHERRI ANN	3,242.92
PINKSTON, SANDRA D	617.5
PIPHER, STEPHANIE	3,005.05
PIXLEY, SUE BERBERICH	2,958.34
POWELL, MATTHEW M	3,778.48
POWELL, MICHELLE	6,164.46
PREVO, KELLI	2,292.48
PRIDE, CASSIE	3,889.72
PUCKETT, TERRY EUGENE	5,497.00
RALEY, CHRISTINE	35
RAUCH, DEBORAH LYNN	1,001.00
REDMAN, AMANDA L	3,698.88
REDMAN, JUDITH	2,217.24
REDMAN, KRISTEN L	4,685.08
REEVES, RANDY K	3,376.66
RENNIER, CAROL E	617.5
REYNOLDS, MICHELE L	1,435.22
RIDGELY, LINDSAY ANN	3,459.68
RISTVEDT, SHANNONE M	1,711.68
ROARK, JANA	3,146.72
ROARK, RYAN K	4,591.86
RODGERS, KACIE N	4,107.22
RODGERS, STEVEN D	2,139.00

RODGERS, TRACEY L	1,486.34
ROOT, SYDNEY	2,107.76
ROSBOROUGH-GAEDE, SANDRA L	4,251.22
ROSE, RAE	1,225.12
RUBENACKER, LORI A	4,255.48
RUNYON, DEBORAH A	247.5
RUSK, AMY L	4,242.16
RUSK, EMILY	3,828.48
RUSK, JULIE	2,115.95
RUSK, MEGAN N	3,165.61
RUSK, RYLAN A	4,894.27
RYDEN, JEFFREY ROBERT	3,681.62
SCHMUCKER, JULIE R	1,678.82
SCHONERT, MARIDEL F	105
SCHUETZ, CYNTHIA A	1,770.89
SEALS, MARLA LOUISE	3,504.42
SEESSENGOOD, BRENDA L	2,998.45
SEESSENGOOD, CARLEE J	1,001.00
SEILER, ANITA J	2,961.60
SHAFFER, VERA	2,327.39
SHAN, LAURA L	237.5
SHAN, SHANNON L	47.5
SHAWVER, ALEXIS B	3,312.02
SHILLING, LISA A	1,218.00
SHIPMAN, KYLE	2,958.34
SHOEMAKER, KRISTIE L	3,331.82
SIMPSON, CHRIS A	10,480.76
SIMPSON, MICHELLE L	4,808.76
SKIDMORE, STEPHEN	285
SLANKARD, SHERRY	3,730.18
SLATER, ZACHARY	834.23
SMITH, CONNIE J	1,855.20
SMITH, JASON T	4,423.16
SMITH, MELINDA	3,850.30
SNIDER, SHERRI A	4,544.78
STADGE, DANIEL R	117.5
STALLARD, BRENDA LEA	4,558.54
STEBER, MARK	5,933.62
STEPHENS, CAMILLE A	4,215.20
STEVENSON, JENNY	1,662.83
STIVERS, BETTY B	1,838.70
STUCKER, PATRICIA ANN	165
STURM, STEPHANIE ANN	292.88
STURM, VICTORIA ELIZABETH	367.13
SWINSON, DONNA S	1,855.20
TAHTINEN, TIMOTHY A	1,931.60
TAIT, HEATHER E	4,417.98

TAYLOR, CHAD E	4,021.82
TAYLOR, ERIN NICOLE	2,132.76
TAYLOR, LISA K	1,822.62
TEDFORD, JENNIFER JILL	5,372.28
TENNIS, MEGAN M	2,903.22
TENNYSON, DENNIS	4,021.24
THOMANN, ANDREW C	7,811.08
THRASHER, NATASHA J	1,204.00
THUFTEDAL, TASHA S	4,684.32
TOMLIN, LINDSEY JAMES	3,208.74
TOTTEN, DANIEL L	1,517.63
TOTTEN, RUTH E	1,039.87
TRAVIS, SHELLEY A	5,455.98
TROST, MARY I	585
TRUEBLOOD, EDWIN AARON	334
TYLER, JAMIE L	3,997.94
URFER, KELLI DAWN	70
URFER, LOREN A	2,420.70
UTLEY, REGINA	1,855.20
VAAL, JAMES D	4,764.24
VAAL, SARAH K	3,095.40
VANDYKE, JAMIE L	5,201.14
VANDYKE, JESSICA P	3,778.48
VANMATRE, CHRISTINA A	3,831.08
VOLK, AIMEE KRISTINA	2,903.22
VOLK, KARLA J	1,723.77
VOLK, PAULINE	1,689.56
WADE, BARBARA E	2,818.83
WAGGONER, SUMMER	490
WALDHOFF, ROY R	5,915.64
WALKER, KATHI DEE	4,675.44
WALKER, TERRIL	1,260.00
WALL, CHERYL	450
WALLACE, JODI L	1,067.50
WASHBURN, BRENDA J	5,147.00
WAXLER, ELVA L	1,183.00
WAXLER, LAURIE J	5,549.32
WEESNER, LELA	2,150.20
WEIDNER, JENNIFER L	3,660.64
WEIDNER, KERRIE L	3,900.42
WEITKAMP, LORI L	3,574.94
WEITKAMP, WARREN D	3,708.04
WELLS JR, HARRY RAYMOND	2,358.00
WELLS, KACI MARIE	3,901.08
WEST, PAULA J	4,725.07
WESTALL, CHERYL L	2,105.40
WESTALL, LINETTE	3,737.02

WETHERHOLT, BETTY L	1,654.15
WHEELER, HEATHER L	3,739.12
WHEELER, KLAYTON E	4,588.22
WHITING, TERRY L	4,731.32
WHITTNER, MICHAEL K	7,451.84
WHITTNER, SARAH E	4,711.33
WILLIAMS, JULIE	1,218.00
WILLIAMS, SCOTT ERIC	1,660.00
WILSON, CATHY L	4,135.07
WILSON, JULIE MAE	2,267.24
WILSON, LELA M	1,620.41
WINTERS, SHANNON L	4,854.78
WISNER, ANGELA M	1,999.17
WOODS, AMY LYNNE	4,831.28
WORKMAN, GARY	96
YAMATO, GRACE GENELLE	1,919.30
ZIEGLER, KYLE L	761.25
ZUBER, AMANDA M	2,175.34
ZWILLING, ALISA L	2,777.80
ZWILLING, DONNA	47.5
<b>Monthly Gross Wages</b>	<b>1,114,941.44</b>

**DISTRICT PAYROLL**  
**RICHLAND COUNTY COMMUNITY UNIT DISTRICT NO. 1**  
**November 15, 2016**

The district payroll for the month of November 2016, for personnel on regular employment status, is the same as the payroll for the month of October 2016, with the following:

**ADDITIONS:** Brad Ameter, Truancy; Belinda Guzman, ES Special Needs Teacher; Anna McMorris, ES Aide

**DELETIONS:** Judy Johnson and Hannah Davis, ES aide; Harry Wells, HS Custodian

**CHANGES:**

RICHLAND COUNTY COMMUNITY UNIT #1  
COMPARISON OF FUNDS

Comparison of Funds for October 2016

FUND	October, 2015	October, 2016
Education	2,242,659.85	3,630,618.38
Building and Grounds	2,255,347.00	2,842,703.81
Bond and Interest	593,254.30	710,199.73
Transportation	344,413.44	105,629.37
IMRF/Social Security	830,684.34	995,402.86
Site/Construction	-	-
Working Cash	2,159,287.48	2,286,274.15
Tort Fund	281,239.30	35,756.53
Life Safety	255,398.65	284,068.00
Total Cash	8,962,284.36	10,890,652.83
Assets	159,883.74	156,936.13
Total Cash and Assets	9,122,168.10	11,047,588.96
<b>GRAND TOTAL</b>	9,122,168.10	11,047,588.96

compfund

Incentive

Rcvd 12/2015

\$783,762.00

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10R010	1110	0000	00 000000	Tax Levy Education	3,748,403.00	4,831.54	3,673,678.12	0.00	0.00	74,724.88
10R---	1110	0---	--		3,748,403.00	4,831.54	3,673,678.12	0.00	0.00	74,724.88
10R010	1140	0000	00 000000	Special Ed Levy	81,487.00	105.02	79,862.54	0.00	0.00	1,624.46
10R---	1140	0---	--		81,487.00	105.02	79,862.54	0.00	0.00	1,624.46
10R---	11--	----	--		3,829,890.00	4,936.56	3,753,540.66	0.00	0.00	76,349.34
10R010	1210	0000	00 000000	Mobile Home Tax	43,000.00	0.00	0.00	0.00	0.00	43,000.00
10R---	1210	0---	--		43,000.00	0.00	0.00	0.00	0.00	43,000.00
10R010	1220	0000	00 000000	Local Housing Aut Tax	15,000.00	0.00	0.00	0.00	0.00	15,000.00
10R---	1220	0---	--		15,000.00	0.00	0.00	0.00	0.00	15,000.00
10R010	1230	0000	00 000000	Corp Pers Prop Tax	532,000.00	2,485.60	122,141.01	0.00	0.00	409,858.99
10R---	1230	0---	--		532,000.00	2,485.60	122,141.01	0.00	0.00	409,858.99
10R---	12--	----	--		590,000.00	2,485.60	122,141.01	0.00	0.00	467,858.99
10R010	1311	0000	00 000000	Jump Start Tuition	45,800.00	2,970.00	21,470.00	0.00	0.00	24,330.00
10R---	1311	0---	--		45,800.00	2,970.00	21,470.00	0.00	0.00	24,330.00
10R---	13--	----	--		45,800.00	2,970.00	21,470.00	0.00	0.00	24,330.00
10R010	1510	0000	00 000000	Earnings on Investments	17,000.00	2,575.56	6,481.65	0.00	0.00	10,518.35
10R---	1510	0---	--		17,000.00	2,575.56	6,481.65	0.00	0.00	10,518.35
10R---	15--	----	--		17,000.00	2,575.56	6,481.65	0.00	0.00	10,518.35
10R010	1611	0000	00 000000	Sales to Pupils Lunch	140,000.00	15,637.70	41,729.10	0.00	0.00	98,270.90
10R---	1611	0---	--		140,000.00	15,637.70	41,729.10	0.00	0.00	98,270.90
10R010	1612	0000	00 000000	Sales to Pupils Bfast	30,000.00	1,800.75	4,616.85	0.00	0.00	25,383.15
10R---	1612	0---	--		30,000.00	1,800.75	4,616.85	0.00	0.00	25,383.15
10R010	1613	0000	00 000000	Sales to Pupil Ala Carte	20,000.00	1,833.90	4,380.05	0.00	0.00	15,619.95
10R---	1613	0---	--		20,000.00	1,833.90	4,380.05	0.00	0.00	15,619.95
10R010	1614	0000	00 000000	Sales to Pupil Vending	100.00	0.00	0.00	0.00	0.00	100.00
10R---	1614	0---	--		100.00	0.00	0.00	0.00	0.00	100.00
10R010	1615	0000	00 000000	Bfst Lunch Debit Card	0.00	-477.10	21,688.54	13.80	0.00	-21,702.34
10R---	1615	0---	--		0.00	-477.10	21,688.54	13.80	0.00	-21,702.34
10R010	1620	0000	00 000000	Sales to Adults	20,000.00	1,306.40	2,942.20	0.00	0.00	17,057.80
10R---	1620	0---	--		20,000.00	1,306.40	2,942.20	0.00	0.00	17,057.80
10R010	1621	0000	00 000000	Summer Food Program	108.00	0.00	107.40	0.00	0.00	0.60
10R---	1621	0---	--		108.00	0.00	107.40	0.00	0.00	0.60
10R010	1690	0000	00 000000	Other Food Sales	2,500.00	0.00	1.76	0.00	0.00	2,498.24
10R---	1690	0---	--		2,500.00	0.00	1.76	0.00	0.00	2,498.24
10R---	16--	----	--		212,708.00	20,101.65	75,465.90	13.80	0.00	137,228.30
10R010	1711	0000	00 000000	Athletic Admissions	42,000.00	10,556.10	20,511.35	0.00	0.00	21,488.65
10R---	1711	0---	--		42,000.00	10,556.10	20,511.35	0.00	0.00	21,488.65
10R010	1720	0000	00 000000	Lab/Lock Fees	800.00	35.00	432.00	0.00	0.00	368.00
10R---	1720	0---	--		800.00	35.00	432.00	0.00	0.00	368.00
10R010	1730	0000	00 000000	Pupil Book Sales	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10R---	1730	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R010	1790	0000	00	000000	100.00	0.00	0.00	0.00	0.00	100.00
10R010	1790	0000	01	000000	0.00	0.00	742.00	0.00	0.00	-742.00
10R---	1790	0---	--	-----	100.00	0.00	742.00	0.00	0.00	-642.00
10R---	17--	----	--	-----	42,900.00	10,591.10	21,685.35	0.00	0.00	21,214.65
10R010	1811	0000	00	000000	135,000.00	9,233.26	105,357.27	0.00	0.00	29,642.73
10R---	1811	0---	--	-----	135,000.00	9,233.26	105,357.27	0.00	0.00	29,642.73
10R---	18--	----	--	-----	135,000.00	9,233.26	105,357.27	0.00	0.00	29,642.73
10R010	1910	0000	00	000000	14,000.00	300.00	815.82	0.00	0.00	13,184.18
10R---	1910	0---	--	-----	14,000.00	300.00	815.82	0.00	0.00	13,184.18
10R010	1940	0000	00	000000	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10R---	1940	0---	--	-----	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10R010	1950	0000	00	000000	12,000.00	0.00	12,140.36	0.00	0.00	-140.36
10R---	1950	0---	--	-----	12,000.00	0.00	12,140.36	0.00	0.00	-140.36
10R010	1970	0000	00	000000	22,000.00	1,013.75	10,312.50	0.00	0.00	11,687.50
10R---	1970	0---	--	-----	22,000.00	1,013.75	10,312.50	0.00	0.00	11,687.50
10R010	1992	0000	00	000000	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	20,000.00	112.86	1,350.05	0.00	0.00	18,649.95
10R010	1999	0000	01	000000	38,000.00	31,899.30	41,548.10	0.00	0.00	-3,548.10
10R030	1999	0000	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10R060	1999	0000	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10R130	1999	0000	00	130000	0.00	0.00	0.00	0.00	0.00	0.00
10R170	1999	0000	00	170000	91.00	0.00	90.78	0.00	0.00	0.22
10R230	1999	0000	00	230000	0.00	0.00	0.00	0.00	0.00	0.00
10R670	1999	0000	00	670000	0.00	0.00	0.00	0.00	0.00	0.00
10R680	1999	0000	00	680000	0.00	0.00	0.00	0.00	0.00	0.00
10R690	1999	0000	00	690000	0.00	0.00	0.00	0.00	0.00	0.00
10R730	1999	0000	00	730000	0.00	0.00	0.00	0.00	0.00	0.00
10R880	1999	0000	00	880000	0.00	0.00	0.00	0.00	0.00	0.00
10R---	1999	0---	--	-----	58,091.00	32,012.16	42,988.93	0.00	0.00	15,102.07
10R---	19--	----	--	-----	109,091.00	33,325.91	66,257.61	0.00	0.00	42,833.39
10R110	2100	0000	00	110000	65,233.00	0.00	0.00	0.00	0.00	65,233.00
10R---	2100	0---	--	-----	65,233.00	0.00	0.00	0.00	0.00	65,233.00
10R---	21--	----	--	-----	65,233.00	0.00	0.00	0.00	0.00	65,233.00
10R810	2200	0000	00	810000	8,000.00	2,000.00	13,150.30	0.00	0.00	-5,150.30
10R---	2200	0---	--	-----	8,000.00	2,000.00	13,150.30	0.00	0.00	-5,150.30
10R---	22--	----	--	-----	8,000.00	2,000.00	13,150.30	0.00	0.00	-5,150.30
10R010	3001	0000	00	000000	7,813,074.00	745,605.52	2,221,030.74	0.00	0.00	5,592,043.26
10R---	3001	0---	--	-----	7,813,074.00	745,605.52	2,221,030.74	0.00	0.00	5,592,043.26

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10R010	3002	0000	00 000000	GSA Hold Harm	0.00	0.00	0.00	0.00	0.00	0.00
10R---	3002	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
10R010	3010	0000	00 000000	GSA Difference Incentive	7,824.00	0.00	0.00	0.00	0.00	7,824.00
10R---	3010	0---	--		7,824.00	0.00	0.00	0.00	0.00	7,824.00
10R010	3015	0000	00 000000	Salary Diff for annex	385,530.00	0.00	0.00	0.00	0.00	385,530.00
10R---	3015	0---	--		385,530.00	0.00	0.00	0.00	0.00	385,530.00
10R010	3020	0000	00 000000	Reorganization Inc Cert Sal	811,264.00	0.00	0.00	0.00	0.00	811,264.00
10R---	3020	0---	--		811,264.00	0.00	0.00	0.00	0.00	811,264.00
10R---	30--	----	--		9,017,692.00	745,605.52	2,221,030.74	0.00	0.00	6,796,661.26
10R260	3100	0000	00 260000	Spec Ed Priv Facility	45,718.00	0.00	0.00	0.00	0.00	45,718.00
10R---	3100	0---	--		45,718.00	0.00	0.00	0.00	0.00	45,718.00
10R280	3105	0000	00 280000	Spec Ed Extraordinary	228,126.00	0.00	0.00	0.00	0.00	228,126.00
10R---	3105	0---	--		228,126.00	0.00	0.00	0.00	0.00	228,126.00
10R140	3110	0000	00 140000	Spec Ed Personnel	221,267.00	0.00	0.00	0.00	0.00	221,267.00
10R---	3110	0---	--		221,267.00	0.00	0.00	0.00	0.00	221,267.00
10R640	3120	0000	00 640000	Spec Ed Orphan	38,140.00	0.00	0.00	0.00	0.00	38,140.00
10R---	3120	0---	--		38,140.00	0.00	0.00	0.00	0.00	38,140.00
10R010	3145	0000	00 000000	Spec Ed Summer Sch	3,250.00	0.00	0.00	0.00	0.00	3,250.00
10R---	3145	0---	--		3,250.00	0.00	0.00	0.00	0.00	3,250.00
10R---	31--	----	--		536,501.00	0.00	0.00	0.00	0.00	536,501.00
10R380	3200	0000	00 380000	Voc Ed Tech Prep	0.00	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	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	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10R710	3299	0000	00 710000	Elem Career Grant	1,491.00	0.00	0.00	0.00	0.00	1,491.00
10R780	3299	0000	00 780000	Voc Ed Formula	74,083.00	0.00	0.00	0.00	0.00	74,083.00
10R---	3299	0---	--		78,574.00	0.00	0.00	0.00	0.00	78,574.00
10R---	32--	----	--		78,574.00	0.00	0.00	0.00	0.00	78,574.00
10R350	3360	0000	00 350000	St Lunch/Bfast Reimb	5,500.00	0.00	1,205.71	0.00	0.00	4,294.29
10R---	3360	0---	--		5,500.00	0.00	1,205.71	0.00	0.00	4,294.29
10R010	3365	0000	00 000000	BREAKFAST INCENTIVE	0.00	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	25,000.00	9,110.41	9,110.41	0.00	0.00	15,889.59
10R---	3370	0---	--		25,000.00	9,110.41	9,110.41	0.00	0.00	15,889.59
10R---	33--	----	--		30,500.00	9,110.41	10,316.12	0.00	0.00	20,183.88
10R550	3695	0000	00 550000	TAOEP	15,034.00	0.00	15,034.00	0.00	0.00	0.00
10R750	3695	0000	00 750000	TAOEP	59,600.00	0.00	0.00	0.00	0.00	59,600.00
10R---	3695	0---	--		74,634.00	0.00	15,034.00	0.00	0.00	59,600.00
10R---	36--	----	--		74,634.00	0.00	15,034.00	0.00	0.00	59,600.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10R110	3705	0000	00	110000 Early Child Block Grant	481,392.00	0.00	0.00	0.00	0.00	481,392.00
10R510	3705	0000	00	510000 ECE Block Grant-FY06	83,110.00	0.00	83,110.00	0.00	0.00	0.00
10R---	3705	0---	--	-----	564,502.00	0.00	83,110.00	0.00	0.00	481,392.00
10R570	3715	0000	00	570000 Reading Improvement	0.00	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	0.00
10R---	3775	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R---	37--	----	--	-----	564,502.00	0.00	83,110.00	0.00	0.00	481,392.00
10R240	3800	0000	00	240000 Sec of State Lib Grant	0.00	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	00	000000 Other State	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	0.00
10R060	3999	0000	00	000000 Fine Arts Grant	61,516.00	0.00	61,516.00	0.00	0.00	0.00
10R120	3999	0000	00	120000 LAPTOP GRANT	0.00	0.00	0.00	0.00	0.00	0.00
10R240	3999	0000	00	240000 Library Grant	1,300.00	0.00	0.00	0.00	0.00	1,300.00
10R---	3999	0---	--	-----	62,816.00	0.00	61,516.00	0.00	0.00	1,300.00
10R---	39--	----	--	-----	62,816.00	0.00	61,516.00	0.00	0.00	1,300.00
10R190	4107	0000	00	190000 Title VI Rural Ed	40,595.00	0.00	40,595.00	0.00	0.00	0.00
10R---	4107	0---	--	-----	40,595.00	0.00	40,595.00	0.00	0.00	0.00
10R---	41--	----	--	-----	40,595.00	0.00	40,595.00	0.00	0.00	0.00
10R420	4210	0000	00	420000 Fed Lunch Prog Reimb	470,000.00	89,379.50	89,379.50	0.00	0.00	380,620.50
10R---	4210	0---	--	-----	470,000.00	89,379.50	89,379.50	0.00	0.00	380,620.50
10R420	4215	0000	00	420000 Fed Special Milk Program	2,600.00	647.92	647.92	0.00	0.00	1,952.08
10R---	4215	0---	--	-----	2,600.00	647.92	647.92	0.00	0.00	1,952.08
10R430	4220	0000	00	430000 Fed Bfast Prog Reimb	131,000.00	22,657.10	22,657.10	0.00	0.00	108,342.90
10R---	4220	0---	--	-----	131,000.00	22,657.10	22,657.10	0.00	0.00	108,342.90
10R460	4225	0000	00	460000 Fed Summer Food Program	2,261.00	0.00	8,426.63	0.00	0.00	-6,165.63
10R---	4225	0---	--	-----	2,261.00	0.00	8,426.63	0.00	0.00	-6,165.63
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 NSLP Equip Asst Grant	179.00	0.00	179.00	0.00	0.00	0.00
10R---	4299	0---	--	-----	179.00	0.00	179.00	0.00	0.00	0.00
10R---	42--	----	--	-----	606,040.00	112,684.52	121,290.15	0.00	0.00	484,749.85
10R100	4300	0000	00	100000 Title I Grant - Reading	523,285.00	0.00	0.00	0.00	0.00	523,285.00
10R500	4300	0000	00	500000 Title I	147,626.00	0.00	147,626.00	0.00	0.00	0.00
10R---	4300	0---	--	-----	670,911.00	0.00	147,626.00	0.00	0.00	523,285.00
10R---	43--	----	--	-----	670,911.00	0.00	147,626.00	0.00	0.00	523,285.00
10R170	4400	0000	00	170000 Title IV Grant - Drug Fr	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10R---	4400	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R070	4421	0000	00	000000 Century 21 Comm Learning	90,735.00	0.00	90,735.00	0.00	0.00	0.00
10R470	4421	0000	00	470000 21st Cent Grant	240,000.00	0.00	0.00	0.00	0.00	240,000.00
10R---	4421	0---	--	-----	330,735.00	0.00	90,735.00	0.00	0.00	240,000.00
10R---	44--	----	--	-----	330,735.00	0.00	90,735.00	0.00	0.00	240,000.00
10R150	4620	0000	00	150000 Spec Ed Flow thru SESE	8,338.00	0.00	0.00	0.00	0.00	8,338.00
10R---	4620	0---	--	-----	8,338.00	0.00	0.00	0.00	0.00	8,338.00
10R260	4625	0000	00	260000 Fed SpEd IDEA Rm/Board	280,000.00	74,931.02	107,788.93	0.00	0.00	172,211.07
10R---	4625	0---	--	-----	280,000.00	74,931.02	107,788.93	0.00	0.00	172,211.07
10R---	46--	----	--	-----	288,338.00	74,931.02	107,788.93	0.00	0.00	180,549.07
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	22,896.00	0.00	0.00	0.00	0.00	22,896.00
10R---	4799	0---	--	-----	22,896.00	0.00	0.00	0.00	0.00	22,896.00
10R---	47--	----	--	-----	22,896.00	0.00	0.00	0.00	0.00	22,896.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10R180	4901	0000	01	180000 Race To The Top Induction	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4901	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R330	4932	0000	00	330000 Title II Teacher Quality	115,000.00	0.00	0.00	0.00	0.00	115,000.00
10R530	4932	0000	00	530000 Title II	24,767.00	0.00	24,767.00	0.00	0.00	0.00
10R---	4932	0---	--	-----	139,767.00	0.00	24,767.00	0.00	0.00	115,000.00
10R920	4991	0000	00	920000 Medicaid Adm Outreach	50,000.00	0.00	9,141.11	0.00	0.00	40,858.89
10R---	4991	0---	--	-----	50,000.00	0.00	9,141.11	0.00	0.00	40,858.89
10R920	4992	0000	00	920000 Medicaid Fee For Service	100,000.00	796.90	5,442.01	0.00	0.00	94,557.99
10R---	4992	0---	--	-----	100,000.00	796.90	5,442.01	0.00	0.00	94,557.99
10R410	4998	0000	00	410000 JROTC Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
10R---	4998	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R410	4999	0000	00	000000 JROTC	65,000.00	5,543.52	15,863.71	0.00	0.00	49,136.29
10R---	4999	0---	--	-----	65,000.00	5,543.52	15,863.71	0.00	0.00	49,136.29
10R---	49--	----	--	-----	354,767.00	6,340.42	55,213.83	0.00	0.00	299,553.17
10R010	7990	0000	00	000000 Other -WR Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
10R---	7990	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10R---	79--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
1-R---	----	----	--	-----	17,735,123.00	1,036,891.53	7,139,805.52	13.80	0.00	10,595,303.68
20R010	1111	0000	00	000000 BLDG LEVY	1,018,588.00	1,312.92	998,282.09	0.00	0.00	20,305.91

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds	
20R---	1111	0---	--	-----	1,018,588.00	1,312.92	998,282.09	0.00	0.00	20,305.91	
20R---	11--	----	--	-----	1,018,588.00	1,312.92	998,282.09	0.00	0.00	20,305.91	
20R010	1510	0000	00	000000	Earnings on Investments	15,000.00	1,747.38	6,231.18	0.00	0.00	8,768.82
20R---	1510	0---	--	-----	15,000.00	1,747.38	6,231.18	0.00	0.00	8,768.82	
20R---	15--	----	--	-----	15,000.00	1,747.38	6,231.18	0.00	0.00	8,768.82	
20R010	1999	0000	00	000000	Other Bldg Rev-Ins Reim etc	1,000.00	0.00	799.90	0.00	0.00	200.10
20R010	1999	0000	01	000000	Other Bldg Rev	0.00	0.00	0.00	0.00	0.00	0.00
20R---	1999	0---	--	-----	1,000.00	0.00	799.90	0.00	0.00	200.10	
20R---	19--	----	--	-----	1,000.00	0.00	799.90	0.00	0.00	200.10	
20R010	3925	0000	00	000000	St Maint Grant Bldg	0.00	0.00	0.00	0.00	0.00	0.00
20R---	3925	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
20R220	3999	0000	00	220000	IEMA Grant	0.00	0.00	0.00	0.00	0.00	0.00
20R---	3999	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
20R---	39--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
20R010	7990	0000	00	000000	Other-WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
20R---	7990	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
20R---	79--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
2-R---	----	----	--	-----	1,034,588.00	3,060.30	1,005,313.17	0.00	0.00	29,274.83	
30R010	1112	0000	00	000000	BOND AND INTEREST LEVY	1,616,415.00	2,034.96	1,547,497.10	0.00	0.00	68,917.90
30R---	1112	0---	--	-----	1,616,415.00	2,034.96	1,547,497.10	0.00	0.00	68,917.90	
30R---	11--	----	--	-----	1,616,415.00	2,034.96	1,547,497.10	0.00	0.00	68,917.90	
30R010	1510	0000	00	000000	Earnings on Investments	5,000.00	1,139.34	2,715.46	0.00	0.00	2,284.54
30R---	1510	0---	--	-----	5,000.00	1,139.34	2,715.46	0.00	0.00	2,284.54	
30R---	15--	----	--	-----	5,000.00	1,139.34	2,715.46	0.00	0.00	2,284.54	
30R010	1999	0000	00	000000	Other Bond and Int Rev	0.00	0.00	0.00	0.00	0.00	0.00
30R---	1999	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
30R---	19--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
30R010	7990	0000	00	000000	Other-WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
30R---	7990	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
30R---	79--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
3-R---	----	----	--	-----	1,621,415.00	3,174.30	1,550,212.56	0.00	0.00	71,202.44	
40R080	1113	0000	00	000000	TRANS LEVY	407,435.00	525.16	399,312.83	0.00	0.00	8,122.17
40R---	1113	0---	--	-----	407,435.00	525.16	399,312.83	0.00	0.00	8,122.17	
40R080	1130	0000	00	000000	LEASING LEVY	0.00	0.00	0.00	0.00	0.00	0.00
40R---	1130	0---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00	
40R---	11--	----	--	-----	407,435.00	525.16	399,312.83	0.00	0.00	8,122.17	
40R080	1412	0000	00	000000	Reg Trans from Pre-K	19,000.00	0.00	0.00	0.00	0.00	19,000.00
40R---	1412	0---	--	-----	19,000.00	0.00	0.00	0.00	0.00	19,000.00	
40R080	1413	0000	00	000000	Reg Trans Fee Private	5,500.00	0.00	0.00	0.00	0.00	5,500.00
40R---	1413	0---	--	-----	5,500.00	0.00	0.00	0.00	0.00	5,500.00	

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
40R080	1415	0000	00 000000	Reg Trans Pupil Co-Curr	40,000.00	0.00	10,390.08	0.00	0.00	29,609.92
40R---	1415	0---	--		40,000.00	0.00	10,390.08	0.00	0.00	29,609.92
40R080	1442	0000	00 000000	Sp Ed Trans from SESE	20,000.00	3,817.41	10,486.70	0.00	0.00	9,513.30
40R---	1442	0---	--		20,000.00	3,817.41	10,486.70	0.00	0.00	9,513.30
40R---	14--	----	--		84,500.00	3,817.41	20,876.78	0.00	0.00	63,623.22
40R080	1510	0000	00 000000	Earnings on Investments	2,700.00	129.70	447.71	0.00	0.00	2,252.29
40R---	1510	0---	--		2,700.00	129.70	447.71	0.00	0.00	2,252.29
40R---	15--	----	--		2,700.00	129.70	447.71	0.00	0.00	2,252.29
40R080	1950	0000	00 000000	Refund Prior Yr Expense	0.00	0.00	0.00	0.00	0.00	0.00
40R---	1950	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
40R080	1999	0000	00 000000	Insrnc Rmb/Othr Misc	8,600.00	185.49	185.49	0.00	0.00	8,414.51
40R---	1999	0---	--		8,600.00	185.49	185.49	0.00	0.00	8,414.51
40R---	19--	----	--		8,600.00	185.49	185.49	0.00	0.00	8,414.51
40R010	3001	0000	00 000000	STATE AIDE	372,803.00	0.00	0.00	0.00	0.00	372,803.00
40R---	3001	0---	--		372,803.00	0.00	0.00	0.00	0.00	372,803.00
40R---	30--	----	--		372,803.00	0.00	0.00	0.00	0.00	372,803.00
40R080	3500	0000	00 000000	Transportation Regular	363,761.00	0.00	0.00	0.00	0.00	363,761.00
40R610	3500	0000	01 610000	Trans Voc Ed	0.00	0.00	0.00	0.00	0.00	0.00
40R---	3500	0---	--		363,761.00	0.00	0.00	0.00	0.00	363,761.00
40R620	3510	0000	00 620000	State Trans Spec Ed	315,125.00	0.00	0.00	0.00	0.00	315,125.00
40R---	3510	0---	--		315,125.00	0.00	0.00	0.00	0.00	315,125.00
40R---	35--	----	--		678,886.00	0.00	0.00	0.00	0.00	678,886.00
40R160	4880	0000	00 160000	Education Jobs Fund	0.00	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
40R010	7990	0000	00 000000	Other-WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
40R---	7990	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
40R---	79--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
4-R---	----	----	--		1,554,924.00	4,657.76	420,822.81	0.00	0.00	1,134,101.19
50R010	1114	0000	00 000000	IMRF LEVY	725,000.00	912.83	694,086.11	0.00	0.00	30,913.89
50R---	1114	0---	--		725,000.00	912.83	694,086.11	0.00	0.00	30,913.89
50R010	1150	0000	00 000000	Tax Levy Social Security	415,000.00	522.34	397,315.69	0.00	0.00	17,684.31
50R---	1150	0---	--		415,000.00	522.34	397,315.69	0.00	0.00	17,684.31
50R---	11--	----	--		1,140,000.00	1,435.17	1,091,401.80	0.00	0.00	48,598.20
50R010	1230	0000	00 000000	Corp Pers Prop Tax	95,000.00	95,000.00	95,000.00	0.00	0.00	0.00
50R---	1230	0---	--		95,000.00	95,000.00	95,000.00	0.00	0.00	0.00
50R---	12--	----	--		95,000.00	95,000.00	95,000.00	0.00	0.00	0.00
50R010	1510	0000	00 000000	Earnings on Investments	4,000.00	591.79	1,299.11	0.00	0.00	2,700.89
50R---	1510	0---	--		4,000.00	591.79	1,299.11	0.00	0.00	2,700.89
50R---	15--	----	--		4,000.00	591.79	1,299.11	0.00	0.00	2,700.89

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50R010	7990	0000	00 000000	Other-WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
50R---	7990	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
50R---	79--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
5-R---	----	----	--		1,239,000.00	97,026.96	1,187,700.91	0.00	0.00	51,299.09
60R010	1510	0000	00 000000	Cap Projects Int	0.00	0.00	0.00	0.00	0.00	0.00
60R---	1510	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
60R---	15--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
60R010	7990	0000	00 000000	Other WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
60R---	7990	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
60R---	79--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
60R010	8990	0000	00 000000	Transfer to Fund Balance to LS	0.00	0.00	0.00	0.00	0.00	0.00
60R---	8990	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
60R---	89--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
6-R---	----	----	--		0.00	0.00	0.00	0.00	0.00	0.00
70R010	1115	0000	00 000000	WORKING CASH LEVY	101,859.00	131.29	99,828.20	0.00	0.00	2,030.80
70R---	1115	0---	--		101,859.00	131.29	99,828.20	0.00	0.00	2,030.80
70R---	11--	----	--		101,859.00	131.29	99,828.20	0.00	0.00	2,030.80
70R010	1510	0000	00 000000	Earnings on Investments	15,500.00	1,379.75	5,728.21	0.00	0.00	9,771.79
70R---	1510	0---	--		15,500.00	1,379.75	5,728.21	0.00	0.00	9,771.79
70R---	15--	----	--		15,500.00	1,379.75	5,728.21	0.00	0.00	9,771.79
70R010	7990	0000	00 000000	Other WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
70R---	7990	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
70R---	79--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
7-R---	----	----	--		117,359.00	1,511.04	105,556.41	0.00	0.00	11,802.59
80R010	1120	0000	00 000000	TORT LEVY	1,050,000.00	1,321.97	1,005,230.65	0.00	0.00	44,769.35
80R---	1120	0---	--		1,050,000.00	1,321.97	1,005,230.65	0.00	0.00	44,769.35
80R---	11--	----	--		1,050,000.00	1,321.97	1,005,230.65	0.00	0.00	44,769.35
80R010	1510	0000	00 000000	Tort Int	500.00	27.43	423.10	0.00	0.00	76.90
80R---	1510	0---	--		500.00	27.43	423.10	0.00	0.00	76.90
80R---	15--	----	--		500.00	27.43	423.10	0.00	0.00	76.90
80R010	1950	0000	00 000000	Refund of Prior yr Exp	0.00	0.00	0.00	0.00	0.00	0.00
80R---	1950	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
80R---	19--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
80R010	7990	0000	00 000000	Other WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
80R---	7990	0---	--		0.00	0.00	0.00	0.00	0.00	0.00
80R---	79--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
8-R---	----	----	--		1,050,500.00	1,349.40	1,005,653.75	0.00	0.00	44,846.25
90R010	1118	0000	00 000000	LIFE SAFETY LEVY	101,859.00	131.29	99,828.20	0.00	0.00	2,030.80
90R---	1118	0---	--		101,859.00	131.29	99,828.20	0.00	0.00	2,030.80
90R---	11--	----	--		101,859.00	131.29	99,828.20	0.00	0.00	2,030.80

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
90R010	1510	0000	00 000000	Earnings on Investments	2,000.00	202.63	736.43	0.00	0.00	1,263.57
90R370	1510	0000	00 370000	L/S Bond Int	0.00	0.00	0.00	0.00	0.00	0.00
90R---	1510	0---	-- -----		2,000.00	202.63	736.43	0.00	0.00	1,263.57
90R---	15--	----	-- -----		2,000.00	202.63	736.43	0.00	0.00	1,263.57
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	0.00	0.00	0.00	0.00	0.00	0.00
90R---	3925	0---	-- -----		0.00	0.00	0.00	0.00	0.00	0.00
90R---	39--	----	-- -----		0.00	0.00	0.00	0.00	0.00	0.00
90R010	7990	0000	00 000000	Other WR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
90R---	7990	0---	-- -----		0.00	0.00	0.00	0.00	0.00	0.00
90R---	79--	----	-- -----		0.00	0.00	0.00	0.00	0.00	0.00
9-R---	----	----	-- -----		103,859.00	333.92	100,564.63	0.00	0.00	3,294.37
--R---	----	----	-- -----		24,456,768.00	1,148,005.21	12,515,629.76	13.80	0.00	11,941,124.44
10E070	1100	1100	00 000000	21st Cent Sal	22,591.00	387.50	23,034.49	0.00	0.00	-443.49
10E470	1100	1100	00 470000	21st Century Grant Sal	60,000.00	10,543.75	12,562.50	0.00	0.00	47,437.50
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	9,720.00	0.00	9,720.19	0.00	0.00	-0.19
10E470	1100	1110	00 470000	21st Cent Aide Sal	78,000.00	9,343.44	11,077.07	0.00	0.00	66,922.93
10E190	1100	1200	00 190000	Title VI Rural Ed Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1100	1---	-- -----		170,311.00	20,274.69	56,394.25	0.00	0.00	113,916.75
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	11,326.00	198.61	11,553.55	0.00	0.00	-227.55
10E190	1100	2110	00 190000	Title VI Rural Ed TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E470	1100	2110	00 470000	21st Cent TRS	32,282.00	5,824.98	6,888.15	0.00	0.00	25,393.85
10E470	1100	2130	00 470000		0.00	0.00	0.00	0.00	0.00	0.00
10E070	1100	2200	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1100	2---	-- -----		43,608.00	6,023.59	18,441.70	0.00	0.00	25,166.30
10E060	1100	3190	00 000000	Fine Arts Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E070	1100	3190	00 000000	Cent 21 Student Pur Serv	5,271.00	0.00	5,271.06	0.00	0.00	-0.06
10E470	1100	3190	00 470000	21st Cent Pur Serv	12,000.00	1,614.64	1,614.64	200.00	2,500.00	7,685.36
10E060	1100	3230	00 000000	Fine Art Rep Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1100	3---	-- -----		17,271.00	1,614.64	6,885.70	200.00	2,500.00	7,685.30
10E030	1100	4100	00 000000	Fuel Up 60 Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E060	1100	4100	00 000000	Fine Arts Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E070	1100	4100	00 000000	21st Cent supplies	5,035.00	0.00	5,034.53	0.00	296.22	-295.75
10E470	1100	4100	00 470000	21st Cent Supplies	8,000.00	329.66	1,158.58	42.94	4,846.20	1,952.28
10E---	1100	4---	-- -----		13,035.00	329.66	6,193.11	42.94	5,142.42	1,656.53
10E060	1100	5500	00 000000	Fine Arts Equip	0.00	0.00	0.00	0.00	0.00	0.00

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FDTLOC	FUNC	OBJ	SJ	Account Level Description	2016-17 Budget	October 2016-17 Monthly Activity	2016-17 FYTD Activity	2016-17 Batch Activity	Encumbered Amount	2016-17 Available Funds
10E020	1110	4100	12	000000 ERES Music Supplies	450.00	0.00	260.40	0.00	0.00	189.60
10E020	1110	4100	13	000000 ES Science Supp	5,000.00	264.83	2,427.17	0.00	1,411.02	1,161.81
10E020	1110	4100	50	000000 ERES PE Supplies	1,200.00	0.00	1,053.14	0.00	99.58	47.28
10E020	1110	4100	61	000000 ERES Computer Supplies	6,000.00	1,127.60	1,199.74	0.00	1,166.46	3,633.80
10E030	1110	4100	00	000000 WRES SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	4100	02	000000 WRES Art Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	4100	12	000000 WRES Music Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	4100	50	000000 WRES PE Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	4100	61	000000 WRES Computer Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E190	1110	4100	00	190000 Title VI Rural Ed Supp	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4130	00	000000 ERES ID Badge Supp	2,000.00	0.00	0.00	2,000.00	0.00	0.00
10E020	1110	4200	00	000000 ERES New Textbooks	2,500.00	0.00	0.00	1,500.00	0.00	1,000.00
10E030	1110	4200	00	000000 WRES New Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4210	00	000000 ERES Replacement Textbks	500.00	0.00	0.00	0.00	0.00	500.00
10E030	1110	4210	00	000000 WRES Replacement Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4220	00	000000 ERES Workbooks	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	4220	00	000000 WRES Workbooks	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4240	00	000000 ERES Copier Paper/Toner	9,000.00	0.00	9,968.62	0.00	0.00	-968.62
10E030	1110	4240	00	000000 WRES Copier Paper/Toner	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4250	00	000000 ERES Copier Parts	5,000.00	160.00	1,690.00	0.00	3,310.00	0.00
10E030	1110	4250	00	000000 WRES Copier Parts	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4700	00	000000 ERES Software	10,000.00	0.00	270.00	0.00	0.00	9,730.00
10E030	1110	4700	00	000000 WRES Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1110	4---	--	-----	80,650.00	7,063.89	55,385.02	0.00	8,322.19	16,942.79
10E020	1110	5500	00	000000 ERES Equipment	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E020	1110	5500	61	000000 ERES Computer Equipment	10,000.00	0.00	0.00	0.00	0.00	10,000.00
10E030	1110	5500	00	000000 WRES Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	5500	61	000000 WRES Computer Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1110	5---	--	-----	12,000.00	0.00	0.00	0.00	0.00	12,000.00
10E040	1120	1100	00	000000 ERMS Teach Sal	1,350,000.00	122,188.60	337,656.20	0.00	0.00	1,012,343.80
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	40,650.00	3,387.50	11,591.08	0.00	0.00	29,058.92
10E040	1120	1200	00	000000 ERMS Sub Teach Sal	20,500.00	5,284.10	8,150.33	0.00	0.00	12,349.67
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---	--	-----	1,411,650.00	130,860.20	357,397.61	0.00	0.00	1,054,252.39
10E040	1120	2110	00	000000 ERMS TRS	175,000.00	18,707.44	37,365.50	0.00	0.00	137,634.50
10E160	1120	2110	00	160000 Ed Jobs Fund TRS	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	138,810.00	12,096.00	47,634.00	0.00	91,176.00
10E160	1120	2200	00	160000	Ed Jobs Fund Ben	0.00	0.00	0.00	0.00	0.00
10E---	1120	2---	--	-----	313,810.00	30,803.44	84,999.50	0.00	0.00	228,810.50
10E040	1120	3190	00	000000	ERMS Pur Serv Agreements	15,000.00	0.00	12,842.47	0.00	2,157.53
10E040	1120	3190	61	000000	ERMS Comp Pur Serv	7,000.00	0.00	4,298.34	0.00	2,701.66
10E040	1120	3230	00	000000	ERMS Repair/Maintenance	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	1,500.00
10E040	1120	3240	00	000000	ERMS Copier Repair ONLY	400.00	0.00	0.00	400.00	0.00
10E040	1120	3260	00	000000	ERMS Postage	3,000.00	0.00	0.00	0.00	3,000.00
10E040	1120	3320	00	000000	ERMS Travel	100.00	0.00	0.00	0.00	100.00
10E040	1120	3400	00	000000	ERMS Internet	6,000.00	1,353.77	4,705.14	0.00	1,294.86
10E---	1120	3---	--	-----	33,000.00	1,353.77	21,845.95	0.00	400.00	10,754.05
10E040	1120	4100	00	000000	ERMS Gen Clsrm Supp	3,500.00	0.00	1,359.84	1,310.40	829.76
10E040	1120	4100	02	000000	ERMS Art Supplies	2,000.00	0.00	1,423.03	27.58	549.39
10E040	1120	4100	05	000000	ERMS Lang Art Supp	750.00	0.00	197.78	92.50	459.72
10E040	1120	4100	08	000000	ERMS Health Class Supp	0.00	0.00	0.00	0.00	0.00
10E040	1120	4100	10	000000	ERMS Enrichment Class Supplies	250.00	0.00	0.00	0.00	250.00
10E040	1120	4100	11	000000	ERMS Math Supplies	1,000.00	0.00	0.00	29.25	970.75
10E040	1120	4100	12	000000	ERMS Band Supp	2,400.00	196.38	1,845.00	32.83	522.17
10E040	1120	4100	13	000000	ERMS Science Supplies	2,000.00	104.39	277.88	279.01	1,443.11
10E040	1120	4100	15	000000	ERMS Social Studies Supp	750.00	0.00	0.00	54.98	695.02
10E040	1120	4100	50	000000	ERMS P.E. Supplies	1,300.00	0.00	0.00	1,220.80	79.20
10E040	1120	4100	61	000000	ERMS Computer Supplies	20,000.00	0.00	3,120.12	568.05	16,311.83
10E040	1120	4100	80	000000	ERMS Chorus Supp	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
10E170	1120	4100	00	170000	NCTM Math Supp	0.00	0.00	0.00	0.00	0.00
10E730	1120	4100	00	730000	JFF Tech Supp	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
10E040	1120	4120	00	000000	ERMS Read 180 Supplies	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
10E040	1120	4200	00	000000	ERMS New Textbooks	15,000.00	0.00	14,484.81	192.03	323.16
10E040	1120	4210	00	000000	ERMS Replace Textbooks	2,000.00	0.00	0.00	0.00	2,000.00
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	5,000.00	0.00	4,126.40	0.00	873.60
10E040	1120	4700	00	000000	ERMS Software	5,300.00	0.00	1,819.24	0.00	3,480.76
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	1,350.00	0.00	0.00	907.50	442.50

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E040	1120	4910	00 000000	MS PE Uniforms	7,500.00	0.00	7,008.00	0.00	0.00	492.00
10E---	1120	4---	--		70,400.00	300.77	35,662.10	0.00	4,714.93	30,022.97
10E040	1120	5500	00 000000	ERMS Equipment	1,700.00	0.00	0.00	0.00	0.00	1,700.00
10E040	1120	5500	50 000000	ERMS PE Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	5500	61 000000	ERMS Computer Equipment	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E040	1120	5500	80 000000	ERMS Band & Chorus Equip	900.00	0.00	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	0.00
10E730	1120	5500	00 730000	JFF Tech Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1120	5---	--		7,600.00	0.00	0.00	0.00	0.00	7,600.00
10E110	1125	1100	00 110000	Pre K Teacher Salary	140,365.00	14,036.50	28,072.99	0.00	0.00	112,292.01
10E210	1125	1100	00 210000	Roe Pre K Teach Salary	30,100.00	2,508.30	8,350.09	0.00	0.00	21,749.91
10E510	1125	1100	00 510000	Pre K Teacher Salary	28,603.00	0.00	28,603.12	0.00	0.00	-0.12
10E110	1125	1110	00 110000	Pre K Aide Salary	54,780.00	5,478.98	10,921.42	0.00	0.00	43,858.58
10E210	1125	1110	00 210000	ROE Pre K Aide Salary	7,308.00	609.00	1,254.54	0.00	0.00	6,053.46
10E510	1125	1110	00 510000	Pre K Aide Salary	5,368.00	0.00	5,368.08	0.00	0.00	-0.08
10E110	1125	1200	00 110000	Pre K Sub Teach Salary	4,750.00	570.00	570.00	0.00	0.00	4,180.00
10E210	1125	1200	00 210000	ROE Pre K Sub Teach Sal	285.00	71.25	71.25	0.00	0.00	213.75
10E510	1125	1200	00 510000	Pre K Sub Teach Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E110	1125	1210	00 110000	Pre K Sub Aide Salary	2,800.00	595.00	679.00	0.00	0.00	2,121.00
10E210	1125	1210	00 210000	ROE Pre K Sub Aide Sal	210.00	108.50	108.50	0.00	0.00	101.50
10E510	1125	1210	00 510000	Pre K Sub Aide Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1125	1---	--		274,569.00	23,977.53	83,998.99	0.00	0.00	190,570.01
10E110	1125	2110	00 110000	Pre K TRS	19,750.00	2,151.13	4,294.13	0.00	0.00	15,455.87
10E210	1125	2110	00 210000	ROE Pre K TRS	3,447.00	383.94	766.88	0.00	0.00	2,680.12
10E510	1125	2110	00 510000	Pre K TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E110	1125	2130	00 110000		0.00	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	0.00
10E110	1125	2200	00 110000	Pre K Ins Ben	18,582.00	1,864.00	3,728.17	0.00	0.00	14,853.83
10E210	1125	2200	00 210000	ROE Pre K Ins Ben	2,800.00	233.00	916.00	0.00	0.00	1,884.00
10E510	1125	2200	00 510000	Pre K Ins Ben	3,605.00	0.00	3,605.00	0.00	0.00	0.00
10E---	1125	2---	--		48,184.00	4,632.07	13,310.18	0.00	0.00	34,873.82
10E510	1125	3190	00 510000	Pre K Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1125	3---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E110	1125	4100	00 110000	Pre K Supplies	8,000.00	681.64	1,469.16	0.00	2,755.07	3,775.77
10E210	1125	4100	00 210000	ROE Pre K Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E510	1125	4100	00 510000	Pre K Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1125	4---	--		8,000.00	681.64	1,469.16	0.00	2,755.07	3,775.77
10E510	1125	5500	00 510000	Pre K Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1125	5---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	1100	00 000000	ERHS Teacher Salary	1,300,000.00	118,824.50	314,963.99	0.00	0.00	985,036.01

				Account Level	2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	16,804.00	1,400.28	5,527.44	0.00	0.00	11,276.56
10E050	1130	1200	00	000000 ERHS Sub Teach Sal	15,000.00	1,400.00	1,880.00	0.00	0.00	13,120.00
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	3,500.00	262.50	512.50	0.00	0.00	2,987.50
10E---	1130	1---	--	-----	1,335,304.00	121,887.28	322,883.93	0.00	0.00	1,012,420.07
10E050	1130	2110	00	000000 ERHS Teach TRS	171,000.00	18,202.85	36,311.47	0.00	0.00	134,688.53
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	160,974.00	12,095.00	48,512.00	0.00	0.00	112,462.00
10E160	1130	2200	00	160000 Ed Jobs Fund Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1130	2---	--	-----	331,974.00	30,297.85	84,823.47	0.00	0.00	247,150.53
10E050	1130	3190	00	000000 ERHS Purchase Serv	15,500.00	5,360.01	11,817.67	0.00	0.00	3,682.33
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	1,310.00	0.00	0.00	0.00	70.00	1,240.00
10E050	1130	3190	13	000000 ERHS Science Pur Serv	95.00	0.00	0.00	0.00	0.00	95.00
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	0.00	0.00	0.00	0.00	815.00	-815.00
10E050	1130	3230	00	000000 ERHS Repair/Maint	750.00	0.00	0.00	0.00	0.00	750.00
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	500.00	0.00	481.00	0.00	0.00	19.00
10E050	1130	3230	61	000000 ERHS Computer Rep/Maint	2,000.00	290.00	290.00	0.00	35.00	1,675.00
10E050	1130	3230	80	000000 ERHS Instr Mus Rep/Maint	4,500.00	0.00	0.00	0.00	424.00	4,076.00
10E050	1130	3240	00	000000 ERHS Copier Repair Only	1,000.00	0.00	160.00	0.00	340.00	500.00
10E050	1130	3260	00	000000 ERHS Postage	8,000.00	0.00	6.62	0.00	0.00	7,993.38
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	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E050	1130	3320	12	000000 ERHS Vocal Travel	500.00	0.00	0.00	0.00	0.00	500.00
10E050	1130	3320	80	000000 ERHS Band Travel	0.00	775.00	1,025.00	0.00	175.00	-1,200.00
10E050	1130	3400	00	000000 ERHS Internet	8,000.00	1,353.77	4,705.10	0.00	0.00	3,294.90
10E---	1130	3---	--	-----	44,655.00	7,778.78	18,485.39	0.00	1,859.00	24,310.61
10E050	1130	4100	00	000000 ERHS Gen Clsrm Supplies	15,500.00	263.56	3,356.11	0.00	521.50	11,622.39
10E050	1130	4100	02	000000 ERHS Art Supplies	5,400.00	0.00	1,327.88	0.00	4,374.12	-302.00
10E050	1130	4100	06	000000 ERHS Foreign Lang Supp	500.00	0.00	302.34	0.00	198.27	-0.61
10E050	1130	4100	08	000000 ERHS Health Supplies	245.00	0.00	0.00	0.00	0.00	245.00
10E050	1130	4100	11	000000 ERHS Math Supplies	2,900.00	0.00	1,573.19	0.00	1,237.23	89.58
10E050	1130	4100	12	000000 ERHS Vocal Music Supp	1,090.00	24.95	892.93	0.00	50.19	146.88
10E050	1130	4100	13	000000 ERHS Science Supplies	5,075.00	-1,040.00	1,539.48	0.00	2,008.99	1,526.53
10E050	1130	4100	15	000000 ERHS Social Studies Supp	1,215.00	0.00	237.11	0.00	977.89	0.00
10E050	1130	4100	28	000000 ERHS Communications Supp	810.00	0.00	728.36	0.00	81.64	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds	
10E050	1130	4100	50	000000	ERHS PE Supplies	2,505.00	0.00	1,502.54	0.00	1,216.92	-214.46
10E050	1130	4100	60	000000	ERHS Renaissance Supp	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E050	1130	4100	61	000000	ERHS Computer Supplies	5,000.00	0.00	365.34	15.99	650.00	3,968.67
10E050	1130	4100	80	000000	ERHS Instrum Music Supp	3,000.00	197.88	2,195.77	0.00	960.45	-156.22
10E050	1130	4100	90	000000	ERHS TRANSITION	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	4140	00	000000	ERHS Temp Badge Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	4200	00	000000	ERHS New Textbooks	5,000.00	0.00	3,178.20	0.00	0.00	1,821.80
10E050	1130	4210	00	000000	ERHS Replacement Textbks	7,000.00	0.00	0.00	0.00	0.00	7,000.00
10E050	1130	4220	00	000000	ERHS Wrkbks	5,500.00	0.00	0.00	0.00	223.77	5,276.23
10E050	1130	4240	00	000000	ERHS Copier Paper/Toner	10,000.00	0.00	0.00	0.00	0.00	10,000.00
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	2,500.00	0.00	0.00	0.00	0.00	2,500.00
10E050	1130	4900	00	000000	ERHS Student Locks	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1130	4910	00	000000	ERHS PE UNIFORMS	7,500.00	0.00	4,887.50	0.00	1,112.50	1,500.00
10E---	1130	4---	--	-----		82,740.00	-553.61	22,086.75	15.99	13,613.47	47,023.79
10E050	1130	5500	00	000000	ERHS Equipment	0.00	0.00	0.00	0.00	0.00	0.00
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	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E050	1130	5500	80	000000	ERHS Instru Music Equipment	12,000.00	36.20	3,139.20	0.00	2,682.87	6,177.93
10E---	1130	5---	--	-----		14,000.00	36.20	3,139.20	0.00	2,682.87	8,177.93
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	57,523.00	5,752.28	11,504.56	0.00	0.00	46,018.44
10E530	1170	1100	00	530000	Title II Teach Sal	5,563.00	0.00	5,562.84	0.00	0.00	0.16
10E330	1170	1200	00	330000	Title II sub salary	1,900.00	95.00	95.00	0.00	0.00	1,805.00
10E530	1170	1200	00	530000	Title II sub salary	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1170	1---	--	-----		64,986.00	5,847.28	17,162.40	0.00	0.00	47,823.60
10E330	1170	2110	00	330000	TITLE II TEACH QUAL TRS	37,442.00	3,554.25	7,107.15	0.00	0.00	30,334.85
10E530	1170	2110	00	530000	Title II Teach TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E330	1170	2200	00	330000	TITLE II TEACH QUAL INS BEN	9,250.00	930.00	1,860.50	0.00	0.00	7,389.50
10E530	1170	2200	00	530000	Title II Ins Ben	900.00	0.00	900.00	0.00	0.00	0.00
10E---	1170	2---	--	-----		47,592.00	4,484.25	9,867.65	0.00	0.00	37,724.35
10E710	1180	3190	00	710000	ELEM CAREERS PURCHASE SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1180	3---	--	-----		0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E710	1180	4100	00	710000	Elem Career Supplies	1,491.00	545.00	545.00	0.00	946.00
10E---	1180	4---	--	-----	1,491.00	545.00	545.00	0.00	0.00	946.00
10E---	11--	----	--	-----	6,909,929.00	632,158.18	1,886,437.55	258.93	45,099.95	4,978,132.57
10E140	1203	1100	00	140000	EMH Teacher Sal	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
10E140	1203	1200	00	140000	EMH Sub Teach Sal	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
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
10E140	1203	2200	00	140000	EMH Insurance Ben	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
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
10E920	1203	4200	00	920000	EMH Textbks	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
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
10E---	1203	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1204	1110	00	140000	Prsnl Aide/Asst Sal	78,610.00	6,886.82	16,458.48	0.00	62,151.52
10E140	1204	1210	00	140000	Prsnl Aide/Ast Sub Sal	5,000.00	1,995.00	3,400.00	0.00	1,600.00
10E---	1204	1---	--	-----	83,610.00	8,881.82	19,858.48	0.00	0.00	63,751.52
10E140	1204	2130	00	140000		0.00	0.00	0.00	0.00	0.00
10E140	1204	2200	00	140000	Prsnl Aide/Ast Ins Ben	16,674.00	933.00	1,869.00	0.00	14,805.00
10E---	1204	2---	--	-----	16,674.00	933.00	1,869.00	0.00	0.00	14,805.00
10E920	1204	4100	00	920000	Ind Supp 504 status	200.00	0.00	0.00	0.00	200.00
10E---	1204	4---	--	-----	200.00	0.00	0.00	0.00	0.00	200.00
10E920	1204	5500	00	920000	Ind Equip 504 Status	850.00	0.00	0.00	0.00	850.00
10E---	1204	5---	--	-----	850.00	0.00	0.00	0.00	0.00	850.00
10E140	1205	1100	00	140000	LD Teacher Sal	437,821.00	37,094.59	145,497.29	0.00	292,323.71
10E140	1205	1110	00	140000	LD Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00
10E140	1205	1200	00	140000	LD Sub Teacher Sal	9,550.00	285.00	570.00	0.00	8,980.00
10E140	1205	1210	00	140000	LD Sub Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00
10E140	1205	1300	00	140000	LATE STAY SALARIES	2,500.00	492.40	642.40	0.00	1,857.60
10E---	1205	1---	--	-----	449,871.00	37,871.99	146,709.69	0.00	0.00	303,161.31
10E140	1205	2110	00	140000	LD Teacher TRS	53,200.00	5,272.93	11,042.60	0.00	42,157.40
10E140	1205	2200	00	140000	LD Insurance Ben	33,324.00	2,327.00	10,538.00	0.00	22,786.00
10E---	1205	2---	--	-----	86,524.00	7,599.93	21,580.60	0.00	0.00	64,943.40
10E920	1205	3190	00	920000	LD Speaker Fee	0.00	0.00	0.00	0.00	0.00
10E920	1205	3320	00	920000	LD Travel	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	1205	3---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1205	4100	00	920000 LD Self Cont Supp	0.00	0.00	18.27	0.00	24.10	-42.37
10E920	1205	4110	00	920000 LD Inclusion Supplies	925.00	193.83	276.46	0.00	27.50	621.04
10E920	1205	4200	00	920000 LD Self Cont Txtbks	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1205	4220	00	920000 LD Includ Wkbks	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1205	4---	--	-----	925.00	193.83	294.73	0.00	51.60	578.67
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	209.96	30.04
10E---	1206	4---	--	-----	240.00	0.00	0.00	0.00	209.96	30.04
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	500.00	0.00	0.00	0.00	0.00	500.00
10E---	1207	3---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E920	1207	4100	00	920000 Hearing Imprd Supplies	1,750.00	0.00	0.00	0.00	100.00	1,650.00
10E---	1207	4---	--	-----	1,750.00	0.00	0.00	0.00	100.00	1,650.00
10E920	1207	5500	00	920000 Hearing Equipment	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E---	1207	5---	--	-----	1,000.00	0.00	0.00	0.00	0.00	1,000.00
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	10,000.00	812.50	956.25	0.00	0.00	9,043.75
10E---	1213	1---	--	-----	10,000.00	812.50	956.25	0.00	0.00	9,043.75
10E280	1213	2110	00	280000 Homebound Teach TRS	1,151.00	39.13	44.31	0.00	0.00	1,106.69
10E---	1213	2---	--	-----	1,151.00	39.13	44.31	0.00	0.00	1,106.69
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	3,000.00	140.19	165.89	0.00	2,368.35	465.76
10E---	1213	3---	--	-----	3,000.00	140.19	165.89	0.00	2,368.35	465.76
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	117,630.00	9,789.30	38,674.80	0.00	0.00	78,955.20
10E280	1216	1210	00	280000 Autism Sub Aide Sal	5,000.00	910.00	2,845.00	0.00	0.00	2,155.00
10E---	1216	1---	--	-----	122,630.00	10,699.30	41,519.80	0.00	0.00	81,110.20
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	11,160.00	935.00	3,680.00	0.00	0.00	7,480.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	1216	2---	--	-----	11,160.00	935.00	3,680.00	0.00	0.00	7,480.00
10E920	1216	3190	00	920000 Autism Purchase Serv	12,000.00	100.00	749.97	1,210.00	0.00	10,040.03
10E920	1216	3320	00	920000 Autism Travel	1,200.00	98.16	150.00	0.00	5.70	1,044.30
10E---	1216	3---	--	-----	13,200.00	198.16	899.97	1,210.00	5.70	11,084.33
10E920	1216	4100	00	920000 Autism Supplies	5,000.00	1,374.89	4,058.31	0.00	540.41	401.28
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---	--	-----	5,400.00	1,374.89	4,058.31	0.00	540.41	801.28
10E140	1220	1100	00	140000 Cross Cat Teacher Sal	519,160.00	41,570.48	159,217.70	0.00	0.00	359,942.30
10E140	1220	1110	00	140000 Cross Cat Aide/Asst Sal	108,500.00	9,599.32	33,537.52	0.00	0.00	74,962.48
10E140	1220	1200	00	140000 Cross Cat Sub Teach Sal	10,000.00	237.50	557.50	0.00	0.00	9,442.50
10E140	1220	1210	00	140000 Cross Cat Sub Aide/Asst Sal	5,000.00	592.50	1,047.50	0.00	0.00	3,952.50
10E---	1220	1---	--	-----	642,660.00	51,999.80	194,360.22	0.00	0.00	448,299.78
10E140	1220	2110	00	140000 Cross Cat Teacher TRS	61,700.00	6,345.33	13,072.56	0.00	0.00	48,627.44
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	83,275.00	6,249.50	23,668.20	0.00	0.00	59,606.80
10E---	1220	2---	--	-----	144,975.00	12,594.83	36,740.76	0.00	0.00	108,234.24
10E920	1220	3190	00	920000 Cross Cat PUR SERV	5,500.00	0.00	3,147.00	0.00	0.00	2,353.00
10E920	1220	3320	00	920000 Cross Cat Travel	1,600.00	61.98	61.98	0.00	653.02	885.00
10E---	1220	3---	--	-----	7,100.00	61.98	3,208.98	0.00	653.02	3,238.00
10E920	1220	4100	00	920000 Cross Cat Supplies	3,600.00	89.17	1,854.82	0.00	637.13	1,108.05
10E920	1220	4100	61	000000 Cross Cat Comp Supp	500.00	0.00	0.00	0.00	0.00	500.00
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	200.00	0.00	0.00	0.00	0.00	200.00
10E920	1220	4700	00	000000 Cross Cat Software	16,875.00	0.00	0.00	0.00	0.00	16,875.00
10E---	1220	4---	--	-----	21,175.00	89.17	1,854.82	0.00	637.13	18,683.05
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	72,450.00	7,244.84	14,489.68	0.00	0.00	57,960.32
10E500	1250	1100	00	500000 Title I Teach Sal Prior	13,797.00	0.00	13,796.88	0.00	0.00	0.12
10E100	1250	1110	00	100000 Title I Aide/Asst Sal	203,503.00	19,255.28	37,794.56	0.00	0.00	165,708.44
10E500	1250	1110	00	500000 Title I Aide/Asst Sal Pr	24,945.00	0.00	24,944.60	0.00	0.00	0.40
10E100	1250	1200	00	100000 Title I Sub Teach Sal	2,850.00	142.50	142.50	0.00	0.00	2,707.50
10E500	1250	1200	00	500000 Title I Sub	0.00	0.00	0.00	0.00	0.00	0.00
10E100	1250	1210	00	100000 Title I Sub Aide/Ast Sal	2,000.00	448.00	730.00	0.00	0.00	1,270.00
10E500	1250	1210	00	500000 Title I Sub TA Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E100	1250	1300	00	100000 Title I Tutoring Sal	34,000.00	3,668.75	4,431.25	0.00	0.00	29,568.75
10E500	1250	1300	00	500000 Title I Tutor Sal	1,831.00	0.00	1,831.25	0.00	0.00	-0.25
10E100	1250	1310	00	100000 Title I N/C Tutoring	22,000.00	2,225.79	2,741.85	0.00	0.00	19,258.15
10E500	1250	1310	00	500000 Title I Tutor Aide Sal	263.00	0.00	262.50	0.00	0.00	0.50

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	1250	1---	--		377,639.00	32,985.16	101,165.07	0.00	0.00	276,473.93
10E100	1250	2110	00	100000 Title I Teacher TRS	65,000.00	6,437.82	11,696.26	0.00	0.00	53,303.74
10E500	1250	2110	00	500000 Title I TRS	944.00	0.00	943.88	0.00	0.00	0.12
10E100	1250	2130	00	100000	0.00	0.00	0.00	0.00	0.00	0.00
10E100	1250	2200	00	100000 Title I Insurance Ben	41,705.00	3,882.00	7,764.00	0.00	0.00	33,941.00
10E500	1250	2200	00	500000 Title I Ins Ben Prior	2,987.00	0.00	2,986.80	0.00	0.00	0.20
10E---	1250	2---	--		110,636.00	10,319.82	23,390.94	0.00	0.00	87,245.06
10E100	1250	3190	00	100000 Title I Pur Serv	53,376.00	18,063.84	58,162.02	0.00	0.00	-4,786.02
10E500	1250	3190	00	500000 Title I Pur Serv	375.00	0.00	375.00	0.00	0.00	0.00
10E---	1250	3---	--		53,751.00	18,063.84	58,537.02	0.00	0.00	-4,786.02
10E100	1250	4100	00	100000 Title I Supplies	13,134.00	4,999.52	5,132.52	1,548.00	0.00	6,453.48
10E500	1250	4100	00	500000 Title I Supp	1,363.00	0.00	1,362.03	0.00	17,099.54	-17,098.57
10E---	1250	4---	--		14,497.00	4,999.52	6,494.55	1,548.00	17,099.54	-10,645.09
10E360	1275	1100	00	360000 Jump Start Teach Sal	15,073.00	1,507.30	3,014.60	0.00	0.00	12,058.40
10E360	1275	1110	00	360000 Jump Start Aide Sal	6,090.00	648.00	1,866.00	0.00	0.00	4,224.00
10E360	1275	1200	00	360000	0.00	23.75	23.75	0.00	0.00	-23.75
10E360	1275	1210	00	360000	0.00	17.50	17.50	0.00	0.00	-17.50
10E---	1275	1---	--		21,163.00	2,196.55	4,921.85	0.00	0.00	16,241.15
10E360	1275	2110	00	360000 Jump Start Teach TRS	2,071.00	230.42	460.52	0.00	0.00	1,610.48
10E360	1275	2200	00	360000 Jump Start Ins Ben	4,630.00	233.00	466.00	0.00	0.00	4,164.00
10E---	1275	2---	--		6,701.00	463.42	926.52	0.00	0.00	5,774.48
10E360	1275	3190	00	360000 Jump Start Pur Serv	1,000.00	166.24	166.24	0.00	0.00	833.76
10E---	1275	3---	--		1,000.00	166.24	166.24	0.00	0.00	833.76
10E360	1275	4100	00	360000 Jump Start Supplies	5,000.00	401.64	401.64	0.00	250.00	4,348.36
10E---	1275	4---	--		5,000.00	401.64	401.64	0.00	250.00	4,348.36
10E---	12--	----	--		2,215,282.00	204,021.71	673,805.64	2,758.00	22,040.71	1,516,677.65
10E050	1400	1100	00	000000 ERHS Voc Teach Sal	440,000.00	42,286.32	114,930.87	0.00	0.00	325,069.13
10E390	1400	1100	00	390000 Vocational Tutor Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E490	1400	1100	00	490000 AG Incent Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	1110	00	000000 BT Salaries	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	1200	00	000000 ERHS Voc Sub Teach Sal	4,675.00	197.50	940.00	0.00	0.00	3,735.00
10E---	1400	1---	--		444,675.00	42,483.82	115,870.87	0.00	0.00	328,804.13
10E050	1400	2110	00	000000 ERHS Voc TRS	55,917.00	6,493.83	12,687.42	0.00	0.00	43,229.58
10E490	1400	2110	00	490000 AG Incent TRS	0.00	0.00	0.00	0.00	0.00	0.00
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	44,412.00	3,210.50	12,104.00	0.00	0.00	32,308.00
10E390	1400	2200	00	390000 Vocational Tutor Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1400	2---	--		100,329.00	9,704.33	24,791.42	0.00	0.00	75,537.58
10E050	1400	3140	00	000000 ERHS Voc OCC Mech Class	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3190	00	000000 ERHS Voc Pur Serv	0.00	0.00	9,500.00	0.00	9,500.00	-19,000.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E050	1400	3190	01 000000	ERHS Ag Entry Fees	580.00	50.00	235.00	0.00	477.00	-132.00
10E050	1400	3190	07 000000	ERHS Health Pur Serv	500.00	0.00	165.00	0.00	0.00	335.00
10E050	1400	3190	10 000000	ERHS Inc Occ Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3190	14 000000	SERVICES	2,150.00	0.00	0.00	0.00	0.00	2,150.00
10E390	1400	3190	00 390000	Perkins Pur Serv	5,000.00	5,000.00	5,000.00	0.00	0.00	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	300.00	0.00	0.00	0.00	0.00	300.00
10E050	1400	3230	09 000000	ERHS FACS Rep/Main	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3230	10 000000	ERHS Ind Occ Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3230	61 000000	ERHS Comp Lab Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3320	00 000000	Voc Ed Tvl-General	1,100.00	0.00	751.59	0.00	448.21	-99.80
10E050	1400	3320	01 000000	ERHS Ag Travel	500.00	6.64	-40.15	38.58	0.00	501.57
10E050	1400	3320	07 000000	ERHS Health Occ Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3320	10 000000	HS VOC ED INC OCC TRAV	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	3320	14 000000	ERHS Business Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E390	1400	3320	00 390000	Perkins Travel	2,896.00	0.00	0.00	0.00	0.00	2,896.00
10E540	1400	3320	00 540000	Tech Prep Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1400	3---	-- -----		13,026.00	5,056.64	15,611.44	38.58	10,425.21	-13,049.23
10E050	1400	4100	00 000000	ERHS Vocational Supp	24,000.00	16,740.00	16,740.00	6,128.47	960.00	171.53
10E050	1400	4100	01 000000	ERHS Ag Supplies	11,120.00	2,798.05	3,546.77	0.00	8,346.23	-773.00
10E050	1400	4100	07 000000	ERHS Health Occ Supplies	500.00	0.00	527.00	0.00	0.00	-27.00
10E050	1400	4100	09 000000	ERHS Home Ec Supp	6,281.00	169.86	1,182.52	0.00	5,115.75	-17.27
10E050	1400	4100	10 000000	ERHS Ind Occ Supplies	6,950.00	1,029.00	1,311.39	0.00	2,777.27	2,861.34
10E050	1400	4100	14 000000	ERHS Business Supplies	4,600.00	936.00	2,125.10	0.00	2,583.00	-108.10
10E050	1400	4100	61 000000	ERHS Computer Lab Supp	500.00	0.00	0.00	0.00	0.00	500.00
10E390	1400	4100	00 390000	Perkins Grant Supp	15,000.00	13,230.00	13,230.00	0.00	1,770.00	0.00
10E490	1400	4100	00 490000	ERHS AG Grant Supplies	3,042.00	0.00	0.00	0.00	0.00	3,042.00
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	229.91	5,718.37	0.00	37.06	-4,755.43
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	0.00	500.00
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	50.00	0.00	0.00	0.00	0.00	50.00
10E050	1400	4700	00 000000	ERHS Voc Software	12,500.00	0.00	0.00	0.00	2,500.00	10,000.00
10E050	1400	4700	09 000000	Voc Ed-FACS Dept Software	199.00	0.00	199.00	0.00	0.00	0.00
10E---	1400	4---	-- -----		88,242.00	35,132.82	44,580.15	6,128.47	24,089.31	13,444.07

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E050	1400	5500	00 000000	ERHS VOC Equipment	0.00	0.00	0.00	-6,128.47	6,128.47	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	1,000.00	0.00	0.00	0.00	0.00	1,000.00
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	33 000000	VOC AG WELDING EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	61 000000	ERHS VOC Computer Equipment	37,500.00	28,980.00	28,980.00	0.00	0.00	8,520.00
10E380	1400	5500	00 380000	Voc Ed Tech Prep Equip	0.00	0.00	0.00	0.00	699.00	-699.00
10E390	1400	5500	00 390000	Perkins 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---	-- -----		38,500.00	28,980.00	28,980.00	-6,128.47	6,827.47	8,821.00
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	135,000.00	10,231.34	41,636.36	0.00	0.00	93,363.64
10E---	1459	1---	-- -----		135,000.00	10,231.34	41,636.36	0.00	0.00	93,363.64
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	24.00	2.00	8.00	0.00	0.00	16.00
10E---	1459	2---	-- -----		24.00	2.00	8.00	0.00	0.00	16.00
10E---	14--	----	-- -----		819,796.00	131,590.95	271,478.24	38.58	41,341.99	506,937.19
10E050	1500	1100	00 000000	ERHS A D Sal	5,368.00	447.36	1,723.20	0.00	0.00	3,644.80
10E---	1500	1---	-- -----		5,368.00	447.36	1,723.20	0.00	0.00	3,644.80
10E050	1500	2110	00 000000	ERHS A D TRS	613.00	68.30	136.60	0.00	0.00	476.40
10E---	1500	2---	-- -----		613.00	68.30	136.60	0.00	0.00	476.40
10E050	1500	3100	00 000000	Athletic Train/RMH	0.00	5,000.00	5,000.00	0.00	15,000.00	-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	500.00	0.00	0.00	0.00	0.00	500.00
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	300.00	700.00
10E050	1500	3910	00 000000	ERHS A D Playoffs	6,000.00	210.00	296.00	50.00	0.00	5,654.00
10E---	1500	3---	-- -----		7,900.00	5,210.00	5,296.00	50.00	15,300.00	-12,746.00
10E050	1500	4100	00 000000	ERHS A D Supplies	1,000.00	0.00	881.44	0.00	194.01	-75.45
10E050	1500	4110	00 000000	ERHS A D Awards	800.00	800.00	800.00	0.00	0.00	0.00
10E050	1500	4120	00 000000	ERHS Sport uniforms	6,000.00	647.35	3,643.35	0.00	0.00	2,356.65
10E050	1500	4700	00 000000	ERHS AD Software	350.00	0.00	350.00	0.00	0.00	0.00
10E---	1500	4---	-- -----		8,150.00	1,447.35	5,674.79	0.00	194.01	2,281.20
10E050	1500	6400	00 000000	ERHS A D Dues/Fees	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	1500	6---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1505	1100	00	000000 HS FBLA Sponsor Sal	2,013.00	139.80	1,226.44	0.00	0.00	786.56
10E---	1505	1---	--	-----	2,013.00	139.80	1,226.44	0.00	0.00	786.56
10E050	1505	2110	00	000000 HS FBLA Spon TRS	230.00	21.34	70.84	0.00	0.00	159.16
10E---	1505	2---	--	-----	230.00	21.34	70.84	0.00	0.00	159.16
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	4,865.00	0.00	0.00	0.00	0.00	4,865.00
10E---	1510	1---	--	-----	4,865.00	0.00	0.00	0.00	0.00	4,865.00
10E050	1510	2110	00	000000 ERHS Cheerldr Spons TRS	345.00	0.00	0.00	0.00	0.00	345.00
10E050	1510	2200	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1510	2---	--	-----	345.00	0.00	0.00	0.00	0.00	345.00
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	4,026.00	0.00	0.00	0.00	0.00	4,026.00
10E---	1511	1---	--	-----	4,026.00	0.00	0.00	0.00	0.00	4,026.00
10E050	1511	2110	00	000000 ERHS Golf Coach TRS	460.00	0.00	0.00	0.00	0.00	460.00
10E---	1511	2---	--	-----	460.00	0.00	0.00	0.00	0.00	460.00
10E050	1511	3190	00	000000 ERHS Golf Part Exp	300.00	0.00	220.00	0.00	0.00	80.00
10E050	1511	3320	00	000000 ERHS Golf Trav	150.00	0.00	0.00	0.00	0.00	150.00
10E---	1511	3---	--	-----	450.00	0.00	220.00	0.00	0.00	230.00
10E050	1511	4100	00	000000 ERHS Golf Supplies	300.00	0.00	300.00	0.00	0.00	0.00
10E---	1511	4---	--	-----	300.00	0.00	300.00	0.00	0.00	0.00
10E050	1512	1100	00	000000 ERHS X Cntry Sal	7,109.00	0.00	0.00	0.00	0.00	7,109.00
10E050	1512	1120	00	000000 ERHS X C Workers	50.00	41.25	41.25	0.00	0.00	8.75
10E---	1512	1---	--	-----	7,159.00	41.25	41.25	0.00	0.00	7,117.75
10E050	1512	2110	00	000000 ERHS X Cntry TRS	306.00	0.00	0.00	0.00	0.00	306.00
10E---	1512	2---	--	-----	306.00	0.00	0.00	0.00	0.00	306.00
10E050	1512	3190	00	000000 ERHS X C Part Exp	700.00	0.00	445.00	0.00	0.00	255.00
10E050	1512	3320	00	000000 Cross Country Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1512	3---	--	-----	700.00	0.00	445.00	0.00	0.00	255.00
10E050	1512	4100	00	000000 ERHS X C Supplies	300.00	0.00	71.59	0.00	300.00	-71.59
10E---	1512	4---	--	-----	300.00	0.00	71.59	0.00	300.00	-71.59
10E050	1513	1100	00	000000 ERHS Dance Team Coach	1,844.00	0.00	0.00	0.00	0.00	1,844.00
10E---	1513	1---	--	-----	1,844.00	0.00	0.00	0.00	0.00	1,844.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E050	1513	2110	00 000000	ERHS Dance TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1513	2200	00 000000		0.00	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	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	3,318.00	3,318.30	3,318.30	0.00	0.00	-0.30
10E---	1520	1---	--	-----	3,318.00	3,318.30	3,318.30	0.00	0.00	-0.30
10E050	1520	2110	00 000000	ERHS Girls Tennis TRS	0.00	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	150.00	0.00	160.00	0.00	0.00	-10.00
10E050	1520	3320	00 000000	ERHS Girls Tennis Tvl	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1520	3---	--	-----	150.00	0.00	160.00	0.00	0.00	-10.00
10E050	1520	4100	00 000000	ERHS Grls Tns Supplies	250.00	0.00	250.00	0.00	0.00	0.00
10E---	1520	4---	--	-----	250.00	0.00	250.00	0.00	0.00	0.00
10E050	1521	1100	00 000000	ERHS Vlybl Coach Salary	6,040.00	0.00	0.00	0.00	0.00	6,040.00
10E050	1521	1120	00 000000	ERHS Vlybl Game Wrks Sal	800.00	0.00	48.75	0.00	0.00	751.25
10E---	1521	1---	--	-----	6,840.00	0.00	48.75	0.00	0.00	6,791.25
10E050	1521	2110	00 000000	ERHS Vlybl Coach TRS	800.00	0.00	0.00	0.00	0.00	800.00
10E---	1521	2---	--	-----	800.00	0.00	0.00	0.00	0.00	800.00
10E050	1521	3100	00 000000	ERHS Vlybl Officials	900.00	330.00	660.00	0.00	0.00	240.00
10E050	1521	3190	00 000000	ERHS Vlybl Part Exp	750.00	0.00	400.00	0.00	0.00	350.00
10E050	1521	3320	00 000000	ERHS Vlybl Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1521	3---	--	-----	1,650.00	330.00	1,060.00	0.00	0.00	590.00
10E050	1521	4100	00 000000	ERHS Vlybl Supplies	800.00	0.00	800.00	0.00	0.00	0.00
10E---	1521	4---	--	-----	800.00	0.00	800.00	0.00	0.00	0.00
10E050	1521	5400	00 000000	ERHS Vlybl Equipment	0.00	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	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	14,260.00	0.00	0.00	0.00	0.00	14,260.00
10E050	1522	1120	00 000000	ERHS Grls Bsktbl Wkr Sal	900.00	0.00	0.00	0.00	0.00	900.00
10E---	1522	1---	--	-----	15,160.00	0.00	0.00	0.00	0.00	15,160.00
10E050	1522	2110	00 000000	ERHS Grls Bsktbl Cch TRS	1,775.00	0.00	0.00	0.00	0.00	1,775.00
10E---	1522	2---	--	-----	1,775.00	0.00	0.00	0.00	0.00	1,775.00
10E050	1522	3100	00 000000	ERHS Grls Bsktbl Offical	2,300.00	0.00	0.00	0.00	0.00	2,300.00
10E050	1522	3190	00 000000	ERHS Grls Bsktbl Part Exp	600.00	0.00	0.00	0.00	0.00	600.00
10E050	1522	3320	00 000000	ERHS Grls Bsktbl Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1522	3---	--	-----	2,900.00	0.00	0.00	0.00	0.00	2,900.00
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	3,000.00	0.00	0.00	0.00	0.00	3,000.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E050	1523	1120	00 000000	ERHS Girls Track Workers	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1523	1---	--		3,100.00	0.00	0.00	0.00	0.00	3,100.00
10E050	1523	2110	00 000000	ERHS Girls Track TRS	400.00	0.00	0.00	0.00	0.00	400.00
10E---	1523	2---	--		400.00	0.00	0.00	0.00	0.00	400.00
10E050	1523	3100	00 000000	ERHS Grls Trck Official	200.00	0.00	0.00	0.00	0.00	200.00
10E050	1523	3190	00 000000	ERHS Grls Trck Part Exp	900.00	0.00	0.00	0.00	0.00	900.00
10E050	1523	3320	00 000000	ERHS Grls Trck Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1523	3---	--		1,100.00	0.00	0.00	0.00	0.00	1,100.00
10E050	1523	4100	00 000000	ERHS Grls Trck Supplies	750.00	0.00	56.00	0.00	0.00	694.00
10E---	1523	4---	--		750.00	0.00	56.00	0.00	0.00	694.00
10E050	1524	1100	00 000000	ERHS Grls Sftbl Cch Sal	8,724.00	0.00	0.00	0.00	0.00	8,724.00
10E---	1524	1---	--		8,724.00	0.00	0.00	0.00	0.00	8,724.00
10E050	1524	2110	00 000000	ERHS Grls Sftbl Cch TRS	995.00	0.00	0.00	0.00	0.00	995.00
10E---	1524	2---	--		995.00	0.00	0.00	0.00	0.00	995.00
10E050	1524	3100	00 000000	ERHS Grls Sftbl Official	3,000.00	0.00	0.00	0.00	0.00	3,000.00
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---	--		3,180.00	0.00	0.00	0.00	0.00	3,180.00
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	4,694.00	0.00	0.00	0.00	0.00	4,694.00
10E050	1525	1120	00 000000	ERHS GIRLS SOCCER TICK	0.00	311.25	311.25	0.00	0.00	-311.25
10E---	1525	1---	--		4,694.00	311.25	311.25	0.00	0.00	4,382.75
10E050	1525	2110	00 000000	ERHS Girls Soccer TRS	115.00	0.00	0.00	0.00	0.00	115.00
10E---	1525	2---	--		115.00	0.00	0.00	0.00	0.00	115.00
10E050	1525	3100	00 000000	ERHS Girls Soccer Officl	800.00	0.00	0.00	0.00	0.00	800.00
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---	--		1,400.00	0.00	0.00	0.00	0.00	1,400.00
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	3,687.00	0.00	0.00	0.00	0.00	3,687.00
10E---	1530	1---	--		3,687.00	0.00	0.00	0.00	0.00	3,687.00
10E050	1530	2110	00 000000	ERHS Boys Tns Cch TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1530	2---	--		0.00	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	0.00	180.00
10E050	1530	3320	00 000000	ERHS Boys Tn Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1530	3---	--		180.00	0.00	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	0.00	250.00
10E---	1530	4---	--		250.00	0.00	0.00	0.00	0.00	250.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E050	1531	1100	00 000000	ERHS Ftbl Coach Sal	21,234.00	0.00	0.00	0.00	0.00	21,234.00
10E050	1531	1120	00 000000	ERHS Ftbl Game Wrks	2,500.00	416.25	521.25	0.00	0.00	1,978.75
10E---	1531	1---	-- -----		23,734.00	416.25	521.25	0.00	0.00	23,212.75
10E050	1531	2110	00 000000	ERHS Ftbl Coach TRS	1,300.00	3.44	7.74	0.00	0.00	1,292.26
10E---	1531	2---	-- -----		1,300.00	3.44	7.74	0.00	0.00	1,292.26
10E050	1531	3100	00 000000	ERHS Ftbl Officials	2,640.00	0.00	1,920.00	0.00	0.00	720.00
10E050	1531	3190	00 000000	ERHS Ftbl Part Exp	1,310.00	0.00	0.00	0.00	0.00	1,310.00
10E050	1531	3230	00 000000	ERHS Ftbl Recond Equip	2,500.00	0.00	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	0.00
10E050	1531	3800	00 000000	ERHS Ftbl Insurance	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1531	3---	-- -----		6,450.00	0.00	1,920.00	0.00	0.00	4,530.00
10E050	1531	4100	00 000000	ERHS Ftbl Supplies	5,500.00	0.00	5,468.17	0.00	0.00	31.83
10E---	1531	4---	-- -----		5,500.00	0.00	5,468.17	0.00	0.00	31.83
10E050	1532	1100	00 000000	ERHS Boys Bsktb Cch Sal	14,306.00	0.00	0.00	0.00	0.00	14,306.00
10E050	1532	1120	00 000000	ERHS Boys Bsktb Wrk Sal	1,600.00	0.00	0.00	0.00	0.00	1,600.00
10E---	1532	1---	-- -----		15,906.00	0.00	0.00	0.00	0.00	15,906.00
10E050	1532	2110	00 000000	ERHS Boys Bsktb TRS	1,300.00	0.00	0.00	0.00	0.00	1,300.00
10E---	1532	2---	-- -----		1,300.00	0.00	0.00	0.00	0.00	1,300.00
10E050	1532	3100	00 000000	ERHS Boys Bsktb Official	3,560.00	0.00	0.00	0.00	0.00	3,560.00
10E050	1532	3190	00 000000	ERHS Boys Bsktb Part Exp	750.00	0.00	0.00	0.00	0.00	750.00
10E050	1532	3320	00 000000	ERHS Boys Bsktb Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1532	3---	-- -----		4,310.00	0.00	0.00	0.00	0.00	4,310.00
10E050	1532	4100	00 000000	ERHS Boys Bsktb Supplies	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E---	1532	4---	-- -----		1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E050	1533	1100	00 000000	ERHS Boys Tck Coach Sal	6,305.00	0.00	0.00	0.00	0.00	6,305.00
10E050	1533	1110	00 000000	ERHS Boys Track Wrkrs Salary	300.00	0.00	0.00	0.00	0.00	300.00
10E---	1533	1---	-- -----		6,605.00	0.00	0.00	0.00	0.00	6,605.00
10E050	1533	2110	00 000000	ERHS Boys Tck Coach TRS	450.00	0.00	0.00	0.00	0.00	450.00
10E---	1533	2---	-- -----		450.00	0.00	0.00	0.00	0.00	450.00
10E050	1533	3100	00 000000	ERHS Boys Tck Officials	200.00	0.00	0.00	0.00	0.00	200.00
10E050	1533	3190	00 000000	ERHS Boys Trck Part Exp	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E050	1533	3320	00 000000	ERHS Boys Trck Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1533	3---	-- -----		1,200.00	0.00	0.00	0.00	0.00	1,200.00
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	6,810.00	0.00	0.00	0.00	0.00	6,810.00
10E050	1534	1120	00 000000	ERHS Baseball Workers	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1534	1---	-- -----		6,810.00	0.00	0.00	0.00	0.00	6,810.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E050	1534	2110	00 000000	ERHS Boys Basebl TRS	995.00	0.00	0.00	0.00	0.00	995.00
10E---	1534	2---	--		995.00	0.00	0.00	0.00	0.00	995.00
10E050	1534	3100	00 000000	ERHS Boys Bsbl Official	3,000.00	0.00	0.00	0.00	0.00	3,000.00
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---	--		3,000.00	0.00	0.00	0.00	0.00	3,000.00
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	3,319.00	0.00	0.00	0.00	0.00	3,319.00
10E---	1536	1---	--		3,319.00	0.00	0.00	0.00	0.00	3,319.00
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	1,300.00	0.00	900.00	0.00	0.00	400.00
10E050	1536	3190	00 000000	ERHS Soccer Part Exp	500.00	0.00	300.00	0.00	0.00	200.00
10E050	1536	3320	00 000000	ERHS Soccer Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1536	3---	--		1,800.00	0.00	1,200.00	0.00	0.00	600.00
10E050	1536	4100	00 000000	ERHS Soccer Supplies	1,200.00	0.00	401.26	0.00	0.00	798.74
10E---	1536	4---	--		1,200.00	0.00	401.26	0.00	0.00	798.74
10E040	1540	1100	00 000000	ERMS A D Sal	2,014.00	167.76	668.98	0.00	0.00	1,345.02
10E---	1540	1---	--		2,014.00	167.76	668.98	0.00	0.00	1,345.02
10E040	1540	2110	00 000000	ERMS A D TRS	230.00	25.60	51.20	0.00	0.00	178.80
10E040	1540	2200	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1540	2---	--		230.00	25.60	51.20	0.00	0.00	178.80
10E040	1540	3190	00 000000	ERMS AD Pur Serv	250.00	0.00	0.00	0.00	0.00	250.00
10E040	1540	3320	00 000000	ERMS A D Travel	150.00	0.00	0.00	0.00	400.00	-250.00
10E040	1540	3910	00 000000	ERMS A D State Plyoffs	400.00	0.00	0.00	0.00	0.00	400.00
10E---	1540	3---	--		800.00	0.00	0.00	0.00	400.00	400.00
10E040	1540	4100	00 000000	ERMS A D Supplies	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1540	4110	00 000000	ERMS A D Awards	1,100.00	0.00	0.00	0.00	0.00	1,100.00
10E---	1540	4---	--		1,600.00	0.00	0.00	0.00	0.00	1,600.00
10E040	1540	6400	00 000000	ERMS A D Dues/Fees	1,450.00	89.00	966.00	0.00	40.00	444.00
10E---	1540	6---	--		1,450.00	89.00	966.00	0.00	40.00	444.00
10E040	1550	1100	00 000000	ERMS Chrlldr Spons Sal	3,503.00	0.00	0.00	0.00	0.00	3,503.00
10E---	1550	1---	--		3,503.00	0.00	0.00	0.00	0.00	3,503.00
10E040	1550	2110	00 000000	ERMS Chrlldr Spons TRS	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	ERMS Chrlldr Part Exp	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1550	3320	00 000000	ERMS Chrlldr Travel	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	ERMS Chrlldr Supplies	2,100.00	0.00	2,000.00	0.00	0.00	100.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds	
10E---	1550	4---	--	-----	2,100.00	0.00	2,000.00	0.00	0.00	100.00	
10E040	1550	6400	00	000000	ERMS Chrlldr Dues/Fees	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	ERMS X-Cntry Coach Sal	3,687.00	315.00	315.00	0.00	3,372.00	
10E---	1551	1---	--	-----	3,687.00	315.00	315.00	0.00	0.00	3,372.00	
10E040	1551	2110	00	000000	ERMS X-Cntry Coach TRS	0.00	18.89	18.89	0.00	-18.89	
10E---	1551	2---	--	-----	0.00	18.89	18.89	0.00	0.00	-18.89	
10E040	1551	3190	00	000000	ERMS X-Cntry Part Exp	0.00	0.00	0.00	0.00	0.00	
10E040	1551	3320	00	000000	ERMS X-Cntry Travel	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	ERMS X-Cntry Supplies	200.00	75.19	109.86	0.00	23.33	66.81
10E---	1551	4---	--	-----	200.00	75.19	109.86	0.00	23.33	66.81	
10E040	1551	6400	00	000000	ERMS X-Cntry Dues/Fees	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	ERMS Grls Bsktbl Cch Sal	7,743.00	0.00	0.00	0.00	7,743.00	
10E040	1560	1120	00	000000	ERMS Grls Bsktb Wrks Sal	1,000.00	0.00	0.00	0.00	1,000.00	
10E---	1560	1---	--	-----	8,743.00	0.00	0.00	0.00	0.00	8,743.00	
10E040	1560	2110	00	000000	ERMS Grls Bsktb Cch TRS	50.00	0.00	0.00	0.00	50.00	
10E040	1560	2130	00	000000		0.00	0.00	0.00	0.00	0.00	
10E---	1560	2---	--	-----	50.00	0.00	0.00	0.00	0.00	50.00	
10E040	1560	3100	00	000000	ERMS Grls Bsktb Official	1,400.00	0.00	0.00	0.00	1,400.00	
10E040	1560	3190	00	000000	ERMS Grls Bsktb Part Exp	0.00	0.00	0.00	0.00	0.00	
10E040	1560	3320	00	000000	ERMS Grls Bsktb Travel	0.00	0.00	0.00	0.00	0.00	
10E---	1560	3---	--	-----	1,400.00	0.00	0.00	0.00	0.00	1,400.00	
10E040	1560	4100	00	000000	ERMS Grls Bsktb Supplies	425.00	0.00	209.50	0.00	0.00	215.50
10E---	1560	4---	--	-----	425.00	0.00	209.50	0.00	0.00	215.50	
10E040	1560	5400	00	000000	ERMS Grls Bsktb Equip	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	ERMS Grls Bsktb Due/Fees	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	ERMS Volleybl Coach Sal	4,795.00	0.00	0.00	0.00	4,795.00	
10E040	1561	1120	00	000000	ERMS Volleybl Gm Wrk Sal	200.00	0.00	0.00	0.00	200.00	
10E---	1561	1---	--	-----	4,995.00	0.00	0.00	0.00	0.00	4,995.00	
10E040	1561	2110	00	000000	ERMS Volleybl Coach TRS	250.00	0.00	0.00	0.00	250.00	
10E040	1561	2130	00	000000		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	900.00	0.00	0.00	0.00	900.00	
10E040	1561	3190	00	000000	ERMS Volleybl Part Exp	800.00	0.00	0.00	0.00	800.00	
10E040	1561	3320	00	000000	ERMS Volleybl Travel	0.00	0.00	0.00	0.00	0.00	
10E---	1561	3---	--	-----	1,700.00	0.00	0.00	0.00	0.00	1,700.00	

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E040	1561	4100	00 000000	ERMS Volleybl Supplies	325.00	0.00	10.00	0.00	0.00	315.00
10E---	1561	4---	--		325.00	0.00	10.00	0.00	0.00	315.00
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	2,348.00	0.00	0.00	0.00	0.00	2,348.00
10E---	1562	1---	--		2,348.00	0.00	0.00	0.00	0.00	2,348.00
10E040	1562	2110	00 000000	ERMS Grls Trk Cch TRS	268.00	0.00	0.00	0.00	0.00	268.00
10E---	1562	2---	--		268.00	0.00	0.00	0.00	0.00	268.00
10E040	1562	3100	00 000000	ERMS Grls Trk Officials	300.00	0.00	0.00	0.00	0.00	300.00
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---	--		300.00	0.00	0.00	0.00	0.00	300.00
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	8,820.00	0.00	0.00	0.00	0.00	8,820.00
10E040	1570	1120	00 000000	ERMS Boys Bsktb Wrk Sal	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E040	1570	1210	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1570	1---	--		10,320.00	0.00	0.00	0.00	0.00	10,320.00
10E040	1570	2110	00 000000	ERMS Boys Bsktb Cch TRS	500.00	0.00	0.00	0.00	0.00	500.00
10E040	1570	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1570	2---	--		500.00	0.00	0.00	0.00	0.00	500.00
10E040	1570	3100	00 000000	ERMS Boys Bsktb Official	2,000.00	0.00	0.00	0.00	0.00	2,000.00
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---	--		2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E040	1570	4100	00 000000	ERMS Boys Bsktb Supplies	1,500.00	223.40	709.31	0.00	14.00	776.69
10E---	1570	4---	--		1,500.00	223.40	709.31	0.00	14.00	776.69
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	6,069.00	0.00	0.00	0.00	0.00	6,069.00
10E---	1571	1---	--		6,069.00	0.00	0.00	0.00	0.00	6,069.00
10E040	1571	2110	00 000000	ERMS Boys Trk Coach TRS	230.00	0.00	0.00	0.00	0.00	230.00
10E---	1571	2---	--		230.00	0.00	0.00	0.00	0.00	230.00
10E040	1571	3100	00 000000	ERMS Boys Trk Officials	2,650.00	0.00	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	0.00
10E040	1571	3320	00 000000	ERMS Boys Trk Travel	0.00	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	0.00	0.00	0.00	0.00	1,500.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	1571	4---	--	-----	1,500.00	0.00	0.00	0.00	0.00	1,500.00
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	5,166.00	0.00	0.00	0.00	5,166.00
10E050	1572	1120	00	000000	HS Wrestling Workers Sal	125.00	0.00	0.00	0.00	125.00
10E---	1572	1---	--	-----	5,291.00	0.00	0.00	0.00	0.00	5,291.00
10E050	1572	2110	00	000000	ERHS Wrestling TRS	450.00	0.00	0.00	0.00	450.00
10E---	1572	2---	--	-----	450.00	0.00	0.00	0.00	0.00	450.00
10E050	1572	3100	00	000000	HS Wrestling Officials	1,150.00	0.00	0.00	0.00	1,150.00
10E050	1572	3190	00	000000	ERHS Wrestling Entry Fees	900.00	0.00	0.00	0.00	900.00
10E050	1572	3320	00	000000	ERHS Wrestling Travel	0.00	0.00	0.00	0.00	0.00
10E---	1572	3---	--	-----	2,050.00	0.00	0.00	0.00	0.00	2,050.00
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	600.00	0.00
10E---	1572	4---	--	-----	600.00	0.00	0.00	0.00	600.00	0.00
10E040	1575	1100	00	000000	ERMS Yearbook Spons Sal	2,685.00	223.68	889.24	0.00	1,795.76
10E---	1575	1---	--	-----	2,685.00	223.68	889.24	0.00	0.00	1,795.76
10E040	1575	2110	00	000000	ERMS Yearbook Spons TRS	307.00	34.16	68.32	0.00	238.68
10E---	1575	2---	--	-----	307.00	34.16	68.32	0.00	0.00	238.68
10E040	1576	1100	00	000000	ERMS Student Council Sp	2,349.00	195.72	778.08	0.00	1,570.92
10E---	1576	1---	--	-----	2,349.00	195.72	778.08	0.00	0.00	1,570.92
10E040	1576	2110	00	000000	ERMS Student Council TRS	268.00	29.86	59.72	0.00	208.28
10E---	1576	2---	--	-----	268.00	29.86	59.72	0.00	0.00	208.28
10E050	1580	1100	00	000000	ERHS Schlstc Bwl Cch Sal	3,793.00	0.00	0.00	0.00	3,793.00
10E---	1580	1---	--	-----	3,793.00	0.00	0.00	0.00	0.00	3,793.00
10E050	1580	2110	00	000000	ERHS Schlstc Bwl TRS	433.00	0.00	0.00	0.00	433.00
10E---	1580	2---	--	-----	433.00	0.00	0.00	0.00	0.00	433.00
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	496.00	0.00	-96.00
10E---	1580	4---	--	-----	400.00	0.00	496.00	0.00	0.00	-96.00
10E050	1582	1100	00	000000	ERHS Drama Spons Salary	9,730.00	97.86	195.72	0.00	9,534.28
10E---	1582	1---	--	-----	9,730.00	97.86	195.72	0.00	0.00	9,534.28
10E050	1582	2110	00	000000	ERHS Drama Spons TRS	1,110.00	14.94	29.88	0.00	1,080.12
10E050	1582	2130	00	000000		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
10E---	1582	2---	--	-----	1,110.00	14.94	29.88	0.00	0.00	1,080.12
10E050	1582	3190	00	000000	ERHS Drama Pur Serv	800.00	0.00	0.00	0.00	800.00
10E---	1582	3---	--	-----	800.00	0.00	0.00	0.00	0.00	800.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E050	1583	1100	00 000000	ERHS Mrch Bnd Dir Sal	6,711.00	559.20	2,226.35	0.00	0.00	4,484.65
10E050	1583	1110	00 000000	ERHS Band Camp Sal	1,200.00	0.00	-600.00	0.00	0.00	1,800.00
10E---	1583	1---	--		7,911.00	559.20	1,626.35	0.00	0.00	6,284.65
10E050	1583	2110	00 000000	ERHS Mrch Bnd Dir TRS	1,150.00	85.38	308.31	0.00	0.00	841.69
10E---	1583	2---	--		1,150.00	85.38	308.31	0.00	0.00	841.69
10E050	1583	3190	00 000000	ERHS Mrch Bnd Part Exp	0.00	0.00	700.00	0.00	1,728.20	-2,428.20
10E---	1583	3---	--		0.00	0.00	700.00	0.00	1,728.20	-2,428.20
10E010	1583	4100	00 000000	Band Uniforms	6,000.00	0.00	0.00	0.00	2,000.00	4,000.00
10E---	1583	4---	--		6,000.00	0.00	0.00	0.00	2,000.00	4,000.00
10E050	1583	5500	00 000000	HS Band Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1583	5---	--		0.00	0.00	0.00	0.00	0.00	0.00
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	3,859.00	195.72	1,310.32	0.00	0.00	2,548.68
10E---	1585	1---	--		3,859.00	195.72	1,310.32	0.00	0.00	2,548.68
10E050	1585	2110	00 000000	ERHS Jr Cls Spons TRS	441.00	29.88	59.76	0.00	0.00	381.24
10E---	1585	2---	--		441.00	29.88	59.76	0.00	0.00	381.24
10E050	1586	1100	00 000000	ERHS Yrbk Spons Sal	2,014.00	167.76	666.92	0.00	0.00	1,347.08
10E---	1586	1---	--		2,014.00	167.76	666.92	0.00	0.00	1,347.08
10E050	1586	2110	00 000000	ERHS Yrbk Spons TRS	230.00	25.60	51.20	0.00	0.00	178.80
10E---	1586	2---	--		230.00	25.60	51.20	0.00	0.00	178.80
10E050	1586	4100	00 000000	HS Yearbook Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1586	4---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E050	1588	1100	00 000000	ERHS X-Curr Sprvsn Sal	200.00	27.00	27.00	0.00	0.00	173.00
10E---	1588	1---	--		200.00	27.00	27.00	0.00	0.00	173.00
10E050	1588	2110	00 000000	ERHS X-Curr Sprvsn TRS	25.00	3.09	3.09	0.00	0.00	21.91
10E---	1588	2---	--		25.00	3.09	3.09	0.00	0.00	21.91
10E050	1589	1100	00 000000	ERHS Stdnt Cncl Sal	3,356.00	279.60	1,069.92	0.00	0.00	2,286.08
10E---	1589	1---	--		3,356.00	279.60	1,069.92	0.00	0.00	2,286.08
10E050	1589	2110	00 000000	ERHS Stdnt Cncl TRS	383.00	42.68	85.36	0.00	0.00	297.64
10E---	1589	2---	--		383.00	42.68	85.36	0.00	0.00	297.64
10E050	1590	1110	00 000000	ERHS Rifle/Drill Sal	4,240.00	353.34	1,380.00	0.00	0.00	2,860.00
10E---	1590	1---	--		4,240.00	353.34	1,380.00	0.00	0.00	2,860.00
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	2,685.00	223.68	834.00	0.00	0.00	1,851.00
10E---	1591	1---	--		2,685.00	223.68	834.00	0.00	0.00	1,851.00
10E040	1591	2110	00 000000	ERMS Band Directors TRS	306.00	34.16	68.32	0.00	0.00	237.68

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	1591	2---	--		306.00	34.16	68.32	0.00	0.00	237.68
10E040	1591	3190	00 000000	ERMS Band Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1591	3230	00 000000	ERMS Band Rep/Main	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E---	1591	3---	--		1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E040	1591	4100	00 000000	ERMS Music Supp/Parts	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1591	4---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1591	6400	00 000000	ERMS Band Dues/Fees	400.00	0.00	80.00	0.00	0.00	320.00
10E---	1591	6---	--		400.00	0.00	80.00	0.00	0.00	320.00
10E040	1593	1100	00 000000	ERMS Talent Shw Spon Sal	5,704.00	5,703.70	5,703.70	0.00	0.00	0.30
10E---	1593	1---	--		5,704.00	5,703.70	5,703.70	0.00	0.00	0.30
10E040	1593	2110	00 000000	ERMS Talent Shw Spon TRS	651.00	653.11	653.11	0.00	0.00	-2.11
10E---	1593	2---	--		651.00	653.11	653.11	0.00	0.00	-2.11
10E040	1593	4100	00 000000	ERMS Talent Shw Supp	200.00	150.00	150.00	0.00	12.71	37.29
10E---	1593	4---	--		200.00	150.00	150.00	0.00	12.71	37.29
10E040	1594	4100	00 000000	ERMS Drama Supplies	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	ERMS Dance/Grad Sup Sal	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1598	1---	--		100.00	0.00	0.00	0.00	0.00	100.00
10E040	1598	2110	00 000000	ERMS Dance/Grad TRS	10.00	0.00	0.00	0.00	0.00	10.00
10E---	1598	2---	--		10.00	0.00	0.00	0.00	0.00	10.00
10E040	1599	3320	00 000000	MS TEAM QUEST TRAV	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1599	3---	--		0.00	0.00	0.00	0.00	0.00	0.00
10E---	15--	----	--		332,254.00	21,799.60	53,081.49	50.00	20,612.25	258,510.26
10E050	1700	1100	00 000000	Driver's Ed Teach Salary	36,300.00	944.62	17,580.88	0.00	0.00	18,719.12
10E050	1700	1200	00 000000	Drs Ed Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1700	1---	--		36,300.00	944.62	17,580.88	0.00	0.00	18,719.12
10E050	1700	2110	00 000000	Driver's Ed TRS	3,850.00	144.20	543.47	0.00	0.00	3,306.53
10E050	1700	2200	00 000000	Driver's Ed Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1700	2---	--		3,850.00	144.20	543.47	0.00	0.00	3,306.53
10E050	1700	3190	00 000000	Driver's Ed Pur Serv	230.00	0.00	183.36	0.00	226.64	-180.00
10E050	1700	3230	00 000000	Driver's Ed Rep/Maint	1,775.00	0.00	159.50	0.00	1,615.50	0.00
10E050	1700	3320	00 000000	Driver;s Ed Travel	25.00	0.00	58.35	0.00	25.00	-58.35
10E050	1700	3600	00 000000	Driver's Ed Printing	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1700	3---	--		2,030.00	0.00	401.21	0.00	1,867.14	-238.35
10E050	1700	4100	00 000000	Driver's Ed Supplies	470.00	0.00	97.32	0.00	372.68	0.00
10E050	1700	4210	00 000000	Drvr's Ed Replcmnt Texbks	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1700	4640	00 000000	Driver's Ed Fuel	2,500.00	0.00	0.00	0.00	0.00	2,500.00
10E---	1700	4---	--		2,970.00	0.00	97.32	0.00	372.68	2,500.00
10E---	17--	----	--		45,150.00	1,088.82	18,622.88	0.00	2,239.82	24,287.30
10E010	1800	1100	00 000000	Bilingual Prog Sal	250.00	0.00	0.00	0.00	0.00	250.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	1800	1---	--		250.00	0.00	0.00	0.00	0.00	250.00
10E010	1800	2110	00	000000 Bilingual Program TRS	50.00	0.00	0.00	0.00	0.00	50.00
10E---	1800	2---	--		50.00	0.00	0.00	0.00	0.00	50.00
10E010	1800	4100	00	000000 Bilingual Supplies	500.00	0.00	0.00	0.00	0.00	500.00
10E---	1800	4---	--		500.00	0.00	0.00	0.00	0.00	500.00
10E---	18--	----	--		800.00	0.00	0.00	0.00	0.00	800.00
10E550	1900	1110	00	550000 TAOEP TA/Aide Salary	5,929.00	0.00	5,928.52	0.00	0.00	0.48
10E750	1900	1110	00	750000 TAOEP TA/Aide Salary	16,789.00	1,678.82	3,357.64	0.00	0.00	13,431.36
10E550	1900	1200	00	550000	0.00	0.00	0.00	0.00	0.00	0.00
10E550	1900	1210	00	550000 TAOEP Sub TA/Aide Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E750	1900	1210	00	750000 TAOEP Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1900	1---	--		22,718.00	1,678.82	9,286.16	0.00	0.00	13,431.84
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	2,297.00	0.00	2,297.00	0.00	0.00	0.00
10E750	1900	2200	00	750000 TAOEP Ins Ben	12.00	1.00	2.00	0.00	0.00	10.00
10E---	1900	2---	--		2,309.00	1.00	2,299.00	0.00	0.00	10.00
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 REVERSIDE MEDICAL CENTER	500.00	0.00	0.00	0.00	0.00	500.00
10E010	1911	6710	00	000000 Reg Ed Pavilion Tuition	350.00	0.00	0.00	0.00	0.00	350.00
10E010	1911	6730	00	000000 ALEXIAN BROTHERS BEHAVIORAL HO	0.00	0.00	0.00	0.00	0.00	0.00
10E010	1911	6790	00	000000 LINCOLN PRAIRIE BEHAVIORAL HEA	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1911	6---	--		850.00	0.00	0.00	0.00	0.00	850.00
10E260	1912	6700	00	260000 Sp Ed Priv SWANN Tuition	0.00	0.00	0.00	0.00	0.00	0.00
10E010	1912	6710	00	000000 REG ED PAVILION TUIT	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6710	00	260000 Sp Ed Priv PAVILION Tuition	2,000.00	462.00	462.00	0.00	0.00	1,538.00
10E260	1912	6720	00	000000 KEMMERER VILLAGE RM/BD/TUITION	176,000.00	15,564.09	56,155.59	0.00	113,844.41	6,000.00
10E260	1912	6730	00	260000 Sp Ed Salem Children's Home	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6740	00	260000 Sp Ed Cunningham Home R/B	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6750	00	260000 CUNNINGHAM CHILDREN'S HOME	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6760	00	260000 Swann Tuition	44,000.00	3,858.12	15,246.12	0.00	27,753.88	1,000.00
10E260	1912	6770	00	260000 STREAMWOOD BEHAVIORAL HEALTHCA	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6780	00	260000 SALEM CHILDRENS HOME	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6800	00	260000 SP ED LINCOLN PRAIRIE	0.00	0.00	0.00	0.00	0.00	0.00
10E260	1912	6810	00	260000 MERIDELL ACHIEVEMENT CENTER	180,000.00	17,143.20	63,429.84	0.00	86,570.16	30,000.00
10E---	1912	6---	--		402,000.00	37,027.41	135,293.55	0.00	228,168.45	38,538.00
10E---	19--	----	--		427,877.00	38,707.23	146,878.71	0.00	228,168.45	52,829.84
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	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E750	2110	1100	00	750000 TAOEP Social Worker Sal	6,685.00	0.00	0.00	0.00	0.00	6,685.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2110	1110	00	750000 TAOEP Interventionist Sal	39,500.00	0.00	0.00	0.00	0.00	39,500.00
10E750	2110	1200	00	750000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2110	1---	--	-----	46,185.00	0.00	0.00	0.00	0.00	46,185.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2110	2110	00	750000 TAOEP Social Worker TRS	850.00	0.00	0.00	0.00	0.00	850.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2110	2200	00	750000 TAOEP Ins Ben	5,550.00	0.00	0.00	0.00	0.00	5,550.00
10E---	2110	2---	--	-----	6,400.00	0.00	0.00	0.00	0.00	6,400.00
10E550	2110	3190	00	550000 TAOEP Pur Serv	0.00	0.00	40.00	0.00	0.00	-40.00
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
10E550	2110	3320	00	550000 TAOEP Travel-FY06	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2110	3320	00	750000 TAOEP Travel	1,000.00	0.00	0.00	0.00	500.00	500.00
10E---	2110	3---	--	-----	1,000.00	0.00	40.00	0.00	500.00	460.00
10E020	2120	1100	00	000000 ERES Guidance Sal	93,849.00	7,820.70	30,802.44	0.00	0.00	63,046.56
10E040	2120	1100	00	000000 ERMS Guidance Sal	38,078.00	3,730.18	14,691.60	0.00	0.00	23,386.40
10E050	2120	1100	00	000000 ERHS Guid Salary SAL	105,601.00	10,293.06	40,829.94	0.00	0.00	64,771.06
10E070	2120	1100	00	000000 21st Cent Guid Sal	700.00	0.00	700.00	0.00	0.00	0.00
10E470	2120	1100	00	470000 21st Cent SW Sal	700.00	0.00	0.00	0.00	0.00	700.00
10E050	2120	1110	00	000000 ERHS Guid Sec Salary	19,316.00	1,609.64	6,438.56	0.00	0.00	12,877.44
10E020	2120	1200	00	000000	0.00	237.50	380.00	0.00	0.00	-380.00
10E050	2120	1210	00	000000 ERHS Guid Sub Sec Sal	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E---	2120	1---	--	-----	263,244.00	23,691.08	93,842.54	0.00	0.00	169,401.46
10E020	2120	2110	00	000000 ERES Guidance TRS	10,746.00	1,197.39	2,392.76	0.00	0.00	8,353.24
10E040	2120	2110	00	000000 ERMS Guidance TRS	4,361.00	569.52	1,139.04	0.00	0.00	3,221.96
10E050	2120	2110	00	000000 ERHS Guid TRS	12,092.00	1,258.74	2,520.02	0.00	0.00	9,571.98
10E070	2120	2110	00	000000 21st Cent TRS	359.00	0.00	358.76	0.00	0.00	0.24
10E470	2120	2110	00	470000 21st Cent TRS	359.00	0.00	0.00	0.00	0.00	359.00
10E050	2120	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2120	2200	00	000000 ERES Ins Ben	11,100.00	930.00	3,660.00	0.00	0.00	7,440.00
10E040	2120	2200	00	000000 ERMS Guidance Ins Ben	5,550.00	465.00	1,830.00	0.00	0.00	3,720.00
10E050	2120	2200	00	000000 ERHS Guid Ins Ben	16,680.00	931.00	3,694.00	0.00	0.00	12,986.00
10E---	2120	2---	--	-----	61,247.00	5,351.65	15,594.58	0.00	0.00	45,652.42
10E010	2120	3140	00	000000 Dist Testing Services	100.00	0.00	0.00	0.00	0.00	100.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E020	2120	3190	00 000000	ERES Guid Pur Serv	100.00	0.00	0.00	0.00	0.00	100.00
10E040	2120	3190	00 000000	PURCHASE SERVICE	150.00	0.00	0.00	0.00	0.00	150.00
10E050	2120	3190	00 000000	ERHS Guid Pur Serv	0.00	25.00	25.00	0.00	0.00	-25.00
10E070	2120	3190	00 000000	Century 21 Grant-Pur Srvcs	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2120	3190	00 100000	Title I CHAT Pur Serv	500.00	0.00	0.00	0.00	0.00	500.00
10E500	2120	3190	00 500000	Title I Guid Pur Serv CHAT	0.00	0.00	0.00	0.00	0.00	0.00
10E680	2120	3190	00 680000	CHAT Guid Speaker	0.00	0.00	0.00	0.00	0.00	0.00
10E880	2120	3190	00 880000	CHAT #2 JF-Speaker	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2120	3230	00 000000	ERHS Guid Rep/Maint	150.00	0.00	0.00	0.00	150.00	0.00
10E050	2120	3240	00 000000	ERHS Guid Copier Repair	250.00	0.00	42.00	0.00	208.00	0.00
10E050	2120	3260	00 000000	ERHS Guid Postage	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2120	3320	00 000000	ERMS Guidance Travel	50.00	0.00	0.00	0.00	0.00	50.00
10E050	2120	3320	00 000000	ERHS Guid Travel	900.00	0.00	0.00	0.00	0.00	900.00
10E070	2120	3320	00 000000	21st Cent Mile	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2120	3320	00 470000	21s Cent Mileage	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2120	3600	00 000000	Guidance Printing	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2120	3---	-- -----		2,200.00	25.00	67.00	0.00	358.00	1,775.00
10E010	2120	4100	00 000000	Dist Testing Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2120	4100	00 000000	ERES Guid Supp	2,500.00	0.00	2,099.00	0.00	0.00	401.00
10E040	2120	4100	00 000000	ERMS Guidance Supplies	500.00	0.00	0.00	0.00	0.00	500.00
10E050	2120	4100	00 000000	ERHS Guid Supplies	1,580.00	14.36	6,850.04	0.00	194.67	-5,464.71
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	100.00	0.00	0.00	0.00	0.00	100.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2120	4240	00 000000	ERHS Guid Paper/Toner	125.00	0.00	41.00	0.00	84.00	0.00
10E050	2120	4700	00 000000	ERHS Guid Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2120	4---	-- -----		4,805.00	14.36	8,990.04	0.00	278.67	-4,463.71
10E050	2120	5500	00 000000	ERHS Gudiance Equipment	6,595.00	0.00	4,485.00	0.00	0.00	2,110.00
10E---	2120	5---	-- -----		6,595.00	0.00	4,485.00	0.00	0.00	2,110.00
10E050	2120	6400	00 000000	ERHS Guid Membership/Dues	400.00	0.00	0.00	0.00	80.00	320.00
10E---	2120	6---	-- -----		400.00	0.00	0.00	0.00	80.00	320.00
10E010	2130	1100	00 000000	District Nurse Salary	127,445.00	12,081.90	44,715.18	0.00	0.00	82,729.82
10E010	2130	1200	00 000000	Dist Sub Nurse Sal	4,000.00	660.00	1,016.25	0.00	0.00	2,983.75
10E---	2130	1---	-- -----		131,445.00	12,741.90	45,731.43	0.00	0.00	85,713.57
10E010	2130	2110	00 000000	District Nurse TRS	10,292.00	1,143.52	2,300.47	0.00	0.00	7,991.53
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	16,650.00	1,396.34	5,492.68	0.00	0.00	11,157.32
10E---	2130	2---	-- -----		26,942.00	2,539.86	7,793.15	0.00	0.00	19,148.85

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E920	2130	3190	00	920000 Dist Immuniz/Reg Fee	0.00	70.00	70.00	0.00	0.00	-70.00
10E920	2130	3230	00	920000 District Nurse Rep/Maint	400.00	125.00	125.00	0.00	75.00	200.00
10E920	2130	3320	00	920000 District Nurse Travel	500.00	0.00	0.00	0.00	0.00	500.00
10E---	2130	3---	--	-----	900.00	195.00	195.00	0.00	75.00	630.00
10E920	2130	4100	00	920000 District Nurse Supplies	4,040.00	0.00	1,020.84	0.00	3,002.86	16.30
10E920	2130	4400	00	920000 Subscription Renewals	0.00	0.00	0.00	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---	--	-----	4,040.00	0.00	1,020.84	0.00	3,002.86	16.30
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	175.00	0.00	161.00	0.00	0.00	14.00
10E---	2130	6---	--	-----	175.00	0.00	161.00	0.00	0.00	14.00
10E140	2140	1100	00	140000 Psychologist Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2140	1---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E140	2140	2110	00	140000 Psychologist TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E140	2140	2200	00	140000 Psychologist Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2140	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E920	2140	3190	00	920000 Pysh Pur Serv	500.00	0.00	0.00	0.00	0.00	500.00
10E---	2140	3---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E920	2140	4130	00	920000 Psych Supp	2,100.00	0.00	0.00	0.00	0.00	2,100.00
10E---	2140	4---	--	-----	2,100.00	0.00	0.00	0.00	0.00	2,100.00
10E150	2150	1100	00	150000 Speech ELL Students Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E280	2150	1100	00	280000 District Speech Salary	233,845.00	19,980.86	77,624.51	0.00	0.00	156,220.49
10E280	2150	1110	00	280000 District Speech Aide	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2150	1---	--	-----	233,845.00	19,980.86	77,624.51	0.00	0.00	156,220.49
10E150	2150	2110	00	150000 Speech ELL Students TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E280	2150	2110	00	280000 District Speech TRS	27,140.00	3,050.56	6,108.99	0.00	0.00	21,031.01
10E280	2150	2130	00	280000	0.00	0.00	0.00	0.00	0.00	0.00
10E280	2150	2200	00	280000 District Speech Ins Ben	22,212.00	1,861.00	7,324.00	0.00	0.00	14,888.00
10E---	2150	2---	--	-----	49,352.00	4,911.56	13,432.99	0.00	0.00	35,919.01
10E920	2150	3320	00	920000 District Speech Travel	2,400.00	91.17	141.17	0.00	653.83	1,605.00
10E---	2150	3---	--	-----	2,400.00	91.17	141.17	0.00	653.83	1,605.00
10E920	2150	4100	00	920000 District Speech Supplies	1,125.00	74.85	286.81	0.00	188.19	650.00
10E920	2150	4130	00	920000 District Speech Testing Suppli	4,200.00	0.00	0.00	1,210.00	0.00	2,990.00
10E920	2150	4200	00	920000 District Bilingual Test Suppli	0.00	0.00	0.00	0.00	0.00	0.00
10E920	2150	4220	00	920000 District Speech Workbooks	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2150	4---	--	-----	5,325.00	74.85	286.81	1,210.00	188.19	3,640.00
10E920	2150	5500	00	000000 District Speech Equip	1,575.00	0.00	0.00	1,575.00	0.00	0.00
10E---	2150	5---	--	-----	1,575.00	0.00	0.00	1,575.00	0.00	0.00
10E920	2150	6400	00	920000 District Speech Dues & Fees	1,125.00	0.00	0.00	0.00	900.00	225.00

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	2150	6---	--	-----	1,125.00	0.00	0.00	0.00	900.00	225.00
10E020	2190	1110	00	000000 Supervision Aide Salary	0.00	4,561.31	-32,578.58	0.00	0.00	32,578.58
10E020	2190	1210	00	000000 Sub Supervision Aide	0.00	70.00	-155.50	0.00	0.00	155.50
10E---	2190	1---	--	-----	0.00	4,631.31	-32,734.08	0.00	0.00	32,734.08
10E020	2190	2110	00	000000 Supervision TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2190	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2190	2200	00	000000 Supervision Aide Ins Ben	11,100.00	930.00	3,675.00	0.00	0.00	7,425.00
10E---	2190	2---	--	-----	11,100.00	930.00	3,675.00	0.00	0.00	7,425.00
10E---	21--	----	--	-----	862,900.00	75,178.60	240,346.98	2,785.00	6,036.55	613,731.47
10E070	2210	1100	00	000000 Cent 21 Prof Dev Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2210	1100	00	100000 Title I Imp Stipends	0.00	0.00	381.54	0.00	0.00	-381.54
10E120	2210	1100	00	120000 IMPROV INSTR LAPTOP GRANT	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	1100	00	180000 RTTT Improv Instr Stipends	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	1100	00	330000 Title II Teach Stipend	500.00	0.00	300.00	0.00	0.00	200.00
10E470	2210	1100	00	470000 21st Cent Sal	0.00	0.00	1,116.25	0.00	0.00	-1,116.25
10E490	2210	1100	00	490000 Ag Grant Improv of Inst Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2210	1100	00	500000 Title I Imp Stipends	0.00	0.00	0.00	0.00	0.00	0.00
10E510	2210	1100	00	510000 At Risk Improv Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E530	2210	1100	00	530000 Title II Stipend	0.00	0.00	0.00	0.00	0.00	0.00
10E810	2210	1100	00	810000 ROE FLOW THRU	10,000.00	650.00	7,570.96	0.00	0.00	2,429.04
10E070	2210	1110	00	000000 Cent 21 Prof NC Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2210	1200	00	000000 Improv of Instruc Dist	0.00	0.00	0.00	0.00	0.00	0.00
10E060	2210	1200	00	000000 Fine Arts Grant Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2210	1200	00	100000 Title I Improv Subs	8,000.00	817.50	1,340.00	0.00	0.00	6,660.00
10E110	2210	1200	00	110000 EC Subs Sal	3,775.00	495.00	495.00	0.00	0.00	3,280.00
10E170	2210	1200	00	170000 NTCM Grant	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	1200	00	180000 RTTT IM Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	1200	01	180000 RTTT IMentoring Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	1200	00	330000 Title II Teach Sub Sal	4,500.00	1,000.00	1,000.00	0.00	0.00	3,500.00
10E500	2210	1200	00	500000 Title I Improv Sub	0.00	0.00	0.00	0.00	0.00	0.00
10E530	2210	1200	00	530000 Title II Teacher Sub	0.00	0.00	0.00	0.00	0.00	0.00
10E580	2210	1200	00	580000	0.00	0.00	0.00	0.00	0.00	0.00
10E060	2210	1210	00	000000 Fine Arts Grant Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2210	1210	00	100000 Title I Improv of Inst NC Sub	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	1210	00	330000	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2210	1210	00	500000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2210	1---	--	-----	26,775.00	2,962.50	12,203.75	0.00	0.00	14,571.25
10E010	2210	2110	00	000000 Improv of Instru TRS Dist	0.00	0.00	0.00	0.00	0.00	0.00
10E060	2210	2110	00	000000 Fine Arts Grant TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E070	2210	2110	00	000000 Cent 21 Prof Dev TRS	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E090	2210	3320	00	090000 Cloud Grant Improv Inst Mileag	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2210	3320	00	100000 Title I Improv Travel	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E110	2210	3320	00	110000 EC 3-5 Trav	900.00	35.70	135.70	0.00	0.00	764.30
10E110	2210	3320	01	110000 EC 0-3 Trav	170.00	0.00	0.00	0.00	0.00	170.00
10E180	2210	3320	00	180000 RTTT Imp Ins Meals/Mile/Motel	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	3320	01	180000 RTTTIM Imp Inst Meals/Mile/Mo	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	3320	00	330000 Title II Travel	4,248.00	1,104.55	1,460.69	0.00	0.00	2,787.31
10E470	2210	3320	00	470000 21st Cent Mileage	0.00	0.00	40.00	0.00	0.00	-40.00
10E500	2210	3320	00	500000 Title I Travel	3,285.00	0.00	3,284.84	0.00	0.00	0.16
10E510	2210	3320	00	510000 At Risk Improv Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E530	2210	3320	00	530000 Prior Yr Title II Travel	3,588.00	0.00	3,587.14	0.00	0.00	0.86
10E550	2210	3320	00	550000 TAOEP Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E580	2210	3320	00	580000 RttT Meals, Mileage Motels	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2210	3320	00	750000 TAOEP Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2210	3---	--	-----	38,622.00	3,675.99	20,399.11	15.76	128.51	18,078.62
10E010	2210	4100	00	000000 Dist Improv of Instr Supplies	100.00	26.65	26.65	0.00	0.00	73.35
10E060	2210	4100	00	000000 Fine Arts Improv Inst Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E070	2210	4100	00	000000 Cent 21 Prof Dev Supp	132.00	0.00	131.40	0.00	17.60	-17.00
10E100	2210	4100	00	100000 Title I Supp	500.00	0.00	0.00	0.00	0.00	500.00
10E120	2210	4100	00	120000	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	4100	00	180000 RTTT Impr Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	4100	01	180000 RTT IM Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	4100	00	330000 Title II Improv of Instruct Su	400.00	0.00	0.00	0.00	0.00	400.00
10E470	2210	4100	00	470000 21st Imp of Inst Supp	0.00	33.20	58.32	0.00	391.68	-450.00
10E500	2210	4100	00	500000 Title I Supplies	15.00	0.00	14.53	0.00	0.00	0.47
10E530	2210	4100	00	530000 Title II Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E680	2210	4100	00	680000 CHAT Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2210	4---	--	-----	1,147.00	59.85	230.90	0.00	409.28	506.82
10E120	2210	5500	00	120000 LAPTOP GRANT IMPRV INSTR EQUIP	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 ERES IMC Salary	57,705.00	4,808.76	18,939.68	0.00	0.00	38,765.32
10E040	2220	1100	00	000000 ERMS IMC Salary	42,053.00	3,504.42	13,802.48	0.00	0.00	28,250.52
10E050	2220	1100	00	000000 ERHS IMC Teach Sal	54,792.00	4,566.00	17,915.52	0.00	0.00	36,876.48
10E020	2220	1110	00	000000 ERES IMC Aide/Asst Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2220	1110	00	000000 ERMS Aide/Asst Salary	20,146.00	1,678.82	6,625.96	0.00	0.00	13,520.04
10E050	2220	1110	00	000000 HS Lib TA	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2220	1200	00	000000 ERES IMC Sub Sal	0.00	95.00	580.00	0.00	0.00	-580.00
10E050	2220	1200	00	000000 ERHS IMC Sub Teach Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2220	1210	00	000000 ERES IMC Sub Aide/Asst	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2220	1210	00	000000 ERMS IMC Sub Aide	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	2220	1---	--	-----	174,696.00	14,653.00	57,863.64	0.00	0.00	116,832.36
10E020	2220	2110	00	000000 ERES IMC TRS	6,608.00	735.51	1,509.33	0.00	0.00	5,098.67
10E040	2220	2110	00	000000 MS IMC TRS	4,816.00	535.06	1,070.12	0.00	0.00	3,745.88
10E050	2220	2110	00	000000 ERHS IMC TRS	6,274.00	697.10	1,394.20	0.00	0.00	4,879.80
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
10E050	2220	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E020	2220	2200	00	000000 ERES IMC Ins Benefit	5,550.00	465.00	1,830.00	0.00	0.00	3,720.00
10E040	2220	2200	00	000000 ERMS IMC Ins Benefit	5,550.00	930.00	2,762.00	0.00	0.00	2,788.00
10E050	2220	2200	00	000000 ERHS IMC Ins Benefit	5,550.00	465.00	1,830.00	0.00	0.00	3,720.00
10E---	2220	2---	--	-----	34,348.00	3,827.67	10,395.65	0.00	0.00	23,952.35
10E020	2220	3140	00	000000 ERES Library Fees	1,000.00	0.00	269.00	0.00	0.00	731.00
10E040	2220	3190	00	000000 MS Library Pur Serv	700.00	0.00	0.00	0.00	0.00	700.00
10E050	2220	3190	00	000000 ERHS IMC Pur Service	4,300.00	0.00	4,618.28	0.00	0.00	-318.28
10E020	2220	3230	00	000000 ERES IMC Repair/Maint	100.00	0.00	0.00	0.00	0.00	100.00
10E040	2220	3230	00	000000 ERMS IMC Rep/Maint	150.00	0.00	0.00	0.00	0.00	150.00
10E050	2220	3230	00	000000 ERHS IMC Rep/Maint	100.00	0.00	0.00	0.00	0.00	100.00
10E050	2220	3240	00	000000 ERHS IMC COPIER REPAIR	500.00	54.00	54.00	0.00	0.00	446.00
10E050	2220	3260	00	000000 ERHS IMC Postage	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2220	3---	--	-----	6,850.00	54.00	4,941.28	0.00	0.00	1,908.72
10E020	2220	4100	00	000000 ERES IMC Supplies	2,800.00	-55.14	531.92	0.00	151.99	2,116.09
10E030	2220	4100	00	000000 WRES IMC Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2220	4100	00	000000 ERMS IMC Supplies	1,500.00	-55.13	405.47	0.00	534.65	559.88
10E050	2220	4100	00	000000 ERHS IMC Supplies	3,100.00	677.87	1,121.19	0.00	749.38	1,229.43
10E240	2220	4100	00	240000 IL St Library Grnt Supp	0.00	59.97	265.78	0.00	0.00	-265.78
10E050	2220	4110	00	000000 ERHS IMC Video Purchase	300.00	0.00	0.00	0.00	225.00	75.00
10E020	2220	4300	00	000000 ERES IMC Books	6,500.00	548.70	1,866.27	0.00	1,732.20	2,901.53
10E040	2220	4300	00	000000 ERMS IMC Books	4,900.00	93.63	1,727.87	0.00	2,749.13	423.00
10E050	2220	4300	00	000000 ERHS IMC Books	4,400.00	531.23	944.72	0.00	1,312.89	2,142.39
10E020	2220	4400	00	000000 ERES IMC Periodicals	300.00	0.00	0.00	0.00	82.99	217.01
10E040	2220	4400	00	000000 ERMS IMC Periodicals	700.00	224.69	307.68	0.00	82.31	310.01
10E050	2220	4400	00	000000 ERHS IMC Periodicals	2,000.00	1,189.80	1,508.75	0.00	0.00	491.25
10E020	2220	4700	00	000000 ERES IMC Software	300.00	0.00	0.00	0.00	0.00	300.00
10E040	2220	4700	00	000000 ERMS IMC Software	300.00	299.95	299.95	0.00	0.00	0.05
10E050	2220	4700	00	000000 ERHS IMC Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2220	4---	--	-----	27,100.00	3,515.57	8,979.60	0.00	7,620.54	10,499.86
10E020	2220	5500	00	000000 ERES IMC Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2220	5500	00	000000 ERMS IMC Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2220	5500	00	000000 ERHS IMC Equip	2,000.00	0.00	1,852.21	0.00	0.00	147.79
10E---	2220	5---	--	-----	2,000.00	0.00	1,852.21	0.00	0.00	147.79

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E020	2220	6400	00 000000	ERES IMC Dues/Fees	400.00	0.00	0.00	0.00	0.00	400.00
10E040	2220	6400	00 000000	ERMS IMC Dues/Fees	700.00	0.00	0.00	0.00	0.00	700.00
10E050	2220	6400	00 000000	ERHS IMC Dues/Fees	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2220	6---	--	-----	1,100.00	0.00	0.00	0.00	0.00	1,100.00
10E100	2230	3140	00 100000	Title I Scoring	1,500.00	1,625.00	1,625.00	0.00	0.00	-125.00
10E500	2230	3140	00 500000	Title I Scoring	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2230	3---	--	-----	1,500.00	1,625.00	1,625.00	0.00	0.00	-125.00
10E100	2230	4100	00 100000	Title I Testing	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2230	4100	00 500000	Title I Testing	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2230	4---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E---	22--	----	--	-----	324,153.00	31,089.37	122,342.64	15.76	8,158.33	193,636.27
10E010	2310	1110	00 000000	BOE Sec/Treasure Sal	15,000.00	975.08	3,368.55	0.00	0.00	11,631.45
10E---	2310	1---	--	-----	15,000.00	975.08	3,368.55	0.00	0.00	11,631.45
10E010	2310	2130	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E010	2310	2200	00 000000	Board Sec Ins Ben	465.00	0.00	465.00	0.00	0.00	0.00
10E---	2310	2---	--	-----	465.00	0.00	465.00	0.00	0.00	0.00
10E010	2310	3140	00 000000	District Feasibility Consultan	0.00	0.00	0.00	0.00	0.00	0.00
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	12,000.00	0.00	10,495.00	1,855.00	0.00	-350.00
10E010	2310	3180	00 000000	BOE Reg Chicago	15,000.00	0.00	5,805.00	0.00	0.00	9,195.00
10E010	2310	3190	00 000000	BOE Other Pur Ser	7,000.00	75.00	135.00	0.00	10,575.00	-3,710.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2310	3320	00 000000	BOE Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2310	3500	00 000000	BOE Advertising	4,000.00	445.97	764.89	0.00	3,181.08	54.03
10E010	2310	3600	00 000000	BOE Printing	100.00	0.00	0.00	0.00	0.00	100.00
10E010	2310	3800	00 000000	BOE Pd Cert Life Ins	36,000.00	2,686.40	10,946.62	0.00	21,553.38	3,500.00
10E010	2310	3850	00 000000	BOE Unemployment Comp	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2310	3---	--	-----	74,100.00	3,207.37	28,146.51	1,855.00	35,309.46	8,789.03
10E010	2310	4100	00 000000	BOE Supplies	7,500.00	529.16	1,659.81	133.00	1,280.14	4,427.05
10E010	2310	4110	00 000000	BOE Serv Awards Supp	100.00	0.00	0.00	0.00	0.00	100.00
10E---	2310	4---	--	-----	7,600.00	529.16	1,659.81	133.00	1,280.14	4,527.05
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	7,500.00	0.00	0.00	0.00	6,500.00	1,000.00
10E---	2310	6---	--	-----	7,500.00	0.00	0.00	0.00	6,500.00	1,000.00
10E010	2320	1100	00 000000	Superintendent Salary	156,888.00	13,076.42	52,275.70	0.00	0.00	104,612.30
10E010	2320	1110	00 000000	Supt Secretary Salary	38,000.00	3,135.82	12,613.56	0.00	0.00	25,386.44
10E---	2320	1---	--	-----	194,888.00	16,212.24	64,889.26	0.00	0.00	129,998.74
10E010	2320	2110	00 000000	Superintendent TRS	17,965.00	1,497.32	6,015.01	0.00	0.00	11,949.99

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	11,160.00	930.00	3,720.00	0.00	0.00	7,440.00
10E---	2320	2---	-- -----		29,125.00	2,427.32	9,735.01	0.00	0.00	19,389.99
10E010	2320	3190	00 000000	Supt Office Pur Serv	3,000.00	25.00	1,556.00	0.00	700.00	744.00
10E010	2320	3230	00 000000	Supt Office Repair/Maint	0.00	0.00	0.00	0.00	100.00	-100.00
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	6,000.00	0.00	1,092.00	0.00	3,308.00	1,600.00
10E010	2320	3260	00 000000	Supt Office Postage	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E010	2320	3320	00 000000	Supt Office Travel	7,000.00	1,071.10	1,840.63	0.00	3,990.34	1,169.03
10E010	2320	3400	00 000000	Supt Office Telephone	3,000.00	177.65	709.25	0.00	1,475.75	815.00
10E---	2320	3---	-- -----		20,000.00	1,273.75	5,197.88	0.00	9,574.09	5,228.03
10E010	2320	4100	00 000000	Supt Office Supplies	1,500.00	427.92	1,575.78	0.00	1,403.00	-1,478.78
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	250.00	0.00	0.00	0.00	0.00	250.00
10E010	2320	4700	00 000000	Supt Office Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2320	4---	-- -----		1,750.00	427.92	1,575.78	0.00	1,403.00	-1,228.78
10E010	2320	5500	00 000000	District Off Equipment	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E---	2320	5---	-- -----		5,000.00	0.00	0.00	0.00	0.00	5,000.00
10E010	2320	6400	00 000000	Supt Office Dues/Fees	2,500.00	50.00	222.00	0.00	150.00	2,128.00
10E---	2320	6---	-- -----		2,500.00	50.00	222.00	0.00	150.00	2,128.00
10E010	2330	1100	00 000000	Asst Supt/Cur Dir Sal	62,885.00	10,480.76	41,923.02	0.00	0.00	20,961.98
10E100	2330	1100	00 100000	Title I Admin Sal	10,883.00	0.00	0.00	0.00	0.00	10,883.00
10E500	2330	1100	00 500000	Title Admin Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2330	1110	00 000000	Asst Supt Sec Sal	27,908.00	2,325.60	9,180.00	0.00	0.00	18,728.00
10E070	2330	1110	00 000000	Cent 21 Sec Sal	3,367.00	5.21	3,372.29	0.00	0.00	-5.29
10E100	2330	1110	00 100000	Title I Admin Sec Sal	3,789.00	0.00	0.00	0.00	0.00	3,789.00
10E110	2330	1110	00 110000	PreK Admin Sec Sal	8,334.00	0.00	0.00	0.00	0.00	8,334.00
10E470	2330	1110	00 470000	21st Cent Sec Sal	12,000.00	2,066.23	2,501.38	0.00	0.00	9,498.62
10E500	2330	1110	00 500000	Title I Admin Sec Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E510	2330	1110	00 510000	PreK Adm Sec Sal Prior	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2330	1---	-- -----		129,166.00	14,877.80	56,976.69	0.00	0.00	72,189.31
10E010	2330	2110	00 000000	Asst Supt TRS	7,201.00	1,200.10	4,823.80	0.00	0.00	2,377.20
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	6,006.00	0.00	0.00	0.00	0.00	6,006.00
10E470	2330	2110	00 470000	21st Cent Adm TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2330	2110	00 500000	Title I TRS	0.00	0.00	0.00	0.00	0.00	0.00
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	11,130.00	930.00	3,690.00	0.00	0.00	7,440.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E510	2330	2200	00	510000 Pre K Sec Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2330	2---	--	-----	24,337.00	2,130.10	8,513.80	0.00	0.00	15,823.20
10E100	2330	3170	00	100000 Title I Audit Fee	750.00	0.00	0.00	0.00	0.00	750.00
10E500	2330	3170	00	500000 Title I Audit Fee	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2330	3190	00	470000 21st Cent Adm Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2330	3320	00	000000 ASST SUPT TRAVEL	2,000.00	601.88	601.88	0.00	1,681.40	-283.28
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	601.88	601.88	0.00	1,681.40	466.72
10E070	2330	4100	00	000000 ADMIN SUPPLIES	158.00	0.00	158.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	400.00	-400.00
10E500	2330	4100	00	500000 Title I Adm Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2330	4---	--	-----	158.00	0.00	158.00	0.00	400.00	-400.00
10E010	2330	6400	00	000000 Asst. Supt. Dues/Fees	500.00	0.00	0.00	0.00	0.00	500.00
10E---	2330	6---	--	-----	500.00	0.00	0.00	0.00	0.00	500.00
10E280	2331	1100	00	280000 Spec Needs Dir Sal	89,422.00	7,451.84	29,807.18	0.00	0.00	59,614.82
10E110	2331	1110	00	110000 Adm PI Sec Sal	3,415.00	0.00	0.00	0.00	0.00	3,415.00
10E280	2331	1110	00	280000 Spec Ed Sec Sal	33,334.00	2,777.80	11,038.10	0.00	0.00	22,295.90
10E510	2331	1110	00	510000 0-3 Pre K Adm Sec	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2331	1---	--	-----	126,171.00	10,229.64	40,845.28	0.00	0.00	85,325.72
10E280	2331	2110	00	280000 Spec Needs Dir TRS	10,240.00	853.28	3,429.72	0.00	0.00	6,810.28
10E280	2331	2130	00	280000	0.00	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	0.00
10E280	2331	2200	00	280000 Spec Ed Ins Ben	11,160.00	930.00	3,705.00	0.00	0.00	7,455.00
10E---	2331	2---	--	-----	21,400.00	1,783.28	7,134.72	0.00	0.00	14,265.28
10E920	2331	3190	00	920000 Spec Ed Purchase Service	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10E920	2331	3230	00	920000 Spec Ed Rep/Maint	100.00	0.00	0.00	0.00	0.00	100.00
10E920	2331	3240	00	920000 Spec Ed Copier Repair	250.00	0.00	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	0.00	2,400.00
10E920	2331	3320	00	920000 Spec Ed Travel	5,000.00	587.76	1,153.44	0.00	454.74	3,391.82
10E920	2331	3400	00	920000 Spec Ed Telephone	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2331	3---	--	-----	9,750.00	587.76	1,153.44	0.00	604.74	7,991.82
10E920	2331	4100	00	920000 Spec Ed Supplies	4,800.00	335.45	2,435.56	0.00	1,800.97	563.47
10E920	2331	4130	00	920000 Spec Ed Test Supplies	400.00	0.00	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	0.00
10E920	2331	4700	00	920000 Spec Ed Dir Software	400.00	0.00	0.00	0.00	0.00	400.00
10E---	2331	4---	--	-----	5,600.00	335.45	2,435.56	0.00	1,800.97	1,363.47
10E920	2331	5400	00	920000 Spec Ed Dir Equipment	0.00	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	-3,995.00	5,595.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E---	2331	5---	--	-----	1,600.00	0.00	0.00	-3,995.00	5,595.00	0.00
10E920	2331	6400	00	920000 Spec Needs Coord. Dues/Fees	300.00	0.00	0.00	0.00	0.00	300.00
10E---	2331	6---	--	-----	300.00	0.00	0.00	0.00	0.00	300.00
10E320	2333	1100	00	320000 BLDG GROUNDNS DIR SAL	0.00	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/GROUNDNS DIR TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E320	2333	2200	00	320000 BLDG?GROUNDNS Dir Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2333	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E---	23--	----	--	-----	679,660.00	55,648.75	233,079.17	-2,007.00	64,298.80	384,289.03
10E020	2410	1100	00	000000 ERES Prin Sal	165,940.00	13,828.38	54,863.18	0.00	0.00	111,076.82
10E030	2410	1100	00	000000 WRES Principal Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	1100	00	000000 ERMS Principal Sal	149,344.00	12,576.42	49,922.03	0.00	0.00	99,421.97
10E050	2410	1100	00	000000 ERHS Principal Salary	175,878.00	14,656.46	58,625.69	0.00	0.00	117,252.31
10E020	2410	1110	00	000000 ERES Sec Sal	117,140.00	10,101.53	37,492.34	0.00	0.00	79,647.66
10E030	2410	1110	00	000000 WRES Secretary Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	1110	00	000000 ERMS Secretarial Sal	55,906.00	4,658.84	18,621.86	0.00	0.00	37,284.14
10E050	2410	1110	00	000000 ERHS Principal Sec Sal	77,274.00	6,439.48	21,439.40	0.00	0.00	55,834.60
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	2,000.00	65.00	65.00	0.00	0.00	1,935.00
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---	--	-----	743,482.00	62,326.11	241,029.50	0.00	0.00	502,452.50
10E020	2410	2110	00	000000 ERES Prin TRS	19,001.00	2,111.22	4,226.24	0.00	0.00	14,774.76
10E040	2410	2110	00	000000 ERMS Principal TRS	17,101.00	1,920.06	3,846.55	0.00	0.00	13,254.45
10E050	2410	2110	00	000000 ERHS Principal TRS	20,139.00	1,678.26	6,745.67	0.00	0.00	13,393.33
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	16,728.00	1,554.00	4,946.00	0.00	0.00	11,782.00
10E030	2410	2200	00	000000 WRES Prins Benefits	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	2200	00	000000 ERMS Prin Ins Ben	11,154.00	932.00	3,698.00	0.00	0.00	7,456.00
10E050	2410	2200	00	000000 ERHS Principals Ins Ben	16,734.00	1,397.00	4,628.00	0.00	0.00	12,106.00
10E---	2410	2---	--	-----	100,857.00	9,592.54	28,090.46	0.00	0.00	72,766.54
10E020	2410	3190	00	000000 ERES Prin Off Pur Serv	7,000.00	352.00	2,205.42	0.00	0.00	4,794.58
10E030	2410	3190	00	000000 WRES PURCHASE SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	3190	00	000000 ERMS Prin Purchase Serv	7,000.00	968.50	2,851.92	0.00	0.00	4,148.08
10E050	2410	3190	00	000000 ERHS Principal Pur Serv	7,500.00	418.85	2,085.26	0.00	2,686.15	2,728.59
10E020	2410	3230	00	000000 ERES Prin Off Rep/Maint	300.00	0.00	0.00	0.00	0.00	300.00
10E030	2410	3230	00	000000 WRES PRINCIPAL REPAIR	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	3230	00	000000 ERMS Prin Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	450.00	0.00	0.00	0.00	0.00	450.00
10E040	2410	3240	00 000000	ERMS Prin Copier Repair	450.00	0.00	0.00	0.00	450.00	0.00
10E050	2410	3240	00 000000	ERHS Prin Copier Repair	500.00	96.00	134.00	0.00	366.00	0.00
10E020	2410	3320	00 000000	ERES Prin Off Travel	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E030	2410	3320	00 000000	WRES PRIN TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	3320	00 000000	ERMS Prin Travel	600.00	0.00	15.12	0.00	284.88	300.00
10E050	2410	3320	00 000000	ERHS Principal Travel	2,500.00	154.74	177.04	0.00	100.00	2,222.96
10E020	2410	3400	00 000000	ERES Prin Off Telephone	8,000.00	681.69	2,367.89	0.00	6,332.11	-700.00
10E030	2410	3400	00 000000	WRES TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	3400	00 000000	ERMS Prin Telephone	4,500.00	351.71	1,244.13	0.00	2,855.87	400.00
10E050	2410	3400	00 000000	ERHS Principal Telephone	6,000.00	571.98	2,087.98	0.00	4,612.02	-700.00
10E020	2410	3600	00 000000	ERES Printing	2,000.00	211.35	1,999.54	0.00	0.00	0.46
10E040	2410	3600	00 000000	ERMS Printing	1,400.00	25.00	725.68	0.00	274.32	400.00
10E050	2410	3600	00 000000	ERHS Printing	5,000.00	0.00	245.27	0.00	1,254.73	3,500.00
10E---	2410	3---	--	-----	54,700.00	3,831.82	16,139.25	0.00	19,216.08	19,344.67
10E020	2410	4100	00 000000	ERES Prin Off Supplies	7,500.00	9.39	368.60	0.00	1,692.23	5,439.17
10E030	2410	4100	00 000000	WRES PRINCIPAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	4100	00 000000	ERMS Prin Supplies	4,000.00	390.00	619.90	0.00	1,365.30	2,014.80
10E050	2410	4100	00 000000	ERHS Principal Supplies	7,900.00	540.73	6,149.01	44.10	3,415.99	-1,709.10
10E020	2410	4240	00 000000	ERES Copier Toner	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2410	4240	00 000000	ERHS Prin Copier Toner	750.00	0.00	0.00	0.00	0.00	750.00
10E020	2410	4250	00 000000	ERES Copier Parts	0.00	0.00	0.00	0.00	0.00	0.00
10E050	2410	4400	00 000000	ERHS Prin Subscriptions	315.00	0.00	0.00	0.00	0.00	315.00
10E020	2410	4700	00 000000	ERES Prin Off Software	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	4700	00 000000	ERMS Prin Software	2,500.00	0.00	0.00	0.00	0.00	2,500.00
10E050	2410	4700	00 000000	ERHS Principal Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2410	4---	--	-----	22,965.00	940.12	7,137.51	44.10	6,473.52	9,309.87
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	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E050	2410	5500	00 000000	ERHS Principal Equip	1,000.00	0.00	2,799.00	0.00	0.00	-1,799.00
10E---	2410	5---	--	-----	9,000.00	0.00	2,799.00	0.00	0.00	6,201.00
10E020	2410	6400	00 000000	ERES Prin Dues/Fees	2,300.00	0.00	449.00	0.00	0.00	1,851.00
10E030	2410	6400	00 000000	WRES DUE & FEES	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2410	6400	00 000000	ERMS Prin Dues/Fees	1,000.00	0.00	279.43	0.00	0.00	720.57
10E050	2410	6400	00 000000	ERHS Principal Dues/Fees	1,500.00	0.00	694.76	0.00	0.00	805.24
10E---	2410	6---	--	-----	4,800.00	0.00	1,423.19	0.00	0.00	3,376.81
10E010	2490	1100	00 000000	Program Supervisor Sal	72,545.00	5,372.28	29,725.06	0.00	0.00	42,819.94
10E---	2490	1---	--	-----	72,545.00	5,372.28	29,725.06	0.00	0.00	42,819.94
10E010	2490	2110	00 000000	Program Suprvr TRS	7,662.00	615.16	3,427.79	0.00	0.00	4,234.21

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E010	2490	2200	00 000000	Program Suprvr Ins Ben	6,713.00	465.00	2,790.00	0.00	0.00	3,923.00
10E---	2490	2---	--		14,375.00	1,080.16	6,217.79	0.00	0.00	8,157.21
10E010	2490	3190	00 000000	PURCHASE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2490	3320	00 000000	TRAVEL	2,500.00	0.00	0.00	500.00	0.00	2,000.00
10E---	2490	3---	--		2,500.00	0.00	0.00	500.00	0.00	2,000.00
10E010	2490	6400	00 000000	Program Supervisor Dues/ Fees	500.00	301.05	301.05	0.00	0.00	198.95
10E---	2490	6---	--		500.00	301.05	301.05	0.00	0.00	198.95
10E---	24--	----	--		1,025,724.00	83,444.08	332,862.81	544.10	25,689.60	666,627.49
10E010	2520	1110	00 000000	Fiscal Service Salaries	150,000.00	11,624.66	50,078.93	0.00	0.00	99,921.07
10E---	2520	1---	--		150,000.00	11,624.66	50,078.93	0.00	0.00	99,921.07
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	16,740.00	1,395.00	5,580.00	0.00	0.00	11,160.00
10E---	2520	2---	--		16,740.00	1,395.00	5,580.00	0.00	0.00	11,160.00
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	35,000.00	776.36	9,953.38	0.00	535.00	24,511.62
10E010	2520	3230	00 000000	Fiscal Sevice Repair/Maint	100.00	0.00	0.00	0.00	100.00	0.00
10E010	2520	3320	00 000000	Fiscal Service Travel	1,000.00	48.06	76.14	0.00	223.86	700.00
10E---	2520	3---	--		36,100.00	824.42	10,029.52	0.00	858.86	25,211.62
10E010	2520	4100	00 000000	Fiscal Service Supplies	2,500.00	53.44	899.85	0.00	1,430.43	169.72
10E010	2520	4700	00 000000	Fiscal Service Software	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2520	4---	--		2,500.00	53.44	899.85	0.00	1,430.43	169.72
10E010	2520	5500	00 000000	Fiscal Service Equipment	2,500.00	0.00	0.00	0.00	0.00	2,500.00
10E---	2520	5---	--		2,500.00	0.00	0.00	0.00	0.00	2,500.00
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	35,000.00	143.15	31,560.33	0.00	3,981.29	-541.62
10E---	2521	4---	--		35,000.00	143.15	31,560.33	0.00	3,981.29	-541.62
10E020	2540	1110	00 000000	ERES Cust Sal	187,506.00	11,518.27	10,216.31	0.00	0.00	177,289.69
10E030	2540	1110	00 000000	WRES Cust Salary	0.00	65.56	554.65	0.00	0.00	-554.65
10E040	2540	1110	00 000000	ERMS Cust Salary	132,025.00	9,001.62	8,661.19	0.00	0.00	123,363.81
10E050	2540	1110	00 000000	ERHS Cust Salary	295,406.00	22,259.35	25,417.95	0.00	0.00	269,988.05
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	10,500.00	1,986.59	4,999.09	0.00	0.00	5,500.91
10E030	2540	1210	00 000000	WRES Sub Cust Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2540	1210	00 000000	ERMS Cust Sub Sal	3,500.00	116.00	2,810.00	0.00	0.00	690.00
10E050	2540	1210	00 000000	ERHS Cust Sub Salary	5,000.00	2,119.92	3,873.92	0.00	0.00	1,126.08
10E---	2540	1---	--		633,937.00	47,067.31	56,533.11	0.00	0.00	577,403.89

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	22,332.00	932.00	4,194.00	0.00	0.00	18,138.00
10E030	2540	2200	00 000000	WRES Cust Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2540	2200	00 000000	ERMS Cust Ins Ben	16,740.00	1,395.00	5,115.00	0.00	0.00	11,625.00
10E050	2540	2200	00 000000	ERHS Cust Ins Ben	33,480.00	2,790.00	11,160.00	0.00	0.00	22,320.00
10E---	2540	2---	--		72,552.00	5,117.00	20,469.00	0.00	0.00	52,083.00
10E110	2540	3190	00 110000	Pre K Playground Pur Serv	7,000.00	0.00	1,075.00	0.00	0.00	5,925.00
10E---	2540	3---	--		7,000.00	0.00	1,075.00	0.00	0.00	5,925.00
10E110	2540	4100	00 110000	Pre K Playground Supp	4,848.00	0.00	538.00	0.00	0.00	4,310.00
10E510	2540	4100	00 510000	Pre K playground supp	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2540	4650	00 000000	ADMIN Natural Gas	800.00	40.22	100.55	0.00	899.45	-200.00
10E020	2540	4650	00 000000	ERES Natural Gas	20,000.00	0.00	0.00	0.00	15,000.00	5,000.00
10E030	2540	4650	00 000000	WRES Natural Gas	0.00	0.00	0.00	0.00	0.00	0.00
10E040	2540	4650	00 000000	ERMS Natural Gas	5,500.00	151.10	175.33	0.00	6,824.67	-1,500.00
10E050	2540	4650	00 000000	ERHS Natural Gas	31,000.00	794.05	1,848.96	0.00	38,151.04	-9,000.00
10E020	2540	4660	00 000000	ERES Electric	162,000.00	18,329.60	60,836.67	0.00	89,163.33	12,000.00
10E030	2540	4660	00 000000	WRES Electric	6,000.00	491.00	1,964.00	0.00	3,928.00	108.00
10E040	2540	4660	00 000000	ERMS Electric	55,000.00	7,759.64	22,410.31	0.00	12,589.69	20,000.00
10E050	2540	4660	00 000000	ERHS Electric	85,000.00	10,745.79	33,009.62	0.00	48,990.38	3,000.00
10E---	2540	4---	--		370,148.00	38,311.40	120,883.44	0.00	215,546.56	33,718.00
10E110	2540	5500	00 110000	Pre K Playground Equip	21,238.00	0.00	0.00	0.00	0.00	21,238.00
10E510	2540	5500	00 510000	Pre K Playground Equip	3,374.00	19,368.60	22,741.86	0.00	0.00	-19,367.86
10E---	2540	5---	--		24,612.00	19,368.60	22,741.86	0.00	0.00	1,870.14
10E070	2550	1110	00 000000	Cent 7 trans sal	2,951.00	0.00	2,950.90	0.00	0.00	0.10
10E100	2550	1110	00 100000	Summer School Trans Sal	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E110	2550	1110	00 110000	PreK Transport Sal	67,858.00	8,994.22	16,905.20	0.00	0.00	50,952.80
10E210	2550	1110	00 210000	ROE Pre K Bus/Aide Sal	7,500.00	0.00	0.00	0.00	0.00	7,500.00
10E470	2550	1110	00 470000	21st Cent Tran Sal	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E500	2550	1110	00 500000	Summer School Trans Sal	418.00	147.00	565.03	0.00	0.00	-147.03
10E510	2550	1110	00 510000	At Risk Trans Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2550	1---	--		82,727.00	9,141.22	20,421.13	0.00	0.00	62,305.87
10E110	2550	2130	00 110000		0.00	0.00	0.00	0.00	0.00	0.00
10E070	2550	2200	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E110	2550	2200	00 110000	PreK Trans Ben	0.00	33.53	33.53	0.00	0.00	-33.53
10E470	2550	2200	00 470000		0.00	0.00	0.00	0.00	0.00	0.00
10E510	2550	2200	00 510000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	2550	2---	--		0.00	33.53	33.53	0.00	0.00	-33.53

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E080	2550	3230	00 000000	Van Repair / Maintenance	0.00	0.00	235.47	0.00	3,330.05	-3,565.52
10E070	2550	3310	00 000000	21st Cent Field Trip	8,511.00	0.00	8,510.52	0.00	0.00	0.48
10E100	2550	3310	00 100000	Title I Summer School	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E110	2550	3310	00 110000	Pre-K Trans Operations	11,520.00	0.00	0.00	0.00	0.00	11,520.00
10E210	2550	3310	00 210000	ROE Pre K Trans Operations	8,000.00	0.00	0.00	0.00	0.00	8,000.00
10E470	2550	3310	00 470000	21st Cent Trans Serv	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E500	2550	3310	00 500000	Title I Trans Operation Exp.	1,000.00	0.00	1,000.00	0.00	0.00	0.00
10E510	2550	3310	00 510000	PreK Trans Operation Exp	0.00	0.00	0.00	0.00	0.00	0.00
10E080	2550	3400	00 000000	Bus Barn Telephone	6,000.00	796.55	2,223.02	0.00	3,726.98	50.00
10E080	2550	3700	00 000000	Bus Barn Water/Sewer	500.00	0.00	0.00	0.00	0.00	500.00
10E---	2550	3---	-- -----		39,531.00	796.55	11,969.01	0.00	7,057.03	20,504.96
10E080	2550	4100	00 000000	Van Supplies	6,500.00	11.86	11.86	0.00	338.14	6,150.00
10E080	2550	4640	00 000000	Bus Barn Van Fuel(Wh/Sil)	10,000.00	0.00	87.49	0.00	0.00	9,912.51
10E080	2550	4650	00 000000	Bus Barn Natural Gas	3,000.00	0.00	0.00	0.00	3,000.00	0.00
10E080	2550	4660	00 000000	Bus Barn Electric	4,300.00	331.52	1,096.60	0.00	8,403.40	-5,200.00
10E---	2550	4---	-- -----		23,800.00	343.38	1,195.95	0.00	11,741.54	10,862.51
10E080	2550	5520	00 000000	Other vehicle purchase	25,000.00	0.00	0.00	0.00	0.00	25,000.00
10E---	2550	5---	-- -----		25,000.00	0.00	0.00	0.00	0.00	25,000.00
10E510	2551	1110	00 510000	At Risk New Bus/Aide Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2551	1---	-- -----		0.00	0.00	0.00	0.00	0.00	0.00
10E420	2560	1110	00 420000	Food Service Salary	340,729.00	33,292.83	112,999.50	0.00	0.00	227,729.50
10E440	2560	1110	00 440000	US Healthier Salaries	0.00	0.00	0.00	0.00	0.00	0.00
10E460	2560	1110	00 460000	Fed Summer School Sal	1,805.00	0.00	1,804.94	0.00	0.00	0.06
10E420	2560	1200	00 420000	Food Serv Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E420	2560	1210	00 420000	Food Service Sub Sal	6,500.00	1,310.50	2,223.50	0.00	0.00	4,276.50
10E---	2560	1---	-- -----		349,034.00	34,603.33	117,027.94	0.00	0.00	232,006.06
10E420	2560	2110	00 420000		0.00	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	0.00
10E420	2560	2200	00 420000	Food Service Ins Ben	94,446.00	6,732.07	24,288.34	0.00	0.00	70,157.66
10E---	2560	2---	-- -----		94,446.00	6,732.07	24,288.34	0.00	0.00	70,157.66
10E350	2560	3140	00 350000	Food Service Train,Lic	100.00	0.00	0.00	0.00	0.00	100.00
10E350	2560	3190	00 350000	Food Service Purch Serv	2,300.00	0.00	0.00	0.00	450.00	1,850.00
10E460	2560	3190	00 460000	Fed Summer School Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E350	2560	3230	00 350000	Food Service Rep/Maint	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E350	2560	3260	00 350000	Food Service Postage	50.00	0.00	0.00	0.00	0.00	50.00
10E350	2560	3320	00 350000	Food Service Travel	1,000.00	87.65	867.52	0.00	646.53	-514.05
10E460	2560	3320	00 460000	Fed Summer Mileage	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2560	3---	-- -----		4,450.00	87.65	867.52	0.00	1,096.53	2,485.95
10E110	2560	4100	00 110000	PreK Food Serv Supp	11,136.00	2,343.46	2,343.46	0.00	2,856.54	5,936.00
10E210	2560	4100	00 210000	ROE At-Risk Snacks	1,000.00	0.00	0.00	0.00	75.00	925.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E230	2560	4100	00	230000 SOS/NKH Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E420	2560	4100	00	420000 Food Service Supplies	450,000.00	48,749.38	93,316.71	27.73	345,185.79	11,469.77
10E440	2560	4100	00	440000 US Healthier Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E460	2560	4100	00	460000 Fed Summer Food Supplies	1,000.00	745.00	922.47	0.00	0.00	77.53
10E510	2560	4100	00	510000 Pre K Food Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E510	2560	4110	00	510000 0-3 Food Serv Suppl	0.00	0.00	0.00	0.00	0.00	0.00
10E420	2560	4640	00	420000 Food Service Fuel	500.00	0.00	0.00	0.00	0.00	500.00
10E420	2560	4700	00	420000 Food Service Software	500.00	0.00	436.25	0.00	0.00	63.75
10E---	2560	4---	--	-----	464,136.00	51,837.84	97,018.89	27.73	348,117.33	18,972.05
10E230	2560	5500	00	230000 SOS/NKH Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E430	2560	5500	00	430000 Food Serv Equip	1,500.00	611.60	611.60	0.00	0.00	888.40
10E440	2560	5500	00	440000 NSLP Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2560	5---	--	-----	1,500.00	611.60	611.60	0.00	0.00	888.40
10E---	25--	----	--	-----	2,435,713.00	228,092.15	593,284.95	27.73	589,829.57	1,252,570.75
10E010	2620	1100	00	000000 Resource/Consultant Teacher	117,459.00	9,788.24	38,551.72	0.00	0.00	78,907.28
10E070	2620	1100	00	000000 21st Cent Eval Sal	3,600.00	0.00	3,600.00	0.00	0.00	0.00
10E470	2620	1100	00	470000 21st Cent Eval Sal	2,300.00	0.00	0.00	0.00	0.00	2,300.00
10E010	2620	1110	00	000000 JFF research sal	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2620	1---	--	-----	123,359.00	9,788.24	42,151.72	0.00	0.00	81,207.28
10E010	2620	2110	00	000000 Res/Consult Teach TRS	13,450.00	1,494.42	2,988.84	0.00	0.00	10,461.16
10E070	2620	2110	00	000000 21st Cent Planning TRS	1,333.00	0.00	1,332.55	0.00	0.00	0.45
10E470	2620	2110	00	470000 21st Cent Eval TRS	1,200.00	0.00	0.00	0.00	0.00	1,200.00
10E010	2620	2200	00	000000 Res/Consult Teach Ins Ben	11,100.00	930.00	3,660.00	0.00	0.00	7,440.00
10E---	2620	2---	--	-----	27,083.00	2,424.42	7,981.39	0.00	0.00	19,101.61
10E010	2620	3190	00	000000 Dist Accreditation Pur Serv	5,000.00	0.00	1,750.00	0.00	0.00	3,250.00
10E070	2620	3190	00	000000 21st Cent Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E470	2620	3190	00	470000 21st Cent Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2620	3320	00	000000 Dist Accreditation M M M	0.00	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	0.00
10E470	2620	3320	00	470000 21st Cent Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2620	3---	--	-----	5,000.00	0.00	1,750.00	0.00	0.00	3,250.00
10E010	2620	4100	00	000000 Dist Staff Devlpmnt Supp	500.00	0.00	0.00	0.00	0.00	500.00
10E070	2620	4100	00	000000 21st Cent Supp	0.00	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	100.00	-100.00
10E---	2620	4---	--	-----	500.00	0.00	0.00	0.00	100.00	400.00
10E010	2620	5500	00	000000 RTI Instr Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2620	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2630	3400	00	000000 District Alert Now System	6,421.00	0.00	6,421.00	0.00	0.00	0.00
10E---	2630	3---	--	-----	6,421.00	0.00	6,421.00	0.00	0.00	0.00
10E010	2660	1100	00	000000 District Comp Tech Salary	70,357.00	5,863.14	23,056.33	0.00	0.00	47,300.67

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E500	3000	3320	01	500000 Title I St Joe Mileage	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3000	3320	00	510000 At Risk 0-3 Trav	84.00	0.00	83.70	0.00	0.00	0.30
10E530	3000	3320	00	530000 Title II Trav	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3000	3---	--	-----	21,902.00	498.04	1,990.07	0.00	1,663.64	18,248.29
10E010	3000	4100	00	000000 Dist Comm Serv Supp	1,000.00	0.00	0.00	0.00	175.00	825.00
10E070	3000	4100	00	000000 21st Cent Comm Serv Supplies	150.00	0.00	150.00	0.00	0.00	0.00
10E100	3000	4100	00	100000 Title I Prnt Invl Supp	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E110	3000	4100	00	110000 PreK 0-3 Supplies	13,510.00	182.00	348.97	100.00	1,858.93	11,202.10
10E130	3000	4100	00	130000 Walmart SAPP 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	0.00	0.00	0.00	0.00	0.00	0.00
10E330	3000	4100	00	330000 Title II St Joe Supplies	978.00	0.00	0.00	0.00	0.00	978.00
10E470	3000	4100	00	470000 21st Cent Sup	0.00	0.00	0.00	0.00	200.00	-200.00
10E500	3000	4100	00	500000 Title I Parent Coord Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3000	4100	00	510000 At Risk 0-3 Supp	2,544.00	0.00	2,543.58	0.00	-1,889.90	1,890.32
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	1,474.00	0.00	661.21	0.00	0.00	812.79
10E500	3000	4110	00	500000 Title I St Joe Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3000	4---	--	-----	20,656.00	182.00	3,703.76	100.00	344.03	16,508.21
10E730	3000	5500	00	730000 JFF Comm Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3000	5---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3001	1100	00	110000 PreK 3-5 Teach Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3001	1100	00	510000 PreK 3-5 Teach Sal Prior	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3001	1---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3001	2200	00	110000 PreK 3-5 Teach Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3001	2200	00	510000 PreK 3-5 Ins Ben Prior	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3001	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3002	1100	00	110000 PreK Comm Serv Sal	21,964.00	3,674.07	5,504.39	0.00	0.00	16,459.61
10E510	3002	1100	00	510000 PreK Com Serv Sal Prior	3,549.00	0.00	3,548.20	0.00	0.00	0.80
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---	--	-----	25,513.00	3,674.07	9,052.59	0.00	0.00	16,460.41
10E110	3002	2110	00	110000 PreK Comm Serv TRS	2,515.00	672.12	951.54	0.00	0.00	1,563.46
10E510	3002	2110	00	510000 Pre-K Comm Serv TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3002	2200	00	110000 PreK Comm Serv Ins Ben	2,775.00	232.50	465.00	0.00	0.00	2,310.00
10E510	3002	2200	00	510000 PreK Block Com Prior	450.00	0.00	450.00	0.00	0.00	0.00
10E---	3002	2---	--	-----	5,740.00	904.62	1,866.54	0.00	0.00	3,873.46

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E110	3002	3190	00	110000 PreK Comm Serv Pur Serv	699.00	150.00	150.00	0.00	50.00	499.00
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	225.00	0.00	0.00	-225.00
10E510	3002	3320	00	510000 At Risk Travel	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3002	3---	--	-----	699.00	150.00	375.00	0.00	50.00	274.00
10E110	3002	4100	00	110000 PreK Comm Serv Supplies	1,458.00	171.77	345.77	0.00	482.40	629.83
10E510	3002	4100	00	510000 PreKdg. Comm Serv Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3002	4---	--	-----	1,458.00	171.77	345.77	0.00	482.40	629.83
10E---	30--	----	--	-----	238,754.00	18,695.54	66,607.06	100.00	2,540.07	169,506.87
10E150	3700	1100	00	150000 SESE Flow Thru-St Joe Speech	5,425.00	0.00	0.00	0.00	0.00	5,425.00
10E---	3700	1---	--	-----	5,425.00	0.00	0.00	0.00	0.00	5,425.00
10E150	3700	2110	00	150000 SESE Flow Thru St Joe TRS	2,913.00	0.00	0.00	0.00	0.00	2,913.00
10E---	3700	2---	--	-----	2,913.00	0.00	0.00	0.00	0.00	2,913.00
10E---	37--	----	--	-----	8,338.00	0.00	0.00	0.00	0.00	8,338.00
10E260	4120	6700	00	260000 Special Ed Tuition to oth LEAs	0.00	0.00	0.00	0.00	0.00	0.00
10E---	4120	6---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
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--	----	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
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	404,415.00	101,103.75	303,311.25	0.00	101,103.75	0.00
10E010	4220	6710	00	000000 SP ED CARBONDALE TUITION	0.00	0.00	0.00	0.00	0.00	0.00
10E010	4220	6720	00	000000 SpEd Cunningham's Tuition/RmBd	0.00	0.00	0.00	0.00	0.00	0.00
10E010	4220	6740	00	000000 CARBONDALE HS SP ED	600.00	0.00	0.00	0.00	0.00	600.00
10E---	4220	6---	--	-----	405,015.00	101,103.75	303,311.25	0.00	101,103.75	600.00
10E---	42--	----	--	-----	405,515.00	101,103.75	303,311.25	0.00	101,103.75	1,100.00
1-E---	----	----	--	-----	17,321,429.00	1,671,201.00	5,096,472.51	24,112.54	1,177,731.31	11,023,112.64
20E010	2530	3140	00	000000 Honeywell Perf Contract	0.00	0.00	0.00	0.00	0.00	0.00
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	5,000.00	25.00	707.00	0.00	390.00	3,903.00
20E020	2540	3190	00	000000 ERES Maint Agreement	35,000.00	5,500.00	5,500.00	0.00	1,055.50	28,444.50
20E030	2540	3190	00	000000 WRES PURCHASE SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
20E040	2540	3190	00	000000 ERMS Maint agreement	9,000.00	0.00	1,156.46	0.00	7,593.54	250.00
20E050	2540	3190	00	000000 ERHS PURCHASE SERVICE	1,000.00	0.00	929.05	0.00	0.00	70.95
20E220	2540	3190	00	220000 IEMA Security Gr Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
20E010	2540	3210	00	000000 Dist Terminx	700.00	0.00	0.00	0.00	650.00	50.00
20E020	2540	3210	00	000000 ERES Termnx/Trash Serv	6,500.00	872.69	3,722.96	0.00	2,427.04	350.00

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				Account Level	2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
20E030	2540	3210	00 000000	WRES Termnx/Trash Serv	0.00	0.00	0.00	0.00	0.00	0.00
20E040	2540	3210	00 000000	ERMS Termnxs/Trash Serv	5,500.00	333.37	1,251.98	0.00	3,163.02	1,085.00
20E050	2540	3210	00 000000	ERHS Termnx/Trash Serv	11,500.00	500.09	3,563.58	0.00	6,611.42	1,325.00
20E010	2540	3230	00 000000	Dist Maint Rep/Maint	2,500.00	1,565.54	2,058.48	0.00	500.00	-58.48
20E020	2540	3230	00 000000	ERES Repair/Maint	19,000.00	1,878.45	7,528.83	0.00	3,024.00	8,447.17
20E030	2540	3230	00 000000	WRES Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
20E040	2540	3230	00 000000	ERMS Cust Rep/Maint	2,000.00	8,028.00	8,314.25	0.00	2,083.75	-8,398.00
20E050	2540	3230	00 000000	ERHS Cust Rep/Maint	5,000.00	561.00	1,843.50	0.00	1,430.00	1,726.50
20E010	2540	3250	00 000000	Dist Maint Rental	200.00	0.00	0.00	0.00	0.00	200.00
20E010	2540	3260	00 000000	DIST-WIDE UPS/POSTAGE	50.00	0.00	6.06	0.00	0.00	43.94
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	11,500.00	2,281.95	2,411.25	0.00	9,588.75	-500.00
20E030	2540	3700	00 000000	WRES Water/Sewer	0.00	0.00	0.00	0.00	0.00	0.00
20E040	2540	3700	00 000000	ERMS Water/Sewer	8,500.00	1,609.14	2,343.88	0.00	7,656.12	-1,500.00
20E050	2540	3700	00 000000	ERHS Water/Sewer	12,500.00	2,696.90	4,490.73	0.00	6,509.27	1,500.00
20E---	2540	3---	--		135,550.00	25,852.13	45,828.01	0.00	52,682.41	37,039.58
20E010	2540	4100	00 000000	Dist Maint Supplies	75,000.00	20,282.61	39,326.72	2,268.00	26,374.16	7,031.12
20E020	2540	4100	00 000000	ERES Cust Supp	0.00	0.00	0.00	0.00	0.00	0.00
20E030	2540	4100	00 000000	WRES Cust Supp	0.00	0.00	0.00	0.00	0.00	0.00
20E220	2540	4100	00 220000	IEMA Security Grant Supp	0.00	0.00	0.00	0.00	0.00	0.00
20E050	2540	4110	00 000000	ERHS Athletic Fld Supp	8,000.00	930.30	1,658.85	0.00	1,769.70	4,571.45
20E010	2540	4640	00 000000	Dist Maint Fuel	4,000.00	0.00	0.00	0.00	0.00	4,000.00
20E---	2540	4---	--		87,000.00	21,212.91	40,985.57	2,268.00	28,143.86	15,602.57
20E010	2540	5500	00 000000	Dist Maint Equip	5,500.00	0.00	7,770.00	0.00	395.00	-2,665.00
20E020	2540	5500	00 000000	ERES Cust Equipment	0.00	0.00	2,395.56	0.00	0.00	-2,395.56
20E030	2540	5500	00 000000	WRES Bldg Equipment	0.00	0.00	0.00	0.00	0.00	0.00
20E040	2540	5500	00 000000	ERMS Cust Equip	0.00	0.00	2,683.52	0.00	0.00	-2,683.52
20E050	2540	5500	00 000000	ERHS Classrm Equip	1,500.00	0.00	0.00	889.72	0.00	610.28
20E220	2540	5500	00 220000	IEMA Security Grant Equip	0.00	0.00	0.00	0.00	0.00	0.00
20E---	2540	5---	--		7,000.00	0.00	12,849.08	889.72	395.00	-7,133.80
20E010	2541	1110	00 000000	District Maint Sal	72,556.00	6,046.32	24,185.28	0.00	0.00	48,370.72
20E---	2541	1---	--		72,556.00	6,046.32	24,185.28	0.00	0.00	48,370.72
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	5,580.00	465.00	1,860.00	0.00	0.00	3,720.00
20E---	2541	2---	--		5,580.00	465.00	1,860.00	0.00	0.00	3,720.00
20E010	2541	3190	00 000000	District Maint Pur Ser	500.00	256.63	256.63	0.00	25.00	218.37
20E---	2541	3---	--		500.00	256.63	256.63	0.00	25.00	218.37
20E010	2541	4650	00 000000	Dist Warehouse Nat Gas	800.00	56.55	139.72	0.00	860.28	-200.00
20E---	2541	4---	--		800.00	56.55	139.72	0.00	860.28	-200.00
20E010	2542	1110	00 000000	Dist Summer Maint Sal	60,000.00	0.00	39,805.54	0.00	0.00	20,194.46

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
20E---	2542	1---	--		60,000.00	0.00	39,805.54	0.00	0.00	20,194.46
20E010	2542	2200	00	000000 Summer Maint Ins Ben	930.00	0.00	930.50	0.00	0.00	-0.50
20E---	2542	2---	--		930.00	0.00	930.50	0.00	0.00	-0.50
20E010	2542	3190	00	000000 Dist Smmr Maint Pur Serv	65,000.00	0.00	18,241.50	0.00	740.00	46,018.50
20E010	2542	3320	00	000000 Dist Summer Maint Trav	600.00	0.00	112.32	0.00	0.00	487.68
20E---	2542	3---	--		65,600.00	0.00	18,353.82	0.00	740.00	46,506.18
20E010	2542	4100	00	000000 Dist Summer Maint Supp	165,000.00	0.00	17,668.76	0.00	7,474.62	139,856.62
20E---	2542	4---	--		165,000.00	0.00	17,668.76	0.00	7,474.62	139,856.62
20E010	2542	5500	00	000000 Sumr Maint Equipment	36,000.00	0.00	11,073.00	0.00	927.00	24,000.00
20E---	2542	5---	--		36,000.00	0.00	11,073.00	0.00	927.00	24,000.00
20E---	25--	----	--		636,516.00	53,889.54	213,935.91	3,157.72	91,248.17	328,174.20
2-E---	----	----	--		636,516.00	53,889.54	213,935.91	3,157.72	91,248.17	328,174.20
30E010	5200	6200	00	000000 Long Term Bond Interest	726,006.00	359,045.00	359,045.00	366,960.22	0.00	0.78
30E010	5200	6250	00	000000 Long Term Bond Maintenance Fee	600.00	583.00	583.00	0.00	0.00	17.00
30E---	5200	6---	--		726,606.00	359,628.00	359,628.00	366,960.22	0.00	17.78
30E---	52--	----	--		726,606.00	359,628.00	359,628.00	366,960.22	0.00	17.78
30E010	5300	6100	00	000000 Long Term Bond Principal	890,410.00	820,000.00	820,000.00	70,410.00	0.00	0.00
30E---	5300	6---	--		890,410.00	820,000.00	820,000.00	70,410.00	0.00	0.00
30E---	53--	----	--		890,410.00	820,000.00	820,000.00	70,410.00	0.00	0.00
30-E---	----	----	--		1,617,016.00	1,179,628.00	1,179,628.00	437,370.22	0.00	17.78
40E080	2550	1100	00	000000 Trans Director Salary	25,000.00	0.00	0.00	0.00	0.00	25,000.00
40E080	2550	1110	00	000000 Trans Mechanic/Maint Sal	42,117.00	4,354.54	18,122.56	0.00	0.00	23,994.44
40E080	2550	1110	61	000000 Trans Bus Drivers Sal	510,000.00	45,583.53	131,937.72	0.00	0.00	378,062.28
40E080	2550	1110	70	000000 Trans Sec/Supervisor Sal	97,482.00	8,273.16	23,574.80	0.00	0.00	73,907.20
40E610	2550	1110	00	610000 Trans Voc Ed Salary	0.00	0.00	0.00	0.00	0.00	0.00
40E620	2550	1110	00	620000 Trans Spec Ed bus Aide Sal	87,444.00	6,717.59	12,812.65	0.00	0.00	74,631.35
40E080	2550	1200	00	000000 Trans Driver Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
40E620	2550	1200	00	620000 Trans Spec Ed Aide Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	1210	00	000000 Trans Sub Drivers Sal	0.00	0.00	0.00	0.00	0.00	0.00
40E080	2550	1210	61	000000 Reg Rte Sub Bus Driver Sal	25,242.00	2,822.79	5,253.92	0.00	0.00	19,988.08
40E620	2550	1210	00	620000 Trans Sub Spec Ed Aide Sal	5,000.00	330.00	725.00	0.00	0.00	4,275.00
40E080	2550	1310	00	000000 Trans Trip Drvr Sal	45,000.00	5,888.45	10,519.67	0.00	0.00	34,480.33
40E---	2550	1---	--		837,285.00	73,970.06	202,946.32	0.00	0.00	634,338.68
40E080	2550	2110	00	000000 Trans TRS	3,500.00	0.00	0.00	0.00	0.00	3,500.00
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 Trans Dir Ins Benefit	12.00	2.34	6.68	0.00	0.00	5.32
40E080	2550	2200	61	000000 Trans Drivers Ins Ben	127,691.00	11,539.42	34,764.66	0.00	0.00	92,926.34

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
40E080	2550	2200	70 000000	Trans Sec/Supvr Ins Ben	11,100.00	930.00	3,720.00	0.00	0.00	7,380.00
40E620	2550	2200	00 620000	Trans Spec Ed Ins Ben	5,598.00	5.36	84.90	0.00	0.00	5,513.10
40E---	2550	2---	-- -----		147,901.00	12,477.12	38,576.24	0.00	0.00	109,324.76
40E080	2550	3140	00 000000	Trans Micro Renewal	950.00	0.00	0.00	0.00	950.00	0.00
40E080	2550	3190	00 000000	Trans Physicals	5,500.00	429.74	1,256.74	45.00	348.00	3,850.26
40E620	2550	3190	00 620000	Spec Ed Trans Contract Fee	6,000.00	1,442.66	1,631.23	0.00	3,392.39	976.38
40E080	2550	3210	00 000000	Trans Trash P/U	700.00	62.07	232.54	0.00	467.46	0.00
40E080	2550	3220	00 000000	Trans Towel Service	1,500.00	80.98	317.97	0.00	1,182.03	0.00
40E080	2550	3230	00 000000	Trans Repair/Maint	80,000.00	2,317.03	9,060.20	0.00	68,051.05	2,888.75
40E080	2550	3240	00 000000	Trans Copier Rep/Maint	100.00	0.00	0.00	0.00	0.00	100.00
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	100.00	0.00	0.00	0.00	0.00	100.00
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	7,000.00	133.50	681.73	0.00	6,318.27	0.00
40E080	2550	3600	00 000000	Trans Printing	3,000.00	205.25	1,416.64	0.00	1,583.36	0.00
40E080	2550	3900	00 000000	Trans Bus Inspection Fee	4,000.00	308.50	1,682.00	0.00	2,318.00	0.00
40E---	2550	3---	-- -----		108,850.00	4,979.73	16,279.05	45.00	84,610.56	7,915.39
40E080	2550	4100	00 000000	Trans Supplies	105,000.00	6,517.06	42,641.81	0.00	65,535.84	-3,177.65
40E080	2550	4240	00 000000	Trans. Copier Paper & Toner	250.00	0.00	0.00	0.00	0.00	250.00
40E080	2550	4620	00 000000	Trans Oil	7,000.00	125.95	592.27	0.00	6,407.73	0.00
40E080	2550	4640	00 000000	Trans Fuel	260,000.00	15,730.78	27,185.27	0.00	222,974.02	9,840.71
40E080	2550	4700	00 000000	Trans Software	6,500.00	0.00	6,000.00	0.00	6,000.00	-5,500.00
40E---	2550	4---	-- -----		378,750.00	22,373.79	76,419.35	0.00	300,917.59	1,413.06
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	259,480.00	0.00	259,480.00	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---	-- -----		259,480.00	0.00	259,480.00	0.00	0.00	0.00
40E---	25--	----	-- -----		1,732,266.00	113,800.70	593,700.96	45.00	385,528.15	752,991.89
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
40E080	5370	6200	00 000000	Bus Lease Agreement	0.00	0.00	0.00	0.00	0.00	0.00
40E---	5370	6---	-- -----		0.00	0.00	0.00	0.00	0.00	0.00
40E---	53--	----	-- -----		0.00	0.00	0.00	0.00	0.00	0.00
4-E---	----	----	-- -----		1,732,266.00	113,800.70	593,700.96	45.00	385,528.15	752,991.89
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	269.00	0.00	268.79	0.00	0.00	0.21

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E470	1100	2120	00	470000 21st Cent IMRF	5,000.00	470.68	576.20	0.00	0.00	4,423.80
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	509.00	0.00	508.50	0.00	0.00	0.50
50E470	1100	2130	00	470000 21st Cent FICA	4,800.00	527.00	628.31	0.00	0.00	4,171.69
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	420.00	4.93	425.36	0.00	0.00	-5.36
50E190	1100	2140	00	190000 Title VI Rural Ed Med	0.00	0.00	0.00	0.00	0.00	0.00
50E470	1100	2140	00	470000 21st Cent Med	2,000.00	267.37	318.44	0.00	0.00	1,681.56
50E---	1100	2---	--	-----	12,998.00	1,269.98	2,725.60	0.00	0.00	10,272.40
50E020	1110	2120	00	000000 ERES IMRF	3,000.00	0.00	0.00	0.00	0.00	3,000.00
50E020	1110	2130	00	000000 ERES FICA	1,000.00	158.84	249.98	0.00	0.00	750.02
50E030	1110	2130	00	000000 WRES FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E020	1110	2140	00	000000 ERES Medicare	32,000.00	2,567.23	9,935.28	0.00	0.00	22,064.72
50E030	1110	2140	00	000000 WRES Medicare	0.00	0.00	0.00	0.00	0.00	0.00
50E160	1110	2140	00	160000 Ed Jobs Fund Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1110	2---	--	-----	36,000.00	2,726.07	10,185.26	0.00	0.00	25,814.74
50E040	1120	2120	00	000000 ERMS IMRF	8,000.00	493.04	1,917.68	0.00	0.00	6,082.32
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	3,200.00	183.25	712.55	0.00	0.00	2,487.45
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	23,500.00	1,676.00	6,427.47	0.00	0.00	17,072.53
50E160	1120	2140	00	160000 Ed Jobs Fund Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1120	2---	--	-----	34,700.00	2,352.29	9,057.70	0.00	0.00	25,642.30
50E110	1125	2120	00	110000 Pre K IMRF	12,141.00	890.37	1,826.75	0.00	0.00	10,314.25
50E210	1125	2120	00	210000 ROE Pre K IIMRF	2,000.00	100.90	151.35	0.00	0.00	1,848.65
50E510	1125	2120	00	510000 Pre K IMRF	879.00	0.00	878.82	0.00	0.00	0.18
50E110	1125	2130	00	110000 Pre K FICA	4,200.00	370.02	725.59	0.00	0.00	3,474.41
50E210	1125	2130	00	210000 ROE Pre K FICA	850.00	44.49	63.37	0.00	0.00	786.63
50E510	1125	2130	00	510000 Pre K FICA	329.00	0.00	328.84	0.00	0.00	0.16
50E110	1125	2140	00	110000 Pre K Medicare	3,250.00	271.89	531.49	0.00	0.00	2,718.51
50E210	1125	2140	00	210000 ROE Pre K Medicare	800.00	38.48	115.66	0.00	0.00	684.34
50E510	1125	2140	00	510000 Pre K Medicare	418.00	0.00	417.68	0.00	0.00	0.32
50E---	1125	2---	--	-----	24,867.00	1,716.15	5,039.55	0.00	0.00	19,827.45
50E050	1130	2120	00	000000 ERHS IMRF	4,000.00	232.02	915.88	0.00	0.00	3,084.12
50E050	1130	2130	00	000000 ERHS FICA	1,286.00	86.82	342.72	0.00	0.00	943.28
50E050	1130	2140	00	000000 ERHS Medicare	23,000.00	1,627.90	6,199.52	0.00	0.00	16,800.48
50E160	1130	2140	00	160000 Ed Jobs Fund Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1130	2---	--	-----	28,286.00	1,946.74	7,458.12	0.00	0.00	20,827.88
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

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E---	1140	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
50E530	1170	2130	00	530000 Title II FICA	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	79.78	158.18	0.00	0.00	841.82
50E530	1170	2140	00	530000 Title II Med	76.00	0.00	76.10	0.00	0.00	-0.10
50E---	1170	2---	--	-----	1,076.00	79.78	234.28	0.00	0.00	841.72
50E---	11--	----	--	-----	137,927.00	10,091.01	34,700.51	0.00	0.00	103,226.49
50E140	1203	2120	00	140000 EMH Aide/Asst IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E140	1203	2130	00	140000 EMH Aide/Asst FICA	0.00	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	0.00
50E---	1203	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
50E140	1204	2120	00	140000 Prsnl Aide/Ast IMRF	12,617.00	1,109.04	2,662.96	0.00	0.00	9,954.04
50E140	1204	2130	00	140000 Prsnl Aide/Ast FICA	6,000.00	538.66	1,207.17	0.00	0.00	4,792.83
50E140	1204	2140	00	140000 Prsnl Aide/Ast Med	300.00	126.00	282.38	0.00	0.00	17.62
50E---	1204	2---	--	-----	18,917.00	1,773.70	4,152.51	0.00	0.00	14,764.49
50E140	1205	2120	00	140000 LD Aide/Asst IMRF	3,000.00	1.79	1.79	0.00	0.00	2,998.21
50E140	1205	2130	00	140000 LD Aide/Asst FICA	100.00	0.67	0.67	0.00	0.00	99.33
50E140	1205	2140	00	140000 LD Medicare	6,500.00	381.36	1,450.72	0.00	0.00	5,049.28
50E---	1205	2---	--	-----	9,600.00	383.82	1,453.18	0.00	0.00	8,146.82
50E280	1206	2120	00	280000 Visual Aide IMRF	0.00	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	0.00
50E---	1206	2---	--	-----	0.00	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	0.00
50E280	1213	2140	00	280000 Homebound Medicare	500.00	11.51	13.55	0.00	0.00	486.45
50E---	1213	2---	--	-----	500.00	11.51	13.55	0.00	0.00	486.45
50E140	1216	2120	00	140000 Autism IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E280	1216	2120	00	280000 Autism IMRF	16,425.00	1,559.91	6,159.40	0.00	0.00	10,265.60
50E140	1216	2130	00	140000 Autism FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E280	1216	2130	00	280000 Autism FICA	7,700.00	640.10	2,481.14	0.00	0.00	5,218.86
50E140	1216	2140	00	140000 Autism Med	0.00	0.00	0.00	0.00	0.00	0.00
50E280	1216	2140	00	280000 Autism Med	2,000.00	149.68	580.27	0.00	0.00	1,419.73
50E---	1216	2---	--	-----	26,125.00	2,349.69	9,220.81	0.00	0.00	16,904.19
50E140	1220	2120	00	140000 EMH/LD Aide/Asst IMRF	19,000.00	1,511.72	5,307.93	0.00	0.00	13,692.07
50E140	1220	2130	00	140000 EMH/LD Aide/Asst FICA	8,500.00	602.38	2,051.05	0.00	0.00	6,448.95
50E140	1220	2140	00	140000 EMH/LD Medicare	8,000.00	712.78	2,619.47	0.00	0.00	5,380.53
50E---	1220	2---	--	-----	35,500.00	2,826.88	9,978.45	0.00	0.00	25,521.55
50E100	1250	2120	00	100000 Title I IMRF	40,000.00	3,355.29	6,183.68	0.00	0.00	33,816.32
50E500	1250	2120	00	500000 Title I IMRF Prior	3,680.00	0.00	3,679.92	0.00	0.00	0.08
50E100	1250	2130	00	100000 Title I FICA	15,000.00	1,283.27	2,359.08	0.00	0.00	12,640.92
50E500	1250	2130	00	500000 Title I FICA Prior	1,377.00	0.00	1,376.92	0.00	0.00	0.08
50E100	1250	2140	00	100000 Title I Medicare	5,000.00	443.51	805.33	0.00	0.00	4,194.67

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FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E500	1250	2140	00	500000 Title I Medicare Prior	533.00	-0.02	532.41	0.00	0.00	0.59
50E---	1250	2---	--	-----	65,590.00	5,082.05	14,937.34	0.00	0.00	50,652.66
50E360	1275	2120	00	360000	0.00	100.90	201.80	0.00	0.00	-201.80
50E360	1275	2130	00	360000	0.00	41.26	116.77	0.00	0.00	-116.77
50E360	1275	2140	00	360000	0.00	29.92	67.46	0.00	0.00	-67.46
50E---	1275	2---	--	-----	0.00	172.08	386.03	0.00	0.00	-386.03
50E---	12--	----	--	-----	156,232.00	12,599.73	40,141.87	0.00	0.00	116,090.13
50E050	1400	2120	00	000000 ERHS Voc TA IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E390	1400	2120	00	390000 Voc Tutor IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1400	2130	00	000000 HS BT/Voc FICA	0.00	0.00	1.40	0.00	0.00	-1.40
50E390	1400	2130	00	390000 Voc Tutor FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1400	2140	00	000000 ERHS Voc Medicare	8,000.00	585.46	2,271.11	0.00	0.00	5,728.89
50E390	1400	2140	00	390000 Voc Tutor Med	0.00	0.00	0.00	0.00	0.00	0.00
50E490	1400	2140	00	490000 Ag Incent Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1400	2---	--	-----	8,000.00	585.46	2,272.51	0.00	0.00	5,727.49
50E410	1459	2120	00	410000 JROTC Instructor IMRF	22,000.00	1,680.82	6,840.98	0.00	0.00	15,159.02
50E410	1459	2130	00	410000 JROTC Instructor FICA	9,869.00	628.94	2,559.76	0.00	0.00	7,309.24
50E410	1459	2140	00	410000 JROTC Instructor Med	2,000.00	147.08	598.62	0.00	0.00	1,401.38
50E---	1459	2---	--	-----	33,869.00	2,456.84	9,999.36	0.00	0.00	23,869.64
50E---	14--	----	--	-----	41,869.00	3,042.30	12,271.87	0.00	0.00	29,597.13
50E050	1500	2140	00	000000 ERHS A D Medicare	85.00	6.24	24.04	0.00	0.00	60.96
50E---	1500	2---	--	-----	85.00	6.24	24.04	0.00	0.00	60.96
50E050	1505	2140	00	000000 HS FBLA Spon Med	45.00	1.72	15.24	0.00	0.00	29.76
50E---	1505	2---	--	-----	45.00	1.72	15.24	0.00	0.00	29.76
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	280.00	0.00	0.00	0.00	0.00	280.00
50E050	1510	2130	00	000000 ERHS Cheerldr Spons FICA	110.00	0.00	0.00	0.00	0.00	110.00
50E050	1510	2140	00	000000 ERHS Cheerldr Spons Medi	140.00	0.00	0.00	0.00	0.00	140.00
50E---	1510	2---	--	-----	530.00	0.00	0.00	0.00	0.00	530.00
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	300.00	2.56	2.56	0.00	0.00	297.44
50E050	1512	2140	00	000000 ERHS X C Medicare	90.00	0.50	0.50	0.00	0.00	89.50
50E---	1512	2---	--	-----	390.00	3.06	3.06	0.00	0.00	386.94
50E050	1513	2120	00	000000 ERHS Dance IMRF	260.00	0.00	0.00	0.00	0.00	260.00
50E050	1513	2130	00	000000 ERHS Dance Team FICA	150.00	0.00	0.00	0.00	0.00	150.00
50E050	1513	2140	00	000000 ERHS Dance Med	45.00	0.00	0.00	0.00	0.00	45.00
50E---	1513	2---	--	-----	455.00	0.00	0.00	0.00	0.00	455.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E050	1520	2130	00 000000	ERHS Girls TN FICA	252.00	205.73	205.73	0.00	0.00	46.27
50E050	1520	2140	00 000000	ERHS Girls Tn Medicare	50.00	48.12	48.12	0.00	0.00	1.88
50E---	1520	2---	-- -----		302.00	253.85	253.85	0.00	0.00	48.15
50E050	1521	2120	00 000000	ERHS Volleybl Wkrs IMRF	50.00	0.00	0.00	0.00	0.00	50.00
50E050	1521	2130	00 000000	ERHS Volleybl Wkrs FICA	50.00	0.00	3.02	0.00	0.00	46.98
50E050	1521	2140	00 000000	ERHS Volleyball Medi	250.00	0.00	0.53	0.00	0.00	249.47
50E---	1521	2---	-- -----		350.00	0.00	3.55	0.00	0.00	346.45
50E050	1522	2120	00 000000	ERHS Girls Bsktbl IMRF	25.00	0.00	0.00	0.00	0.00	25.00
50E050	1522	2130	00 000000	ERHS Grls Bskbl Wkr FICA	50.00	0.00	0.00	0.00	0.00	50.00
50E050	1522	2140	00 000000	ERHS Grls Bsktbl Cch Med	465.00	0.00	0.00	0.00	0.00	465.00
50E---	1522	2---	-- -----		540.00	0.00	0.00	0.00	0.00	540.00
50E050	1523	2120	00 000000	ERHS Girls Track IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1523	2130	00 000000	ERHS Grls Track FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1523	2140	00 000000	ERHS Grls Track Medicare	325.00	0.00	0.00	0.00	0.00	325.00
50E---	1523	2---	-- -----		325.00	0.00	0.00	0.00	0.00	325.00
50E050	1524	2120	00 000000	ERHS Grls Sftbl IMRF	0.00	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	0.00
50E050	1524	2140	00 000000	ERHS Grls Sftbl Medicare	150.00	0.00	0.00	0.00	0.00	150.00
50E---	1524	2---	-- -----		150.00	0.00	0.00	0.00	0.00	150.00
50E050	1525	2120	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
50E050	1525	2130	00 000000	ERHS GIRLS SOCCER FICA	300.00	19.30	19.30	0.00	0.00	280.70
50E050	1525	2140	00 000000	ERHS Girls Sccr Med	80.00	4.22	4.22	0.00	0.00	75.78
50E---	1525	2---	-- -----		380.00	23.52	23.52	0.00	0.00	356.48
50E050	1530	2130	00 000000	ERHS Boys Tns FICA	215.00	0.00	0.00	0.00	0.00	215.00
50E050	1530	2140	00 000000	ERHS Boys Tns Cch Med	80.00	0.00	0.00	0.00	0.00	80.00
50E---	1530	2---	-- -----		295.00	0.00	0.00	0.00	0.00	295.00
50E050	1531	2120	00 000000	ERHS FTB IMRF	10.00	0.00	0.00	0.00	0.00	10.00
50E050	1531	2130	00 000000	ERHS Ftbl FICA	600.00	23.95	28.14	0.00	0.00	571.86
50E050	1531	2140	00 000000	ERHS Ftbl Coach Medicare	415.00	5.85	7.14	0.00	0.00	407.86
50E---	1531	2---	-- -----		1,025.00	29.80	35.28	0.00	0.00	989.72
50E050	1532	2120	00 000000	ERHS Boys Bsktball IMRF	10.00	0.00	0.00	0.00	0.00	10.00
50E050	1532	2130	00 000000	ERHS Boys Bsktb FICA	375.00	0.00	0.00	0.00	0.00	375.00
50E050	1532	2140	00 000000	ERHS Boys Bsktb Medicare	115.00	0.00	0.00	0.00	0.00	115.00
50E---	1532	2---	-- -----		500.00	0.00	0.00	0.00	0.00	500.00
50E050	1533	2120	00 000000	ERHS Boys Track IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1533	2130	00 000000	ERHS Boys Track FICA	223.00	0.00	0.00	0.00	0.00	223.00
50E050	1533	2140	00 000000	ERHS Boys Tck Medicare	75.00	0.00	0.00	0.00	0.00	75.00
50E---	1533	2---	-- -----		298.00	0.00	0.00	0.00	0.00	298.00
50E050	1534	2120	00 000000	ERHS Boys Base IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1534	2130	00 000000	ERHS Boys Baseball FICA	75.00	0.00	0.00	0.00	0.00	75.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E050	1534	2140	00 000000	ERHS Boys Basebl Med	165.00	0.00	0.00	0.00	0.00	165.00
50E---	1534	2---	--		240.00	0.00	0.00	0.00	0.00	240.00
50E050	1536	2130	00 000000	ERHS Soccer Coach FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1536	2140	00 000000	ERHS Soccer Coach Med	330.00	0.00	0.00	0.00	0.00	330.00
50E---	1536	2---	--		330.00	0.00	0.00	0.00	0.00	330.00
50E040	1540	2130	00 000000	ERMS AD FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1540	2140	00 000000	ERMS AD Med	50.00	2.44	9.70	0.00	0.00	40.30
50E---	1540	2---	--		50.00	2.44	9.70	0.00	0.00	40.30
50E040	1550	2130	00 000000	ERMS Chrldr Spons FICA	220.00	0.00	0.00	0.00	0.00	220.00
50E040	1550	2140	00 000000	ERMS Cheerleader Medicare	70.00	0.00	0.00	0.00	0.00	70.00
50E---	1550	2---	--		290.00	0.00	0.00	0.00	0.00	290.00
50E040	1551	2120	00 000000		0.00	4.65	4.65	0.00	0.00	-4.65
50E040	1551	2130	00 000000	ERMS XC FICA	283.00	9.15	9.15	0.00	0.00	273.85
50E040	1551	2140	00 000000	ERMS X-Cntry Medicare	50.00	4.53	4.53	0.00	0.00	45.47
50E---	1551	2---	--		333.00	18.33	18.33	0.00	0.00	314.67
50E040	1560	2120	00 000000	ERMS Grls Bsktb IMRF	300.00	0.00	0.00	0.00	0.00	300.00
50E040	1560	2130	00 000000	ERMS Grls Bsktb FICA	500.00	0.00	0.00	0.00	0.00	500.00
50E040	1560	2140	00 000000	ERMS Grls Bsktb Medicare	315.00	0.00	0.00	0.00	0.00	315.00
50E---	1560	2---	--		1,115.00	0.00	0.00	0.00	0.00	1,115.00
50E040	1561	2120	00 000000	ERMS Volleyball Wk IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1561	2130	00 000000	ERMS Volleybl Wrkrs FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1561	2140	00 000000	ERMS Volleybl Medicare	555.00	0.00	0.00	0.00	0.00	555.00
50E---	1561	2---	--		555.00	0.00	0.00	0.00	0.00	555.00
50E040	1562	2120	00 000000	MS Girls Track IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1562	2130	00 000000	MS Girls Track FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1562	2140	00 000000	ERMS Girls Track Med	760.00	0.00	0.00	0.00	0.00	760.00
50E---	1562	2---	--		760.00	0.00	0.00	0.00	0.00	760.00
50E040	1570	2120	00 000000	ERMS Boys Bsktb IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1570	2130	00 000000	ERMS Boys Bsktb FICA	300.00	0.00	0.00	0.00	0.00	300.00
50E040	1570	2140	00 000000	ERMS Boys Bsktb Medicare	140.00	0.00	0.00	0.00	0.00	140.00
50E---	1570	2---	--		440.00	0.00	0.00	0.00	0.00	440.00
50E040	1571	2130	00 000000	ERMS Boys Track FICA	275.00	0.00	0.00	0.00	0.00	275.00
50E040	1571	2140	00 000000	ERMS BOYS TRACK MED	115.00	0.00	0.00	0.00	0.00	115.00
50E---	1571	2---	--		390.00	0.00	0.00	0.00	0.00	390.00
50E050	1572	2130	00 000000	HS Wrestling Workers FICA	75.00	0.00	0.00	0.00	0.00	75.00
50E050	1572	2140	00 000000	ERHS Wrestling Medicare	90.00	0.00	0.00	0.00	0.00	90.00
50E---	1572	2---	--		165.00	0.00	0.00	0.00	0.00	165.00
50E040	1575	2140	00 000000	ERMS Yearbook Spons Med	55.00	2.76	11.12	0.00	0.00	43.88
50E---	1575	2---	--		55.00	2.76	11.12	0.00	0.00	43.88
50E040	1576	2140	00 000000	ERMS Student Council Med	50.00	2.84	11.28	0.00	0.00	38.72

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E---	1576	2---	--	-----	50.00	2.84	11.28	0.00	0.00	38.72
50E050	1580	2130	00	000000 HS Scholar Bowl FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1580	2140	00	000000 ERHS Schlstc Bwl Med	60.00	0.00	0.00	0.00	0.00	60.00
50E---	1580	2---	--	-----	60.00	0.00	0.00	0.00	0.00	60.00
50E050	1582	2140	00	000000 ERHS Drama Spons Med	155.00	1.40	2.80	0.00	0.00	152.20
50E---	1582	2---	--	-----	155.00	1.40	2.80	0.00	0.00	152.20
50E050	1583	2130	00	000000 ERHS Mrch Bnd Dir FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	1583	2140	00	000000 ERHS Mrch Bnd Dir Med	115.00	7.68	45.93	0.00	0.00	69.07
50E---	1583	2---	--	-----	115.00	7.68	45.93	0.00	0.00	69.07
50E050	1584	2140	00	000000 ERHS Chorus Spons Med	50.00	0.00	0.00	0.00	0.00	50.00
50E---	1584	2---	--	-----	50.00	0.00	0.00	0.00	0.00	50.00
50E050	1585	2140	00	000000 ERHS Jr Cls Spons Med	78.00	2.25	16.64	0.00	0.00	61.36
50E---	1585	2---	--	-----	78.00	2.25	16.64	0.00	0.00	61.36
50E050	1586	2140	00	000000 ERHS Yrbk Spons Medicare	45.00	2.03	7.90	0.00	0.00	37.10
50E---	1586	2---	--	-----	45.00	2.03	7.90	0.00	0.00	37.10
50E050	1588	2120	00	000000 ERHS X-Curr Sprvsn IMRF	25.00	0.00	0.00	0.00	0.00	25.00
50E050	1588	2130	00	000000 ERHS X-Curr Sprvsn FICA	350.00	0.00	0.00	0.00	0.00	350.00
50E050	1588	2140	00	000000 ERHS X-Curr Sprvsn Med	90.00	0.38	0.38	0.00	0.00	89.62
50E---	1588	2---	--	-----	465.00	0.38	0.38	0.00	0.00	464.62
50E050	1589	2140	00	000000 ERHS Stdnt Cncl Medicare	65.00	3.10	11.16	0.00	0.00	53.84
50E---	1589	2---	--	-----	65.00	3.10	11.16	0.00	0.00	53.84
50E050	1590	2120	00	000000 ERHS Rifle/Drill IMRF	650.00	57.98	226.52	0.00	0.00	423.48
50E050	1590	2130	00	000000 ERHS Rifle/Drill FICA	250.00	21.68	84.73	0.00	0.00	165.27
50E050	1590	2140	00	000000 ERHS Rifle/Drill Med	90.00	5.08	19.85	0.00	0.00	70.15
50E---	1590	2---	--	-----	990.00	84.74	331.10	0.00	0.00	658.90
50E040	1591	2140	00	000000 ERMS BAND MED	45.00	2.59	9.20	0.00	0.00	35.80
50E---	1591	2---	--	-----	45.00	2.59	9.20	0.00	0.00	35.80
50E040	1593	2140	00	000000 ERMS Talent Shw Spon Med	115.00	77.34	77.34	0.00	0.00	37.66
50E---	1593	2---	--	-----	115.00	77.34	77.34	0.00	0.00	37.66
50E040	1594	2140	00	000000 ERMS Drama Spon Medicare	25.00	0.00	0.00	0.00	0.00	25.00
50E---	1594	2---	--	-----	25.00	0.00	0.00	0.00	0.00	25.00
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	0.00	0.00	0.00	0.00	0.00	0.00
50E040	1598	2140	00	000000 ERMS Dance/Grad Medicare	50.00	0.00	0.00	0.00	0.00	50.00
50E---	1598	2---	--	-----	50.00	0.00	0.00	0.00	0.00	50.00
50E---	15--	----	--	-----	12,776.00	526.07	911.42	0.00	0.00	11,864.58
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	700.00	13.44	253.66	0.00	0.00	446.34
50E---	1700	2---	--	-----	700.00	13.44	253.66	0.00	0.00	446.34

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E---	17--	----	--	-----	700.00	13.44	253.66	0.00	0.00	446.34
50E010	1800	2140	00	000000 Bilingual Program Med	10.00	0.00	0.00	0.00	0.00	10.00
50E---	1800	2---	--	-----	10.00	0.00	0.00	0.00	0.00	10.00
50E---	18--	----	--	-----	10.00	0.00	0.00	0.00	0.00	10.00
50E550	1900	2120	00	550000 TAOEP IMRF	852.00	0.00	851.48	0.00	0.00	0.52
50E750	1900	2120	00	750000 TAOEP IMRF	5,500.00	269.45	537.32	0.00	0.00	4,962.68
50E550	1900	2130	00	550000 TAOEP FICA	319.00	0.00	318.60	0.00	0.00	0.40
50E750	1900	2130	00	750000 TAOEP FICA	1,900.00	100.81	201.05	0.00	0.00	1,698.95
50E550	1900	2140	00	550000 TAOEP Med	75.00	0.00	74.52	0.00	0.00	0.48
50E750	1900	2140	00	750000 TAOEP Med	750.00	23.58	47.02	0.00	0.00	702.98
50E---	1900	2---	--	-----	9,396.00	393.84	2,029.99	0.00	0.00	7,366.01
50E---	19--	----	--	-----	9,396.00	393.84	2,029.99	0.00	0.00	7,366.01
50E550	2110	2120	00	550000 TAOEP IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E750	2110	2120	00	750000 TAOEP IMRF	4,500.00	0.00	0.00	0.00	0.00	4,500.00
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	0.00	0.00	0.00	0.00	0.00	0.00
50E750	2110	2130	00	750000 TAOEP FICA	1,500.00	0.00	0.00	0.00	0.00	1,500.00
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	0.00	0.00	0.00	0.00	0.00	0.00
50E750	2110	2140	00	750000 TAOEP Social Worker Med	500.00	0.00	0.00	0.00	0.00	500.00
50E---	2110	2---	--	-----	6,500.00	0.00	0.00	0.00	0.00	6,500.00
50E020	2120	2120	00	000000 ES Guid IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E050	2120	2120	00	000000 ERHS Guid IMRF	3,236.00	247.72	798.64	0.00	0.00	2,437.36
50E070	2120	2120	00	000000 Century 21 IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E020	2120	2130	00	000000 ES Guid FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E050	2120	2130	00	000000 ERHS Guid FICA	1,000.00	83.40	261.64	0.00	0.00	738.36
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	1,361.00	111.57	430.64	0.00	0.00	930.36
50E040	2120	2140	00	000000 ERMS Guid Medicare	715.00	50.52	201.02	0.00	0.00	513.98
50E050	2120	2140	00	000000 ERHS Guid Medicare	3,500.00	162.20	619.38	0.00	0.00	2,880.62
50E070	2120	2140	00	000000 Century 21 Med	10.00	0.00	9.95	0.00	0.00	0.05
50E470	2120	2140	00	470000 21st Cent Med	50.00	0.00	0.00	0.00	0.00	50.00
50E---	2120	2---	--	-----	9,872.00	655.41	2,321.27	0.00	0.00	7,550.73
50E010	2130	2120	00	000000 DIST NURSE AIDE IMRF	11,550.00	741.54	2,340.25	0.00	0.00	9,209.75
50E010	2130	2130	00	000000 District Nurse FICA	4,000.00	305.36	925.64	0.00	0.00	3,074.36
50E010	2130	2140	00	000000 Dist Nurse Medicare	3,500.00	176.94	624.27	0.00	0.00	2,875.73
50E---	2130	2---	--	-----	19,050.00	1,223.84	3,890.16	0.00	0.00	15,159.84
50E140	2140	2140	00	140000 Psychologist Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	2140	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00

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				Account Level	2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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 Speech Path Med	0.00	0.00	0.00	0.00	0.00	0.00
50E280	2150	2140	00	280000 District Speech Medicare	4,000.00	270.10	1,048.54	0.00	0.00	2,951.46
50E---	2150	2---	--	-----	4,000.00	270.10	1,048.54	0.00	0.00	2,951.46
50E020	2190	2120	00	000000 Supervision Aide IMRF	8,000.00	479.33	1,684.15	0.00	0.00	6,315.85
50E020	2190	2130	00	000000 Supervision Aide FICA	2,500.00	183.69	639.64	0.00	0.00	1,860.36
50E020	2190	2140	00	000000 Supervision Aide Med	1,000.00	42.95	149.58	0.00	0.00	850.42
50E---	2190	2---	--	-----	11,500.00	705.97	2,473.37	0.00	0.00	9,026.63
50E---	21--	----	--	-----	50,922.00	2,855.32	9,733.34	0.00	0.00	41,188.66
50E070	2210	2120	00	000000 Cent 21 IMRF	83.00	0.00	0.00	0.00	0.00	83.00
50E100	2210	2120	00	100000 Title I IMRF	0.00	0.00	32.44	0.00	0.00	-32.44
50E120	2210	2120	00	120000 IMPROV INSTR LAPTOP IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E180	2210	2120	01	180000 RTtT NC 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	13.57	0.00	0.00	-13.57
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	114.00	0.00	0.00	0.00	0.00	114.00
50E100	2210	2130	00	100000 TITLE I IMPROV FICA	0.00	0.00	12.13	0.00	0.00	-12.13
50E110	2210	2130	00	110000	0.00	13.02	13.02	0.00	0.00	-13.02
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	0.00	0.00	0.00	0.00	0.00	0.00
50E180	2210	2130	01	180000 RTTT FICA	0.00	0.00	0.00	0.00	0.00	0.00
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	13.02	0.00	0.00	-13.02
50E500	2210	2130	00	500000 Title I FICA/NC	0.00	0.00	0.00	0.00	0.00	0.00
50E510	2210	2130	00	510000 At Risk Fica/NC	0.00	0.00	0.00	0.00	0.00	0.00
50E530	2210	2130	00	530000 Title II FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E010	2210	2140	00	000000 Impr of Inst Dist Med	1,500.00	0.00	0.00	0.00	0.00	1,500.00
50E060	2210	2140	00	000000 Fine Arts Grant Med	0.00	0.00	0.00	0.00	0.00	0.00
50E070	2210	2140	00	000000 Cent 21 Med	56.00	0.00	0.00	0.00	0.00	56.00
50E100	2210	2140	00	100000 Title I Improv Medicare	500.00	11.85	24.64	0.00	0.00	475.36
50E110	2210	2140	00	110000 PreK Improv Instr Med	500.00	7.20	7.20	0.00	0.00	492.80
50E120	2210	2140	00	120000 IMPROV INSTR LAPTOP MED	0.00	0.00	0.00	0.00	0.00	0.00
50E170	2210	2140	00	170000 NTCM SUB MED	0.00	0.00	0.00	0.00	0.00	0.00
50E180	2210	2140	00	180000 RTT Improv Inst Med	0.00	0.00	0.00	0.00	0.00	0.00
50E180	2210	2140	01	180000 RTTT IMentoring MED	0.00	0.00	0.00	0.00	0.00	0.00
50E330	2210	2140	00	330000 Title II Teach Medicare	0.00	14.50	18.51	0.00	0.00	-18.51
50E470	2210	2140	00	470000 21st Cent Med	0.00	0.00	14.84	0.00	0.00	-14.84
50E490	2210	2140	00	490000 Ag Grant Medicare	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E500	2210	2140	00	500000 Title I Med	0.00	0.00	0.00	0.00	0.00	0.00
50E510	2210	2140	00	510000 At Risk Med	0.00	0.00	0.00	0.00	0.00	0.00
50E530	2210	2140	00	530000 Prior Yr Title II Med	0.00	0.00	0.00	0.00	0.00	0.00
50E810	2210	2140	00	810000 PAT BURT FLOW THRU MED	500.00	8.43	105.89	0.00	0.00	394.11
50E---	2210	2---	--	-----	3,253.00	55.00	255.26	0.00	0.00	2,997.74
50E020	2220	2120	00	000000 ERES IMC IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E040	2220	2120	00	000000 ERMS IMC IMRF	4,000.00	278.18	1,097.92	0.00	0.00	2,902.08
50E050	2220	2120	00	000000 ERHS IMC IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E020	2220	2130	00	000000 ERES IMC FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E040	2220	2130	00	000000 ERMS IMC FICA	1,500.00	104.08	410.80	0.00	0.00	1,089.20
50E050	2220	2130	00	000000 ERHS IMC FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E020	2220	2140	00	000000 ERES IMC Medicare	950.00	68.02	270.70	0.00	0.00	679.30
50E040	2220	2140	00	000000 ERMS IMC Medicare	1,100.00	75.16	296.24	0.00	0.00	803.76
50E050	2220	2140	00	000000 ERHS IMC Medicare	1,000.00	62.90	246.48	0.00	0.00	753.52
50E---	2220	2---	--	-----	8,550.00	588.34	2,322.14	0.00	0.00	6,227.86
50E---	22--	----	--	-----	11,803.00	643.34	2,577.40	0.00	0.00	9,225.60
50E010	2310	2120	00	000000 BOE Treasure/Sec IMRF	1,800.00	74.29	204.98	0.00	0.00	1,595.02
50E010	2310	2130	00	000000 BOE Treasure/Sec FICA	600.00	57.89	187.18	0.00	0.00	412.82
50E010	2310	2140	00	000000 BOE Treas/Sec Med	200.00	13.55	43.77	0.00	0.00	156.23
50E---	2310	2---	--	-----	2,600.00	145.73	435.93	0.00	0.00	2,164.07
50E010	2320	2120	00	000000 Supt Office IMRF	8,000.00	503.11	2,024.68	0.00	0.00	5,975.32
50E010	2320	2130	00	000000 Supt Office FICA	2,500.00	182.44	734.56	0.00	0.00	1,765.44
50E010	2320	2140	00	000000 Supt Office Medicare	3,775.00	214.19	857.64	0.00	0.00	2,917.36
50E---	2320	2---	--	-----	14,275.00	899.74	3,616.88	0.00	0.00	10,658.12
50E010	2330	2120	00	000000 Asst Supt Sec IMRF	6,000.00	345.42	1,361.40	0.00	0.00	4,638.60
50E070	2330	2120	00	000000 Cent 21 Sec IMRF	523.00	0.86	523.78	0.00	0.00	-0.78
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	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2330	2120	00	470000 21st cent IMRF	1,800.00	296.76	361.29	0.00	0.00	1,438.71
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	0.00	0.00	0.00	0.00	0.00	0.00
50E010	2330	2130	00	000000 Asst Supt Sec FICA	2,000.00	129.24	509.40	0.00	0.00	1,490.60
50E070	2330	2130	00	000000 Cent 21 FICA	196.00	0.32	195.98	0.00	0.00	0.02
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	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2330	2130	00	470000 21st cent FICA	750.00	111.02	135.16	0.00	0.00	614.84
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	0.00	0.00	0.00	0.00	0.00	0.00
50E010	2330	2140	00	000000 Bldg & Grnds Dir Med	2,375.00	166.82	665.49	0.00	0.00	1,709.51
50E070	2330	2140	00	000000 Cent 21 Med	46.00	0.08	45.84	0.00	0.00	0.16

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E100	2330	2140	00	100000 Title I Adm Medicare	175.00	0.00	0.00	0.00	0.00	175.00
50E110	2330	2140	00	110000 PreK Adm Med	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2330	2140	00	470000 21st Cent Med	200.00	25.96	31.63	0.00	0.00	168.37
50E500	2330	2140	00	500000 Title I Med	0.00	0.00	0.00	0.00	0.00	0.00
50E510	2330	2140	00	510000 PreK Admin Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	2330	2---	--	-----	14,065.00	1,076.48	3,829.97	0.00	0.00	10,235.03
50E110	2331	2120	00	110000 PI Sec IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E280	2331	2120	00	280000 Spec Ed Sec IMRF	5,585.00	345.12	1,305.55	0.00	0.00	4,279.45
50E510	2331	2120	00	510000 PI Adm Sec IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E110	2331	2130	00	110000 PI Sec FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E280	2331	2130	00	280000 Spec Ed Sec FICA	1,750.00	129.15	488.52	0.00	0.00	1,261.48
50E510	2331	2130	00	510000 PI Adm Fica	0.00	0.00	0.00	0.00	0.00	0.00
50E110	2331	2140	00	110000 PI Sec Med	0.00	0.00	0.00	0.00	0.00	0.00
50E280	2331	2140	00	280000 Spec Needs Dir Med	2,000.00	129.29	510.66	0.00	0.00	1,489.34
50E510	2331	2140	00	510000 Pre K Adm Sec Med	0.00	0.00	0.00	0.00	0.00	0.00
50E---	2331	2---	--	-----	9,335.00	603.56	2,304.73	0.00	0.00	7,030.27
50E320	2333	2140	00	320000 BLDG/GROUNDS DIR MED	0.00	0.00	0.00	0.00	0.00	0.00
50E---	2333	2---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
50E---	23--	----	--	-----	40,275.00	2,725.51	10,187.51	0.00	0.00	30,087.49
50E020	2410	2120	00	000000 ERES Principal IMRF	30,000.00	1,649.76	6,131.87	0.00	0.00	23,868.13
50E030	2410	2120	00	000000 WRES Prins IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E040	2410	2120	00	000000 ERMS Principal IMRF	12,000.00	771.98	3,085.67	0.00	0.00	8,914.33
50E050	2410	2120	00	000000 ERHS Principal IMRF	15,000.00	1,002.70	3,302.57	0.00	0.00	11,697.43
50E020	2410	2130	00	000000 ERES Principal FICA	8,000.00	621.34	2,298.42	0.00	0.00	5,701.58
50E030	2410	2130	00	000000 WRES Princ FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E040	2410	2130	00	000000 ERMS Principal FICA	4,000.00	288.84	1,154.53	0.00	0.00	2,845.47
50E050	2410	2130	00	000000 ERHS Principal FICA	5,000.00	375.18	1,235.73	0.00	0.00	3,764.27
50E020	2410	2140	00	000000 ERES Principal Medicare	5,000.00	331.45	1,275.80	0.00	0.00	3,724.20
50E030	2410	2140	00	000000 WRES Princ MED	0.00	0.00	0.00	0.00	0.00	0.00
50E040	2410	2140	00	000000 ERMS Principal Medicare	3,500.00	249.91	993.81	0.00	0.00	2,506.19
50E050	2410	2140	00	000000 ERHS Principal Medicare	4,500.00	287.94	1,111.32	0.00	0.00	3,388.68
50E---	2410	2---	--	-----	87,000.00	5,579.10	20,589.72	0.00	0.00	66,410.28
50E010	2490	2140	00	000000 Program Suprvr Medicare	2,500.00	72.50	407.90	0.00	0.00	2,092.10
50E---	2490	2---	--	-----	2,500.00	72.50	407.90	0.00	0.00	2,092.10
50E---	24--	----	--	-----	89,500.00	5,651.60	20,997.62	0.00	0.00	68,502.38
50E010	2520	2120	00	000000 Fiscal Service IMRF	60,000.00	1,841.33	7,943.66	0.00	0.00	52,056.34
50E010	2520	2130	00	000000 Fiscal Services FICA	9,000.00	688.96	2,972.27	0.00	0.00	6,027.73
50E010	2520	2140	00	000000 Fiscal Serv Med	2,500.00	161.12	695.12	0.00	0.00	1,804.88
50E---	2520	2---	--	-----	71,500.00	2,691.41	11,611.05	0.00	0.00	59,888.95
50E020	2540	2120	00	000000 ERES Cust IMRF	87,000.00	1,887.48	7,748.16	0.00	0.00	79,251.84

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				Account Level	2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E030	2540	2120	00 000000	WRES Cust IMRF	0.00	9.46	79.76	0.00	0.00	-79.76
50E040	2540	2120	00 000000	ERMS Cust IMRF	22,000.00	1,227.56	4,836.69	0.00	0.00	17,163.31
50E050	2540	2120	00 000000	ERHS Cust IMRF	55,000.00	3,689.82	13,405.51	0.00	0.00	41,594.49
50E020	2540	2130	00 000000	ERES Cust FICA	16,000.00	813.99	3,178.35	0.00	0.00	12,821.65
50E030	2540	2130	00 000000	WRES Cust FICA	0.00	3.54	29.85	0.00	0.00	-29.85
50E040	2540	2130	00 000000	ERMS Cust FICA	8,000.00	466.51	1,970.30	0.00	0.00	6,029.70
50E050	2540	2130	00 000000	ERHS Cust FICA	18,000.00	1,488.84	5,218.40	0.00	0.00	12,781.60
50E020	2540	2140	00 000000	ERES Cust Med	4,500.00	190.35	743.31	0.00	0.00	3,756.69
50E030	2540	2140	00 000000	WRES Cust Med	0.00	0.83	6.98	0.00	0.00	-6.98
50E040	2540	2140	00 000000	ERMS Cust Med	3,000.00	109.09	460.76	0.00	0.00	2,539.24
50E050	2540	2140	00 000000	ERHS Cust Med	4,500.00	348.18	1,220.41	0.00	0.00	3,279.59
50E---	2540	2---	-- -----		218,000.00	10,235.65	38,898.48	0.00	0.00	179,101.52
50E010	2541	2120	00 000000	District Maint IMRF	17,000.00	1,000.29	4,000.74	0.00	0.00	12,999.26
50E010	2541	2130	00 000000	District Maint FICA	5,000.00	374.28	1,496.96	0.00	0.00	3,503.04
50E010	2541	2140	00 000000	Dist Maint Med	1,500.00	87.54	350.10	0.00	0.00	1,149.90
50E---	2541	2---	-- -----		23,500.00	1,462.11	5,847.80	0.00	0.00	17,652.20
50E010	2542	2120	00 000000	Dist Summer Maint IMRF	8,500.00	0.00	3,675.38	0.00	0.00	4,824.62
50E010	2542	2130	00 000000	Dist Summer Maint FICA	4,000.00	0.00	2,400.99	0.00	0.00	1,599.01
50E010	2542	2140	00 000000	Dist Summer Maint Med	1,500.00	0.00	561.02	0.00	0.00	938.98
50E---	2542	2---	-- -----		14,000.00	0.00	6,637.39	0.00	0.00	7,362.61
50E070	2550	2120	00 000000	Cent 21 Trans IMRF	488.00	0.00	487.56	0.00	0.00	0.44
50E080	2550	2120	00 000000	Trans IMRF	15,000.00	1,661.72	19,527.88	0.00	0.00	-4,527.88
50E080	2550	2120	61 000000	Trans Reg Driver IMRF	150,000.00	7,179.63	20,248.82	0.00	0.00	129,751.18
50E080	2550	2120	70 000000	TRans Sec IMRF	15,000.00	1,370.88	5,204.45	0.00	0.00	9,795.55
50E100	2550	2120	00 100000	Summer School IMRF	1,000.00	0.00	0.00	0.00	0.00	1,000.00
50E110	2550	2120	00 110000	PreK Trans IMRF	14,000.00	1,409.29	2,674.61	0.00	0.00	11,325.39
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	300.00	0.00	0.00	0.00	0.00	300.00
50E500	2550	2120	00 500000	Title I Summer School IMRF	70.00	21.08	90.36	0.00	0.00	-20.36
50E510	2550	2120	00 510000	Prek Trans IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E610	2550	2120	00 610000	Trans Voc Ed IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E620	2550	2120	00 620000	Trans Spec Ed IMRF	15,000.00	994.52	1,882.37	0.00	0.00	13,117.63
50E070	2550	2130	00 000000	Cent 21 Trans FICA	183.00	0.00	182.42	0.00	0.00	0.58
50E080	2550	2130	00 000000	Trans FICA	6,000.00	620.77	1,747.35	0.00	0.00	4,252.65
50E080	2550	2130	61 000000	TRANS Reg Driver FICA	32,000.00	2,789.58	7,804.99	0.00	0.00	24,195.01
50E080	2550	2130	70 000000	Trans Sec FICA	6,000.00	512.93	1,947.29	0.00	0.00	4,052.71
50E100	2550	2130	00 100000	Summer School FICA	500.00	0.00	0.00	0.00	0.00	500.00
50E110	2550	2130	00 110000	PreK Trans FICA	5,500.00	542.07	1,020.55	0.00	0.00	4,479.45
50E210	2550	2130	00 210000	ROE Pre K Trans FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E470	2550	2130	00 470000	21st Cent FICA	100.00	0.00	0.00	0.00	0.00	100.00

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Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E500	2550	2130	00	500000 Title I Summer School FICA	26.00	7.89	33.82	0.00	0.00	-7.82
50E510	2550	2130	00	510000 Prek Trans FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E610	2550	2130	00	610000 Trans Voc Ed FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E620	2550	2130	00	620000 Trans Spec Ed FICA	4,500.00	431.80	828.82	0.00	0.00	3,671.18
50E070	2550	2140	00	000000 Cent 21 Trans Med	43.00	0.00	42.67	0.00	0.00	0.33
50E080	2550	2140	00	000000 Trans Medicare	1,500.00	145.20	408.70	0.00	0.00	1,091.30
50E080	2550	2140	61	000000 Trans Reg Driv Med	7,500.00	652.42	1,825.36	0.00	0.00	5,674.64
50E080	2550	2140	70	000000 Trans Sec Med	2,000.00	119.97	455.46	0.00	0.00	1,544.54
50E100	2550	2140	00	100000 Summer School MED	300.00	0.00	0.00	0.00	0.00	300.00
50E110	2550	2140	00	110000 PreK Trans Med	1,500.00	126.72	238.61	0.00	0.00	1,261.39
50E470	2550	2140	00	470000 21st Trans Med	50.00	0.00	0.00	0.00	0.00	50.00
50E500	2550	2140	00	500000 Title I Summer School Tran Med	6.00	1.84	7.91	0.00	0.00	-1.91
50E510	2550	2140	00	510000 Prek Tran Med	0.00	0.00	0.00	0.00	0.00	0.00
50E610	2550	2140	00	610000 Trans Voc Ed Med	0.00	0.00	0.00	0.00	0.00	0.00
50E620	2550	2140	00	620000 Trans Spec Ed Med	1,000.00	101.00	193.85	0.00	0.00	806.15
50E---	2550	2---	--	-----	279,566.00	18,689.31	66,853.85	0.00	0.00	212,712.15
50E420	2560	2120	00	420000 Food Service IMRF	79,500.00	4,899.18	18,626.36	0.00	0.00	60,873.64
50E460	2560	2120	00	460000 Summer Food Prog IMRF	118.00	0.00	220.47	0.00	0.00	-102.47
50E420	2560	2130	00	420000 Food Service FICA	25,000.00	1,894.35	7,065.37	0.00	0.00	17,934.63
50E440	2560	2130	00	440000 Healthier US FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E460	2560	2130	00	460000 Summer Food Prog FICA	44.00	0.00	82.49	0.00	0.00	-38.49
50E420	2560	2140	00	420000 Food Serv Med	6,000.00	443.05	1,652.35	0.00	0.00	4,347.65
50E440	2560	2140	00	440000 Healthier US Med	0.00	0.00	0.00	0.00	0.00	0.00
50E460	2560	2140	00	460000 Summer Food Prog Med	10.00	0.00	19.30	0.00	0.00	-9.30
50E---	2560	2---	--	-----	110,672.00	7,236.58	27,666.34	0.00	0.00	83,005.66
50E---	25--	----	--	-----	717,238.00	40,315.06	157,514.91	0.00	0.00	559,723.09
50E070	2620	2120	00	000000	163.00	0.00	162.27	0.00	0.00	0.73
50E010	2620	2130	00	000000 Plan/Research FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E070	2620	2130	00	000000	60.00	0.00	59.51	0.00	0.00	0.49
50E010	2620	2140	00	000000 Plan/Research Med	3,000.00	127.76	504.00	0.00	0.00	2,496.00
50E070	2620	2140	00	000000 Cent 21 Plan/Research Med	49.00	0.00	49.06	0.00	0.00	-0.06
50E470	2620	2140	00	470000 21st Cent Plan/Research Med	100.00	0.00	0.00	0.00	0.00	100.00
50E---	2620	2---	--	-----	3,372.00	127.76	774.84	0.00	0.00	2,597.16
50E010	2660	2120	00	000000 District Comp Tech IMRF	16,500.00	1,019.20	4,303.59	0.00	0.00	12,196.41
50E010	2660	2130	00	000000 District Comp Tech FICA	5,000.00	381.36	1,610.29	0.00	0.00	3,389.71
50E010	2660	2140	00	000000 District Comp Tech Medicare	2,100.00	161.00	658.28	0.00	0.00	1,441.72
50E---	2660	2---	--	-----	23,600.00	1,561.56	6,572.16	0.00	0.00	17,027.84
50E---	26--	----	--	-----	26,972.00	1,689.32	7,347.00	0.00	0.00	19,625.00
50E070	2900	2120	00	000000 Century 21 IMRF	189.00	0.00	188.48	0.00	0.00	0.52
50E470	2900	2120	00	470000 21st cent Oth IMRF	600.00	68.35	123.49	0.00	0.00	476.51

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E070	2900	2130	00	000000	Century 21 FICA	71.00	0.00	70.52	0.00	0.48
50E470	2900	2130	00	470000	21st Other FICA	250.00	25.57	46.21	0.00	203.79
50E070	2900	2140	00	000000	Century 21 Med	126.00	0.00	126.04	0.00	-0.04
50E470	2900	2140	00	470000	21st Cent Med	250.00	19.09	27.60	0.00	222.40
50E---	2900	2---	--	-----		1,486.00	113.01	582.34	0.00	903.66
50E---	29--	----	--	-----		1,486.00	113.01	582.34	0.00	903.66
50E070	3000	2120	00	000000	Cent 21Comm Serv IMRF	0.00	0.00	0.00	0.00	0.00
50E100	3000	2120	00	100000	Title I Pnt Inl Sec IMRF	50.00	0.00	0.00	0.00	50.00
50E110	3000	2120	00	110000	Pre K Babysit IMRF	7,000.00	503.52	1,007.04	0.00	5,992.96
50E470	3000	2120	00	470000	21st Cent Comm Serv IMRF	0.00	0.00	0.00	0.00	0.00
50E500	3000	2120	00	500000	Title I Pnt Inl IMRF Pr	0.00	0.00	0.00	0.00	0.00
50E510	3000	2120	00	510000	PreK 0-3 Comm Serv IMRF	774.00	0.00	773.83	0.00	0.17
50E070	3000	2130	00	000000	Cent 21 Comm Serv FICA	0.00	0.00	0.00	0.00	0.00
50E100	3000	2130	00	100000	Title I Pnt Inl Sec FICA	900.00	55.80	55.80	0.00	844.20
50E110	3000	2130	00	110000	Pre K FICA	3,000.00	188.40	376.80	0.00	2,623.20
50E470	3000	2130	00	470000	21st Comm Serv FICA	0.00	0.00	0.00	0.00	0.00
50E500	3000	2130	00	500000	Title I Pnt Inl FICA Pr	0.00	0.00	0.00	0.00	0.00
50E510	3000	2130	00	510000	PreK 0-3 FICA	290.00	0.00	289.55	0.00	0.45
50E070	3000	2140	00	000000	Cent 21 Comm Serv Med	0.00	0.00	0.00	0.00	0.00
50E100	3000	2140	00	100000	Title I Pnt Inl Medicare	450.00	32.74	52.42	0.00	397.58
50E110	3000	2140	00	110000	PreK 0-3 Teach Medicare	2,500.00	100.29	200.23	0.00	2,299.77
50E470	3000	2140	00	470000	21st Comm Serv Med	25.00	0.00	0.00	0.00	25.00
50E500	3000	2140	00	500000	Title I Prnt Inv Med Pr	38.00	0.00	37.92	0.00	0.08
50E510	3000	2140	00	510000	PreK 0-3 Medicare Prior	239.00	-0.02	238.93	0.00	0.07
50E---	3000	2---	--	-----		15,266.00	880.73	3,032.52	0.00	12,233.48
50E110	3001	2140	00	110000	PreK 3-5 Teach Medicare	0.00	0.00	0.00	0.00	0.00
50E510	3001	2140	00	510000	PreK 3-5 Medicare Prior	0.00	0.00	0.00	0.00	0.00
50E---	3001	2---	--	-----		0.00	0.00	0.00	0.00	0.00
50E110	3002	2120	00	110000	PreK Blk Com Serv IMRF	0.00	0.00	0.00	0.00	0.00
50E510	3002	2120	00	510000	PreK Com Serv IMRF	0.00	0.00	0.00	0.00	0.00
50E110	3002	2130	00	110000	PreK Blk Comm Serv FICA	0.00	0.00	0.00	0.00	0.00
50E510	3002	2130	00	510000	PreK Com Serv FICA	0.00	0.00	0.00	0.00	0.00
50E110	3002	2140	00	110000	PreK Comm Serv Med	350.00	43.56	63.24	0.00	286.76
50E510	3002	2140	00	510000	PreK Comm Serv Med Prior	38.00	0.00	37.88	0.00	0.12
50E---	3002	2---	--	-----		388.00	43.56	101.12	0.00	286.88
50E---	30--	----	--	-----		15,654.00	924.29	3,133.64	0.00	12,520.36
50E150	3700	2140	00	150000	SESE Flow Thru St Joe Med	75.00	0.00	0.00	0.00	75.00
50E---	3700	2---	--	-----		75.00	0.00	0.00	0.00	75.00
50E---	37--	----	--	-----		75.00	0.00	0.00	0.00	75.00
5-E---	----	----	--	-----		1,312,835.00	81,583.84	302,383.08	0.00	1,010,451.92

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
60E010	2530	3190	00 000000	Site Construction Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
60E---	2530	3---	--		0.00	0.00	0.00	0.00	0.00	0.00
60E---	25--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
60E010	4100	6620	00 000000	Payback of State Funds	0.00	0.00	0.00	0.00	0.00	0.00
60E---	4100	6---	--		0.00	0.00	0.00	0.00	0.00	0.00
60E---	41--	----	--		0.00	0.00	0.00	0.00	0.00	0.00
6-E---	----	----	--		0.00	0.00	0.00	0.00	0.00	0.00
80E320	2362	3800	00 320000	Work Comp Insurance	136,000.00	0.00	72,246.00	0.00	63,754.00	0.00
80E320	2362	3900	00 320000	Direct pay for W/C visits	0.00	0.00	0.00	0.00	0.00	0.00
80E---	2362	3---	--		136,000.00	0.00	72,246.00	0.00	63,754.00	0.00
80E320	2363	3800	00 320000	Unemployment Insurance	500.00	0.00	248.50	0.00	0.00	251.50
80E---	2363	3---	--		500.00	0.00	248.50	0.00	0.00	251.50
80E320	2364	3800	00 320000	Insurance	140,000.00	102.00	137,999.02	44.00	0.00	1,956.98
80E---	2364	3---	--		140,000.00	102.00	137,999.02	44.00	0.00	1,956.98
80E320	2365	3800	00 320000	Building Grounds Ins	0.00	0.00	0.00	0.00	0.00	0.00
80E320	2365	3810	00 320000	Vehicle Ins	0.00	0.00	0.00	0.00	0.00	0.00
80E---	2365	3---	--		0.00	0.00	0.00	0.00	0.00	0.00
80E320	2366	6500	00 320000	Judgement/Settlement	0.00	0.00	0.00	0.00	0.00	0.00
80E---	2366	6---	--		0.00	0.00	0.00	0.00	0.00	0.00
80E320	2367	1100	00 320000	Tort Salaries	735,000.00	0.00	735,000.00	0.00	0.00	0.00
80E---	2367	1---	--		735,000.00	0.00	735,000.00	0.00	0.00	0.00
80E320	2367	3190	00 320000	Background Checks/Trainer	32,000.00	10,690.00	22,475.00	0.00	1,085.00	8,440.00
80E---	2367	3---	--		32,000.00	10,690.00	22,475.00	0.00	1,085.00	8,440.00
80E320	2369	3800	00 320000	Legal Fees	7,000.00	217.50	1,928.70	0.00	5,071.30	0.00
80E---	2369	3---	--		7,000.00	217.50	1,928.70	0.00	5,071.30	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--	----	--		1,050,500.00	11,009.50	969,897.22	44.00	69,910.30	10,648.48
8-E---	----	----	--		1,050,500.00	11,009.50	969,897.22	44.00	69,910.30	10,648.48
90E370	2530	3100	00 370000	L/S MS Contractors	0.00	0.00	0.00	0.00	0.00	0.00
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	190,000.00	51,659.76	58,553.36	0.00	72,666.64	58,780.00
90E370	2530	3190	00 370000	L/S MS Oth Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
90E010	2530	3240	00 000000	L/S Contractor Fees	0.00	0.00	0.00	0.00	0.00	0.00
90E---	2530	3---	--		190,000.00	51,659.76	58,553.36	0.00	72,666.64	58,780.00
90E010	2530	4100	00 000000	L/S Supplies	10,000.00	147.31	2,523.11	0.00	1,471.89	6,005.00
90E---	2530	4---	--		10,000.00	147.31	2,523.11	0.00	1,471.89	6,005.00
90E010	2530	5500	00 000000	L/S Equipment	0.00	0.00	0.00	0.00	0.00	0.00
90E---	2530	5---	--		0.00	0.00	0.00	0.00	0.00	0.00
90E---	25--	----	--		200,000.00	51,807.07	61,076.47	0.00	74,138.53	64,785.00

001

Account Level				2016-17	October 2016-17	2016-17	2016-17	Encumbered	2016-17
FDTLOC	FUNC	OBJ	SJ	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
Description									
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---	----	----	-- -----	200,000.00	51,807.07	61,076.47	0.00	74,138.53	64,785.00
--E---	----	----	-- -----	23,870,562.00	3,162,919.65	8,417,094.15	464,729.48	1,798,556.46	13,190,181.91
Grand Revenue Totals				24,456,768.00	1,148,005.21	12,515,629.76	13.80	0.00	11,941,124.44
Grand Expense Totals				23,870,562.00	3,162,919.65	8,417,094.15	464,729.48	1,798,556.46	13,190,181.91
Grand Totals				586,206.00	2,014,914.44	4,098,535.61	464,715.68	1,798,556.46	1,249,057.47
				Profit	Loss	Profit	Loss	Loss	Loss

Number of Accounts: 2008

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

## School Board

### Board Member Development 1

The School Board desires that its individual members learn, understand, and practice effective governance principles. <sup>2</sup> The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

### Mandatory Board Member Training 3

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member ~~taking office after June 13, 2011~~ elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year ~~that begins after that date~~ of his or her first term. <sup>4</sup>
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once. <sup>5</sup>
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date. <sup>6</sup>

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training. <sup>7</sup>

<sup>1</sup> State law governs the mandatory board member training provisions in this sample policy.

<sup>2</sup> The IASB *Foundational Principles of Effective Governance* is available online at [www.iasb.com](http://www.iasb.com).

<sup>3</sup> A board may omit the description of mandatory training requirements by deleting "~~that are described below~~" and deleting the numbered list.

<sup>4</sup> 105 ILCS 5/10-16a.

<sup>5</sup> 5 ILCS 120/1.05(b) and (c). IASB is an authorized provider of this training.

<sup>6</sup> 105 ILCS 5/24-16.5. This mandatory training requirement ~~was~~ ~~will be~~ phased-in as districts ~~implemented~~ ~~phase in~~ teacher evaluations that incorporate student growth ~~as a significant factor~~, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations ~~varied~~ ~~varies~~ from district to district but ~~will be one of the following:~~ (a) the date in an applicable grant agreement; (b) beginning Sept. 1, 2015 for those districts whose student performance ranks in the lowest 20% among all districts of their type; and (c) beginning Sept. 1, 2016 for all remaining districts ~~must now implement PERA evaluations~~. After the implementation of PERA evaluations, a district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations. IASB is an authorized provider of this training. For more information about PERA, see *PERA Overview for School Board Members*, [iasb.com/law/pera.cfm](http://iasb.com/law/pera.cfm).

<sup>7</sup> 105 ILCS 5/10-16a requires each school district to post on its website, if any, the names of all board members who have completed the minimum of 4 hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see 2:120-E2, *Website Listing of Development and Training Completed by Board Members*.

**Professional Development; Adverse Consequences of School Exclusion; Student Behavior** **8**

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

**Board Self-Evaluation**

The Board will conduct periodic self-evaluations with the goal of continuous improvement. **9**

**New Board Member Orientation** **10**

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member. **11**
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

**Candidates**

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.  
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of School Board Meetings)

**Recommended for Adoption:** December 15, 2016

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

**8** Optional. 105 ILCS 5/10-22.6(c-5). Information about professional development opportunities is available through IASB's Online Learning Center (OLC). Inquire at: [onlinelearning@iasb.com](mailto:onlinelearning@iasb.com).

**9** Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics (5 ILCS 120/2(B)(6)).

**10** New board member orientation is a critical step in helping new board members become effective and in promoting a smooth functioning *new team*. The first paragraph should be customized to add references to the IASB policy services that the district receives (e.g., **PRESS**, **PRESS Online**, **School Board Policies Online**, and **PRESS Plus**).

**11** See 2:120-E1, *Guidelines for Serving as a Mentor to a New School Board Member*.

## Board Member Compensation; Expenses 1

### Board Member Compensation Prohibited 2

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

### Roll Call Vote 3

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

### Regulation of School District Expenses 4

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.<sup>5</sup> No later than approval of the annual budget and when necessary,<sup>6</sup> the Superintendent will

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<sup>1</sup> State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter, see the third paragraph of f/n 3, below.

<sup>2</sup> The legal limit for board secretary compensation is \$500 (105 ILCS 5/10-14).

<sup>3</sup> 50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17. 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a *roll call vote*.

Although the School Code has always required a roll call vote on public expenditures, on and after 60 days after the effective date of the ECA, a roll call vote will also be required for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount* (MARA) set by the board in its resolution to regulate expenses, and
2. Board member (50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17).

A majority of school law firms agree that the "on or after 60 days" date discussed in the paragraph above is 3-2-17. Some school law firms will use the date 3-1-17. There is also a policy-component deadline "[o]n and after 180 days after the effective date of [the ECA]." That date is 6-30-17. Many school law firms opine that, as a practical matter, boards should complete both the MARA and policy requirements of the ECA by late Feb. 2017 and no later than 3-1-17. Consult the board attorney about these dates. See f/n 13, below for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

<sup>4</sup> 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 requires boards to regulate the reimbursement of expenses by *resolution* or *ordinance*. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies* (105 ILCS 5/10-20.5). Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board (105 ILCS 5/10-20). Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

<sup>5</sup> *Id.* For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/ns 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

<sup>6</sup> 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.<sup>7</sup> The recommended amount should be based upon the District's budget and other financial considerations.<sup>8</sup>

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,<sup>9</sup> (2) anyone's personal expenses,<sup>10</sup> or (3) entertainment expenses.<sup>11</sup> Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.<sup>12</sup>

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While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy's implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

This sample policy uses "No later than approval of the annual budget" to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency and/or an extraordinary circumstance*).

Consider consulting the board's auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each fiscal year"
2. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each school year"
3. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each calendar year" or
4. Deleting "~~No later than approval of the annual budget~~" and replacing it with "When presenting the proposed budget".

<sup>7</sup> For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
  - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
  - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district's financial resources and other considerations important to the local district.

<sup>8</sup> The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it categorized by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor's recommendation, the community's preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements* to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

<sup>9</sup> 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

<sup>10</sup> Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

<sup>11</sup> 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

<sup>12</sup> Id.

## Exceeding the Maximum Allowable Reimbursement Amount(s)

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

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. <sup>13</sup>

## Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:<sup>14</sup>

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;<sup>15</sup>
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used.<sup>16</sup> If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings

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<sup>13</sup> 50 ILCS 150/10 and 15, added by P.A. 99-604, eff. 1-1-17. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board's resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

*Emergency* or an *extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent "did not plan well" or "an organization's conference fees went up more than expected this year after the board adopted its resolution," may open the board to public relations and other legal challenges. See Laukhuf v. Board of Education, 2003 WL 23936148 (Ill.Cir. 2003)(addressing what constitutes an *emergency* in the context of the Open Meetings Act, which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

<sup>14</sup> 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see f/n 20, below.

<sup>15</sup> Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center." The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

<sup>16</sup> 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below).<sup>17</sup> Expense advancements and vouchers shall be presented to the Board in its regular bill process.

### Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses<sup>18</sup> by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

### Credit and Procurement Cards <sup>19</sup>

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

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<sup>17</sup> Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

"~~and~~ other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."

See also f/n 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

<sup>18</sup> Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." **or** "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

<sup>19</sup> Optional. Consult the board attorney about issuing credit and procurement cards to board members. See f/n 1 of policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete "~~Credit and procurement cards shall not be issued to Board members~~" and insert "Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*."

## Standardized Expense Form(s) Required <sup>20</sup>

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

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. <sup>21</sup>
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

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

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
  - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
  - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
  - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
  - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
  - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement

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<sup>20</sup> 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The **PRESS** materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a standardized estimated expense form. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form* and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/,
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

<sup>21</sup> *Id.* at (2) and (3).

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amount set by the Board.<sup>22</sup> Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.

Local Government Travel Expense Control Act, 50 ILCS 150/.

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

**Recommended for Adoption:** December 15, 2016

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<sup>22</sup> Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs and tips up to \$\_\_\_\_\_ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

## School Board

### Types of School Board Meetings <sup>1</sup>

#### General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board.<sup>2</sup> Unless otherwise specified, all meetings are held in the District's main office.<sup>3</sup> Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training.<sup>4</sup> In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act. <sup>5</sup>

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year.<sup>6</sup> The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with ten days' notice in accordance with State law. <sup>7</sup>

<sup>1</sup> State law controls this policy's content. The provisions of the Open Meetings Act (OMA) do not apply to collective bargaining negotiations and grievance arbitrations as provided in 115 ILCS 5/18.

<sup>2</sup> 5 ILCS 120/2.02. These responsibilities may be given to anyone.

<sup>3</sup> State law only requires that meetings be held in a location convenient and open to the public and no open meeting is allowed to be held on a legal holiday unless the regular meeting day falls on that holiday (5 ILCS 120/2.01). According to an Ill. Atty. Gen. Public Access Counselor Opinion, a board may not meet in a private residence because it would not be convenient and open to the public (PAO 12-8). A board meeting 26 miles away from its regular location, while open to the public, was inconvenient because "the public, as a practical matter, would be deterred from attending it" (PAO 13-14). Any person may record an open meeting (5 ILCS 120/2.05). See policy 2:220, *School Board Meeting Procedure*.

<sup>4</sup> Each board must designate at least one employee or member to receive training on compliance with OMA (5 ILCS 120/1.05). Revise this paragraph if the board designates other individual(s) to receive the training. A list of designated individual(s) must be submitted to the Attorney General's Public Access Counselor. The designated individual(s) must successfully complete an electronic training curriculum administered by the Attorney General's Public Access Counselor within 30 days after that designation, and thereafter must successfully complete an annual training program. The OMA does not specify duties for the designated individuals who receive the training but presumably they would assist the board in its OMA compliance efforts.

<sup>5</sup> 5 ILCS 120/1.05(b) applies to training administered by the Attorney General's office; 1.05(c) applies to training administered by IASB. Board members elected or appointed after 1-1-12 must complete the training not later than 90 days after taking the oath of office. Even before this law, compliance with the OMA has always been considered a shared responsibility of board members. Failing to complete the OMA training does not affect the validity of an action taken by the board nor is it considered a criminal violation (5 ILCS 120/1.05(b)) and 120/4. However, a person found to have violated any other provisions of the OMA is guilty of a Class C misdemeanor punishable by a \$1500 fine or 30 days in jail (5 ILCS 120/4).

<sup>6</sup> The OMA and the School Code have different provisions regarding the establishment of a regular meeting schedule. The OMA requires each public body to prepare and make available a regular meeting schedule at the beginning of each calendar or fiscal year (5 ILCS 120/2.03). The School Code states that this task is accomplished during the organizational meeting. By *announcing* the schedule at the beginning of each calendar or fiscal year and by *fixing* the schedule at the organizational meeting, a board can implement both laws. Note that the phrase in this sample policy, "at the beginning of each fiscal year," can be changed to "at the beginning of each calendar year."

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. **8**

### Closed Meetings **9**

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. **10** However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646. **11**

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**7** Regular meeting dates may be changed by giving at least 10 days' notice in a newspaper of general circulation and posting a notice at the district's main office (5 ILCS 120/2.03). Districts with a population of less than 500, in which no newspaper is published, may give the ten days' notice by posting a notice in at least three prominent places within the district, in addition to posting a notice at the district's main office (Id.). Notice shall also be given to those news media having filed an annual request to receive notifications (Id.).

**8** 5 ILCS 120/2.02(a). The posting location may need modification to comply with the law's requirement that the agenda be posted at the district's main office. For agenda requirements, see policy 2:220, *School Board Meeting Procedure*.

OMA also requires that "any requested notice and agenda for the meeting be *continuously available* for public review during the entire 48-hour period preceding the meeting." Emphasis added, 5 ILCS 120/2.02(c). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website. However, to comply with the legislative intent, posting on the district website does not replace the posting described in this sentence. See Rep. Pihos remarks reported in *New open-meetings law; is hard-copy posting of agendas still required?*, Sept. 2012, Illinois Bar Journal.

For districts that do not post board meeting agendas on a website (because they do not have a website maintained by a fulltime staff member), add the following sentence:

The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the district's control, the lack of availability does not invalidate any meeting or action taken.

**9** The reasons for closed meetings are frequently addressed in court decisions and Attorney General opinions; only a few of these decisions/opinions are mentioned in the footnotes.

**10** "Th[is] exception is not intended to allow private discussion of fiscal matters, notwithstanding that they may directly or indirectly impact the employees of the public body." See PAOs 12-11 and 15-03. Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 2(c)(1). See PAO 15-07. Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees. See PAO 15-05.

**11** The Local Government Wage Increase Transparency Act, 50 ILCS 155/1, added by P.A. 99-646, allows *disclosable payments* (described below) to IMRF employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of the Open Meetings Act.

The provisions apply only to disclosable payments made to participating employees under Article Seven of the Illinois Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

*Disclosable payments* means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service;
2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 6% compared to the previous month; and

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2). <sup>12</sup>
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16). <sup>13</sup>
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses,

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3. Be made between 12 months and 90 days prior to the employee's expected termination of service. It does not include a refund of contributions or any payment required to be paid by State or federal law.

<sup>12</sup> Discussing a hiring freeze is not within the scope of Section 2(c)(2). See PAO 15-07. And if a public body is not engaged in collective bargaining at the time of the meeting, discussion of a hiring freeze does not constitute a collective negotiating matter. Id.

<sup>13</sup> IASB field services directors are available to facilitate a board self-evaluation.

identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes. **14**

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote. **15**

No final Board action will be taken at a closed meeting. **16**

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. **17**

#### Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting. **18**

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. **19**

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**14** 5 ILCS 120/2a. Provided the open meeting was properly noticed, no additional notice is required to close the meeting. A motion to close a meeting can be as simple as, "I move that the Board hold [go into] a closed session to discuss [state one of the closed meeting grounds with reference to the specific section authorizing the closed meeting]."

The adequacy of a motion to go into closed session was discussed in Henry v. Anderson and Champaign Community Unit School Dist. No. 4, 827 N.E.2d 522 (Ill.App.4, 2005). A statutory citation is not required in the motion to go into closed session, but the OMA does require a reference to the specific exception. The *litigation* exception is tricky. If the litigation has been filed and is pending, the motion to go into closed session need only state that the board will discuss litigation that has been filed and is pending. If the litigation has not been filed, the board must: (1) find that the litigation is probable or imminent, and (2) record and enter into the minutes the basis for that finding.

**15** Id.

**16** 5 ILCS 120/2(e). See also PAOs 13-03, 13-07, and 14-01.

**17** 5 ILCS 120/2.02.

**18** 105 ILCS 5/10-16 (two members of a board of directors; 105 ILCS 5/10-6). Lawyers disagree whether three members may call a special meeting without violating the OMA, although there is general agreement that no violation occurs if three members call a special meeting while they are participating in a lawful board committee meeting with the matter on the agenda.

**19** 5 ILCS 120/2.02. News media that gave the board an address or telephone number within the district's territorial jurisdiction must be given notice in the same manner as given board members.

OMA requires that "any required notice and agenda be *continuously available* for public viewing during the entire 48-hour period preceding the meeting." Emphasis added, 5 ILCS 120/2.02(c). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website. Posting on the district website does not replace the posting described in this paragraph. See f/n 8.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda. **20**

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice. **21**

#### Posting on the District Website **22**

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: 1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act.  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

**Recommended for Adoption: December 15, 2016**

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For districts that do not post board meeting notices and agendas on a website (because they do not have a website maintained by a fulltime staff member), add the following sentence:

The notice and agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

**20** Lawyers disagree whether the Open Meetings Act mandates this restriction, i.e., whether it restricts board *discussions* to items related to an item on the special meeting agenda. The Act limits board *action* to items on the agenda (5 ILCS 120/2.02(c); it states that the validity of any action taken “which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda,” (5 ILCS 120/2.02(a)). For agenda requirements, see policy 2:220, *School Board Meeting Procedure*.

**21** 5 ILCS 120/2.02(a).

**22** Required *only if* the district has a website that is maintained by a full-time staff member; if not, this section may be omitted (5 ILCS 120/2.02). Note that 5 ILCS 120/2.02(b) requires that a notice of *all* meetings be posted on the district website, but only notices of *regular* meetings must remain posted until the *regular* meeting is concluded. As this is an obvious oversight, it is wise to leave the notice of every meeting on the website until after the meeting occurred. The agenda must remain on the district website until the meeting is concluded (Id.).

## School Board

### School Board Meeting Procedure <sup>1</sup>

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.<sup>2</sup> The Superintendent shall prepare agendas in consultation with the Board President. The President shall 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. <sup>3</sup>

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting.<sup>4</sup> Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting.<sup>5</sup> District residents may suggest inclusions for the agenda.<sup>6</sup> The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed. <sup>7</sup>

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency.<sup>8</sup> The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

<sup>1</sup> State law requires boards to have a policy concerning: (1) the public's right to record meetings (5 ILCS 120/2.05), and (2) if applicable, attendance by video or audio means (5 ILCS 120/7). Boards are not mandated to have a policy on the remaining topics covered in this policy. The following items are matters of local discretion: agenda preparation and contents, process for board members to have items placed on agenda, receipt and handling of residents' requests for agenda inclusions, and order of business.

<sup>2</sup> Appropriate agenda content includes: establishing board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required board action. See *IASB Foundational Principles of Effective Governance*.

<sup>3</sup> To comply with the Open Meetings Act's mandate that minutes contain a "summary of discussion on all matters proposed, deliberated, or decided," a board should include a list of consent items in the agenda.

<sup>4</sup> 5 ILCS 120/2.02(c). The Ill. Appellate Court held that the Open Meetings Act prohibits a board from voting on a matter at a regular meeting that is not on the pre-meeting published agenda (Rice v. Board of Trustees of Adams County, 762 N.E.2d 1205 (Ill.App.4, 2002)).

<sup>5</sup> An alternative follows:

Any Board member may submit suggested agenda items to the Board President for his or her consideration.

<sup>6</sup> See policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. In districts governed by a board of school directors, an appointed board official must give a person requesting consideration of a matter by the board a formal written response no later than 60 days after receiving the request. The response must establish a meeting before the board or list the reasons for denying the request (105 ILCS 5/10-6).

Options follow to restrict the addition of new agenda items; the phrases between [ ] may be used together, separately, or eliminated.

Discussion items may be added to the agenda [at the beginning of a regular meeting] [upon unanimous approval of those Board members present].

<sup>7</sup> An opinion from the Ill. Public Access Counselor found no violation of the OMA when a board removed an item from the agenda within the 48-hour notice time period (PAO 14-3). Removals inform the public that the board does not plan to proceed on the topic.

<sup>8</sup> State law does not require this, except that 105 ILCS 5/10-16 requires members to receive a written notice of a special meeting that includes the meeting's purpose.

### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome.<sup>9</sup> A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. 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 is rotated. <sup>10</sup>

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. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.<sup>11</sup>

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<sup>9</sup> In most situations, the failure of a member to vote has the effect of acquiescence or concurrence with the majority of votes cast. Prosser v. Village of Fox Lake, 438 N.E.2d 134 (Ill., 1982); People v. Bertrand, 978 N.E.2d 681 (Ill.App.1, 2012). For example, a motion passes with a vote of two *yeas*, one *nay*, and four *abstentions*. A motion fails with a vote of two *yeas*, three *nays*, and two *abstentions*. A motion fails with a vote of three *yeas*, three *nays*, and one *abstain* because there is no majority. Exceptions include when a statute requires the *affirmative vote* of a majority or extra. Statutory exceptions include the following board actions:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members (105 ILCS 5/24-12).
2. Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22, amended by P.A. 99-794, eff. 1-1-17), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, requires approval by at least 2/3 of the board's full membership (105 ILCS 5/10-22.11).
4. Leasing any building, rooms, grounds, and appurtenances to be used by the district for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least 2/3 of the board's full membership (105 ILCS 5/10-22.12).
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least 2/3 of the board members. *Personal property* includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers (105 ILCS 5/10-22.25a).
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full board (105 ILCS 5/17-3.2).
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members (10 ILCS 5/2A-1.4).
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least 3/4 of the board (105 ILCS 5/10-20.21).
9. Exchanging school building sites requires approval by at least a 2/3 majority of the board (105 ILCS 5/5-23).
10. Waiving the administrative cost cap requires approval by an affirmative vote of at least 2/3 of the board (105 ILCS 5/17-1.5).
11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the board (105 ILCS 5/9-1.5).

<sup>10</sup> Voting sequence is at the board's discretion. A board may indicate how frequently it changes the voting sequence by adding *after each vote*, *monthly*, or *annually* to the end of the sentence. All board members, including officers, may make motions and vote.

<sup>11</sup> This paragraph's first sentence contains the requirements in 105 ILCS 5/10-7. The second sentence is optional and may be deleted or amended. Other optional provisions include:

- Option 1: Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.
- Option 2: Any Board member may request that his or her vote be changed before the President announces the result.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary.<sup>12</sup> The minutes include: <sup>13</sup>

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
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, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion;<sup>14</sup> and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its 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. <sup>15</sup>

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all 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.<sup>16</sup> The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release. <sup>17</sup>

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require. <sup>18</sup>

The official minutes are in the custody of the Board Secretary.<sup>19</sup> Open meeting minutes are available for inspection during regular office hours within ten days after the Board's approval;<sup>20</sup> they may be inspected

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<sup>12</sup> 105 ILCS 5/10-7 and 5 ILCS 120/2.06. The minutes are the only record showing that the board took official action, including necessary prerequisites to make such action legally sufficient. A non-member recording secretary or clerk may be given these responsibilities (105 ILCS 5/10-14).

<sup>13</sup> All items listed are required to be recorded in minutes **except** items 7-9; other items may be included at the board's discretion (5 ILCS 120/2.06 and 120/2a; 105 ILCS 5/10-7). The Ill. Public Access Counselor found a board's vague reference to a *personnel matter* insufficient to meet the requirements of #3 (PAO 13-07).

<sup>14</sup> The intent behind this optional item is to give an individual member a means of recording his or her support or opposition to a motion that was taken by oral vote; it will record that the individual took an alternative position to that of the majority without having the minutes recite unnecessary detail.

<sup>15</sup> Required by 5 ILCS 120/2.06(b).

<sup>16</sup> Required by 5 ILCS 120/2.06(c). While board notes from closed sessions may be confidential under the Freedom of Information Act, they may be discoverable by the opposing party in a lawsuit. Bobkoski v. Cary School Dist. 26, 141 F.R.D. 88 (N.D. Ill., 1992).

The failure to strictly comply with the semi-annual review does not cause the written minutes or related verbatim record to become public, provided that the board, within 60 days of discovering its failure to strictly comply, reviews the closed session minutes and reports the result of that review in open session (5 ILCS 120/2.06).

<sup>17</sup> 5 ILCS 120/2 allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

<sup>18</sup> Required by 105 ILCS 5/10-7.

<sup>19</sup> Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

<sup>20</sup> Required by 5 ILCS 120/2.06.

in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.<sup>21</sup> The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location Superintendent's office except by vote of the Board or by court order.<sup>22</sup>

The Board's open meeting minutes shall be posted on the District website within ten days after the Board approves them; the minutes will remain posted for at least 60 days. <sup>23</sup>

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings.<sup>24</sup> 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. <sup>25</sup>

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. <sup>26</sup>

Individual Board members may access listen to verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.<sup>27</sup> Access to the

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<sup>21</sup> 5 ILCS 120/2.06(e), amended by P.A. 99-515. The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual. If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

See the discussion in paragraph two of f/n 27 below about what *in the presence of* means.

<sup>22</sup> *Id.*

<sup>23</sup> Posting on the website is required *only if* the district has a website that is maintained by a full-time staff member; if not, this sentence may be omitted (5 ILCS 120/2.06(b)).

<sup>24</sup> Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording (5 ILCS 120/2.06, amended by P.A. 99-515). This sample policy uses audio recording only; a board that uses a video recording should amend this policy and exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*.

The interests of continuity, efficiency, and ease of holding someone accountable suggest that the superintendent be made responsible for making and storing the verbatim recordings. If the superintendent is not present, e.g., during discussions concerning the superintendent's contract, the tasks should be given to a board member.

<sup>25</sup> Alternatively, use: "is maintained within the District's administrative main-offices or their official storage location."

<sup>26</sup> This paragraph paraphrases 5 ILCS 120/2.06(c). No notification to, or the approval of, a records commission or the State Archivist is needed if a recording is destroyed under the conditions listed.

<sup>27</sup> 5 ILCS 120/2.06(e), amended by P.A. 99-515. The listed individuals align with the other titles used in the IASB Policy Reference Manual. If the board wishes to mirror the statute, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes (see f/n 21 above), and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session

verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location.<sup>28</sup> Requests shall be made to the Superintendent or Board President. ~~When that action is~~ While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.<sup>29</sup>

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. 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. <sup>30</sup>

#### Quorum and Participation by Audio or Video Means <sup>31</sup>

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 105 ILCS 120/2.06(e) states, "any *elected* member of the Board;" appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515 was to manage a board member's *individual* request for access to these items in his or her individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

<sup>28</sup> Id.

<sup>29</sup> Id.

<sup>30</sup> This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to "access information relevant to the exercise of duties" for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what. Prior to P.A. 99-515, the Open Meetings Act did (and still does) allow boards to release these types of information (5 ILCS 120/2.06(e)). Further, Att'y Gen. Op. 32, 1996, opined that board members cannot be denied access to information relevant to the exercise of his or her duties. Board members should evaluate whether their requests under P.A. 99-515 are "relevant to the exercise of their duties" before making such requests. Confirming or disputing who-said-what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.

<sup>31</sup> 5 ILCS 120/2.01 and 120/7. See also 105 ILCS 5/10-6 and 5/10-12. In order to allow attendance by video or audio means, a board must adopt a policy conforming to the restrictions in the Open Meetings Act. The statute requires the board member who wishes to attend remotely to notify the "recording secretary or clerk of the public body." The policy includes the superintendent as a possible person to receive the notice. Everything in this section is required aside from provisions on the length of notification that is given the secretary and the process for accommodating the request. Alternatively, a board may: (1) prohibit members from participating by video or audio means by omitting this section, (2) add other requirements, or (3) alter the 24 hour notification. Note that the statute does not contemplate someone either *approving* or *denying* a request, only that the request be accommodated if the notification is provided.

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 (10th Edition), as a guide when a question arises concerning procedure. <sup>32</sup>

#### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting.<sup>33</sup> Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 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.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: **2:80 (Board Member Oath and Conduct)**, 2:200 (Types of School Board Meetings), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

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<sup>32</sup> Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect (105 ILCS 5/10-20.5).

<sup>33</sup> The public's right to record meetings must be addressed in board policy (5 ILCS 120/2.05). However, a provision requiring advance notice to record a meeting is invalid (PAO 12-10).

## Operational Services

### Purchases and Contracts <sup>1</sup>

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

#### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law.<sup>2</sup> No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.<sup>3</sup>

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.<sup>4</sup>
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.<sup>5</sup>

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<sup>1</sup> State law controls this policy's content. 105 ILCS 10-20.21 contains bidding plus other requirements. Other laws also govern district contracts. For example, the Prevailing Wage Act requires, among other things, that a district specify in all contracts for public works that the prevailing wage rate must be paid (820 ILCS 130/). When a district awards work to a contractor without a public bid, contract, or project specification; the district must provide the contractor with written notice on the purchase order or a separate document indicating that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work on the project. In addition, the district must notify all contractors of any rate changes by the Dept. of Labor. The law allows a district to discharge this duty by including the following language in all contracts: "Any prevailing rate of wages as they are revised by the Dept. of Labor shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on the Dept.'s official website." (820 ILCS 130/4, and see 4:60-E, *Notice to Contractors* for sample language).

<sup>2</sup> This end statement should be amended according to local board discretion.

<sup>3</sup> An optional addition follows: "Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$\_\_\_\_\_ without prior Board approval." This optional provision's intent is to provide an internal control as well as to keep the board involved when the district is making a large purchase or expenditure, e.g., copiers, computers, textbooks, or something that might not happen every year. It is intended to cover purchases/expenditures regardless of whether they were previously budgeted.

<sup>4</sup> See 4:60-AP1, *Purchases*, for bidding exemptions and the requirements for electronic bid opening. A board may set a lower bidding threshold by policy but should first seek its attorney's advice because such action may expand a board's vulnerability to a bidding challenge.

5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget. <sup>6</sup>
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).<sup>7</sup>
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*. <sup>8</sup>
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)<sup>9</sup> to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;<sup>10</sup> and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. <sup>11</sup>
  - b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official. <sup>12</sup>

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<sup>5</sup> Concerning collective bargaining requirements, see *McLean Co. Unit Dist. 5 v. AFSCME & IELRB*, 2014 Ill.App. (4th), No. 4-13-0294 (6-4-14)(good faith bargaining on the decision to subcontract requires notice of the consideration of the subcontract before it is finalized; meeting with the union to provide an opportunity to discuss and explain the decision; providing information to the union; and giving consideration to any counterproposal the union makes).

<sup>6</sup> 105 ILCS 5/10-20.21(b-5).

<sup>7</sup> 105 ILCS 5/10-20.21(b-10), added by P.A. 99-552.

<sup>8</sup> 105 ILCS 5/10-20.19c.

<sup>9</sup> 105 ILCS 5/21B-80, amended by P.A. 99-667.

<sup>10</sup> *Id.*

<sup>11</sup> The implementation process is in 4:60-AP3, Administrative Procedure - *Criminal History Records Check of Contractor Employees*. See 5:30-AP2, *Investigations*, for a list of offenses which disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

<sup>12</sup> P.A. 98-716, effective 7-16-14, expanded the scope of 105 ILCS 5/24-5 by adding a definition of *employee* that includes contractors' employees for whom a criminal history records check is required. As of Aug. 2014, the Ill. Dept. of Public Health does not require school employees to be screened for tuberculosis

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors’ performances, and the quality and value of services or products being provided. **13**

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq.,  
and 5/24-5.  
820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation),  
4:150 (Facility Management and Building Programs), 4:175 (Convicted  
Child Sex Offender; Criminal Background and/or Screening; Notifications)

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other than workers in child day care and preschool settings (77 Ill.Admin.Code §696.140(a)(3)). Before requesting a contractor’s employee for a health examination, contact the board attorney concerning this action’s legality under other personnel laws, including the Americans with Disabilities Act.

**13** This is an optional provision. The numerous reporting and website posting mandates are in 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. As an alternative to the policy’s default language, a board may insert the underscored:

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors’ performances, and the quality and value of services or products being provided.

## Operational Services

### Transportation 1

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available,<sup>2</sup> or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.<sup>3</sup> A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.<sup>4</sup> Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.<sup>5</sup> Non-public school students shall be transported in accordance with State law.<sup>6</sup> Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children

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<sup>1</sup> State law controls this policy's content (105 ILCS 5/29-1 *et seq.* and 23 Ill.Admin.Code Part 120). **Important: The board of a district that does not provide transportation must amend this policy.** F/n 2 discusses when districts must provide free transportation. Please contact an IASB Policy Consultant for *gratis* help customizing this policy. You may also need to consult the board attorney.

A district that chooses to consider locations other than individual students' residences as pick-up and drop-off locations must adopt a policy establishing this practice to receive State reimbursement (23 Ill.Admin.Code §120.30(a)(1)(B)).

Each district must have a pre-trip and post-trip inspection policy (625 ILCS 5/12-816(a)). An ISBE rule requires boards to "institute policies and practices that promote the safety and well-being of school bus passengers," (23 Ill.Admin.Code §1.510(g)). To comply with these requirements, this policy lists relevant administrative procedures at the end.

The policy does not address an *automatic traffic enforcement* system which may be enacted by a municipality or county. An *automatic traffic law enforcement system* is a device that senses and records a motor vehicle that illegally fails to stop for a school bus (625 ILCS 5/11-208.9). Each school board within that municipality or county's jurisdiction may approve the system's implementation. The board is then required to enter into an intergovernmental agreement with the municipality or county and contract with vendors for the system's installation, maintenance, and operation. Each applicable school bus must be posted with a sign indicating that it is being monitored by an automated traffic law enforcement system. The proceeds from a school district's automated traffic law enforcement system's fines shall be divided equally between the school district and the municipality or county administering the automated traffic law enforcement system.

<sup>2</sup> Only the following districts must provide free transportation as described in the sample policy: community consolidated districts, community unit districts, consolidated districts, consolidated high school districts, and combined school districts if the combined district includes any district that was previously required to provide transportation (105 ILCS 5/29-3 and 23 Ill.Admin.Code §1.510(a)). Districts that are not required to provide free transportation may do so (*Id.*). To qualify for State reimbursement, districts electing to provide transportation when they are not required to do so must afford the same service to all students in that same situation (23 Ill.Admin.Code §1.510(b)). Districts may provide transportation within one and one-half miles and may charge for such transportation (105 ILCS 5/29-2).

Optional provision: (105 ILCS 5/29-3.1)

The District may provide transportation to and from school-sponsored activities and may charge for such transportation.

<sup>3</sup> 105 ILCS 5/29-3 and 23 Ill.Admin.Code §1.510.

<sup>4</sup> Required by 105 ILCS 5/29-3. Another statute provides a process for *qualifying students* to seek reimbursement from ISBE for *qualified transportation expenses* (105 ILCS 5/29-5.2; 23 Ill.Admin.Code §120. 240). 23 Ill.Admin.Code §120.230 requires, among other things, that each attendance center designate a representative to assist parents/guardians with this process. This process does not need to be in board policy and is not covered herein.

<sup>5</sup> 34 C.F.R. §300.34 and 23 Ill.Admin.Code §226.750.

<sup>6</sup> 105 ILCS 5/29-3.2 and 5/29-4.

Act.<sup>7</sup> Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. <sup>8</sup>

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.<sup>9</sup>

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.<sup>10</sup>

No school employee may transport students in school or private vehicles unless authorized by the administration. <sup>11</sup>

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation

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<sup>7</sup> 105 ILCS 45/. State law implements the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*

<sup>8</sup> Required if the district receives Title I funds (20 U.S.C. §6312(c)(5)(B)). It requires the district to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. The U.S. Departments of Education and Health and Human Services, in *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care* (June 23, 2016), opine that ESEA requirements apply to students who meet the definition of *foster care* set forth at 45 C.F.R. §1355.20(a):

*Foster care* means 24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

Effective December 10, 2016, ESEA foster care transportation requirements also apply to students *awaiting* foster care placement.

105 ILCS 5/10-20.58, added by P.A. 99-781 permits school boards to appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Department of Children and Family Services (DCFS) when enrolling in or changing schools. Liaison responsibilities may include, among other things, working with DCFS to help students maintain their school placement, if appropriate.

<sup>9</sup> This paragraph should be deleted if a district will not seek State reimbursement for transportation to and from locations other than individual students' residences. As a condition for receiving State reimbursement, an ISBE rule requires boards to have a policy with the provisions in this paragraph (23 Ill.Admin.Code §120.30(a)(1)(B)). This rule also contains the non-discrimination language.

<sup>10</sup> The paragraph is optional. As an alternative, a board may state that pick-up and discharge points "should be as safe and convenient as possible."

<sup>11</sup> Optional. This presents an opportunity for each board to discuss this issue with the superintendent and direct the superintendent to include it in the curriculum for the required in-service on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). See 5:100 *Staff Development Program* (f/n 3), and 5:120, *Ethics and Conduct* (f/n 2), for more detailed discussions. Include policies 5:100, *Staff Development Program* and 5:120, *Ethics and Conduct*, in the cross references when this sentence is used.

regulations.<sup>12</sup> The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.<sup>13</sup> The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.<sup>14</sup>

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.<sup>15</sup>

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<sup>12</sup> 625 ILCS 5/13-109. The vehicle and other requirements for transporting students to and from interscholastic or school-sponsored activities, including curriculum-related activities, are found in 105 ILCS 5/29-6.3 and 625 ILCS 5/11-1414.1. These statutes also contain requirements for the use of multi-function school activity buses (defined at 625 ILCS 5/1-148.3a-5). The legislature frequently amends these statutes, along with many transportation laws; they should be double-checked before relying on them.

<sup>13</sup> 625 ILCS 5/12-815. The statute, like the policy, identifies the conditions in which illuminating the strobe light is permissible instead of mandating when they must be illuminated.

<sup>14</sup> 625 ILCS 5/12-821(b) requires districts that own school busses and multifunction school activity busses to establish procedures for accepting comment calls and responding to them. In accordance with good governance principles, this duty is delegated to the superintendent. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*.

<sup>15</sup> 105 ILCS 5/10-20.21a, requires all contracts for providing charter bus services to transport students to or from interscholastic athletic or interscholastic or school sponsored activities to contain clause (A) except that a contract with an out-of-state company may contain clause (B) or clause (A). The clause must be set forth in the contract's body in at least 12 points typeface and all upper case letters:

(A) "ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

(B) "NOT ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPIRNTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRING CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

Pre-Trip and Post-Trip Vehicle Inspection<sup>16</sup>

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: **Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B).**  
 McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
 105 ILCS 5/10-22.22 and 5/29-1 et seq.  
 105 ILCS 45/1-15.  
 625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1,  
 5/12-815, 5/12-816, 5/12-821, and 5/13-109.  
 23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
 92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

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<sup>16</sup> 625 ILCS 5/12-816(a) requires school districts to have a school bus pre- and post-trip inspection policy with the components as contained in this policy. See also 23 Ill.Admin.Code §1.510(i)(3) and 92 Ill.Admin.Code §458.1030. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*. School district contracts with a private sector school bus company must require the company to have a pre- and post-trip inspection policy that is equivalent to this section of the policy (625 ILCS 5/12-816(b)).

Each school bus must contain an operating two-way radio or cellular radio telecommunication device while the school bus driver is in possession of a school bus (625 ILCS 5/12-813.1(e)). "Cellular radio telecommunication device" means a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids (625 ILCS 5/12-813.1(a)). The two-way radio or cellular radio telecommunication device must be turned on and adjusted in a manner that would alert the driver of an incoming communication request (625 ILCS 5/12-813.1(e)). A school bus driver may not operate a school bus while using a cellular radio telecommunication device except in the following situations: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked (625 ILCS 5/12-813.1(c)). However under no circumstances may the cellular radio telecommunication device be used for anything else including personal use (625 ILCS 5/12-813.1(c)(2)).

## Operational Services

### **Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications <sup>1</sup>**

#### Persons Prohibited on School Property without Prior Permission

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 meets either of the following two exceptions: <sup>2</sup>

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School 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 shall supervise a child sex offender whenever the offender is in a child's vicinity. <sup>3</sup> If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. <sup>4</sup>

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<sup>1</sup> The topic covered by this policy was previously a part of 4:170, *Safety*.

<sup>2</sup> The Criminal Code, 720 ILCS 5/11-9.3, contains these requirements concerning a child sex offender's presence on school property. An Illinois federal court denied a father's request to enjoin a school's policy that prohibited him, as a child sex offender, from attending his children's school activities in *Doe v. Paris Union School Dist.*, No. 05-2249, 2006 WL 44304 (C.D.Ill., 2006). See also 8:30, *Visitors to and Conduct on School Property*.

<sup>3</sup> 720 ILCS 5/11-9.3. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent or designee to supervise a child sex offender whenever the offender is in a child's vicinity. See also 8:30, *Visitors to and Conduct on School Property*.

<sup>4</sup> Aside from rumor and notoriety, there are three ways that school officials may learn that an enrolled student is a sex offender or a violent offender against youth:

1. By being informed by the student or the student's parent/guardian.
2. Through the Illinois State Police Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). A juvenile sex offender is listed there after the juvenile becomes 17 years old and will be listed for the remaining registration period (730 ILCS 150/2). The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.
3. By receiving notification from a law enforcement agency that a juvenile sex offender or juvenile violent offender against youth is enrolled in a school. The law enforcement agency having jurisdiction to register the juvenile must provide a copy of the offender registration form to the building principal and guidance counselor designated by the principal; the school must keep the registration form separately from the student's school records (730 ILCS 152/121(b)).

## Criminal Background Check and/or Screening <sup>5</sup>

The Superintendent or designee shall perform ~~the~~ fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

## Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. <sup>6</sup> The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. <sup>7</sup> This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

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If a sex offender is enrolled in a school, guidelines for managing the sex offender's presence in school should be prepared. The components will depend on the situation but generally should include asking the parent/guardian of a sex offender below the age of 17 years for permission to share the information with certain staff for the protection of both the student and other students. In addition, the guidelines should include a supervision plan providing supervision for the student during all aspects of his or her school day. Finally, the guidelines must respect the privacy of juvenile records and comply with the Ill. School Student Records Act, 105 ILCS 10/. The board attorney should be consulted.

<sup>5</sup> The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. *Screening and fingerprint-based criminal history records checks* are different. See procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for further distinctions.

The School Code requires school districts to perform a *fingerprint-based criminal history records check* through (a) the Illinois State Police (ISP) for an individual's Criminal History Records Information (CHRI) and (b) the FBI's national crime information databases (105 ILCS 5/10-21.9(a), (a-5) and (a-6)).

Screening only involves checking an individual's name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/), and (2) the Violent Offender Against Youth Registry maintained by the State Police, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/). See policy 5:30, *Hiring Process and Criteria*; procedure 5:30-AP2, *Investigations*; policy 6:250, *Community Resource Person and Volunteers*; and procedure 6:250-AP, *Securing and Screening Resource Persons and Volunteers*.

<sup>6</sup> Sex Offender Community Notification Law, 730 ILCS 152/, and Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105. Law enforcement officials must notify school districts of the names, addresses, and offenses of registered offenders residing in their respective jurisdictions who have committed sex offenses and violent offenses against youth (730 ILCS 152/120 and 154/95). These laws are silent with regard to what, if anything, districts do with the information. The Sex Offender Community Notification Law, however, provides immunity for "any person who provides, or fails to provide, information relevant to the procedures set forth in this Law," (730 ILCS 152/130).

Naming a contact person will facilitate communication and cooperation with local law enforcement agencies. Any school official may be used as the contact person, and boards may wish to have a contact person from each building. See administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for implementing procedures.

<sup>7</sup> State law requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law, 730 ILCS 152/. In an effort to keep this policy aligned with good governance practices, the responsibility is given to the superintendent and building principal to manage. While State law allows the notification to be made during registration or parent-teacher conferences, the sample policy makes a notification mandatory just during registration to be sure that all parents/guardians are informed.

# RENAMED

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.  
720 ILCS 5/11-9.3.  
730 ILCS 152/, Sex Offender Community Notification Law.  
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

**Recommended for Adoption:** December 15, 2016

## General Personnel

### Expenses <sup>1</sup>

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.<sup>2</sup> Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,<sup>3</sup> (2) anyone's personal expenses,<sup>4</sup> or (3) entertainment expenses.<sup>5</sup> Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.<sup>6</sup> Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following: <sup>7</sup>

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.<sup>8</sup>
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.<sup>9</sup>

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<sup>1</sup> State law controls this policy's content (105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter due to other requirements in the law, the implementation deadline will be 3-2-17; see the third paragraph in f/n 3 of policy 2:125, *Board Member Compensation; Expenses*.

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

<sup>2</sup> 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See f/n 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

<sup>3</sup> 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

<sup>4</sup> Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

<sup>5</sup> 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

<sup>6</sup> *Id.*

<sup>7</sup> 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form* and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 11 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

<sup>8</sup> *Id.* at (2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.<sup>10</sup>

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,<sup>11</sup> provided they fall below the maximum allowed in the Board’s expense regulations.<sup>12</sup>

Expense advancement requests must be submitted to the Superintendent or designee on the District’s standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District’s standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.<sup>13</sup> Any portion of an expense advancement not used must be returned to the District.<sup>14</sup> Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

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

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses<sup>15</sup> by providing an estimation of expenses on the District’s standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

<sup>9</sup> *Id.* at (4).

<sup>10</sup> *Id.*

<sup>11</sup> 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 7 above, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

<sup>12</sup> 50 ILCS 150/10 and 20, added by P.A. 99-604, eff. 1-1-17. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

<sup>13</sup> 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17.

<sup>14</sup> This paragraph’s provisions are required by 105 ILCS 5/10-22.32.

<sup>15</sup> Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: “an *estimate* if expenses have not been incurred ...” or “a *receipt* ... if the expenses have already been incurred,” suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district’s specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

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

Use of Credit and Procurement Cards

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

Exceeding the Maximum Allowable Expense Amount(s) 16

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

1. The Board’s resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.<sup>17</sup>

Registration 18

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

Travel

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

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

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<sup>16</sup> 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation; Expenses*.

<sup>17</sup> 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

<sup>18</sup> Amend the language in subheads **Registration, Travel, Meals, Lodging, and Miscellaneous Expenses** to align with the MARA defined in the board’s expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements* for a sample resolution.

See f/n 4 in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board’s power to set the expense regulations by policy (105 ILCS 5/10-20) and f/n 8 for considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17).

### Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.<sup>19</sup> Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

### Lodging

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

### Miscellaneous Expenses

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

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

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

**Recommended for Adoption:** December 15, 2016

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<sup>19</sup> Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$\_\_\_\_\_ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses* and ensure this amount is consistent with the MARA set by the board resolution.

## General Personnel

### Personal Technology and Social Media; Usage and Conduct 1

#### 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 into interactive dialogue.<sup>2</sup> This includes, but is not limited to, services such as Facebook, LinkedIn, MySpace, Twitter, Instagram, Snapchat, and YouTube.<sup>3</sup>

**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 communication or information networks.<sup>4</sup> This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).<sup>5</sup>

#### Usage and Conduct 6

All District employees who use personal technology and social media shall: 7

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<sup>1</sup> This policy is optional. Consult the board attorney because personal technology and social media involve an unprecedented area of the law. Public employees’ First Amendment rights involve an unsettled area of the law. Personal technology and social media platforms change continually. Therefore, instead of prohibiting specific actions, this sample policy focuses on what will not change - maintaining appropriate behavior as outlined in 5:120, *Ethics and Conduct*, the Ill. Educators’ Code of Ethics at 23 Ill.Admin.Code §22.20, and 105 ILCS 5/21B-75 (allows suspensions or revocations of certificates for *immorality* and *unprofessional conduct*, among other things). *Immoral* has been defined by one court to mean “shameless conduct showing moral indifference to the opinions of the good and respectable members of the community,” (see Ahmad v. Board of Education of City of Chicago, 847 N.E.2d 810, 819 (Ill.App. 1, 2006).

Consult the board attorney when a board wants to prohibit more specific actions and/or specific speech, e.g., *friending* students on Facebook or similar social media, *tweeting* or otherwise communicating with students on Twitter or similar social media sites, and text messaging or emailing students. See also the discussion in f/ns 6 & 7 below.

This policy also contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. When a policy’s subject matter is superseded by a bargaining agreement, the board policy can state, “Please refer to the applicable collective bargaining agreement.”

<sup>2</sup> Several definitions of social media exist, and a board may wish to use another definition or create its own with the board attorney. This sample policy’s definition is very broad. It is adapted from a frequently cited Wikipedia definition at [en.wikipedia.org/wiki/Social\\_media](http://en.wikipedia.org/wiki/Social_media). Merriam-Webster’s definition is at [www.merriam-webster.com/dictionary/social%20](http://www.merriam-webster.com/dictionary/social%20).

<sup>3</sup> Optional. A board may want to add other sites. As of October 2010, the publication *eBizMBA Inc.* lists the top four social networking sites as Facebook, Myspace, Twitter, and LinkedIn, respectively.

<sup>4</sup> *Personal technology* is not yet defined. It is the title of a weekly column in *The Wall Street Journal*. The column was created and is authored by Walt Mossberg, who frequently directs readers to his review of new technologies on a website titled *All Things Digital* at to [allthingsd.com/author/walt/](http://allthingsd.com/author/walt/). Many of the reviewed devices operate as described in this sample definition.

<sup>5</sup> Optional.

<sup>6</sup> Whether to discipline an employee for his or her speech is always highly fact sensitive and should always occur after a consultation with the board attorney (see f/ns 1 and 7). The discipline will require careful balancing of the district’s obligations to protect its students with employees’ rights. Further, a board may not discipline its employees for discussing the terms and conditions of their employment with co-workers and others or otherwise interfere with their employees’ efforts to work to improve the terms and conditions of their workplace (29 U.S.C. §151 et seq.).

1. Adhere to the high standards for appropriate school relationships required by 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*; 5:100, *Staff Development Program*; 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. **8**
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures. **9**
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. **10**
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. **11**
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

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**7** The following list is optional and may contain items on which collective bargaining may be required (see f/n 1). To ensure that the listed expectations match local conditions, boards may want to initiate a conversation with the superintendent about these expectations. Expectations will be most effective when they reflect local conditions and circumstances. This conversation provides an additional opportunity for the board and superintendent to examine all current policies, collective bargaining agreements, and administrative procedures applicable to this subject (see f/n 2 of policy 5:120, *Ethics and Conduct*, for more discussion about how to initiate this conversation and f/n 3 of policy 5:100, *Staff Development Program*). Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. After discussing these issues, the board may have further expectations and may choose to reflect those expectations here.

**8** Inherent dangers exist when district employees use personal technology and social media without understanding how the information is used within the chosen platform and what choices are available within the platform to control it. Some examples of laws that require the safekeeping of district and school records include: the Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g and the Ill. School Student Records Act, 105 ILCS 10/ (both prohibit the unauthorized disclosure of student school records), 5 ILCS 140/7 (exempts personnel information and other items such as school security and response plans and maps from disclosure), 45 C.F.R. §164.502 (protects the employees' health information), and 820 ILCS 40/ (governs the release of an employee's disciplinary action). For district employees, implied consent may be sufficient in some circumstances, e.g., teachers taking pictures of each other at a birthday party in the teachers' lounge or at a social event off school grounds and later posting those pictures on Facebook.

**9** 17 U.S.C. §101 *et seq.*

**10** 105 ILCS 5/24-9; Fair Labor Standards Act, 29 U.S.C. §201 *et seq.* See also f/ns 1 and 6 above.

**11** The Children's Internet Protection Act (CIPA), 20 U.S.C. §6301, requires school districts to maintain a policy and provide Internet access that protects against access to websites containing material that is obscene, pornographic, or harmful to minors. See 6:235, *Access to Electronic Networks*. Because a district cannot subject its employees' usage of personal technology and social media to the same measures required under CIPA (i.e., content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage), this statement seeks to balance the district's duty by shifting responsibility for inappropriate behavior to the individual employee.

damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy. **12**

The Superintendent shall: **13**

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. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites. **14**
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

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**12** The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action against any employee, when the district knows that the employee committed or engaged in sexual harassment of a student (775 ILCS 5/5A-102). Sexual harassment of a student is also prohibited by 7:20, *Harassment of Student Prohibited*, and of an employee by 5:20, *Workplace Harassment Prohibited*.

**13** 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration. One logical method for a board to address the issue of district employees' use of personal technology and social media is to include its expectations during its in-service trainings required by 105 ILCS 5/10-22.39. Many experts in social media risk management advocate training employees about the expectations concerning social media usage. For boards that do not want to include this as a part of the in-service, delete the phrase "during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*."

Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." See *Mayer v. Monroe County Community School Corp.*, 474 F.3d 477 (7<sup>th</sup> Cir. 2007). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See *Pickering v. High School Dist.* 205, 391 U.S. 563 (1968). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively (*Garcetti v. Ceballos*, 547 U.S. 410 (2006)).

**14** Right to Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17 (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n 15 in policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

- LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.  
Ill. Human Rights Act, 775 ILCS 5/5A-102.  
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.  
Garcetti v. Ceballos, 547 U.S. 410 (2006).  
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).
- CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

**Recommended for Adoption:** December 15, 2016

## General Personnel

### Family and Medical Leave 1

#### Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year. <sup>2</sup>

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 in the federal rules) 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. <sup>3</sup>

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.<sup>4</sup> 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 FMLA 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 FMLA leave

<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy implements the very complex Family and Medical Leave Act, 29 U.S.C. §2612, (FMLA) and a school board is urged to have its attorney review it before adoption.

All public (and private) school employers are covered by the FMLA without regard to their number of employees (29 C.F.R. §§825.104 & 825.600). To be eligible for FMLA leave, however, an educational employee must be employed at a worksite where at least 50 employees are employed within 75 miles (29 C.F.R. §825.600).

The U.S. Department of Labor, Wage & Hour Division, has a very helpful website containing forms, compliance guidance, posters, etc. ([www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla)). It also contains a link to the complete FMLA rules, 29 C.F.R. Part 825.

<sup>2</sup> 29 C.F.R. §825.200 lists and explains the four methods boards may choose among for determining a 12-month period in which the 12-week entitlement occurs. While using a school year may be the easiest method to administer, **another method may be more suitable for the district**. Before changing to a different method of calculating the 12-month period, an employer must first give all employees at least 60-days' notice of the intended change; the transition must take place in such a way that the employees retain the full benefit of their leave entitlement under whichever method affords the greatest benefit to the employee. If the district fails to select an option, the one that provides the most beneficial outcome for employees will be used.

<sup>3</sup> 29 C.F.R. §825. Section 585 of the National Defense Authorization Act for FY 2008, Pub. L. 110-181, added two types of family military leave – qualifying exigency leave and servicemember family leave. The latter leave extends the possible FMLA leave to 26 weeks in a *single 12-month period*. For more information, see f/n 6.

<sup>4</sup> This paragraph presents only one of many possible alternatives. The FMLA permits an employee to choose to substitute paid leave for FMLA leave, and an employer to require an employee to substitute paid leave for FMLA leave (29 C.F.R. §825.207). Substitution of paid leave for FMLA purposes means that the unpaid FMLA leave and the paid leave run concurrently. The sample policy, in the interests of clarity and limiting absences, requires this substitution. Likewise, an employer may require an employee to substitute accrued comp time against the employee's FMLA leave entitlement (29 C.F.R. §825.207(f)). Sample policy 5:310, *Compensatory Time-Off*, addresses the acquisition and use of comp time. The FMLA rules also describe the interaction between FMLA leave and leave taken pursuant to a disability plan and workers' compensation leave (29 C.F.R. §825.207(d) & (e)).

If employees have not previously been required to substitute accrued paid leave, this requirement's implementation may give rise to a duty to bargain because it affects the mandatory bargaining subject of employee paid 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. <sup>5</sup>

FMLA leave is available in one or more of the following instances: <sup>6</sup>

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, 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, child, or parent.
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 military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
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, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above. <sup>7</sup>

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules. <sup>8</sup>

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<sup>5</sup> 29 C.F.R. §§825.200(h). If a holiday occurs within the week taken as FMLA leave, the week is still counted as a week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday will not count against the employee's FMLA entitlement.

<sup>6</sup> 29 C.F.R. §§825.112 & 825.200. See §§825.120 & 825.121 for birth or placement for adoption or foster care. *Spouse* includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state (29 C.F.R. §§825.102 and 825.122(b)). See also Obergefell v. Hodges, 135 S.Ct. 2584 (2015).

Leave for a qualifying exigency (reason number 5) is governed by 29 C.F.R. §§825.122 (definition) & 825.126.

Leave to care for a covered servicemember (reason number 6) is governed by 29 C.F.R. §§825.122 (definition) & 825.127. An eligible employee may take 26 weeks of leave in different "single 12-month periods" to care for multiple servicemembers or to care for the same servicemember with a subsequent serious injury or illness (29 C.F.R. §825.127).

Attorneys disagree whether the Illinois Family Military Leave Act, 820 ILCS 151/, applies to schools because its definition of *employer* does not specify school districts. A covered employer must allow a spouse, parent, child, or grandparent of a person called to military service to take an unpaid leave of 15 or 30 days, depending on the number of individuals employed by the employer (Id. at 151/10(a)-(b)). The length of leave provided to an employee under State law because his or her spouse or child is called to military service is reduced by the number of days of leave provided under 29 U.S.C. §2612(a)(1)(E) because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces (820 ILCS 151/10(b)).

<sup>7</sup> 29 C.F.R. §§825.120(a)(3) (birth) & 825.121(a)(3) (adoption and foster care).

<sup>8</sup> 29 C.F.R. §§825.121(b), 825.202 - 825.205 & 825.601.

Eligibility 9

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 seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, *et seq.*, 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.

Requesting Leave 10

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 at 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 11

**9** 29 C.F.R. §§825.110, 825.111, & 825.600. **The default policy language exceeds federal law requirements because it provides immediate eligibility to full-time classroom teachers.** A board may substitute the following to deny eligibility to classroom teachers who have not worked 12 months for the district, but it should first analyze collective bargaining consequences and seek its board attorney's advice:

To be eligible for FMLA leave, both of the following provisions must describe the employee:

1. The employee is employed at a worksite where at least 50 employees are employed within 75 miles; and
2. 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 fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, *et seq.*, or when a written agreement exists concerning the District's intention to rehire the employee.

A service break due to fulfillment of covered service obligation is found in the *Glossary of Terms Used in FMLA* available at: [webapps.dol.gov/elaws/whd/fmla/3.aspx?Glossary\\_Word=ELIGIBLE](http://webapps.dol.gov/elaws/whd/fmla/3.aspx?Glossary_Word=ELIGIBLE).

An employee's eligibility requires analysis of the information available in each case using the guidance in §825.110. Any week during which an employee is maintained on the payroll, even if the employee does not work that week, is counted toward the 12-months' service requirement (*Id.* at 825.110(b)(3)).

**10** 29 C.F.R. §§825.302-825.304 require an employee to notify the employer of the need for leave and to generally schedule leave for planned medical treatments in a way that the absences do not unduly disrupt the employer's operations. The policy's notice provisions are the shortest time frame allowable (29 C.F.R. §825.302). The employee need not expressly request a leave under the FMLA. An employer may require that employees follow its usual and customary notice and procedural requirements for requesting leave.

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 complete and sufficient certificate signed 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 complete and sufficient certificate signed 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 complete and sufficient certificate signed 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) 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, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

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 six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six 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 12

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

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<sup>11</sup> Requests for medical certification, 2nd and 3rd opinions, and recertification are governed by 29 C.F.R. §§825.305-825.310. The appropriate certification forms are available at [www.dol.gov/WHD/fmla/](http://www.dol.gov/WHD/fmla/). Districts must inform the employee of the medical certification requirement and of the consequences for failing to provide it.

<sup>12</sup> Required by 29 C.F.R. §825.209. The same health benefits means, for example, that if family member coverage is provided to an employee, family member coverage must be maintained during FMLA leave. If an employer provides a new health plan or benefits or changes health benefits or plans while an employee is on FMLA leave, the employee is entitled to the new or changed plan or benefits to the same extent as if the employee were not on leave. *Health benefits* do not include individual policies paid exclusively by the employee. Districts must provide an advance written description of how premium payments must be made (29 C.F.R. §825.210). See f/n 1, above. Consult the board attorney about whether any existing collective bargaining agreements alter a district's obligation to continue health benefits even after exhaustion of FMLA.

If coverage lapses because an employee has not made required premium payments, the employer must still restore the employee to coverage and benefits when the employee returns from leave (29 C.F.R. §825.212). 29 C.F.R. §825.213 governs how districts may recover premium payments if the employee fails to return to work after the leave entitlement is exhausted or expires. The board attorney must be consulted for the appropriate premium recovery method.

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 **13**

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two 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 eight 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. **14**

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's reassignment policies and practices. **15**

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations. **16**

#### 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;<sup>17</sup> 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 in the FMLA regulations. **18**

**13** This section is optional but allowed by 29 C.F.R. §825.311. Either or both sentences may be changed or omitted, provided the policy is applied uniformly.

**14** Requiring *fitness for duty* certification is optional but allowed by 29 C.F.R. §825.312. This sentence may be deleted or changed in accordance with the rule.

**15** 29 C.F.R. §§825.214 - 825.216 & 825.604. An equivalent position must have the same pay (including any unconditional pay increases), benefits, and working conditions and involve the same or substantially similar duties (29 C.F.R. §825.215). Determining how an employee will be restored to an *equivalent position* is made on the basis of "established policies and practices" and collective bargaining agreements (29 C.F.R. §825.604).

**16** Optional but allowed by 29 C.F.R. §825.602.

**17** School districts must provide employees a general notice explaining the FMLA and the process for filing complaints (29 C.F.R. §825.300(a)). This notice must also be provided to FMLA-covered employees; distribution may be accomplished electronically. A poster is available at [www.dol.gov/WHD/fmla](http://www.dol.gov/WHD/fmla), [The Family and Medical Leave Act Poster](#).

When an employee requests FMLA leave or when the employer acquires knowledge that an employee's leave may be for a FMLA-qualifying reason, the employer must provide the employee with a notice of eligibility (within 5 business days absent extenuating circumstances) (29 C.F.R. §825.300(b)). At the same time, the employer must provide the employee with a notice of rights and responsibilities (29 C.F.R. §825.300(c)). Finally, the employer must notify the employee whether it has designated the leave as FMLA-qualifying (29 C.F.R. §825.300(d)). The federal rules contain specific requirements for each of these notices. Fortunately, a prototype for each of these required notices is available at [www.dol.gov/WHD/fmla](http://www.dol.gov/WHD/fmla) (*WH-381 Notice of Eligibility and Rights & Responsibilities* and *WH-382 Designation Notice*). Willfully failing to provide the notices can subject an employer to a monetary penalty.

**18** 29 C.F.R. §825.102.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence),  
5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

**Recommended for Adoption:** December 15, 2016

## Professional Personnel

### Teacher Qualifications 1

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law.<sup>2</sup> The following qualifications apply:

1. Each teacher must: <sup>3</sup>
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements. <sup>4</sup> ~~with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law.~~

The Superintendent or designee shall:

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<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

<sup>2</sup> 105 ILCS 5/21B et seq.; 23 Ill.Admin. Code §1.610 et seq., §1.705 et seq. and Part 25.

School boards may participate in the Illinois Teacher Corps; however as of Sept. 1, 2011 individuals may no longer be admitted to Illinois Teacher Corps programs (105 ILCS 5/21-11.4, repealed on June 30, 2013).

<sup>3</sup> Subparagraph 1a is required for all teachers by 105 ILCS 5/21B-15 (qualifications of educators). Three types of educator licenses are listed in 105 ILCS 5/21B-20: (1) Professional Educator License; (2) Educator License with Stipulations (including endorsements for provisional educator, alternative provisional educator, alternative provisional superintendent, resident teacher, career and technical educator, provisional career and technical educator, transitional bilingual educator, language, visiting international educator, paraprofessional educator, and chief school business official); and (3) Substitute Teaching License. See also 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq. and Part 25 (per §25.100, teachers are no longer endorsed in any course subjects in which they earn grades lower than a "C" in college). ISBE's *Educator Licensure Information System* (ELIS) is a web-based system that allows educators, administrators, and the public to access licensure information. See [www.isbe.state.il.us/ELIS/default.htm](http://www.isbe.state.il.us/ELIS/default.htm).

Subparagraph 1b and 1c are required of all teachers by 105 ILCS 5/24-23. Some boards add the word "official" to the phrase, "complete official transcript of credits."

Subparagraph 1d is optional but informs the superintendent when a teacher may be eligible to change lanes on the salary schedule.

<sup>4</sup> The *highly qualified* teacher requirement of the No Child Left Behind Act, formerly found in §6319 of the Elementary and Secondary Education Act (ESEA, 20 U.S.C. §6319), was repealed by the Every Student Succeeds Act (ESSA, Pub. L. 114-95, eff. 12-10-15). ESEA federal and State implementing regulations at 34 C.F.R. §200.55 and 23 Ill. Admin.Code Part 25, Appendix D have not been updated, though amendments are highly likely within the next year. In *Every Student Succeeds Act (ESSA) Frequently Asked Questions* (8-12-16) ([isbe.net/essa/pdf/ESSA-faq.pdf](http://isbe.net/essa/pdf/ESSA-faq.pdf)), ISBE advises that districts need not comply with the "highly qualified" teacher requirement during the 2016-17 school year.

ESEA, as amended by ESSA, requires that each state plan contain assurances that the state educational agency will ensure that all teachers and paraprofessionals meet state certification/licensure requirements (20 U.S.C. §6311(g)(2)(J)).

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed ~~and highly qualified for their assignments~~; <sup>5</sup>
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified ~~a) of their right to request their students' classroom teachers' professional qualifications, and b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.~~ <sup>6</sup>

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).  
 105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.  
 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

**Recommended for Adoption:** December 15, 2016

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<sup>5</sup> ISBE advises that effective July 1, 2016, teachers and paraprofessionals must meet state and local licensure requirements found in *Illinois Licensure, Endorsement, and Approval Requirements*, revised 8-25-16, at [www.isbe.net/licensure/requirements/endsmt\\_struct.pdf](http://www.isbe.net/licensure/requirements/endsmt_struct.pdf).

ESEA, as amended by ESSA, requires districts to provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned (20 U.S.C. §6312(e)(1)(B)(ii)). For a sample notice, see 5:190-E2, *Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements*.

<sup>6</sup> 20 U.S.C. §6312(e)(1)(A).

## Professional Personnel

### Leaves of Absence <sup>1</sup>

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

### Sick and Bereavement Leave <sup>2</sup>

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. 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.

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

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<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. It also provides policy coverage for those professional personnel who are not included in a bargaining unit or have employment contracts with conflicting provisions. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the current [*insert name of professional CBA*]."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA), 29 U.S.C. §2612, amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (P.L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child, (2) the adoption or foster placement of a child, (3) the serious health condition of an employee's spouse, parent, or child, (4) the employee's own serious health condition, (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on *covered active duty*, and (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. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement (29 C.F.R. §825.207). See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

<sup>2</sup> The provisions in this section are required by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements.

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured *family member* or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (Id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway. <sup>3</sup>

#### Child Bereavement Leave <sup>4</sup>

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

#### Sabbatical Leave <sup>5</sup>

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

#### Personal Leave <sup>6</sup>

Professional staff members are granted one personal leave day per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time

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<sup>3</sup> 105 ILCS 5/24-6.

<sup>4</sup> Child Bereavement Leave Act (Act), 820 ILCS 154/, added by P.A. 99-703. These paragraphs discuss child bereavement leave. 820 ILCS 154/5, added by P.A. 99-703 defines an *eligible employee* under the same terms as an employee under FMLA (29 U.S.C. 2601 et seq.). See f/n 1 above.

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her *child*, as defined by 820 ILCS 154/, added by P.A. 99-703. However, that 60 day limitation does not apply where more than one child dies in a 12-month period. There may be times where an employer may want to grant more than 10 unpaid work days, e.g., when a deceased child lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

<sup>5</sup> State law provides guidelines for sabbatical leaves but does not require boards to offer them (105 ILCS 5/24-6.1).

<sup>6</sup> State law does not address personal leave.

other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal 3 days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last 5 days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

#### Leave of Absence Without Pay 7

The Board 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.

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.

#### Leave to Serve as an Election Judge 8

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

#### Child-Rearing Leave 9

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

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<sup>7</sup> State law does not address leaves of absence without pay other than stating that a mutually agreed leave will not affect a teacher's contractual continued service (105 ILCS 5/24-13).

<sup>8</sup> This paragraph restates 10 ILCS 5/13-2.5, amended by P.A. 98-691. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

Rather than duplicate the statute's requirements in separate policies, board policy 5:330, *Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves*, grants the leave to support personnel on the terms applicable to professional staff.

<sup>9</sup> The School Code does not address child-rearing. The Family and Medical Leave Act (FMLA), 29 U.S.C. §2612, 29 C.F.R. §825.200, grants eligible employees a combined total of 12 weeks each year, with exceptions for teachers at the end of the school year, for, among other things, a child's: (1) birth and first-year care, and (2) adoption or foster placement (see policy 5:185, *Family and Medical Leave*). Districts not covered by the FMLA must treat a request for child-care leave to care for an adopted infant on terms comparable to those given biological mothers. McWright v. Alexander, 982 F.2d 222 (7th Cir., 1993).

policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy. <sup>10</sup>

A teacher 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.<sup>11</sup> 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. <sup>12</sup>

Subject to the insurance carrier's approval, the teacher 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 teacher is qualified, subject to scheduling efficiency and instruction continuity.

#### Leaves for Service in the Military <sup>13</sup>

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 <sup>14</sup>

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 <sup>15</sup>

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

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<sup>10</sup> Districts offering a child-rearing or maternity leave must be very careful not to violate anti-discrimination laws. Districts can prohibit pregnant teachers from combining paid disability leave with an unpaid maternity leave, provided that non-pregnant teachers are likewise prohibited from combining a paid disability leave with an unpaid general leave of absence. Maganuco v. Leyden Comm. High School Dist. 212, 939 F.2d 440 (7th Cir., 1991); U.S. v. Consol. High School Dist. 230, 983 F.2d 790 (7th Cir., 1993); E.E.O.C. v. Elgin Teachers' Ass'n., 780 F.Supp. 1195 (N.D.Ill., 1991). A sick leave bank exclusion of maternity benefits violates Title VII. U.S. v. Consol. High School Dist. 230, Supra.

<sup>11</sup> The length of the notice - here 90 days - is *not* covered by State or federal law. If an employee fails to provide this notice, the employee still has the right to request a family and medical leave which has a much shorter notice requirement (see policy 5:185, *Family and Medical Leave*), and could be followed by a child-rearing leave.

<sup>12</sup> For a high school, omit "the first day of school after winter recess" and insert "at the semester break." Alternatively, the board may want to be more flexible by stating:

Every effort shall be made to have the leave minimally interrupt instructional continuity by ending .

<sup>13</sup> Required by: the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the Military Leave of Absence Act (5 ILCS 325/, added mandatory leave for "other training or duty required by the United States Armed Forces" and requires the public employer to make up the difference between military pay and regular compensation); Service Member's Employment Tenure Act (330 ILCS 60/4); Public Employee Armed Services Rights Act (5 ILCS 330/4); National Guard Employment Rights (20 ILCS 1805/30.20); and Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301).

<sup>14</sup> Required by 105 ILCS 5/24-13.

<sup>15</sup> State law provides guidelines for Dept of Defense leaves but does not require boards to offer them (105 ILCS 5/24-13.1).

School Visitation Leave

An eligible professional staff member 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 teacher's child, if the conference or activity cannot be scheduled during non-work hours.<sup>16</sup> Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave. <sup>17</sup>

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act. <sup>18</sup>

Leaves for Victims of Domestic or Sexual Violence <sup>19</sup>

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.<sup>20</sup> 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.). <sup>21</sup>

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<sup>16</sup> 820 ILCS 147/15.

<sup>17</sup> Id. The school visitation leave entitlement applies to both professional and educational support personnel. Rather than duplicate its requirements in separate policies, board policy 5:330, Educational Support Personnel - *Sick Days, Vacation, Holidays, and Leaves*, grants the leave on the same terms applicable to professional staff.

<sup>18</sup> 820 ILCS 147/.

<sup>19</sup> Required by the Victims' Economic Security and Safety Act, 820 ILCS 180/ and 56 Ill.Admin.Code §280. While the law applies to all school districts (820 ILCS 180/10(10), amended by P.A. 99-765, eff. 1-1-17, the number of employees determines the number of total workweeks of leave available during any 12-month period (820 ILCS 180/20(a)(2), amended by P.A. 99-765, eff. 1-1-17. The term *employee* includes part-time workers. The Ill. Dept. of Labor must furnish to all employers a notice summarizing the law's requirements (*Your Rights Under Illinois Employment Laws*, at [www.illinois.gov/idol/Employers/Documents/flsposter.pdf](http://www.illinois.gov/idol/Employers/Documents/flsposter.pdf)). All districts must post this notice in a conspicuous place where notices to employees are customarily posted.

<sup>20</sup> If the district employs fewer than 50 employees, it may substitute the following sentence: "Accordingly, if the District employs at least 15 but not more than 49 employees, an employee is entitled to a total of eight work weeks of leave during any 12-month period." 820 ILCS 180/20(a)(2).

If the district employs at least one but not more than 14 employees, it may substitute the following sentence: "Accordingly, if the District employs at least one but not more than 14 employees, an employee is entitled to a total four (4) work weeks of leave during any 12-month period." 820 ILCS 180/20(a)(2), amended by P.A. 99-765, eff. 1-1-17.

<sup>21</sup> The Victims' Economic Security and Safety Act states that an employee does not have a right to take unpaid leave that exceeds the unpaid leave time allowed under the Family and Medical Leave Act (820 ILCS 180/20(a)(2). Section 25 creates an ambiguity by stating, "[t]he employer may not require the employee to substitute available paid or unpaid leave for [leave available to victims of domestic or sexual violence]," (820 ILCS 180/25). Contact the board attorney for advice resolving this ambiguity.

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations,<sup>22</sup> (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3,<sup>23</sup> and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2. <sup>24</sup>

LEGAL REF.:       10 ILCS 5/13-2.5  
                      20 ILCS 1805/30.1 et seq.  
                      820 ILCS 154/.  
                      105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
                      820 ILCS 147/ and 180/.

CROSS REF.:       5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

**Recommended for Adoption:**       December 15, 2016

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<sup>22</sup> Required by 105 ILCS 5/24-13.

<sup>23</sup> Required by 105 ILCS 5/24-6.3. See 5:330, *Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves*, for the leave for an elected trustee for the Ill. Municipal Retirement Fund.

<sup>24</sup> Required by 105 ILCS 5/24-6.2.

## Professional Personnel

### Student Teachers <sup>1</sup>

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense ~~listed in~~ that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code<sup>2</sup> or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987. ~~is permitted to student teach or complete field or other clinical experience.~~

Before permitting an individual to student teach or ~~begin a required internship~~ ~~participate in any field experience~~ in the District, the Superintendent or designee shall ensure that:<sup>3</sup>

1. The District performed a ~~105 ILCS 5/10-21.9(g) Check~~ ~~complete criminal history records check~~ as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5. <sup>4</sup>

A ~~105 ILCS 5/21.9(g) Check~~ ~~complete criminal history records check~~ shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105).

The School Code requires each individual student ~~teacher~~ teaching or beginning a required internship to ~~must~~ provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) ~~criminal history records~~ check (including any applicable vendor's fees).<sup>5</sup> Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State

<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This sample policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions which exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the school board policy may state, "Please refer to the applicable collective bargaining agreement(s)."

<sup>2</sup> P.A. 99-667 amended the School Code at 105 ILCS 5/10-21.9, 5/21B-15, and 5/21B-80(b) to carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual's sentence for these certain drug offenses. See 5:30-AP2, *Investigations*, for a list of these carved-out drug offenses.

<sup>3</sup> 105 ILCS 5/10-21.9(g) applies to individuals who will be student teachers or who are beginning a required internship. For boards that want to include students participating in any field or clinical experience, amend the introductory phrase to state "Before permitting an individual to student teach, ~~or~~ begin a required internship, ~~or~~ participate in any field experience in the District, ... ." For more discussion about students participating in any field or clinical experience, see f/n7 below.

<sup>4</sup> The requirements for *physical fitness* and *freedom from communicable disease* apply to student teachers as of 7-16-14 (105 ILCS 5/24-5).

<sup>5</sup> 105 ILCS 5/10-21.9(g).

**Police.6 and The** Superintendent or designee will provide each student teacher with a copy of his or her report. <sup>7</sup>

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. ~~A teacher may be eligible for Continuing Professional Development Units (CPDUs) for supervising a student teacher or teacher education candidate in clinical supervision.~~

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.  
Uniform Conviction Information Act, 20 ILCS 2635/1.  
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

**Recommended for Adoption:** December 15, 2016

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<sup>6</sup> Id.

<sup>7</sup> Id. A student teacher or individual beginning a required internship must undergo a fingerprint-based State and national criminal history records check and checks of the Statewide Sex Offender Registry and Statewide Murderer and Violent Offender Against Youth Registry prior to participating in any field experiences in the school. For information about screenings or fingerprint-based criminal history records information checks for students doing field or clinical experience other than student teaching, see number two in the subhead titled **Screening Individuals Who are Likely to Have Contact with Students at School or School Events** in 4:175-AP1, *Criminal Offender Notification Laws; Screening*.

20 ILCS 2635/7(A) requires the student teacher's written authorization and a district to provide a copy of the reports, and 105 ILCS 5/10-21.9 requires the student teacher to pay for the costs of the criminal history records check. *LiveScan* is the recommended equipment for criminal history records checks. The language in this policy does not distinguish whether the district uses an authorized LiveScan vendor or owns or leases its own LiveScan equipment. Delete "(including applicable vendor's fees)" if the district owns or leases its own LiveScan equipment.

For more guidance and information on navigating the records laws surrounding criminal history records checks, along with a LiveScan vendor directory, see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: [www.isbe.net/pdf/guidance\\_chr.pdf](http://www.isbe.net/pdf/guidance_chr.pdf).

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves <sup>1</sup>

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

### Sick and Bereavement Leave <sup>2</sup>

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay

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<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the current [*insert name of educational support CBA*]."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA), 29 U.S.C. §2612, amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (P.L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child, (2) the adoption or foster placement of a child, (3) the serious health condition of an employee's spouse, parent, or child, (4) the employee's own serious health condition, (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) *covered active duty* in the Armed Forces, and (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. The definition of *covered servicemember* includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was a member of the Armed Forces "at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy." Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement (29 C.F.R. §825.207). See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

<sup>2</sup> This section contains the minimum benefits provided by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. The School Code does not address whether an employee's 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year. Also be aware that the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17, allows employees to use employer-provided sick leave to care for an ill or injured *family* member or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (*Id.* at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. Employees accumulating sick time on a full-time basis when they are truly working part-time hours;
2. Inconsistent treatment; and
3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement) (40 ILCS 5/7-139(a)(8)).

equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. <sup>3</sup>

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. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway. <sup>4</sup>

#### Vacation <sup>5</sup>

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

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<sup>3</sup> As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8)) and see also IMRF General Memorandum #555 at:

[www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555](http://www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555)).

**Option 1:** No collective bargaining agreement applies and the board wants to publicize its written plan. Insert the following sentence:

This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

**Option 2:** A local collective bargaining agreement contains the written plan and the board wants to publicize it. Insert the following sentence:

Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Illinois Municipal Retirement Fund.

**Option 3:** A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

If Options 1, 2, or 3 are chosen, add 40 ILCS 5/7-139 to the Legal References.

If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options above or add the citation to the Legal Reference.

<sup>4</sup> 105 ILCS 5/24-6.

<sup>5</sup> State law does not require districts to give employees vacations.

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. <sup>6</sup>

#### Holidays <sup>7</sup>

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. 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.

#### Personal Leave <sup>8</sup>

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.

<sup>6</sup> Required by 820 ILCS 115/5 and 56 Ill.Admin.Code §300.520 (Earned Vacations).

<sup>7</sup> Holidays are listed in 105 ILCS 5/24-2. For information on the waiver process, see 2:20-E, *Waiver and Modification Request Resource Guide*. Holidays not specified in the statute may be added to the policy; however, boards adding additional holidays should monitor and review to ensure the list remains current.

A State-mandated school holiday on *Good Friday* is unconstitutional according to *Metzl v. Leininger*, 57 F.3d 618 (7<sup>th</sup> Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a *spring holiday* rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

<sup>8</sup> State law does not address personal leave.

2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
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 and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

#### Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3. <sup>9</sup>

#### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly. <sup>10</sup>
2. School Visitation Leave. <sup>11</sup>
3. Leaves for Victims of Domestic or Sexual Violence. <sup>12</sup>
4. **Child Bereavement Leave.** <sup>13</sup>
5. Leave to serve as an election judge. <sup>14</sup>

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<sup>9</sup> Required by 105 ILCS 5/24-6.3. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See 5:250, *Professional Personnel - Leaves of Absence*.

<sup>10</sup> Military leave is governed by: The School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the Military Leave of Absence Act (5 ILCS 325/ added mandatory leave for "other training or duty required by the United States Armed Forces" and to require the public employer to make-up the difference between military pay and regular compensation); Service Member's Employment Tenure Act (330 ILCS 60/4); Public Employee Armed Services Rights Act (5 ILCS 330/4); National Guard Employment Rights (20 ILCS 1805/30.20); and Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301).

Granting General Assembly leave to ESPs is optional.

<sup>11</sup> 820 ILCS 147/. See policy 5:250, *Leaves of Absence*, and administrative procedure 5:250-AP, *School Visitation Leave*.

<sup>12</sup> Required by Victims' Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 99-765, eff. 1-1-17, and 56 Ill.Admin.Code §280. Important information about this leave is discussed in f/ns 19 and 20 of policy 5:250, *Professional Personnel - Leaves of Absence*.

<sup>13</sup> 820 ILCS 154/, added by P.A. 99-703. Important information about this leave is discussed in f/n 4 of policy 5:250, *Professional Personnel - Leaves of Absence*.

<sup>14</sup> 10 ILCS 5/13-2.5.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/.  
820 ILCS 154/.  
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School  
Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family  
and Medical Leave), 5:250 (Professional Personnel - Leaves of  
Absence)

**Recommended for Adoption:** December 15, 2016

## Instruction

### School Accountability <sup>1</sup>

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work.<sup>2</sup> To fulfill that purpose, the Illinois State Board of Education prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.<sup>3</sup>

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement. <sup>4</sup>
- ~~2. If applicable, implement a No Child Left Behind (NCLB) plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.~~
3. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE. <sup>5</sup>
4. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation. <sup>6</sup>
5. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. <sup>7</sup>

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<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> 105 ILCS 5/27-1.

<sup>3</sup> 23 Ill.Admin.Code §1, Appendix D.

<sup>4</sup> 105 ILCS 5/2-3.25 - 2-3.25b; 23 Ill.Admin.Code §§1.10(a) and 1.20.

<sup>5</sup> 105 ILCS 5/2-3.25a, amended by P.A. 99-193 and P.A. 99-657; 5/2-3.25d, amended by P.A. 99-193; 5/2-3.64a-5. P.A. 99-193 significantly revised the system of standards for school districts and schools, and P.A. 99-657 delayed certain implementation dates by one school year. ISBE must establish recognition standards for student performance and school improvement for all districts and their individual schools. The recognition standard must be an outcome-based, *balanced accountability measure*. Subject to funding, the *balanced accountability measure* must focus on student performance and, beginning in the 2017-18 school year for some districts and for all districts by the 2022-23 school year, professional practice. The student performance component must focus on student outcomes and closing the achievement gaps using a *Multiple Measure Index* and *Annual Measurable Objectives*. ISBE must establish a *Multiple Measure Index* and *Annual Measurable Objectives* for each school that address the school's overall performance in terms of both academic *success* and *equity* (105 ILCS 5/2-3.25d(a), amended by P.A. 99-193). A process for assistance, remediation, and intervention exists for low-performing districts known as *priority* and *focus* districts, as those terms are defined by 105 ILCS 5/2-3.25d-5, added by P.A. 99-193 (105 ILCS 5/2-3.25e-5 and 5/2-3.25f, amended by P.A. 99-193).

<sup>6</sup> The requirements around district and school improvement plans are unknown until ISBE revises its rules following P.A. 99-193. This Public Act deleted the requirements concerning improvement plans as well as the sanctions for failing to make adequate yearly progress (105 ILCS 5/2-3.25d, amended by P.A. 99-193). 105 ILCS 5/2-3.25f continues to state that schools or districts "that fail to make reasonable efforts to implement an approved Improvement Plan may suffer loss of State funds by school district, attendance center, or program as the State Board of Education deems appropriate."

6. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers. <sup>8</sup>

School Choice and Supplemental Education Services

~~This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable in Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.~~

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and 5/27-1.  
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

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<sup>7</sup> 105 ILCS 5/10-17a, amended by P.A. 99-193. Districts must present the report card at a regular board meeting, post it on the district's website, make it available to newspapers of general circulation in the district, notify parents/guardians of its availability on the district's website, provide it to parents/guardians on request, submit it to the regional superintendent or appropriate Intermediate Service Center, and otherwise disseminate it as required by State law.

<sup>8</sup> Required by 105 ILCS 5/2-3.153; 23 Ill.Admin.Code §1.97. The State Superintendent must publicly report on selected indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels. A district may use an alternate learning instrument approved by the State Superintendent at its own cost. These survey instruments are authorized by July 1 each year and posted at: [www.isbe.net/5essentials/default.htm](http://www.isbe.net/5essentials/default.htm) (23 Ill.Admin. Code §1.97(g)(1)-(2)). To use an alternate survey instrument, the district must submit a form developed for this purpose and posted at [www.isbe.net/5essentials/default.htm](http://www.isbe.net/5essentials/default.htm) to the State Superintendent by August 1 each year (Id.).

Insert the following sentence for districts that administer an alternate survey of learning conditions at their own cost: "The District has elected to use an alternate survey of learning conditions instrument."

**Instruction****School Wellness 1**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs.<sup>2</sup> This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).<sup>3</sup> The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.<sup>4</sup>

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<sup>1</sup> State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 requires school districts participating in a program authorized by the National School Lunch Act or the Child Nutrition Act to have a school wellness policy (PL 108-265, Sec. 204). State law required ISBE to "establish a State goal that all school districts have a wellness policy," (105 ILCS 5/2-3.139). ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the National School Lunch Act or the Child Nutrition Act.

See ISBE's numerous resources at [www.isbe.net/nutrition/htmls/wellness\\_policy.htm](http://www.isbe.net/nutrition/htmls/wellness_policy.htm). Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at [www.actionforhealthykids.org/index.php](http://www.actionforhealthykids.org/index.php).

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program (30 ILCS 105/5.728). They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness."

<sup>2</sup> 7 C.F.R. §210.30(a).

<sup>3</sup> Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (PL 111-296); 7 C.F.R. §§210.10 and 210.30(a).

<sup>4</sup> *Id.*; 7 C.F.R. §210.30(c)(4), §210.30 (d)(2), §210.30 (d)(3), and §210.30(e). The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details" (Fed. Reg. Vol. 81, No. 146 at 50160). However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the websites for the *public*, and use the student handbook to distribute important information to *interested households*.

Members of the Ill. Principals Assoc. may subscribe to the IPA's *Model Student Handbook Service*. While this service is not a handbook *per se*, it provides principals with quick, user-friendly access to model student handbook provisions that are attorney drafted and fully aligned with IASB's policy services. For more information, see:

[www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

### Goals for Nutrition Education and Nutrition Promotion <sup>5</sup>

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*. <sup>6</sup>

### Goals for Physical Activity <sup>7</sup>

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*. <sup>8</sup>
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*. <sup>9</sup>
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE). <sup>10</sup>

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<sup>5</sup> This is a required topic, but the local board may determine what goals are appropriate (PL 108-265, Sec. 204(a)(1) and PL 111-296; 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.30(c)(1). *Nutrition promotion* is now required by PL 111-296, but the concept is not described or defined. The Food Nutrition Service (FNS) described *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

<sup>6</sup> 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). ISBE's rules for Comprehensive Health Education found at 23 Ill.Admin.Code Part 253 were repealed, eff. 10-3-05.

<sup>7</sup> This is a required topic, but the local board may determine what goals are appropriate (PL 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.30(a)).

<sup>8</sup> 105 ILCS 5/27-5 and 27-6; 23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990).

<sup>9</sup> *Id.*

<sup>10</sup> Schools must "set student learning objectives which meet or exceed goals established by the State," (105 ILCS 5/2-3.63). The *Learning Standards* can be found on ISBE's website, [www.isbe.state.il.us/ils](http://www.isbe.state.il.us/ils). See *State Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment* at: [www.isbe.net/ils/pdh/standards.htm](http://www.isbe.net/ils/pdh/standards.htm).

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health* (at [www.isbe.net/ils/pdh/pdf/goal20.pdf](http://www.isbe.net/ils/pdh/pdf/goal20.pdf)). See also 23 Ill.Admin.Code §1.425 (g), (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers* (Rev. 8/25/16) at: [www.isbe.net/EPE/pdf/fitness-asmt-faq.pdf](http://www.isbe.net/EPE/pdf/fitness-asmt-faq.pdf).

Nutrition Guidelines for Foods Available During the School Day 11

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules. 12

Exempted Fundraising Day (EFD) Requests 13

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Superintendent or designee in a participating school has granted an *exempted fundraising day* (EFD). To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals 14

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. 15

Monitoring 16

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

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11 The policy must include the nutrition guidelines selected by the board for “all foods available during the school day with the objective of promoting student health and reducing childhood obesity,” (PL 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.30(a) and (c)(3)).

12 7 C.F.R. §210.11(a)(2); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Administrative Procedure - Food Services; Competitive Foods; Exemptions*.

13 Required by 23 Ill.Admin.Code §305.15(c)(2) and 7 C.F.R. §230(c)(2). Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see 4:120-AP, *Administrative Procedure - Food Services; Competitive Foods; Exemptions*.

14 Inclusion in the policy is required for only those districts that participate in a program authorized by the National School Lunch Act or the Child Nutrition Act (PL 108-265, Sec. 204(a)(3)).

15 Child Nutrition Act of 1966 (42 U.S.C. §1771 *et seq.*) and National School Lunch Act (42 U.S.C. §1758).

16 The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy, (PL 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210(c)(5) and (6)). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: [www.isbe.net/nutrition/htmls/wellness\\_policy.htm](http://www.isbe.net/nutrition/htmls/wellness_policy.htm).

42 U.S.C. §1758b (PL 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement, and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education regarding their school districts’ efforts to comply with this requirement. A guide to help school districts conduct an evaluation of local wellness policies is available, along with more guidance at: [www.fns.usda.gov/tn/healthy/wellnesspolicy\\_tools.html](http://www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html).

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

#### Community Input 17

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

#### Recordkeeping 18

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.  
 Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
 National School Lunch Act, 42 U.S.C. §1751 et seq.  
 Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.  
 42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.30.  
 105 ILCS 5/2-3.139.  
 23 Ill.Admin.Code Part 305, Food Program.  
 ISBE’s “School Wellness Policy” Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60  
 (Curriculum Content), 7:260 (Exemption from Physical Education)

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**17** A board must establish a policy that involves parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy, (PL 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (PL 111-296); 105 ILCS 5/2-3.139(a)(3); and 7 C.F.R. §210(d)(1)). This requirement’s awkward wording notwithstanding, a board may take compliance steps by seeking community input during this policy’s adoption and monitoring phases. See 2:240, *Board Policy Development*. A board may also choose to post this policy on its website and include it in the student handbook.

**18** 7 C.F.R. §210.30(f). Records must include: (1) the policy, (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

## Instruction

### Curriculum Content<sup>1</sup>

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics,<sup>2</sup> (f) social studies, (g) art, (h) music,<sup>3</sup> and (i) drug and substance abuse prevention.<sup>4</sup> A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.<sup>5</sup>
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics,<sup>6</sup> (e) social studies including U.S. history, American government and, for students entering the 9th grade in the fall of 2016 and each year after it, those students covered by P.A. 99-434 (eff. 1-1-2016 but may be delayed by subsequent legislation) one semester of civics,<sup>7</sup> (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.<sup>8</sup>

<sup>1</sup> Districts must have a policy on physical education (23 Ill.Admin.Code §1.420(p)). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420 recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

<sup>2</sup> 105 ILCS 5/2-3.156 requires ISBE to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school* or *high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. The ISBE has adopted new math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. [www.isbe.net/common\\_core/default.htm](http://www.isbe.net/common_core/default.htm).

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the *Ill. Learning Standards* includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

<sup>3</sup> 23 Ill.Admin.Code §1.430.

<sup>4</sup> 105 ILCS 5/27-13.2. House Resolution 824 (2014) urges all Illinois schools to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses through comprehensive drug education programs, including the *Drug Abuse Resistance Education* (DARE) program. No guidance on age appropriate instruction for heroin abuse is provided in the resolution.

<sup>5</sup> 105 ILCS 5/10-20.53.

<sup>6</sup> 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22, amended by P.A. 98-885, allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

<sup>7</sup> 105 ILCS 5/27-22, amended by P.A. 99-434 and P.A. 99-486 : (1) delayed the effective date of P.A. 99-434 until 7-1-2016, and (2) made the civics course requirement effective only for students entering the 9th grade. The statute specifically states that school districts may utilize private funding available for offering civics education.

<sup>8</sup> 23 Ill.Admin.Code §1.440, 105 ILCS 5/27-22. The General Assembly encouraged school boards to implement American sign language courses into the school foreign language curriculum (105 ILCS 5/10-20.46). Senate Joint Resolution 68, 96<sup>th</sup> General Assembly, encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.<sup>9</sup> The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue<sup>10</sup>, and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement.<sup>11</sup> Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.<sup>12</sup> The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.<sup>13</sup>

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.<sup>14</sup>
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.<sup>15</sup>
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other

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The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40. School districts may contract with a commercial driver training school (CDTS) for driver education by obtaining a waiver or modification of the administrative rules and regulations promulgated by the ISBE or a modification of School Code mandates (105 ILCS 5/2-3.25g). See 2:20-E, *Waiver and Modification Request Resource Guide*. To qualify to contract with a school district, a CDTS must (a) hold a valid license issued by the Ill. Sec. of State, and (b) provide instructors who hold a valid Ill. teaching certificate or license (Id.). A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors (Id.). The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education (Id.).

<sup>9</sup> 105 ILCS 5/27-24.2.

<sup>10</sup> Id.

<sup>11</sup> Id., amended by P.A. 99-720, eff. 1-1-17. Required beginning with the 2017-2018 school year.

<sup>12</sup> 105 ILCS 5/27-17.

<sup>13</sup> The Ill. Vehicle Code, 625 ILCS 5/6-408.5, amended by P.A. 98-718, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a high school equivalency certificate (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least 8 courses during the two previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

<sup>14</sup> 105 ILCS 5/27-23.3.

<sup>15</sup> 105 ILCS 5/27-23.4.

individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.<sup>16</sup>

6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.<sup>17</sup>
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.<sup>18</sup>
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Activity Education*.<sup>19</sup>

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<sup>16</sup> 47 C.F.R. § 54.520(c)(1)(i) and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors (47 C.F.R. §54.520(c)(1)(i)). This federal law defines *minors* as any individual who has not attained the age of 17 years (47 C.F.R. §54.520(a)(4)).

<sup>17</sup> 105 ILCS 5/27-13.3 requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence: "In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee."

<sup>17</sup> 105 ILCS 5/27-12.

Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has also found "that [school districts] should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying" (105 ILCS 5/27-23.7(a), amended by P.A. 98-669). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades," 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

<sup>18</sup> 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the *Pledge*, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. West Virginia State Board of Education v. Barnett, 319 U.S. 624 (1943); Sherman v. Community Consolidated School Dist. 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, "You may now stand to recite the *Pledge*." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

<sup>19</sup> 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

105 ILCS 5/27-6 describes when students may be excused from daily P.E. See also 23 Ill.Admin.Code §1.425(e).

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.<sup>20</sup>
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.<sup>21</sup>
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business,

105 ILCS 5/27-6 contains an exception to the daily P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage daily during the school day, except on block scheduled days for those schools in block scheduling, in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health ([www.isbe.net/ils/pdf/pdf/goal20.pdf](http://www.isbe.net/ils/pdf/pdf/goal20.pdf)). See also 23 Ill.Admin.Code §1.425 (g) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 8-25-16)* at: [www.isbe.net/EPE/pdf/fitness-asmt-faq.pdf](http://www.isbe.net/EPE/pdf/fitness-asmt-faq.pdf).

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

**20** 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act. More detailed health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*. It includes the requirements for the development of a family life and sex education program (105 ILCS 5/27-9.1 and 110/3), among other health education topics including *teen dating violence* (105 ILCS 110/3.1, see 7:185, *Teen Dating Violence Prohibited* for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use (105 ILCS 110/3, amended by P.A. 98-632).

Citations for letters (a) - (e) in this paragraph follow:

- (a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also policy 6:50, *School Wellness*.
- (b) *Id.* (physical fitness) and see also policy 6:50, *School Wellness*.
- (c) *Id.* (sound mind and healthy body).
- (d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The State Police and ISBE must develop instruction on child abduction prevention (20 ILCS 2605/2605-480).
- (e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13 a/k/a *Erin's Law* (child sexual abuse prevention). *Erin's Law* requires a policy addressing child sexual abuse prevention. A sentence in 6:60-AP, *Comprehensive Health Education Program* restates the basic recommendations for a child sexual abuse prevention program from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.state.il.us/reports/erins-law-final0512.pdf](http://www.isbe.state.il.us/reports/erins-law-final0512.pdf). The professional educator training component of *Erin's Law* is addressed in policy 5:100, *Staff Development Program*. The Report also encourages parental involvement because parents play a key role in protecting children from child sexual abuse.

**21** 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/ for the Vocational Education Act.

labor unions and government in formulating and achieving the goals of the mixed free enterprise system.<sup>22</sup>

12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.<sup>23</sup>

13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.<sup>24</sup>

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.<sup>25</sup>

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.<sup>26</sup>

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.<sup>27</sup>

16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.<sup>28</sup>

17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans<sup>29</sup>

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<sup>22</sup> 105 ILCS 5/27-12.1, amended by P.A. 99-284; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these new subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

<sup>23</sup> 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l).

<sup>24</sup> 105 ILCS 5/27-21; 23 Ill.Admin.Code §1.420(r).

<sup>25</sup> Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: “[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year . . . .”

<sup>26</sup> 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE’s website for no cost at [www.isbe.net/curriculum/html/medal\\_of\\_honor.htm](http://www.isbe.net/curriculum/html/medal_of_honor.htm).

<sup>27</sup> 105 ILCS 5/27-20.3 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>28</sup> 105 ILCS 5/27-20.5 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*. House Resolution 365 (2013) and Senate Resolution 1073 (2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.<sup>30</sup>
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.<sup>31</sup>

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
 20 ILCS 2605/2605-480.  
 105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.  
 625 ILCS 5/6-408.5.  
 23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.  
 Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.  
 Protecting Children in the 21<sup>st</sup> Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
 47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

**Recommended for Adoption:** December 15, 2016

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<sup>29</sup> 105 ILCS 527-20.4 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>30</sup> 105 ILCS 5/2-3.80(e) or (f).

<sup>31</sup> 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

## Instruction

### Education of Homeless Children<sup>1</sup>

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 youths, including a public pre-school education.<sup>2</sup> A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act.<sup>3</sup> The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.<sup>4</sup>

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.<sup>5</sup>

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.<sup>6</sup>

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<sup>1</sup> State and federal law control this policy's content. This sample policy contains the basic requirements of the Ill. Education for Homeless Children Act, 105 ILCS 45/, as well as the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.* Other policies that are relevant to the education of homeless children are listed in the Cross References, e.g., school admissions and immunizations.

<sup>2</sup> For high school districts, delete "including a public pre-school education" at the end of the sentence.

<sup>3</sup> Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)),

*Homeless Children* (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1)); and (B) includes —

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 11302(a)(2)(C));
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

**Note:** Effective 12-10-16, Section §11434a(2) will no longer include children "awaiting foster care placement" within the definition of *homeless children*.

**Under the Ill. Education for Homeless Children Act (105 ILCS 45/1-5),**

*Homeless person, child, or youth* includes, but is not limited to, any of the following:

- (1) An individual who lacks a fixed, regular, and adequate nighttime place of abode.
- (2) An individual who has a primary nighttime place of abode that is:
  - (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
  - (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - (C) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

See [www.isbe.net/homeless/default.htm](http://www.isbe.net/homeless/default.htm) for helpful informational resources and training with regard to the education of homeless children in Illinois. See [www2.ed.gov/programs/homeless/legislation.html](http://www2.ed.gov/programs/homeless/legislation.html) for the U.S. Dept. of Education's information about federal requirements.

<sup>4</sup> 42 U.S.C. §11432(g)(l)(J)(ii).

<sup>5</sup> 105 ILCS 45/1-10.

<sup>6</sup> The first sentences in this paragraph are required by 42 U.S.C. §11432(g)(7).

Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.<sup>7</sup> The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.<sup>8</sup> If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.<sup>9</sup> Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.<sup>10</sup>

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Ill. Education for Homeless Children Act, 105 ILCS 45/.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

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<sup>7</sup> 42 U.S.C. §11432(g)(l)(J)(iii), 42 U.S.C. §11432(g)(4)(A), and 105 ILCS 45/1-15.

<sup>8</sup> Required by 42 U.S.C. §11432(g)(7)(C).

<sup>9</sup> Required by 105 ILCS 45/1-25.

Use this alternative for districts in suburban Cook County: replace “Regional Superintendent” with “appropriate Intermediate Service Center.”

<sup>10</sup> Optional. 105 ILCS 45/1-25(a-5). As an alternative, a school board may omit this sentence or use a permissive verb, such as, “...the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct...” Any change required as a result of this review becomes effective at the close of the school year. Any person who knowingly or willfully presents false information in any review commits a Class C misdemeanor.

## Instruction

### Migrant Students <sup>1</sup>

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with the opportunity full and appropriate opportunities to meet the same statewide challenging State academic assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students an opportunity for meaningful participation in the program in an understandable format and language.

### Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:       20 U.S.C. §6318.  
                       20 U.S.C. §6391 et seq.  
                       34 C.F.R. §200.80 et seq.

CROSS REF.:       6:170 (Title I Programs)

**Recommended for Adoption:**       December 15, 2016

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<sup>1</sup> State or federal law controls this policy's content. The first sentence of this policy allows a school board to consider the goals for its migrant education program and to amend the sample policy accordingly. The Migrant Education Program is a federally funded program authorized under Title I, Part C, of the Elementary and Secondary Education Act (ESEA, 20 U.S.C. §6391 et seq.). **Note:** Section 6391 of the ESEA was amended by the Every Student Succeeds Act (ESSA), eff. 12-10-15. However applicable regulations at 34 C.F.R. §200.80 have not been updated. Amendments to the regulations are highly likely within the next year.

To qualify for the program, a migrant child must have moved within the last three years across state or school district lines with a parent or guardian or on his/her own to obtain qualifying temporary or seasonal work in agriculture or fishing. Although most of the requirements are directed to State agencies, local school districts that receive State money for these programs will be held to many of the same requirements by the State. For additional information, see ISBE's collection of material about the Migrant Education Program in Illinois is available at [www.isbe.net/bilingual/htmls/migrant.htm](http://www.isbe.net/bilingual/htmls/migrant.htm).

## Instruction

### English Learners 1

The District offers opportunities for resident English Learners to develop achieve at high levels of in academic attainment in subjects English and to meet the same challenging State academic content and student academic achievement standards that all children are expected to attain meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners. 2
2. Appropriately identify students with limited English speaking ability language proficiency. 3

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<sup>1</sup> State or federal law controls this policy's content. The assessment and accountability provisions in the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act, and State law include English Learners (20 U.S.C. §§6312, 6314, 6315, and 6318;). **Note:** Applicable regulations at 34 C.F.R. Part 200 have not been updated; amendments to the regulations are highly likely within the next year.34 C.F.R. Part 200).

ESEA Title III, Part A, also known as the English Language Acquisition, Language Enhancement, and Academic Achievement Act, provides funding to support schools' efforts to help children who are English learners "achieve at high levels in academic subjects so that all English learners can meet the same challenging State academic standards that all children are expected to meet," (20 U.S.C. §6812(2)). Reimbursement for programs is contingent on the submission and approval of a program plan and request for reimbursement in accordance with the requirements in 105 ILCS 5/14C-12 and 23 Ill.Admin.Code Part 228. This policy uses "English Learners" (EL) rather than "English Language Learners (ELL)" or "Limited English Proficient (LEP)." LEP and ELL are no longer terms used generally among educators and researchers in the field of English language acquisition (37 Ill. Reg. 16804). ISBE now uses the term *English learners*, which are synonymous with LEP and ELL. P.A. 99-30 also deleted language from "English language learner."

For purposes of this policy, *English Learners* is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English (105 ILCS 5/14C-2, amended by P.A. 99-30). **Note:** The Illinois Administrative Code definition of *English Learners* has not been amended since the effective date of P.A. 99-30 and still provides that *English Learners* means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State's proficiency level of achievement on State assessments; (2) the ability to successfully achieve in classrooms where the language of instruction is English, or (3) the opportunity to participate fully in the school setting (23 Ill.Admin.Code §228.10).

The Office for Civil Rights (OCR) at the U.S. Dept. of Education (ED) and the Civil Rights Division at the U.S. Department of Justice (DOJ) have issued joint guidance to assist school districts and all public schools in meeting their legal obligations to ensure that English learners can participate meaningfully and equally in educational programs and services. The guidance is available at: [www2.ed.gov/about/offices/list/ocr/letters/colleague-el-201501.pdf](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-el-201501.pdf). In support of this guidance, the Office of English Language Acquisition released an *English Learner (EL) Tool Kit* to assist school districts in providing EL students with the support necessary to achieve their full academic potential. The *Tool Kit* is available at: [www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html](http://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html).

<sup>2</sup> This policy's first sentence and the first numbered paragraph both allow a school board to consider the goals for its English Learners programs; a board should amend the sample policy accordingly.

<sup>3</sup> 23 Ill.Admin.Code §228.15. Districts must administer a home language survey to each student entering the district's schools for the first time within 30 days after the student's enrollment. The survey's purpose is to identify students of non-English background. ISBE's website contains useful information about communicating with parents/guardians, including sample Home Language Surveys and program letters in many languages ( [www.isbe.net/bilingual/htmls/forms-and-notifications.htm](http://www.isbe.net/bilingual/htmls/forms-and-notifications.htm)).

For purposes of identifying students eligible to receive special education, districts must administer non-discriminatory procedures to English Learners coming from homes in which a language other than English is used (105 ILCS 5/14-8.02).

3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable. **4**
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them. **5**
5. Determine the appropriate instructional program and environment for English Learners. **6**
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment. **7**
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics. **8**
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, **(e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation,** (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged. **9**

#### Parent Involvement **10**

Parents/guardians of English Learners will be **informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.-(1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.**

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.  
 20 U.S.C. §6801 et seq.  
 34 C.F.R. Part 200.  
 105 ILCS 5/14C-1 et seq.  
 23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

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**4** 105 ILCS 5/14C-3, amended by P.A. 99-30, and 23 Ill.Admin.Code §§228.25 and 228.30.  
**5** 20 U.S.C. §§6312, 6314, 6315, 6318, and 6801 et seq.; 34 C.F.R. Part 200; 105 ILCS 5/14C-1 et seq., amended by P.A. 99-30; and 23 Ill.Admin.Code Part 228.  
**6** 23 Ill.Admin.Code §228.25.  
**7** 23 Ill.Admin.Code §228.25(b).  
**8** 34 C.F.R. Part 200.  
**9** 20 U.S.C. §6312(e)(3)(A) and 23 Ill.Admin.Code §228.40.  
**10** 20 U.S.C. §6312(e)(3)(C) and 23 Ill.Admin.Code Part 228.

## Instruction

### Title I Programs <sup>1</sup>

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. <sup>2</sup>

### Title I Parental and Family Engagement Involvement

The District maintains programs, activities, and procedures for the involvement engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

#### District-Level Parental and Family Engagement Involvement Compact <sup>3</sup>

The Superintendent or designee shall develop a *District-Level Parental and Family Engagement Involvement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parental involvement and family engagement, (2) specific strategies for effective parent and family engagement involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

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<sup>1</sup> State or federal law controls this policy's content. **This policy is mandatory for any district that receives or desires to receive Title I funds.** Title I is part of the Elementary and Secondary Education Act (20 U.S.C. §6301 *et seq.*). It was amended by the Every Student Succeeds Act (ESSA, eff. 12-10-15).

<sup>2</sup> This paragraph, or similar language, is mandatory for each district receiving Title I funds (20 U.S.C. §6321(c)).

<sup>3</sup> 20 U.S.C. §6318(a) requires each district receiving Title I funds to "develop jointly with, agree on with, and distribute to, parents of participating children a written parent and family engagement policy." This requirement is accomplished in this sample policy by mandating the superintendent or designee to develop a *District-Level Parent and Family Engagement Compact*, according to Title I requirements. A sample *District-Level Parent and Family Engagement Compact* is contained in 6:170-AP1, E1, *District-Level Parent and Family Engagement Compact*. A sample process for developing a parent and family engagement compact is contained in 6:170-AP1, *Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs*.

*School-Level Parental and Family Engagement Involvement Compact*<sup>4</sup>

Each Building Principal or designee shall develop a *School-Level Parental and Family Engagement Involvement Compact* according to Title I requirements. This *School-Level Parental and Family Engagement Involvement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

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<sup>4</sup> 20 U.S.C. §6318(b) requires each school served under Title I to “jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f) of this section.” This requirement is accomplished in this sample policy by mandating the building principal or designee to develop a *School-Level Parent and Family Engagement Compact*, according to Title I requirements. A sample *School-Level Parent and Family Engagement Compact* is contained in 6:170-AP1, E2, *School-Level Parent and Family Engagement Compact*. A sample process for developing a parental involvement compact is contained in 6:170-AP1, *Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs*.

## Instruction

### High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students <sup>1</sup>

#### Credit for Non-District Experiences <sup>2</sup>

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses <sup>3</sup>
4. College courses offering dual credit courses at both the college and high school level <sup>4</sup>
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education <sup>5</sup>
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep) <sup>6</sup>
7. Credit earned in a Vocational Academy <sup>7</sup>

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<sup>1</sup> State law requires that several of the programs in this policy be covered in policy. State law controls this policy's content. Note that 23 Ill.Admin.Code §1.420(b) requires "[e]very school district [to] have an organized plan for recording pupil progress and/or awarding credit, including credit for courses completed by correspondence, online, or from other external sources, that can be disseminated to other schools within the State." Section 1.460 requires "[e]ach local board of education with a high school [to] adopt a policy which defines the board's position with reference to the awarding of high school credit on the basis of local examinations to pupils who have achieved the necessary proficiencies through independent study, either with or without private tutoring, or for work taken in or from another institution."

Sample policy 6:185, *Remote Educational Program*, provides for educational programs **delivered by the district** in a location outside of the school.

Sample policy 6:315, *High School Credit for Students in Grade 7 or 8*, allows students enrolled in grade 7 or 8 to enroll in a course required for high school graduation (105 ILCS 5/27-22.10(a), amended by P.A. 99-189, and 23 Ill.Admin.Code §1.440(c)(3).

<sup>2</sup> Each board may choose for which, if any, of the listed non-district experiences the district will grant high school credit. If a district does not grant credit for any of the listed activities, substitute the following alternative for all text in the entire section: "The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District."

<sup>3</sup> 105 ILCS 5/27-22.1 provides that no fewer than 60 hours of classroom instruction in summer school is required for one semester of high school course credit. Districts may accept courses completed in a community college toward graduation (23 Ill.Admin.Code §1.440(f). Superintendents, pursuant to 105 ILCS 5/10-21.4, must annually report to ISBE the number of students enrolled in accredited courses at any community college along with the name(s) and number(s) of the course(s) each student is taking (105 ILCS 2-3.142).

<sup>4</sup> The Dual Credit Quality Act, 110 ILCS 27, defines dual credit as a college course taken by a high school student for credit at both the college and high school level. An instructor who teaches a dual credit course does not need the certification required by Article 21 of the School Code. Dual credit programs will require cooperation between the school district and the institution providing the dual credit courses (see the Higher Education Student Assistance Act at 110 ILCS 947/10 for a definition of *institution*). A high school evaluation of a dual credit program must also incorporate the analysis of data from ISBE's statewide longitudinal data system (see the P-20 Longitudinal Education Data System Act, 105 ILCS 13/, for more information).

<sup>5</sup> 105 ILCS 5/2-3.44 and 5/10-22.43a. An ethnic school is a part-time, private school that teaches the foreign language of a particular ethnic group as well as the culture, geography, history, and other aspects of a particular ethnic group. For requirements, see 23 Ill.Admin.Code §1.465.

<sup>6</sup> The State Superintendent and Board of Higher Education were encouraged by 105 ILCS 5/2-3.115 to establish a program of academic credit for youth apprenticeship vocational education programs, which could be instituted by school districts. See also 23 Ill.Admin.Code §1.445.

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

#### Substitutions for Required Courses

**Vocational or technical education.**<sup>8</sup> A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Advanced placement computer science.**<sup>9</sup> The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below.<sup>10</sup> The Superintendent or designee shall

<sup>7</sup> Vocational Academies Act, 105 ILCS 433/. The Act's purpose is to "integrate workplace competencies and career and technical education with core academic subjects." School districts are permitted to partner with community colleges, local employers, and community-based organizations to establish a vocational academy that functions as a two-year school within a school for grades 10 through 12. Grant funds may be available from ISBE when the vocational academy meets statutory requirements.

<sup>8</sup> Allowing this substitution is optional, but, if offered, must be included in board policy (105 ILCS 5/27-22.05). The *related* requirement is met if the course contains at least 50% of the content of the required course. 23 Ill.Admin.Code §1.445 requires that the vocational or technical education course be completely described in the policy along with its relationship to the required course. The sample policy satisfies these requirements by referring to the courses as described in curricular material.

ISBE requires that the parent/guardian of a student under the age of 18 request the course substitution "on forms that the school district makes available" and that the request must be maintained in the student's temporary record (23 Ill.Admin.Code §1.445). See 6:310-E, *Class Substitution Request*.

<sup>9</sup> Optional, but allowed by 105 ILCS 5/27-22.

<sup>10</sup> Optional, but allowed by 105 ILCS 5/27-6; 23 Ill.Admin.Code §1.425(e) and (f) (added at 40 Ill. Reg. 2990). A board that wants to allow any of these P.E. exemptions must include the ones it selects in a policy that excuses students on an individual basis.

maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.<sup>11</sup>

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

~~A student requiring adapted physical education must receive that service in accordance with his or her Individualized Education Program/Plan (IEP).~~

~~A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*, in either of the following situations:~~

- ~~1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or~~
- ~~2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.~~

**Volunteer service credit.<sup>12</sup>** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

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This policy excuses students from P.E. only during the marching band season because the statute allows the exemption "for ongoing participation in such marching band program." Thus, if the marching band season is over, the student's *ongoing participation* has ceased and the student no longer qualifies for the P.E. exemption. Common sense, however, would allow the exemption to continue until the end of the current grading period.

<sup>11</sup> 23 Ill.Admin.Code §1.425(f).

<sup>12</sup> Optional. The credit given for one semester may not exceed that stated in this policy (105 ILCS 5/27-22.3). The program may include participation in the organization of a high school or community blood drive or other blood donor recruitment campaign. ISBE must provide assistance to districts opting to offer the program (105 ILCS 5/2-3.108).

Re-Entering Students <sup>13</sup>

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.  
23 Ill.Admin.Code §§1.425(e) and (f), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

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<sup>13</sup> Required by 23 Ill.Admin.Code §1.470(a). While the sample policy does not provide for it, a school board may permit adults 21 years of age or older to re-enter high school (23 Ill.Admin.Code §1.470(b)). Items #4 & #5 are optional, but must be included in a policy if credit will be granted for them.

## Instruction

### Student Testing and Assessment Program 1

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment. <sup>2</sup>
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*. <sup>3</sup>
4. Utilizes professional testing practices. <sup>4</sup>

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.<sup>5</sup> All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and

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<sup>1</sup> State and federal law control this policy's content. Until 7-1-14, 105 ILCS 5/2-3.64 contained the State assessment program; it was repealed by P.A. 98-972.

<sup>2</sup> 105 ILCS 5/2-3.64a-5, added by P.A. 98-972, requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selected the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure. For ISBE resource material, see [www.isbe.net/assessment](http://www.isbe.net/assessment). In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the PARCC test for the 2014-2015 school year through the 2017-2018 school year "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment."

<sup>3</sup> 105 ILCS 5/2-3.64a-5(d), added by P.A. 98-972 and P.A. 99-30 (deleted *language* from "English language learner), contains the requirements for assessing students receiving special education services and students determined to be English learners.

<sup>4</sup> Required by 105 ILCS 5/2-3.64a-5(c), added by P.A. 98-972.

<sup>5</sup> 105 ILCS 5/2-3.64a-5(e), added by P.A. 98-972, requires districts to provide State assessment results/scores to students' parents/guardians. The second part of this provision is optional and may be deleted, i.e. "~~and an evaluation of the student's progress.~~"

<sup>6</sup> 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(a).

<sup>7</sup> Required by 105 ILCS 5/10-17a, amended by P.A. 99-642. School districts must annually, by October 31, submit to parents/guardians, district taxpayers, the Governor, the General Assembly, and ISBE a school report card assessing the performance of its schools and students. The school report card must describe student characteristics, curriculum information, student outcomes and progress, and school environment. The environment report must include indicators from the *school climate survey* approved under 105 ILCS 5/2-3.153 (requires ISBE, in addition to its default school climate survey, to identify 2 or 3 alternative school survey instruments from which districts may select).

(2) made publicly available to parents and guardians of students.<sup>6</sup> Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.<sup>7</sup>

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.  
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

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<sup>6</sup> 105 ILCS 5/22-82, added by P.A. 99-590, requires every school district to report for each of its schools, by the 30th day of each school year, all reliable assessments the district administers that are scored by entities outside of the district. The district must make the report on an ISBE-provided form, starting with the 2016-2017 school year. At the date of publication, ISBE announced in its *Weekly Message* that it sent a survey tool to report the required information the week of 10-3-16 (See *Message From State Supt.* on 10-4-16 at: [www.isbe.net/board/archivemessages/2016/message-10042016.pdf](http://www.isbe.net/board/archivemessages/2016/message-10042016.pdf)). Because districts have a wide range of starting dates, ISBE will likely establish a reporting window for providing this information.

Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form (*Id.* at (b)). See 2:250, E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

<sup>7</sup> 105 ILCS 5/2-3.64a-5(e) governs recording assessment results in school student records.

## Students

### Student and Family Privacy Rights <sup>1</sup>

#### Surveys <sup>2</sup>

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 School 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 <sup>3</sup>

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)/guardian(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 <sup>4</sup>

School officials and staff members shall not request, nor disclose, the identity 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.

<sup>1</sup> State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. The Protection of Pupil Rights Act requires any school district, "that receives funds under any applicable program [to] develop and adopt policies, in consultation with parents, regarding [statutory privacy rights]." (20 U.S.C. §1232h(c)(1)). *Any applicable program* generally refers to any federal program administered by the U.S. Department of Education (20 U.S.C. §1221(c)). *Consultation with parents* is not defined; boards are advised, at minimum, to publicize the issue and request public comment during the policy's adoption.

<sup>2</sup> This paragraph is not dictated by law. It, however, contains the principles to guide staff and should be carefully considered and re-crafted by each board. Note that IASB sample board policy 6:10, *Educational Philosophy and Objectives*, is very broad and will thus justify surveys covering many subjects. However, it would prohibit the collection of information for marketing or selling (see f/n 13 of this policy); delete reference if the board wants the option of selling personal information that is collected from students, such as in the following:

A survey requesting personal information from students, as well as any other instrument used to collect personal information from students, must have a business, educational, or marketing justification.

Another alternative is to strictly restrict the subjects on which students may be surveyed, as in the following:

All surveys requesting information from students, as well as any other instrument used to collect personal information from students, must be for the purpose of monitoring the quality of the District's educational programs or assisting students' career choices.

<sup>3</sup> Required by 20 U.S.C. §§1232h(c)(1)(A)(i) and 1232h(c)(2)(A)(ii).

<sup>4</sup> Required by 20 U.S.C. §1232h(c)(1)(B). Consult the board attorney to review the survey or questions before administering it. Given the current political climate, attorneys in the field are voicing concern about the increase in schools and staff requesting inappropriate information from a student, e.g., the number of people and/or families living in his or her home and/or whether firearms are present in the student's home.

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, <sup>5</sup> and/or
2. Refuse to allow their child or ward to participate in the activity described above. <sup>6</sup> The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

#### Instructional Material <sup>7</sup>

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. <sup>8</sup>

#### Physical Exams or Screenings <sup>9</sup>

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 screenings that are permitted without parental notification. <sup>10</sup>
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.). <sup>11</sup>

<sup>5</sup> Id.

<sup>6</sup> 20 U.S.C. §1232h(c)(2)(A)(ii).

<sup>7</sup> Required by 20 U.S.C. §1232h(c)(1)(C)(i).

<sup>8</sup> 20 U.S.C. §1232h(c)(6)(A).

<sup>9</sup> The Protection of Pupil Rights Act states that student's parent(s)/guardian(s) may refuse to allow their child or ward to participate in "non-emergency, invasive physical examination or screening." (20 U.S.C. §1232h(c)(2)(A)(ii)). This does not necessarily mean, however, that schools have authority to conduct invasive physical examinations or screenings of students. In order to avoid misunderstandings, the sample policy prohibits physical examinations and screenings of students as those terms are defined in the policy (and federal law).

A board that wants to retain this option must strike the first sentence and replace it with the following:

A student's parent(s)/guardian(s) may refuse to allow their child or ward to participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students.

<sup>10</sup> 20 U.S.C. §1232h(c)(4)(B)(ii).

<sup>11</sup> 20 U.S.C. §1232h(c)(5)(A)(ii).

3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*). <sup>12</sup>
4. Is otherwise authorized by Board policy. <sup>13</sup>

#### Selling or Marketing Students' Personal Information Is Prohibited <sup>13</sup>

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, (4) a Social Security identification number or (5) driver's license number or State identification card. <sup>14</sup>

The above paragraph does not apply: (1) if the student's parent(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 educational institutions, such as the following: <sup>15</sup>

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. <sup>16</sup>

#### Notification of Rights and Procedures <sup>17</sup>

The Superintendent or designee shall notify students' parents/guardians 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.

<sup>12</sup> Delete if the board has not adopted a drug and alcohol testing program for extracurricular participants in 7:240, *Conduct Code for Participants in Extracurricular Activities*. Also delete reference to 7:240, *Conduct Code for Participants in Extracurricular Activities* in this policy's cross references.

<sup>13</sup> The Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/, prohibits the sale of personal information concerning a child under the age of 16, with a few exceptions, unless the parent(s)/guardian(s) have consented. Federal law [20 U.S.C. §1232h(c)(1)(E)] is similar but not identical. In order to effectuate both laws, the sample policy prohibits the sale or marketing of *personal information* unless the parents/guardians have consented.

<sup>14</sup> 20 U.S.C. §1232h(c)(6)(E); Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/. See f/n 7 in 7:340, *Student Records*, for a discussion about managing FOIA requests for items (1)-(3) under *personal information* in this paragraph.

<sup>15</sup> Id.

<sup>16</sup> 105 ILCS 5/10-20.38.

<sup>17</sup> The details in this section are specified in and required by 20 U.S.C. §1232h(c)(2). This information should be in the student handbook.

3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled. **18**
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians 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 parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor. **19**

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.  
325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.  
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs),  
7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics)

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**18** If the board chose to keep the option of marketing personal information received from students and/or conducting physical exams, add the following to this list as appropriate: “collection of personal information from students for marketing and physical examinations or screenings.”

**19** 20 U.S.C. §1232h(c)(5)(B).

## Students

### Student Assignment and Intra-District Transfer <sup>1</sup>

#### Attendance Areas

The School District may be divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. <sup>2</sup> 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. <sup>3</sup> Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

#### Transfers Within the District <sup>4</sup>

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. <sup>5</sup> The provisions in this section have no applicability to transfers pursuant to (1) Title I covered in Board policy 6:15, *School Accountability*; or, (2) the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

#### Class Assignments

The Superintendent or designee shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

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<sup>1</sup> State law requires that intra-district transfers be covered by policy and controls this policy's content (105 ILCS 5/10-21.3a).

<sup>2</sup> School attendance areas must be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality (105 ILCS 5/10-21.3).

<sup>3</sup> State law grants boards broad authority concerning assignment of students to schools (105 ILCS 5/10-22.5). A child is presumed to be a resident of the district in which the child's legal custodian resides (105 ILCS 5/10-20.12b). The facts surrounding a transfer of custody will determine whether residency for school attendance purposes has changed. *Turner v. Board of Education North Chicago Community High School District 123*, 294 N.E.2d 264 (Ill. 1973).

<sup>4</sup> The details for intra-district transfers are determined locally; State law does not address when, or even if, intra-district transfers should be granted. For districts that maintain one attendance center, delete this subhead.

<sup>5</sup> To limit the acceptable reasons supporting a transfer request, a board should consider this alternative: "...when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the educational program at another school ..."

## Students

### School Admissions and Student Transfers To and From Non-District Schools <sup>1</sup>

#### Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be five years old on or before September 1 of that school term.<sup>2</sup> A child entering first grade must be six years of age on or before September 1 of that school term.<sup>3</sup> Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31.<sup>4</sup> A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.<sup>5 6</sup>

#### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate.<sup>7</sup> When a certified copy of the birth certificate is

<sup>1</sup> State law requires some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A *registration guidance document*, updated annually, is available from the Ill. State Board of Education (ISBE) at: [www.isbe.net/pdf/guidance\\_reg.pdf](http://www.isbe.net/pdf/guidance_reg.pdf).

<sup>2</sup> 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old (105 ILCS 5/10-20.19a and 5/10-22.18). Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute (105 ILCS 5/26-1). The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore "the ages of 7-17" means a child is 17 until his or her 18<sup>th</sup> birthday.

<sup>3</sup> Optional sentence.

<sup>4</sup> Required by 105 ILCS 5/10-20.12. Use the following alternative in a district operating on a full year school basis:

To be eligible for admission, a child must be at least five years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness, a child may attend first grade if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age six within four months after the commencement of the term.

<sup>5</sup> 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services," (23 Ill.Admin.Code §226.100). Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester (105 ILCS 5/14-8.02).

<sup>6</sup> 105 ILCS 5/10-20.12. Districts that wish to permit early admission may add the following optional paragraph: Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Districts that implement this option should also consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

<sup>7</sup> Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in 7:50-AP, *School Admissions*

presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.<sup>8</sup>

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.<sup>9</sup>

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.<sup>10</sup> Students who are children of active duty military personnel transferring will be allowed to enter: (a)

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*and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and *Plyler v. Doe*, many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n 8 below).

<sup>8</sup> Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See *Plyler v. Doe*, 102 S.Ct. 2382 (1982). See also f/n 12 below.

According to the State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age (20 Ill.Admin.Code §1290.60(a)). For more discussion about acceptable proof of identity, see f/n 1 in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children's Records Act requires schools to make prompt copies of these certified copies. Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's temporary record. See 23 Ill.Admin.Code §375.10. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record.

<sup>9</sup> Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1; 23 Ill.Admin.Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Dept. of Public Health as having a high incidence of Tuberculosis.

<sup>10</sup> This paragraph is optional in the policy; it reflects the requirements of State and federal law. P.A. 99-30 repealed the Military Compact Act at 105 ILCS 5/22-65 because of the Educational Opportunity for Military Children Act; this exact language is not contained in the recoded Educational Opportunity for Military Children Act, 105 ILCS 70/.

the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.<sup>11</sup>

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.<sup>12</sup> Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

#### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools. <sup>13</sup>

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<sup>11</sup> Optional. The Educational Opportunity for Military Children Act, 105 ILCS 70/33, further details enrollment and entrance requirements for children of active military personnel. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

<sup>12</sup> Required by 105 ILCS 45/ and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. See §11432(g)(3)(C)(i).

<sup>13</sup> Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." Liaison responsibilities may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;
4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities; and
12. Knowing what support is available within the district and community for students in DCFS custody.

Student Transfers To and From Non-District Schools<sup>14</sup>

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students [High School or Unit Districts only]<sup>15</sup>

<sup>14</sup> 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill.Admin.Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district (105 ILCS 5/10-8.1 & 70/32). See also 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has two basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of section 2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act, (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program (105 ILCS 5/2-3.13a; 5/10-22.6(g)). If a board wants to provide for this alternative, it may add the following to either of the above options:

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

<sup>15</sup> Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Department of State, Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see [j1visa.state.gov/programs](http://j1visa.state.gov/programs).
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of nonresident status. Call INS or the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa (i.e., A, E, H, I, L, etc.), other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.<sup>16</sup>

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate.<sup>17</sup> F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment<sup>18</sup> [*High School or Unit Districts only*]

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED

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5. No immigration documentation. *Plyler v. Doe*, 102 S.Ct. 2382 (1982). A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.

6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). See §641, Illegal Immigration Reform and Immigrant Responsibility Act. Section 641 is an exception to the Family Educational Rights and Privacy Act. See 8 C.F.R. §214.1(h). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the INS and Department of State throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for INS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, or M-3 visas must pay a \$100 fee, and students who apply for J-1 visas must pay a \$35 fee, to the Department of Homeland Security. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay (8 C.F.R. Parts 103, 214, and 299).

<sup>16</sup> State law allows, but does not require, boards to waive nonresident tuition for these students (105 ILCS 5/10-22.5a).

<sup>17</sup> Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. (8 U.S.C. §1101). Boards may not waive the fee.

<sup>18</sup> 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section, (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program), (3) it is mandatory to provide due process before denying re-enrollment, (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs, and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See policy 7:70, *Attendance and Truancy*.

diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

**LEGAL REF.:** Family Educational Rights and Privacy Act, 20 U.S.C. §1232.  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.  
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.  
Rehabilitation Act, Section 504, 29 U.S.C. §794.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,  
5/27-8.1, 10/8.1, 45/, and 70/.  
325 ILCS 50/ and 55/.  
410 ILCS 315/2e.  
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School  
Registration.  
23 Ill.Admin.Code Part 375, Student Records.

**CROSS REF.:** 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

**Recommended for Adoption:** December 15, 2016

## Students

### Residence<sup>1</sup>

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law.<sup>2</sup> A student's residence is the same as the person who has legal custody of the student.<sup>3</sup>

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.<sup>4</sup>

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.<sup>5</sup>

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.<sup>6</sup>

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District

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<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> In certain cases, no tuition may be charged for nonresident children placed: (1) by DCFS with a foster parent or childcare facility (105 ILCS 5/10-20.12b); or (2) with a person who (i) has temporary custody of a child of a person who is on active military duty, and (ii) is responsible for making decisions for that child (105 ILCS 70/). When special education services are provided, *resident district* is determined by 105 ILCS 5/14-1.11 and 14-1.11a.

<sup>3</sup> In the case of divorced or divorcing parents, the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/, amended by P.A. 99-90, provides that "for purposes of Section 10-20.12b of the School Code only, the parent with the majority of parenting time is considered to have legal custody." See 750 ILCS 5/606.10. P.A. 99-90 also requires a *parenting plan* that sets forth a child's residential address for school enrollment purposes (750 ILCS 5/602.10(f)(6)). **Consult the board attorney when the residential address set forth in a parenting plan is not the address of the parent with the majority of parenting time.**

<sup>4</sup> 105 ILCS 5/10-20.12b. In order to establish residence, a school district may not require a parent to transfer custody/guardianship to the person with whom the child is living. Israel S. by Owens v. Board of Education of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App. 1992). See also Joel R. v. Board of Education of Manheim School Dist. 83, 686 N.E.2d 650 (Ill.App. 1997).

<sup>5</sup> 105 ILCS 5/10-20.12a.

<sup>6</sup> 105 ILCS 5/10-20.12b(a-5).

within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.<sup>7</sup>

#### Requests for Nonresident Student Admission <sup>8</sup>

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:<sup>9</sup>

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.<sup>10</sup>
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### Admission of Nonresident Students Pursuant to an Agreement or Order<sup>11</sup>

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.<sup>12</sup>

<sup>7</sup> 105 ILCS 5/10-22.5a. Military personnel must provide proof that the child will be living within the district within 60 days after the date of initial enrollment. Proof of residency may include postmarked mail addressed to the military personnel and sent to an address located within the district, a lease agreement for occupancy of a residence located within the district, or proof of ownership of a residence located within the district.

<sup>8</sup> Optional. A district that wants to include this subhead should specify and customize the listed criteria to match local conditions.

<sup>9</sup> State law is silent regarding nonresident student enrollment except to require the parent(s)/guardian(s) to pay tuition (105 ILCS 5/10-20.12a and 5/10-20.12b).

<sup>10</sup> 105 ILCS 5/10-20.12a specifies a formula for calculating the maximum amount a district can charge nonresident students.

<sup>11</sup> The agreement described in #1 is optional (105 ILCS 5/10-22.5a) and districts are not required to enter into such agreements nor to alter existing transportation services due to the attendance of such nonresident students. The agreement described in #2 is optional (105 ILCS 5/10-22.5a); districts should be sure it is consistent with policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. An example of an agreement described in #3 is one to accept nonresident students; entering into such an agreement is optional.

<sup>12</sup> Required by 105 ILCS 45/1-1 *et seq.* and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.* See §11432 (g)(3)(C)(i).

School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

**Challenging a Student's Residence Status**<sup>13</sup>

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District<sup>14</sup> and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
 105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.  
 105 ILCS 45/ and 70/  
 23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).  
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).  
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

**Recommended for Adoption:** December 15, 2016

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<sup>13</sup> Id. See administrative procedure 7:60-AP, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

<sup>14</sup> 105 ILCS 5/10-20.12b, as amended by P.A. 99-670, eff. 1-1-17.

## Students

### Attendance and Truancy <sup>1</sup>

#### Compulsory School Attendance <sup>2</sup>

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

~~Before the 2014-2015 school year, students between the ages of 7 and 17 years.~~

~~Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.~~

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

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. <sup>3</sup>

#### Absenteeism and Truancy Program

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

<sup>1</sup> State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/26-13 requires a policy identifying supportive services and available resources for truants. 23 Ill.Admin.Code §1.290 requires the same plus that the policy contain a definition of *valid cause* for absence in accordance with 105 ILCS 5/26-2a and a description of diagnostic procedures to identify the cause(s) of absenteeism.

<sup>2</sup> 105 ILCS 5/26-2 addresses enrolled students below or over set compulsory attendance ages. The law also requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1 contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See policy 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, regarding assigning students who enroll from a non-public school. See policy 6:150, *Home and Hospital Instruction*, regarding providing instruction to a pregnant student who is medically unable to attend school.

<sup>3</sup> These reasons are in 105 ILCS 5/26-2a, except that "other reason as approved by the Superintendent" was added. ISBE rule requires that the absenteeism and truancy policy defines valid causes for absence (23 Ill.Admin.Code §1.290).

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. <sup>4</sup>
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran. <sup>5</sup>
3. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification. <sup>6</sup>
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. ~~Methods~~ A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. <sup>7</sup>
6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.<sup>8</sup> See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered. <sup>9</sup>
8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of

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<sup>4</sup> Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board" (105 ILCS 5/26-1). The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/ (child labor laws); 56 Ill.Admin.Code Part 250 (child labor regulations).

<sup>5</sup> 105 ILCS 5/26-1, amended by P.A. 99-804, eff. 1-1-17. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

<sup>6</sup> This notification is required by 105 ILCS 5/26-3b.

<sup>7</sup> 23 Ill.Admin.Code §1.290(b)(2).

<sup>8</sup> 23 Ill.Admin.Code §1.290. The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E) (State Board of Education report).

<sup>9</sup> Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records. **10**

9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student. **11**
10. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies. **12**

*[For high school and unit districts only]*

11. A process for a 17-year-old resident to participate in the District's various programs and resources for truants.<sup>13</sup> The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
12. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student. **14**

LEGAL REF.: 105 ILCS 5/26-1 through 16.  
705 ILCS 405/3-33.5.

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**10** 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services (705 ILCS 405/3-33.5).

Counties may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian (55 ILCS 5/5-1078.2). Municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 13 years of age, on the parent or custodian (65 ILCS 5/11-5-9). Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act (105 ILCS 10/6(a)(6.5)). Id. **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP, *Student Records* for a sample procedure for release of such records to juvenile authorities.

**11** 105 ILCS 5/26-12 prohibits punitive action "unless available supportive services and other school resources have been provided to the student."

**12** 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, [www.isbe.net/board/archivemessages/message\\_082807.pdf](http://www.isbe.net/board/archivemessages/message_082807.pdf), p.2, that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Department of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

**13** A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive (105 ILCS 5/26-14).

**14** Optional, but provided in 105 ILCS 5/26-2(c)(3); ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

23 Ill.Admin.Code §§1.242 and 1.290.

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

**Recommended for Adoption:** December 15, 2016

## Students

### Student Support Services <sup>1</sup>

The following student support services may be provided by the School District:<sup>2</sup>

1. Health services supervised by a qualified nurse.<sup>3</sup> The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.<sup>4</sup>

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability.<sup>5</sup> The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> All districts are required to conduct a comprehensive needs assessment to determine the scope of student personnel services needs (23 Ill.Admin.Code §1.420(q)).

P.A. 95-558 created the Ensuring Success in School Task Force. This task force developed recommendations for policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The intent of the recommendations is to ensure these student populations' ability to: (1) stay in school, (2) stay safe at school and (3) successfully complete their education. A copy of this report is available at: [http://povertylaw.org/sites/default/files/webfiles/final-essa-task-force-report-with-appendix%20\(1\).pdf](http://povertylaw.org/sites/default/files/webfiles/final-essa-task-force-report-with-appendix%20(1).pdf). School boards and superintendents may want to create their own study groups to discuss implementation of the task force's recommendations for policies, procedures and protocols.

<sup>3</sup> School districts may employ noncertificated/non-professional-educator-licensed *registered professional nurses* to perform professional nursing services (105 ILCS 5/10-22.23; 23 Ill.Admin.Code §1.760(c)). A *registered professional nurse* means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation (23 Ill.Admin.Code §1.760(b)).

A *school nurse* means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76 (23 Ill.Admin.Code §1.760(c)).

105 ILCS 5/10-22.23 provides that any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be certificated/licensed under Section 21-25 (105 ILCS 5/21-25). However, that certification/licensure Section 5/21-25 of the School Code was repealed by P.A. 98-413, eff. 8-16-13.

A school nurse may be an educator licensed under a school support personnel endorsement (105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §25.245). An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator (105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.245).

<sup>4</sup> Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781 allows a liaison. Be sure this policy is consistent with policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. See f/n 13 in 7:50, *School Admissions and Student Transfers To and From Non-District Schools* for liaison responsibilities and requirements.

<sup>5</sup> Required by the Children's Mental Health Act of 2003, 405 ILCS 49/15.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/  
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/  
105 ILCS 5/10-20.58.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and  
Counseling Program), 7:100 (Health, Eye, and Dental Examinations;  
Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic  
Infectious Diseases), 7:340 (Student Records)

**Recommended for Adoption:** December 15, 2016

## Students

### Exemption from Physical Activity Education <sup>1</sup>

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.<sup>2</sup> The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. <sup>3</sup>

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course. <sup>4</sup>

State law prohibits ~~the Board a school board~~ from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.<sup>5</sup>

A student who is eligible for special education may be excused from physical education courses in either of the following situations: <sup>6</sup>

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP). <sup>7</sup>

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate. <sup>8</sup>

<sup>1</sup> An ISBE rule requires boards to have a policy defining the types of parental excuses that will be accepted in order for a student to be exempted from P.E. (23 Ill.Admin.Code §1.425(e) (added at 40 Ill. Reg. 2990)). State or federal law controls this policy's content.

For elementary districts, delete 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* from the cross references of this policy.

<sup>2</sup> Medical Practice Act is found in 225 ILCS 60/.

<sup>3</sup> Required by 23 Ill.Admin.Code §1.425(e)(3). School boards must identify any evidence/support they will require for excuses they will deem *appropriate*. Before the board adopts this policy, it should have a conversation with the superintendent to discuss and review and/or amend the sample reasons for excusal offered in this policy. Topics for discussion include determining whether (a) the sample reasons are sufficient, (b) more reasons are needed, and/or (c) the sample reasons should be amended. These conversations should be based upon the community's needs.

<sup>4</sup> Required by 105 ILCS 5/27-6 and 23 Ill.Admin.Code §1.425(d).

<sup>5</sup> 105 ILCS 5/27-6(b); 23 Ill.Admin.Code §1.425(e)(2). See policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* for a list of categories of students in grades 9-12 who may be excused from P.E. due to participation in school district athletic training, activities, or competitions.

<sup>6</sup> 105 ILCS 5/27-6(b).

<sup>7</sup> 105 ILCS 5/27-6(b).

LEGAL REF.: 105 ILCS 5/27-6.  
225 ILCS 60/, Medical Practice Act.  
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e), (f).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

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**8** 23 Ill.Admin.Code §1.425(f). Districts must maintain records showing that the criteria set forth in 105 ILCS 5/27-6 was applied to the student's individual circumstances.

## Students

### Student Athlete Concussions and Head Injuries <sup>1</sup>

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. **Prepare for full implementation Fully implement** the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following: <sup>2</sup>
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District. <sup>3</sup>
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention: <sup>4</sup>
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The

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<sup>1</sup> Three Illinois statutes in the School Code have addressed student concussions:

- (1) The Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, added by P.A. 99-245; **trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year.** The Act contains concussion safety directives for school boards and certain identified staff members. A school district must implement Sec. 22-80 if it offers interscholastic athletic activities or interscholastic athletics under the direction of a coach (volunteer or school employee), athletic director, or band leader. A school district may need to implement its return-to-learn protocol for a student's return to the classroom after he or she is believed to have experienced a concussion, "whether or not the concussion took place while the student was participating in an interscholastic activity." 105 ILCS 5/22-80(d). For a comprehensive discussion of this Act, see the IASB publication [Checklist for Youth Sports Concussion Safety Act](#), at [iasb.com/law/](http://iasb.com/law/). Helpful guidance for implementing this law is available from the Lurie Children's Hospital's *A Guide for Teachers and School Professionals*.
- (2) 105 ILCS 25/1.15, added by P.A. 98-1011, requires: (a) all high school coaching personnel to complete online concussion awareness training, and (b) all student athletes to view the IHSA video about concussions.
- (3) 105 ILCS 25/1.20, added by P.A. 99-831, requires the IHSA to require all member districts that have certified athletic trainers to have those trainers complete and submit a monthly report on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

The Center for Disease Control and Prevention explains that a concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head, or by a hit to the body that causes the head and brain to move rapidly back and forth. See [www.cdc.gov/headsup/index.html](http://www.cdc.gov/headsup/index.html). The CDC website contains excellent resources for the recognition, response, and prevention of concussions, including the opportunity to order or download free educational materials on concussions that can be distributed to parents, students, and coaches.

<sup>2</sup> 105 ILCS 5/22-80, added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year.

<sup>3</sup> 105 ILCS 5/22-80(d), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year. A physician, to the extent possible, must be on the Team. If the school employs an athletic trainer and/or nurse, they must be on the Team to the extent practicable. The Team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team. Other licensed health care professionals may be appointed to serve on the Team.

As this is administrative/staff work rather than governance work, the best practice is to have the Concussion Oversight Team be an *administrative* committee, but consult the board attorney for guidance. If it is a board committee, it must comply with the Open Meetings Act, 5 ILCS 120/1.02. For a discussion of the Open Meetings Act's treatment of committees, see the footnotes in 2:150, *Committees*.

<sup>4</sup> 105 ILCS 5/22-80(d), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year.

- Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. <sup>5</sup>
- ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol. <sup>6</sup>
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity. <sup>7</sup>
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol. <sup>8</sup>
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion

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<sup>5</sup> The Youth Sports Concussion Safety Act contains requirements for a student to return to play following a concussion (Id.). The student's treating physician or an athletic trainer working under a physician's supervision must evaluate and find that it is safe for the student to return to play. The student's parent/guardian must sign a consent form that complies with statutory prerequisites. In addition, the student must also complete the requirements in the district's return-to-play and return-to-learn protocols. Thus, the district through its protocols may add requirements for the student's return, but may not delete any statutory requirements.

It is an open question whether the return-to-play protocol is limited to when the concussion occurred during an interscholastic athletic activity because the statute does not state "whether or not the concussion took place while the student was participating in an interscholastic athletic activity." It makes sense, however, to apply the return-to-play protocol whenever a student suffers a concussion before allowing him or her to participate in an interscholastic athletic activity. IHSA's website contains a form for this, *Post-concussion Consent Form* (RTP/RTL), at:

[ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](https://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx)

<sup>6</sup> 105 ILCS 5/22-80(g), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year. The return-to-learn protocol governs a student's return to the classroom after a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity. Guidance from Lurie Children's Hospital explains that recovery from a concussion must be an individualized process because no two concussions are the same. See *Return to Learn after a Concussion: A Guide for Teachers and School Professionals*, Lurie Children's Hospital. This *Guide* explains that a student's full recovery depends on both cognitive rest and physical rest. It suggests using a multidisciplinary team to facilitate a student's return to the classroom and provides examples of accommodations and interventions. It also stresses the importance of identifying a school staff member who will function as a case manager or concussion management leader, such as a school nurse, athletic trainer, or school counselor. IHSA's website contains a form for this, *Post-concussion Consent Form* (RTP/RTL), at:

[ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](https://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx).

<sup>7</sup> 105 ILCS 5/22-80(e), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year. *Interscholastic athletic activity* is defined in Section 22-80(a) as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. The form must be approved by the Illinois High School Association (IHSA). See [ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](https://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx), generally and specifically [IHSA Concussion Protocols](#) and [IHSA Sports Medicine Acknowledgement & Consent Form \(Concussion, PES, Asthma Medication\)](#).

<sup>8</sup> 105 ILCS 5/22-80(f), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year.

- Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn. <sup>9</sup>
- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team. <sup>10</sup>
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly. <sup>11</sup>
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion, Playing Rules* which includes its *Return to Play (RTP) Policy*.<sup>12</sup> These specifically require that:
    - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. <sup>13</sup>
  4. Require all student athletes to view the Illinois High School Association's video about concussions. <sup>14</sup>

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<sup>9</sup> 105 ILCS 5/22-80(g), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year. Most students with a concussion will not need a formal 504 plan or individualized education program; contact the board attorney whenever one is requested or the student's symptoms are prolonged.

<sup>10</sup> 105 ILCS 5/22-80(h), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year. Individuals covered by this training mandate must initially complete the training by 9-1-2016. See the footnotes in policy 5:100, *Staff Development Program*.

<sup>11</sup> 105 ILCS 5/22-80(i), added by P.A. 99-245; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year. A template is available on the IHSA website under *Emergency Action Plan (EAP) Resources* at:

[ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](http://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx).

<sup>12</sup> The *Protocol for Implementation of NFHS Sports Playing Rules for Concussion* (<http://ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>) contains concussion information, provides instructions when a student athlete sustains an apparent concussion, and includes a *Return to Play (RTP) Policy*. The *Return to Play (RTP) Policy* addresses the requirements for returning a student athlete to play after he or she exhibits signs, symptoms, or behaviors of a concussion.

<sup>13</sup> 105 ILCS 25/1.15(b), added by P.A. 98-1011, requires high school coaching personnel and athletic directors hired before 8-18-2014 to have been certified by 8-19-2015. Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before the starting date of their position.

<sup>14</sup> 105 ILCS 25/1.15(e), added by P.A. 98-1011.

5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition. **15**
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. **16**
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion. **17**

*[For high school districts that belong to the IHSA and have certified athletic trainers.]*

8. Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware. **18**

LEGAL REF.: 105 ILCS 5/22-80.  
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

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**15** Required by 23 Ill.Admin.Code §1.530(b). IHSA drafted a sample *Concussion Information Sheet*, which is included within the *IHSA Sports Medicine Acknowledgement & Consent Form* and has been incorporated into 7:300-E1, *Agreement to Participate*. It can be used to inform student athletes and parents, and it is available at: [ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](http://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx).

An ISBE rule defines *health-related information* to include a concussion policy acknowledgment (23 Ill.Admin.Code §375.10). The acknowledgment, therefore, must be kept with the student's school student records as a temporary record (23 Ill.Admin.Code §375.40).

**16** IHSA has produced educational materials on concussions for coaches, parents/guardians, student athletes, and the school and health care providers on concussions that are available at: [ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](http://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx).

**17** This provision is optional.

**18** Required by 105 ILCS 25/1.20, added by P.A. 99-831, for high school districts that belong to the IHSA and have certified athletic trainers.

## Students

### Restrictions on Publications; Elementary Schools <sup>1</sup>

[For elementary or unit districts only]

#### School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. <sup>2</sup> School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School Sponsored Publications Accessed or Distributed On-Campus <sup>3</sup>

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices). <sup>4</sup>

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

<sup>1</sup> State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled. **It applies to elementary and unit districts with both elementary and high school students only.** Unit districts should have this policy and policy 7:315, *Restrictions on Publications; High Schools*. The Speech Rights of Student Journalists Act, 105 ILCS 80/5, added by P.A. 99-678 applies to high school and unit districts.

<sup>2</sup> School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. *Hazelwood School District v. Kuhlmeier*, 108 S.Ct. 562 (1988). This policy allows such control by clearly stating that school-sponsored publications are not a "public forum" open for general student use but are, instead, part of the curriculum.

A school board that does not retain control of student publications can anticipate at least two problems: (1) how to keep content consistent with the district's mission, and (2) how to ensure that the Constitutional rights of third parties are not violated by student journalists. Concerning the second problem, a third party may seek to hold the district responsible for the student journalists' acts. See *Yeo v. Town of Lexington*, 131 F.3d 241 (1st Cir. 1997), *cert. denied* (1998).

<sup>3</sup> Non-school sponsored publications, like underground newspapers, cannot be subject to the same degree of regulation by school authorities as school-sponsored publications. Absent a showing of material and substantial interference with the requirements of good discipline, students retain their First Amendment free speech rights. The federal circuits disagree on whether school authorities may require prior approval before a student is allowed to distribute non-school-sponsored publications. The Seventh Circuit, which covers Illinois, refused to approve prior approval regulations. *Fujishima v. Board of Education*, 460 F.2d 1355 (7th Cir., 1972), but see *Baughman v. Freienmuth*, 478 F.2d 1345 (4th Cir., 1973). Non-school sponsored web sites should be regulated in the same manner as non-school sponsored publications.

A school policy prohibiting junior high students from distributing written material at school that is prepared by non-students was upheld in *Hedges v. Wauconda Community Unit School Dist. No. 118*, 9 F.3d 1295 (7th Cir. 1993).

<sup>4</sup> The definition of *publication* is optional and may be amended. This sample definition uses broad and generally understood terms to keep the policy current with rapid technology changes.

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; <sup>5</sup>
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; <sup>6</sup>
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks; <sup>7</sup>
4. Is reasonably viewed as promoting illegal drug use; <sup>8</sup> or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students. <sup>9</sup>

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1)

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<sup>5</sup> For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. School Board of the School District of Greenfield, 134 F.3d 821 (7th Cir., 1998).

<sup>6</sup> School officials may not regulate student speech based upon their fear or apprehension of disturbance. Many decisions address the tension between students' right to free speech and restrictions of it on campus. See, for example:

Brandt v. Board of Educ. of City of Chicago, 480 F.3d 460 (7<sup>th</sup> Cir., 2007), *cert. denied* (2007) (school did not violate students' First Amendment rights when it disciplined students for wearing T-shirts with a "talentless infantile drawing" that school officials reasonably found to undermine the educational atmosphere).

Nuxoll v. Indian Prairie School Dist. #204, 523 F.3d 668 (7<sup>th</sup> Cir., 2008) (holding that the student was likely to succeed on merits of his claim that the school would violate his speech rights by preventing him from wearing T-shirt with slogan "Be Happy, Not Gay").

J.C. v. Beverly Hills Unified Sch. Dist., 593 F.3d 249 (3<sup>rd</sup> Cir. 2010) (discussed the "rights of others to be secure and let alone" argument from Tinker, but found that the school district violated a student's First Amendment rights for disciplining her when she posted a video clip on a website).

B.H. v. Easton Area School District, 725 F.3d 293 (3<sup>rd</sup> Cir 2013), *cert. denied* (2014) (school violated students' free speech rights by banning the wearing of cancer awareness bracelets containing the caption *I ♥ boobies*).

<sup>7</sup> Be sure that the board's definitions for *sexting* in this policy aligned with other definitions used throughout the board's policy manual. For example, see the discussion within sample administrative procedure 7:190-AP5, *Student Handbook-Electronic Devices*. There, *sexting* encompasses the term *indecent visual depiction* as defined by 705 ILCS405/3-40. It defines indecent visual depiction as a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the buttocks, or if such person is a female, a fully or partially developed breast of the person. However, a district may create or have another definition of *sexting* that may or may not encompass the statutory term indecent visual depiction.

<sup>8</sup> Morse v. Frederick, 551 U.S. 393 (2007).

<sup>9</sup> Optional. The rationale for this section is that prior to high school, students have not developed sufficient experience and education in critical review of external resource materials. Accordingly, in order to accomplish the district's educational mission, yet allow students the opportunity to communicate with their fellow students, widespread student distribution of written material in elementary and middle school may be limited to material primarily prepared by the students themselves. Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3rd 1295 (7th Cir. 1993); Leal v. Everett Public Schools, 2015 WL 728651 (W.D.Wash. 2015).

accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school. **10**

**Non-School Sponsored Publications Accessed or Distributed Off-Campus 11**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

**Bullying and Cyberbullying 12**

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7  
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

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**10** For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school’s computer. School authorities could reasonably believe the article would be disruptive. Boucher v. School Board of the School District of Greenfield, 134 F.3d 821 (7th Cir., 1998).

**11** Optional. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school’s authority over off-campus expression is much more limited than expression on school grounds. Many decisions address the tension between public schools’ authority to discipline students for off-campus speech and students’ right to free speech. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student’s expression causes substantial disruption to school operations, as provided in this policy (see also 7:190, *Student Behavior*). For example, see:

J.S. v. Blue Mountain Sch. Dist., combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), cert. denied(2012) (schools may not punish students for their off-campus indecent and offensive parodies of their principals, absent a showing that the parodies caused, or could cause, substantial disruption in the schools).

Kowalski v. Berkeley Cnty. Sch., 652 F.3d 565 (4th Cir. 2011), cert. denied (2012)(upheld a student’s suspension for off-campus posts to a social network site that defamed a classmate because it was foreseeable that the expression would reach the school and the student’s conduct involved substantial disruption and interference with the work and discipline of the school).

The statutory definition of *bullying* includes *cyberbullying* (105 ILCS 5/27-23.7); these terms are defined in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* (see also f/n 6 and 7:190-AP6, *Guidelines for Investigating Sexting Allegations*).

Consult the board attorney for guidance concerning off-campus speech. Every situation is fact specific and the issues require careful evaluation.

**12** 105 ILCS 5/27-23.7.

## Students

### Restrictions on Publications; High Schools <sup>1</sup>

*[For high school or unit districts only]*

#### Definitions <sup>2</sup>

*School official* means a Building Principal or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

*Student media adviser*<sup>3</sup> means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

#### School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies.<sup>4</sup> Student journalists may not use school-sponsored media that: <sup>5</sup>

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties;<sup>6</sup> or
4. Incites students to: <sup>7</sup>

<sup>1</sup> State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled.

<sup>2</sup> Speech Rights of Student Journalists Act, 105 ILCS 80/5, added by P.A. 99-678.

<sup>3</sup> Id. uses *adviser*, not advisor. Adviser is used throughout this policy for consistency with the statute.

<sup>4</sup> Id. With some exceptions, the Act effectively restricts school authorities' power to reasonably regulate student expression in high school-sponsored publications for education-related reasons under Hazelwood School District v. Kuhlmeier, 108 S.Ct. 562 (1988). . See the last sentence in f/n 4, below.

<sup>5</sup> 105 ILCS 80/15, added by P.A. 99-678. A school board may retain control of material in student publications that falls within the listed exceptions. Consult the board attorney about how much control of high school student publications school officials may retain in the context of the Speech Rights of Student Journalists Act.

<sup>6</sup> 105 ILCS 80/15, added by P.A. 99-678.

Delete "~~including Constitutional rights of third parties~~" if the board wants only the word-for-word statutory language in its policy. Because the Constitutional rights of third parties are common controversies within the context of student-sponsored publications, the purpose of this text is to underscore that Constitutional rights of third parties are included under the exception of State and federal law.

While 105 ILCS 80/20 limits liability of school districts for a student journalist's expression, except in cases of willful or wanton misconduct, some attorneys believe it may still be possible that a third party may seek to hold the district responsible for the student journalists' acts. See Yeo v. Town of Lexington, 131 F.3d 241 (1<sup>st</sup> Cir. 1997), *cert. denied* (1998). See the second sentence in f/n 1, above.

<sup>7</sup> 105 ILCS 80/15, added by P.A. 99-678. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. This additional text (1) underscores that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning. See the second sentence in f/n 1, above.

While Section 20 of the Act limits liability of school districts for a student journalist's expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that only want the word-for-word statutory language in their policies, delete:

- a. Commit an unlawful act;
- b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; or
- c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials and student media advisers may edit or delete such media material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.<sup>8</sup>

#### Non-School Sponsored Publications Accessed or Distributed On Campus <sup>9</sup>

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices). <sup>10</sup>

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; <sup>11</sup>

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~~including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.~~

<sup>8</sup> 105 ILCS 80/20, added by P.A. 99-678.

<sup>9</sup> Non-school sponsored publications, like underground newspapers, cannot be subject to the same degree of regulation by school authorities as school-sponsored publications. Absent a showing of material and substantial interference with the requirements of good discipline, students retain their First Amendment free speech rights. The federal circuits disagree on whether school authorities may require prior approval before a student is allowed to distribute non-school-sponsored publications. The Seventh Circuit, which covers Illinois, refused to approve prior approval regulations. Fujishima v. Board of Education, 460 F.2d 1355 (7<sup>th</sup> Cir., 1972), but see Baughman v. Freienmuth, 478 F.2d 1345 (4<sup>th</sup> Cir., 1973). Non-school sponsored web sites should be regulated in the same manner as non-school sponsored publications.

A school policy prohibiting junior high students from distributing written material at school that is prepared by non-students was upheld in Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7<sup>th</sup> Cir. 1993).

<sup>10</sup> The definition of *publication* is optional and may be amended. This sample definition uses broad and generally understood terms to keep the policy current with rapid technology changes.

<sup>11</sup> For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. School Board of the School District of Greenfield, 134 F.3d 821 (7<sup>th</sup> Cir., 1998).

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright; **12**
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks; **13**
4. Is reasonably viewed as promoting illegal drug use; **14**
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; **15** or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school. **16**

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**12** School officials may not regulate student speech based upon their fear or apprehension of disturbance. Many decisions address the tension between students' right to free speech and restrictions of it on campus. See, for example:

Brandt v. Board of Educ. of City of Chicago, 480 F.3d 460 (7<sup>th</sup> Cir., 2007), *cert. denied* (2007) (school did not violate students' First Amendment rights when it disciplined students for wearing T-shirts with a "talentless infantile drawing" that school officials reasonably found to undermine the educational atmosphere).

Nuxoll v. Indian Prairie School Dist. #204, 523 F.3d 668 (7<sup>th</sup> Cir., 2008) (holding that the student was likely to succeed on merits of his claim that the school would violate his speech rights by preventing him from wearing T-shirt with slogan "Be Happy, Not Gay").

J.C. v. Beverly Hills Unified Sch. Dist., 593 F.3d 249 (3<sup>rd</sup> Cir. 2010) (discussed the "rights of others to be secure and let alone" argument from Tinker, but found that the school district violated a student's First Amendment rights for disciplining her when she posted a video clip on a website).

B.H. v. Easton Area School District, 725 F.3d 293 (3<sup>rd</sup> Cir 2013), *cert. denied* (2014) (school violated students' free speech rights by banning the wearing of cancer awareness bracelets containing the caption *I ♥ boobies*).

**13** Be sure that the board's definitions for *sexting* in this policy aligned with other definitions used throughout the board's policy manual. For example, see the discussion within sample administrative procedure 7:190-AP5, *Student Handbook-Electronic Devices*. There, *sexting* encompasses the term *indecent visual depiction* as defined by 705 ILCS405/3-40. It defines indecent visual depiction as a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the buttocks, or if such person is a female, a fully or partially developed breast of the person. However, a district may create or have another definition of *sexting* that may or may not encompass the statutory term indecent visual depiction.

**14** Morse v. Frederick, 551 U.S. 393 (2007).

**15** Optional. The rationale for this section is that prior to high school, students have not developed sufficient experience and education in critical review of external resource materials. Accordingly, in order to accomplish the district's educational mission, yet allow students the opportunity to communicate with their fellow students, widespread student distribution of written material in elementary and middle school may be limited to material primarily prepared by the students themselves. Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7<sup>th</sup> Cir. 1993); Leal v. Everett Public Schools, 2015 WL 728651 (W.D.Wash., 2015).

**16** For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. School Board of the School District of Greenfield, 134 F.3d 821 (7<sup>th</sup> Cir., 1998).

Non-School Sponsored Publications Accessed or Distributed Off-Campus 17

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying 18

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7  
 Speech Rights of Student Journalists Act, 105 ILCS 80/.  
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)  
Morse v. Frederick, 551 U.S. 393 (2007).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

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**17** Optional. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus expression is much more limited than expression on school grounds. Many decisions address the tension between public schools' authority to discipline students for off-campus speech and students' right to free speech. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations, as provided in this policy (see also 7:190, *Student Behavior*). For example, see:

J.S. v. Blue Mountain Sch. Dist., combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3<sup>rd</sup> Cir. 2011), cert. denied (2012) (schools may not punish students for their off-campus indecent and offensive parodies of their principals, absent a showing that the parodies caused, or could cause, substantial disruption in the schools).

Kowalski v. Berkeley Cnty. Sch., 652 F.3d 565 (4<sup>th</sup> Cir. 2011), cert. denied (2012) (upheld a student's suspension for off-campus posts to a social network site that defamed a classmate because it was foreseeable that the expression would reach the school and the student's conduct involved substantial disruption and interference with the work and discipline of the school).

The statutory definition of *bullying* includes *cyberbullying* (105 ILCS 5/27-23.7); these terms are defined in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* (see also f/n 6 and 7:190-AP6, *Guidelines for Investigating Sexting Allegations*).

Consult the board attorney for guidance concerning off-campus speech. Every situation is fact specific and the issues require careful evaluation.

**18** 105 ILCS 5/27-23.7.

## Community Relations

### Visitors to and Conduct on School Property <sup>1</sup>

The following definitions apply to this policy:

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

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

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. <sup>2</sup>

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

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. <sup>3</sup>

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

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<sup>1</sup> State or federal law controls this policy's content. Boards may make and enforce reasonable rules of conduct and sportsmanship for school events and deny future admission to school events to violators for up to one year provided a notice and hearing are given (105 ILCS 5/24-24). This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>2</sup> This paragraph is up to the local board's discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as "Visitors Must Report to Office" and "No Trespassing – Violators will be Prosecuted." Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

Option 1: The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Option 2: The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

<sup>3</sup> 105 ILCS 5/14-8.02(g-5). See administrative procedure 6:120-AP2, *Access to Classrooms and Personnel*, and exhibit 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person. **4**
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. **5**
4. Damage or threaten to damage another's property. **6**
5. Damage or deface school property. **7**
6. Violate any Illinois law,<sup>8</sup> or town or county ordinance.
7. Smoke or otherwise use tobacco products. **9**
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred. **10**
9. Use or possess medical cannabis. **11**
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). **12**
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. 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. **13**

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**4** See e.g., 720 ILCS 5/12-2(aggravated assault); 5/12-3.05(c) and (d)(3)(crimes on school property; aggravated battery (a sports official or coach or school employee); 5/12-9(threats to public officials); 5/24-1.2(discharge of a firearm).

**5** With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds (430 ILCS 66/65(a), added by P.A. 98-630 and amended by P.A. 99-29). The following optional provision adds that exception, which is a restatement of 430 ILCS 66/65(b), added by P.A. 98-630 and amended by P.A. 99-29, to the text in number 3:

An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Other relevant weapons laws include 705 ILCS 405/5-407, 720 ILCS 5/24-9; 725 ILCS 5/110-4, 5/110-10 (firearms in schools); 720 ILCS 5/24-1.2, 5/24-3 (discharge of firearm near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

**6** See e.g., 720 ILCS 5/2-19.5, 5/16-1, 5/18-1, 5/19-1,21-1, and 5/21-1.3 (property damage penalties).

**7** See e.g., 720 ILCS 5/21-1.01, 21-1.3.

**8** See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14(prostitution), 5/11-15(repealed), and 5/11-18(patronizing a prostitute); 720 ILCS 5/21-11 (soliciting students to commit illegal act).

**9** Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 *et seq.* Federal law prohibits smoking inside schools (20 U.S.C. §6081); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to \$1000 per violation per day.

**10** See e.g., 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school). See also the discussion in f/n 2 of policy 5:50, *Drug- and Alcohol-Free Workplace; Tobacco Prohibition*; this statement must be consistent with employee working conditions.

**11** To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program (Medical Cannabis Act) (410 ILCS 130/, added by P.A. 98-122 (eff. 1-1-14). There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age (410 ILCS 130/30(a)(2), (3), & (4), added by P.A. 98-122 (eff. 1-1-14).

**12** See e.g., 720 ILCS 5/21.2-1 *et seq.* (interference with a public institution of education).

13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. <sup>14</sup>
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender <sup>15</sup>

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

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

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

#### Exclusive Bargaining Representative Agent <sup>16</sup>

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during **duty-free times** of such employees.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. <sup>17</sup> The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

<sup>13</sup> See e.g., 625 ILCS 5/11-605, amended by P.A. 99-212, eff. 1/1/16, special speed limit zones. 625 ILCS 5/12-610.1(e), prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes.

<sup>14</sup> The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on roller-blading demonstrates that the district took reasonable steps to reduce the risk of injury.

<sup>15</sup> 720 ILCS 5/11-9.3. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*); Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105); policy 4:170, *Safety*; and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*.

<sup>16</sup> 105 ILCS 5/24-25. Omit this section if it is covered in a collective bargaining agreement. *Duty-free time* is used to provide a district with discretion about whether preparation time, etc. may be used.

Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Amend the language to reflect what is recommended by the board attorney.

<sup>17</sup> 105 ILCS 5/24-24 and 5/24-25.

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. <sup>18</sup>

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain: <sup>19</sup>

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. <sup>20</sup>

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).  
 Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.  
 105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.  
 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
 430 ILCS 66/, Firearm Concealed Carry Act.  
 720 ILCS 5/11-9.3.

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

**Recommended for Adoption:** December 15, 2016

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<sup>18</sup> See Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000)(board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); Jordan ex rel. Edwards v. O'Fallon Tp. High School Dist., 706 N.E.2d 137 (Ill.App.5, 1999)(105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

<sup>19</sup> Id. If a violator is a student, the hearing should be held in a closed meeting (5 ILCS 120/2). If, however, the violator is not a student, the hearing must be held in an open session.

<sup>20</sup> The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.

## Community Relations

### Accommodating Individuals with Disabilities <sup>1</sup>

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination.<sup>2</sup> When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.<sup>3</sup>

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.<sup>4</sup>

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.<sup>5</sup>

<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§12101 *et seq.* The ADA covers all state and local governments, including those that receive no federal financial assistance. Title II of the ADA specifically contains accessibility requirements (42 U.S.C. §§12131 *et seq.*). Its nondiscrimination provision states: “[s]ubject to the provisions of this subchapter, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” 42 U.S.C. §§12132.

The Department of Justice, through its Civil Rights Division, is the key agency responsible for enforcing Title II. The regulations implementing Title II are found at 28 C.F.R. Part 35. For a comprehensive compliance toolkit, see: [www.ada.gov/pcautookit/chap1toolkit.htm](http://www.ada.gov/pcautookit/chap1toolkit.htm). This policy contains only the basic elements of the ADA's requirements.

The ADA Amendments Act (ADAAA) significantly changed the ADA's definition of disability (42 U.S.C. §12102). It did not, however, amend any provision in Title II regarding accessibility requirements. Consult the board attorney regarding the ADAAA's impact, if any, on the district's Title II accessibility obligations.

The Ill. Environmental Barriers Act (410 ILCS 25/) and the Ill. Accessibility Code (71 Ill.Admin.Code Part 400) ensure that “all applicable buildings and facilities in the State of Illinois, are so designed, constructed, and/or altered to assure the safety and welfare of all members of society and to be readily accessible to, and useable by, environmentally limited persons,” (71 Ill.Admin.Code §400.110). **Note:** The Ill. Environmental Barriers Act, as amended by P.A. 99-582, eff. 1-1-17, deleted the term “environmentally limited person,” which until then had been defined in 410 ILCS 25/3 as “a person with a disability or condition who is restricted in the use of the built environment.” Press boxes that “are in bleachers that have points of entry at only one level, and the aggregate area of the press box is no more than 500 square feet” do not have to comply with the Accessibility Code (105 ILCS 5/10-20.51). The Ill. High School Assoc. refers to a *press box* as a “space ... set aside to provide for news media representatives covering the [event], whether they be from newspapers, radio stations, commercial television stations and/or cable television stations.”

<sup>3</sup> 28 C.F.R. §35.130(b). If separate services or programs are provided, a district may not deny the individual an opportunity to participate in the regular programming unless the accommodation would alter the fundamental nature of the program (28 C.F.R. §35.130(b)).

<sup>4</sup> Districts must provide auxiliary aids and services to ensure that no disabled individual is excluded or treated differently than other individuals, unless the district can show that taking such steps would fundamentally alter the nature of the function, program, or meeting or would be an undue burden (28 C.F.R. §§35.160 and 35.164). The term “auxiliary aids and services” includes qualified interpreters, assistive listening devices, note takers, and written materials for individuals with hearing impairments; for individuals with vision impairments, the term includes qualified readers, taped texts, and Brailled or large print materials (28 C.F.R. §35.104).

<sup>5</sup> This requirement applies to construction commenced after January 26, 1992 (28 C.F.R. §35.151). Compliance methods include: equipment redesign, reassignment of services to accessible buildings, assignment of aids to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities (a district is not required to make structural changes in existing facilities where other methods are effective in achieving compliance), and use of accessible rolling stock or other conveyances (28 C.F.R. §35.150).

The Superintendent or designee is designated the Title II Coordinator and shall:<sup>6</sup>

1. Oversee the District’s compliance efforts, recommend necessary modifications to the School Board, and maintain the District’s final Title II self-evaluation document, **update it to the extent necessary,** and keep it available for public inspection for at least 3 years after its completion date.<sup>7</sup>
2. Institute plans to make information regarding Title II’s protection available to any interested party.<sup>8</sup>

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required.<sup>9</sup> This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.<sup>10</sup>

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.  
 Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
 105 ILCS 5/10-20.51.  
 410 ILCS 25/, Environmental Barriers Act.  
 71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

**Recommended for Adoption:** December 15, 2016

<sup>6</sup> Each district having 50 or more full or part-time employees must designate at least one employee to coordinate its efforts to comply with Title II, including complaint investigations (28 C.F.R. §35.107).

<sup>7</sup> A written evaluation of district services, policies, and practices should have been completed by January 26, 1993. Interested people should have been allowed to submit comments during the evaluation process. The final self-evaluation document must be kept for at least three years, be available for public inspection, and include a list of individuals and organizations consulted, a description of areas examined and any problems identified, and a description of any modifications. The record retention requirement applies to only those districts having 50 or more full or part-time employees. **While January 26, 1996, has passed, this information is kept in the policy as it is an affirmative obligation.**

<sup>8</sup> Each district must make information regarding the ADA’s protection available to any interested party (28 C.F.R. §35.106). For example, a simple notice can be included in school newspapers, program or performance announcements, and registration material.

<sup>9</sup> The superintendent decides the appropriate response on a case-by-case basis.

<sup>10</sup> Adoption of the Uniform Grievance Procedure fulfills the ADA’s requirement that each district having 50 or more employees adopt and publish a grievance procedure providing for prompt and equitable resolution of any complaint.

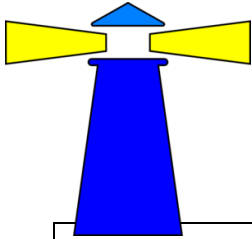
Thank you for sending  
the beautiful mums  
in honor of my mother.  
The kind gesture  
was appreciated.

Sincerely,  
Sheri Gray  
+  
Georges Family

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

## October 2016 FOIA Request Log

<b>Date Received</b>	<b>Sender</b>	<b>Request</b>	<b>Response</b>	<b>Date of Response</b>
10/7/2016	Gabriella Lauricella, SmartProcure	Requesting information about our purchasing records from 7-7-16 to current date.	Skyward reports attached in 10-7-16 request folder in Sonja's computer files	10/7/2016



# RCES

## Building Report - November 2016

Enrollment Figures by Grade Level at the beginning of November 2016:											Totals
Pre-K	20	20	19	17	20	19	17	17	20	19	<b>188</b> (17 jumpstart)
Kindg	22	22	22	22	20	20	19				<b>148</b>
1st	23	23	22	22	21	23	24				<b>158</b>
2nd	24	24	24	26	23	24					<b>145</b>
Pri LD/MMI	13										<b>13</b>
3rd	25	27	27	26	26	26					<b>157</b>
4th	27	27	24	26	26	26					<b>156</b>
5th	23	25	24	24	24	25					<b>145</b>
Int LD/MMI	15										<b>15</b>
<b>Total</b>											<b>1125</b>

SESE Classes	
ECE (1-Kg dual)	10
Off Site Location	11
Homebound	0
<b>ERES/SESE Total</b>	<b>1146</b>

October Attendance Report:	
Kindergarten	94.4
1st Grade	94.4
2nd Grade	95.7
3rd Grade	95.4
4th Grade	96.0
5th Grade	96.1

<b>October Discipline Report:</b>	
Bus Suspension	
In School Suspension	
Out of School Suspension	

**RCES News and Events:**

- The Pre-K playground was completed and opened for students to use in late September.
- The library hosted the Bookaneer Book Fair from September 26-30. Funds raised from this annual fall event go towards books for classroom libraries.
- RCES held the first Leadership Day of 2016-17 on October 6th. This day was hosted by the 1st and 3rd Grade classes and was a kick-off for their service project - Operation Christmas Child.
- RCES hosted a family learning event, "Wheels in Our Town", on Tuesday, September 27. This event was a collaborative effort of RCCU#1 Elementary, Tiger Zone, Pre-K, P.I., and ECE programs held at Richland County Elementary School. A variety of community organizations & businesses provided the following vehicles: ambulance, army jeep, sprayer, Verizon bucket truck, tractor, tow truck, backhoe, school bus, police car, fire truck, Norris & Ameren bucket truck. Families enjoyed spending quality time together while gaining information on the vehicles in our community as well as car seat safety information, burn safety information, and school bus safety information. The extension office provided information on poison safety with their poison look alike activity. Michelle Simpson had the book fair open during this activity for families to make book purchases if they desired. The cost of this family event was \$0. This event was well attended with 467 people (144 Families) in attendance. Mr. Simpson created a video about this event which can be accessed on the RCES Facebook page.



# Richland County Middle School - November 2016

<b>Enrollment:</b>	6th grade ~	192
	7th grade ~	165
	8th grade ~	196
	Offsite	14

<b>Attendance:</b>	6th grade ~	95.80%
	7th grade ~	95.70%
	8th grade ~	96.00%

<b>Suspensions:</b>	In School	7 students @ 8 days
	Out of School	1 student @ 2 days

<b>Month Activities:</b>	November	5	Girls Basketball @ Flora, Boys Basketball Home 8th tourney
	November	7	Parent/Teacher Conferences
	November	8	Girls Basketball @ Albion
	November	9	Parent Teacher Conferences 1:00PM - 3:00PM
	November	10	Girls Basketball @ St.Anthony
	November	11	Veterans Day - No School
	November	12	Girls Basketball @ Jasper Co., Boys Basketball OCC Shootout
	November	14	American Education Week, Parent Advisory Council Mtg.
	November	15	Girls Basketball Home v. Salem, Boys Basketball @ Albion
	November	17	Boys Basketball Home v. Flora (band)
	November	18	Midterm
	November	21	Boys Basketball Home v. Robinson
	November	22	Boys Basketball Home v. Centralia (band)
	November	23	2:10 dismissal, 11/24-25 Thanksgiving break
	November	29	Girls Basketball @ Carmi

<b>Events:</b>	December	1	Boys Basketball @ Salem
	December	2	7th/8th grade Christmas Dance
	December	3	Boys Basketball Home v. St. Anthony
	December	5	6th grade Christmas Party, Girls Basketball @ Mt.Carmel
	December	6	Boys Basketball @ Carmi
	December	8	Boys Basketball @ Jasper Co.
	December	9	Girls Basketball @ Flora
	December	10	Boys Basketball @ Harrisburg Shootout
	December	11	Choir Concert @ RCHS 2PM, Band Concert @ RCMS 4:30PM
	December	13	Girls Basketball Home v. Fairfield, Boys Basketball @ Centralia
	December	15	Boys Basketball Home v. Effingham (band)
	December	17	Girls Basketball Home v. North Knox
December	19	Girls Basketball Home v. Vincennes Clark (band)	
December	20	Boys Basketball Home v. North Clay (band)	
December	21	2:10 dismissal for Christmas break	

RCMS QUARTER 1 SUSPENSIONS

Student ID	Date	# of Days	Suspension Description
2370002	8/30/2016	3	Student R was laying his head down on his desk. Teacher tried to redirect the student. Student R ignored the redirection and continued with the action. Teacher again tried to get the student to get his head off the desk. Student R yelled, "No". Teacher tried again this time student R got in the teacher's face and yelled no again. Teacher brought the student down to administration. While in the administrator's office (Kendra Page and Darrell Houchin present) administration tried to ask the student what the problem was he said "Fuck you". Kendra Page then turned to leave. Student R called her a dumb ass. After she left student R called Houchin a dumb ass as well."
2280098	9/12/2016	2	Student used a school electronic device (IPad) and utilized iMovie to make a film that included sexual comments (balls deep, jew balls, deep in your mom, they traveled in your mom) and had a picture of his language arts teacher included as well.
2180159	9/23/2016	2	During outside advisory, Student H was playing dodgeball with several students. When the period was over, Student H threw the ball and it struck another student A. Student A then threw the ball and it hit Student H in the ear. Student H then tried to hit student A in the face, missed and hit student B in the neck area. Student A then grabbed Student H and hit him in the back of the head. Student H grabbed student A's necklace, ripped it off his neck and swung it at student A several times, leaving marks on his arm.
2280139	9/30/2016	2	Student T stabbed student B in the arm with his pencil. Student B was referred to nurse for treatment. It was further determined that the graphite from the pencil was still in the child's arm.

# Fall 2016 RCMS Athletic Season Summary

**Sport:** Boys Cross Country

**Coach:** Rick Franklin

**Athletes:** 23 Total - 6th = 12 runners, 7th = 4 runners, 8th = 7 runners

## Season Highlights:

Olney Invitational (10 teams) - V = 2nd

St. Mary Invitational(17 Teams) - V = 1st

JV = 2nd

Robinson Invitational (14 teams) - V = 2nd

Benton Invitational (26 teams) - V = 4th

Salem Invitational (30 teams) - V = 2nd

- JV = 2nd

Triad Jamboree (15 Teams) - Co-Ed Races - mixed Grades

-Red Team=4th , White Team=5th

Highland Invitational (12 Teams) - V = 2nd

\*\* Class L State (23 Teams) - V = 5th

\* Top Runners at State = Gavin Kirby - 8th

Barak Burger - 26th

Brooks Julian - 38th

Garrett Wright - 41st

**Sport:** Girls Cross Country

**Coach:** Rick Franklin

**Athletes:** 17 Total - 6th = 6 runners, 7th = 8 runners, 8th = 3 runners

**Season Highlights:**

Olney Invitational(10 Teams) - V = 1st

Salem Invitational (30 Teams) - V = 4th

Highland Invitational (12 Teams) - V = Tie 7th

\*\* Class L State (23 Teams) - V = 12th

\* Top Runners at State = Allison Harness - 39th

Kristen Greenwood - 43rd

Carley Greenwood - 67th

Bree Holdren - 80th

**Richland County High School  
Principal's Report  
November 1, 2016**

1. We will be holding a College Fair for Juniors and Seniors in Ron Herrin Gym on Wednesday, November 2 from 1:30 – 3:00 pm.
2. Parent/Teacher conferences will be held on Monday, November 7 from 4:00 pm – 8:00 pm.
3. Students will be dismissed at 11:40 pm on Wednesday, November 9.
4. There will be no school on Thursday, November 10
5. There will be no school on Friday, November 11 for Veteran's Day.
6. American Education Week is Monday, November 14 through Friday, November 18.
7. National School Board Members Day is Tuesday, November 15. Thanks for all you do!
8. The IHSA Town Hall meeting will be held on Wednesday, November 16 at 9:00 am in Sliva Auditorium.
9. The Fall Sports Awards Night will be held on Thursday, November 17 at 6:30 pm in Sliva Auditorium.
10. Friday, November 18 will be 2<sup>nd</sup> quarter mid-term.
11. ASVAB testing is scheduled for Tuesday, November 18 for any student who signs up.
12. Students will be dismissed at 1:58 pm on Wednesday, November 23.
13. There is no school on Thursday, November 24 and Friday, November 25 due to Thanksgiving vacation.
14. The Drama Club will be performing their musical, *The Sound of Music* on Friday, December 2, Saturday, December 3, and Sunday, December 4.

**Enrollment Totals for October:**

Freshmen:	191
Sophomore:	202
Junior:	171
Senior:	173
Total:	737

**Discipline for October:**

In School Suspension:	0
Out of School Suspension:	8
Lunch Detention:	82
After School Detention:	8
Saturday School:	10

Percentage of Attendance: 92.98%

### Richland County High School Term1 Suspensions

ID #	Date	# of Days	Comments
1721023	9/1/2016	3	While at the volleyball game on 9/1/16, student was messing with the fire alarm and caused it to go off. Section 21 Hand Book Violation
1780084	9/6/2016	3	Student was involved in a fight in the hallway. Section 30 Hand Book Violation
1980113	9/7/2016	2	Section 30 Hand Book Violation. Student was involved in a fight in JROTC class.
2080146	9/7/2016	2	Section 30 Hand Book Violation. Student was involved in a fight in JROTC class.
1780134	9/22/2016	2	Student brought extremely hot peppers to school and gave them to other students. When other students had bad reactions to the peppers, the student was asked to provide the peppers to the nurse to be identified. He refused to provide the peppers and was disrespectful to staff members. When the student was asked to leave the peppers in the office for the remainder of the school day, he refused. The student was then suspended for the remainder of the school day on Thu. Sept. 22 and Fri. Sept. 2
1821264	9/26/2016	10	Student was found to be in possession of drug paraphernalia at school. He is suspended for the following 10 days: 9/27, 9/28, 9/29, 9/30, 10/3, 10/4, 10/5, 10/6, 10/12, 10/13. Student may return to school on Thu. 10/13. Student is also required to complete 10 hours of counseling at his parents expense. During his suspension, the student may report to the IMC from 3:05 to 4:00 for any help he may need on his homework. Please contact Mr. Julian prior to reporting to the IMC. Section 29 Hand Bo
1980095	9/26/2016	2	The student made some inappropriate comments on the bus regarding a female student. He has also been insubordinate at the high school in regards to serving discipline. Through conversation with the student's parents, it was decided that an Out of School Suspension was the best course of Action. Section 20 Hand Book Violation
1780098	9/26/2016	3	The student was found to be smoking on school campus and refused to report to the office when directed to do so by district staff. He is suspended on Tue. 9/27, Wed. 9/28, and Thu. 9/29. He may return to school on Fri. 9/30. Section 28 Hand Book Violation
2080088	9/29/2016	3	Student made comments that were threatening to the students and staff of Richland County High School. He is assigned a 3 day OOSS on Fri. Sept. 30, Mon. Oct. 3, and Tue. Oct. 4. He will be allowed to return to school on Wed. Oct. 5. Upon his return to RCHS, the student will be obligated to have at least 3 counseling sessions with an RCHS guidance counselor. The guidance counselor will determine if more meetings are needed. Section 20 Hand Book Violation

1980109	10/3/2016	10	Student admitted to smoking marijuana during the lunch period. He is assigned a 10 day OOSS and is suspended the following days: Tue. Oct. 4, Wed. Oct. 5, Thu. Oct. 6, Tue. Oct. 11, Wed. Oct. 12, Thu. Oct. 13, Fri. Oct. 14, Mon. Oct. 17, Tue. Oct. 18, Wed. Oct. 19. The student may return to school on Thu. Oct. 20. Section 29 Hand Book Violation
1980113	10/3/2016	10	Student was in possession of a marijuana pipe and had smoked during the lunch period. He is assigned a 10 day OOSS and is suspended the following days: Tue. Oct. 4, Wed. Oct. 5, Thu. Oct. 6, Tue. Oct. 11, Wed. Oct. 12, Thu. Oct. 13, Fri. Oct. 14, Mon. Oct. 17, Tue. Oct. 18, Wed. Oct. 19. Student may return to school on Thu. Oct. 20. Section 29 Hand Book Violation
1821286	10/5/2016	2	Disrespect/insubordination toward the teacher; screamed and yelled that she didn't have to do anything the teacher asked her to do; told the teacher she wasn't putting up with fucking people; left class without permission. Two (2) day Suspension. Student is suspended on 10/5/16 & 10/6/16 and may return to school on 10/11/16. Section 26 Hand Book Violation
2080093	10/5/2016	3	Student was involved in a fight with another student in a classroom before school. She is assigned a 3 day OOSS on Wed. Oct. 5, Thu. Oct. 6, and Tue. Oct. 11. She may return to school on Wed. Oct. 12. Section 30 Hand Book Violation
1780111	10/5/2016	3	Student was involved in a fight with another student in a classroom before school. She is assigned a 3 day OOSS on Wed. Oct. 5, Thu. Oct. 6 and Tue. Oct. 11. She may return to school on Wed. Oct. 12. Section 30 Hand Book Violation
1821116	10/12/2016	1	Student used the F word repeatedly in 2nd block while telling the teacher to stay out of his business. Section 20 Hand Book Violation. Student had been using profanity in another class the day before and used profanity towards the teacher. He is suspended on Thu. Oct. 13 and may return to school on Fri. Oct. 14.
1931143	10/18/2016	3	Student was involved in a fight in the hallway with another student. Section 30 Hand Book Violation
1821165	10/18/2016	3	Student was involved in a fight in the hallway with another student. Section 30 Hand Book Violation

## Special Needs Board Report November 2016

- 384 - Total number of students with IEPs (Individual Education Plans)
- 1 - Total number of students with IEPs attending Optional Education
- 0 - Total number of students with IEPs attending Safe School
- 8 – Homebound Student due to medical issues (2 which are Special Ed)
- 42 - Number of students with IEPs attending SESE classrooms or out of district
  - SESE MSI I** – North Clay Elementary (1)
  - SESE MSI III** - North Clay Junior/High (3)
  - SESE MSI IV** – North Clay High School (1)
  - SESE MSI IV** – Richland County High (5)
  - SESE ECE** – Richland County Elementary (11)
  - SESE ED I & II**– Oblong Elementary (3)
  - SESE ED I & II** – Clay City Elementary (1)
  - SESE ED III** – Oblong Junior High (4)
  - SESE ED IV** – Oblong High School (2)
  - SESE Autism I & II** – Clay City Elementary (3)
  - SESE Autism III** – Clay City Junior High (2)
  - ED** – Fresh Start TLC at Effingham (3)
  - Residential** – Kemmerer Village (1)
  - Residential** – Swann at Champaign, IL (1)
  - Residential** – Merridel, Tx (1)
- 36** - Total number of students with Section 504 Plans
- 28 - Total number of pending re-evaluations
- 13 - Total number of pending initial evaluations
  - 2 - Total number of move in students (0 - Speech Only)
  - 7 - Total number of students who left district (3 - Speech Only)
- 34 - Total number of IEP meetings held in October

MSI – Moderate to Severely Impaired  
ED – Emotional Disability  
ECE – Early Childhood Education

**Press Release**  
**Richland County Community Unit School District #1**

**November 9, 2016**

RICHLAND COUNTY SCHOOL DISTRICT RECOGNIZES  
SCHOOL BOARD MEMBERS FOR THEIR SERVICE

November 15, 2016 will mark the eighth state-wide observance of School Board Members Day in Illinois. The theme for this year is *Leadership Starts Here*. The Richland County School District invites all members of the community to join in saying ‘thank you’ to our local board of education, and to honor their commitment to providing outstanding educational opportunities for the children and youth of Richland County.

Richland County School District Superintendent of Schools Larry Bussard commented, “We are fortunate to have school board members that work for children, families, and the entire community. I appreciate that they take this responsibility very seriously.”

The members of the Richland County School Board are listed below.

- Ben Anderson – President
- Jeff Wilson – Vice-President
- Leon Redman – Secretary
- Carolyne Brooks
- Alex Cline
- Steve Kinkade
- Steve MARRS

“When we became a county-wide school district in 2014, there were many challenges,” stated Bussard. “In spite of these challenges, our board members took the time to listen, understand the issues, and search for the best possible solutions that would benefit our students. This board can be counted on to make decisions that are in the best interest of students.”

## Memorandum

TO: Ben Anderson, Carolyne Brooks, Alex Cline, Steve Kinkade, Steve Marrs, Leon Redman, and Jeff Wilson

FROM: Sonja Music

DATE: October 20, 2016

SUBJ: American Education Week

=====

As has been our practice for the past several years, the Board of Education will provide all Richland County CUSD #1 staff with a token of appreciation during American Education Week. This year we have RCCU #1 notepads, pens, and pencils for our staff!

The gifts will be delivered to each school and the bus barn Wednesday, November 16, 2016. If your schedule allows, we would love to have Board members present on Wednesday at the following times to assist principals in the distribution of the gifts.

Following is the type of schedule we have followed in the past:

8:00 a.m. RCES Primary Steve Kinkade and Margaret Hahn/Jenny Tedford

8:00 a.m. RCES Intermediate Carolyne Brooks and Andy Thomann/Mick Whittler

8:15 a.m. RCMS Leon Redman and Cris Edwards/Darrell Houchin

8:00 a.m. RCHS Jeff Wilson and Chad LeCrone/Andy Julian

8:00 a.m. Bus Barn Ben Anderson and Chris Simpson

Please fill in where you would like to help and return to me.

Thanks!

**Statewide Evaluation**  
**21<sup>st</sup> Century Community Learning Centers in Illinois**  
**2015-16**

**Richland County CUSD #1**

Project Director: Sherry Geier

Site Managers: Kristen Redman, Neilly Mays, Sherry Slankard, & Michelle Klingler

Outside Evaluator: Sonja Music

Superintendent: Larry Bussard

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**Statewide Evaluation  
ISBE 21<sup>st</sup> Century Community Learning Center Program  
Richland County CUSD#1  
2015-2016**

**I. Grant Information**

As part of the FY15 21<sup>st</sup> Century Community Learning Centers (21stCCLC) Cohort, the Richland County Community Unit School District #1 served students and families who attended the Richland County Middle School and the Richland County Elementary School during the 2015/16 school year through a 21<sup>st</sup> Century Community Learning Centers Program grant. Grades supported through the program included middle school grades 6-8 and Richland County Elementary grades 3-5. The parochial school, St. Joseph's Catholic School, also sends students to the program. The program was offered from September 2015-April 2016, and a four-week summer program was offered in July 2015. The district also has a high school (grades 9-12) not served by the grant.

Effective July 1, 2014, the East Richland CUSD#1 annexed in the West Richland CUSD#2 school district, creating a county-wide district for Richland County. July 1, 2015, the new district name legally changed to: Richland County Community Unit School District #1. This also created changes to school building names and 21stCCLC program sites for the 2015/16 school year. The elementary school is now called Richland County Elementary School, the Middle School is now called Richland County Middle School, and the high school is now called Richland County High School. The West Richland Elementary School closed at the end of the 2014/15 school year. Those students now attend the Richland County Elementary School.

21<sup>st</sup> CCLC sites now include Richland County Elementary School – East, Richland County Elementary School – West, and Richland County Middle School.

**II. Overview and History of Program**

A 21st Century Community Learning Program was initiated in the fall of 2009 in the East Richland School District with an after school program scheduled from 3:00-6:00 Mondays-Thursday for the middle school students. A nutritious snack and transportation were provided through the East Richland School District. Academics/tutoring/homework help was scheduled until 4:00 each day, and enrichment activities were scheduled for the remainder of the time. It was hoped that funds (\$150,000) would support a summer school program, as well. Indeed, funds did stretch to provide a four week summer school program that met Monday-Thursday. Each week included a field trip on Friday for students who had attended regularly throughout the week. The library offered students access to reading material throughout the summer months, and transportation was provided to and from the program Monday-Thursday.

A change for Year Two was an adjustment for time. Students were offered the opportunity to receive tutoring/homework help for a 30 minute time period before school. This was determined after surveys and discussions revealed that students were getting home very late (as a rural

district, bus routes are approximately one hour in length), leaving little family time in the evenings. Also, student athletes were able to take advantage of help to maintain grades throughout the various sports seasons. The new hours of the program became 7:20-7:50 a.m., and 3:00-5:30 p.m. This still allowed students time to eat breakfast (school district provided), if they so chose. The summer school program remained unchanged from Year Two to Year Three.

The final three school years of the program were essentially mirror images of the program during Year Two. A change in site managers, additional efforts to search out additional community partners, volunteers, and activities with potential to collaborate with the program, and a shifting focus to college, career, and citizenship readiness kept the program fresh for staff, students, and families.

### **The FY2015 grant:**

East Richland Community Unit School District #1 (ERCU#1) in Richland County, Illinois established and maintained 21st Century Community Learning Centers (21st CCLC) at three sites to work with low performing public and private schools and provide students with academic enrichment opportunities and activities designed to complement the students' regular academic programs and increase college, career, and citizenship readiness skills. A before and after school program, summer school program, family education and supports, and teacher professional development were offered as the program strives to: improve student achievement; increase student attendance; increase students' social-emotional skills; increase community collaboration; coordinate programs within Richland County; provide professional development to personnel; and provide sustainable programs through collaboration.

The four schools targeted for funding included: East Richland Elementary School (grades 3-5), East Richland Middle School (grades 6-8), West Richland Elementary School (grades K-5), and St. Joseph's Catholic School (grades 3-8), all in Richland County. Sites included: East Richland Elementary School, East Richland Middle School, and West Richland Elementary School. A 30 minute (approx) before school program provided academic support and physical activity (allowing students time to eat breakfast before school begins). The after school program began immediately upon the conclusion of the school day and continued until approximately 5:30 p.m. A nutritional snack was provided at the start of the program each day, four days per week for 14 weeks during the school year, beginning the first week of February. The summer school program provided four days per week, for four weeks, during the six week window of time before the regular school year begins. Students and families use this time as a transition back to school, regular schedules, and a refresher for academics to alleviate the summer loss of learning.

State and local assessment data reveals a gap in learning for low-income students. Poverty rates have grown steadily through the years. Though located in a rural, rather isolated portion of the state, the ERCU#1 support these students to shrink the gaps in the core academic subjects with the 21<sup>st</sup> CCLC programs. Expanding the time students spend in purposeful and enriching activities, while working with the programs and strategies utilized by the school year/school day teachers, a positive academic atmosphere for students to find success has been developed. The program provided remedial activities, academic enrichment, STEAM activities, arts and music, entrepreneurial and career development education, recreational activities, expanded library and

technology programs, family involvement, counseling and character (citizenship) education, data notebooks and individual learning plans, field trips, on-line learning, physical activity and nutrition instruction, mentoring, and 21<sup>st</sup> Century Skills.

The intended outcome is that students who regularly attend the 21<sup>st</sup> CCLC programs provided by ERCU#1 will be more successful transitioning into high school and later in life into college or career because of the skills and confidence gained. By "front-loading" the students and preparing the families for the successes to come, the too often accepted expectations of growing up in poverty will be replaced by self-confidence, planning, and goal setting. The mentoring offered by program, school, and community members for the students and families will make a difference in the lives of this generation.

Assessing, evaluating, and sharing the data collected through the program and each school office is a vital component to improving and sustaining the program. This process began with the meetings and conversations held while writing the grant proposal and continued once grant funds were determined. Meetings were scheduled with staff and the committee including partners, co-applicant representatives, parents, students, and community members. Formal evaluation and data collection has been designed and reported to the Illinois State Board of Education, the Education Development Center, and the ERCU #1 School Board, and administration.

Many staff who worked with the previously funded 21<sup>st</sup> CCLC at the middle school site brought experience to the new program and additional staff has been added to replace those who have resigned or retired. Five year project director, Sherry Geier, remained part of the team, serving as project director, making data collection, assessments, and reporting for a new program a smooth transition. The Middle School counselor continued to work with students and parents, also bridging the gap between families and community services. District accountants were familiar with the financial aspects of the program as an in-kind benefit through the East Richland School District. Key players were prepared to reinstate the program at the middle school in a timely and efficient manner, and became invaluable resources as additional sites are added to mentor new staff, create schedules, and develop curriculum.

### **The FY2016 Grant Program Information:**

The 2015-16 program remained the same for the Richland County Middle School site. The Site Managers remained intact and most staff returned for the school year program. With the beginning of the school year, all public school elementary students (PK-5) attend the Richland County Elementary School. This created changes with end of program transportation needs (one less building to pick up from, scheduled drop-off times) and the enrichment and physical fitness activities that could be offered. With the additional participants attending at the same physical location as the other elementary students, there was less gym space, different needs to transport students to off-campus activities. Overall, staff members remained consistent, including Site Managers. Many of the staff members who worked with students at the former West Richland Elementary School site, were willing and excited to continue their work at the Richland County Elementary School-West site.

## II.A. Evaluation Methods

This report evaluates the 21<sup>st</sup> Century Community Learning Centers Program for the Richland County CUSD#1 in Richland County, Illinois. The data was collected in cooperation with school day and 21<sup>st</sup> CCLC staff. The data and information was then reviewed and evaluated by the Project Director, Sherry Geier. The outside evaluator is the administrative assistant to the Superintendent and does not work directly with the 21<sup>st</sup> CCLC program. The outside evaluator utilizes knowledge of the school district to evaluate the program.

The **questions** considered necessary were “how can we, as a community and school, **1)** collaboratively work with low performing public and private schools; and **2)** provide students with academic enrichment opportunities, activities designed to complement the students’ regular academic programs, in addition to increasing college and career readiness and citizenship readiness skills”?

Identified **resources (Inputs/Assets)** included:

- Human resources and talent (e.g., administrative staff, program staff, parents, tutors, community volunteers, District and School administration, office staff, School Board, etc.)
- Financial support (e.g., State and Federal grant funding and programs, District in-kind support, community volunteers and supplies, collaborative relationships, etc.)
- Organizational tools (e.g., committees, board members, data collection and tracking tools, etc.)
- Community contributions (e.g., partnerships, business volunteers, family/parent educational workshops, etc.)
- Supplies (e.g., equipment, books and materials, etc.)
- In-kind donations (e.g., transportation, food services program organization to provide snacks, meeting space, etc.)

**Activities** included:

- Meetings held to gather input, build excitement, recruit staff and students, more closely examine needs at each site/program and grade level
- Before school program planned and implemented, after school program planned and implemented, summer school program planned and implemented for students in grades K-8 serving four buildings. Snacks and transportation provided.
- Surveys, data collection, and evaluation (formal and informal, quantitative and qualitative)

**Outputs** (those who participated and benefitted from its services) participants in the program included:

- Students in grades K-8, from three Richland County schools, targeting students who are high poverty, struggle academically, need social emotional supports, would benefit from exposure to college, career, or citizenship readiness activities, are anticipated to need support transitioning to high school/college/careers.
- Parents and families who need support raising families in Richland County’s changing economic atmosphere.

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- Teachers/Faculty who want to provide more experiences and instruction than the school day allows for students who are falling behind, or need meaningful adult relationships
- Counselors who cannot reach every student during the regular school day
- Principals/Administrators looking for assistance in increasing attendance and test scores
- Community leaders who want to be part of the solution for the families in their community

**Outcomes/Changes** sought through program participants' level of functioning include:

- Attitudes (e.g., increased number of student aspiring to go to college, better self image and understanding, decreased office referrals)
- Behavior (e.g., increased attendance rates, increased student engagement, more classroom and homework submitted to teachers)
- Knowledge (e.g., a greater awareness of steps to college, higher test scores)
- Skills (e.g., increased understanding and awareness of personal health and wellness, increased number of students performing at grade level in math and language arts/reading)
- Status (e.g., increase number of students attempting new activities, more students enroll in and complete college and career prep classes)

**Impact** (the long-term outcomes might be):

- Increasing the percentage skilled labor in Richland County
- Closing the student achievement gap
- Increasing health and wellness for Richland County residents

Data collection methods: Program staff work closely with school day office staff to collect the data required to prepare a thorough and complete evaluation that will improve the program in the future. Data collected include, but are not limited to: school day attendance, grades, high stakes test scores, teacher surveys, and behavior/office referrals. In addition to school day information, 21<sup>st</sup> CCLC staff collect attendance data, free and reduced information, racial/ethnic group information, gender, contact information, activities attended, homework/missing assignments from school day, and qualitative and quantitative information that is gathered from periodic student surveys. Parent surveys, sign in sheets, and family activity evaluations are also collected. Teacher input is gathered formally and informally through the use of surveys, staff meetings, and evaluations. Google docs have become an integral part of the data gathering and information sharing process for the 21stCCLC for Richland County. Transportation information is shared between the transportation garage and after school staff. Attendance sheets are shared among site managers, project director, snack staff, and office staff. This real-time information allows staff to know almost immediately how many students are present on any given day and immediately answer parent questions about a student's attendance. In addition, access can be gained from any location with internet access. This is an effective way to submit and access the most up-to-date information.

### **III. Program Implementation**

#### **III.A. Students Served**

## Recruitment and Retention of Students

Students are identified and selected for participation in the program through a variety of **recruitment** strategies. The Richland County CUSD#1's 21<sup>st</sup> CCLC recruited those students who were the lowest-achieving and in the most need of academic assistance. Referrals and requests were made by classroom teachers, school administrators, school counselors, parents, community members, agency groups, and the students themselves. Students were accepted into the program due to academic need, social-emotional need, lack of before- and/or after-school supervision, or interest in programs offered. Students who had been receiving academic supports via the Title I tutoring program were targeted to attend the 21<sup>st</sup> CCLC on additional days or to remain at the program during additional hours offered.

**Retention** strategies were not a focus for the program during the 2015-2016 school year. Site managers' efforts were placed on staff recruitment and placement and developing routines and procedures that could be duplicated in upcoming grant years. Indirectly, these issues create an environment that will increase the student retention for the program.

### Student Enrollment by Site

The data in this section includes Student Enrollment by Site over the year(s) of the program.

#### Richland County Elementary -East (grades 3-5)

Table 1

Summer and School Year Richland County Elementary – East (grades 3-5)	1 <sup>st</sup> Year of Grant Su2014 SY2014-15	2 <sup>nd</sup> Year of Grant Su2015 SY2015-16	3 <sup>rd</sup> Year of Grant Su2016 SY2016-17	4 <sup>th</sup> Year of Grant Su2017 SY2017-18	5 <sup>th</sup> Year of Grant Su2018 SY2018-19
Total Unduplicated Enrollment	N/A	39			
a) Number of students attending less than 30 days	N/A	9			
b) Number of students attending 30-59 days	N/A	6			
c) Number of students attending 60-89 days	N/A	9			
d) Number of students attending 90+ days	N/A	15			

Table 2

<b>Summer Only Richland County Elementary – East (grades 3-5)</b>	<b>1<sup>st</sup> Year of Grant Su2014</b>	<b>2<sup>nd</sup> Year of Grant Su2015</b>	<b>3<sup>rd</sup> Year of Grant Su2016</b>	<b>4<sup>th</sup> Year of Grant Su2017</b>	<b>5<sup>th</sup> Year of Grant Su2018</b>
Total Unduplicated Enrollment	N/A	0			
a) Number of students attending less than 30 days	N/A	0			
b) Number of students attending 30-59 days	N/A	0			
c) Number of students attending 60-89 days	N/A	0			
d) Number of students attending 90+ days	N/A	0			

Table 3

<b>School Year Only Richland County Elementary - East (grades 3-5)</b>	<b>1<sup>st</sup> Year of Grant SY2014-15</b>	<b>2<sup>nd</sup> Year of Grant SY2015-16</b>	<b>3<sup>rd</sup> Year of Grant SY2016-17</b>	<b>4<sup>th</sup> Year of Grant SY2017-18</b>	<b>5<sup>th</sup> Year of Grant SY2018-19</b>
Total Unduplicated Enrollment	172	111			
a) Number of students attending less than 30 days	118	42			
b) Number of students attending 30-59 days	54	29			
c) Number of students attending 60-89 days	0	29			
d) Number of students attending 90+ days	0	11			

**Richland County Elementary -West (grades K-5)**

Table 4

<b>Summer and School Year Richland County Elementary – West (grades K-5)</b>	<b>1<sup>st</sup> Year of Grant Su2014 SY2014-15</b>	<b>2<sup>nd</sup> Year of Grant Su2015 SY2015-16</b>	<b>3<sup>rd</sup> Year of Grant Su2016 SY2016-17</b>	<b>4<sup>th</sup> Year of Grant Su2017 SY2017-18</b>	<b>5<sup>th</sup> Year of Grant Su2018 SY2018-19</b>
Total Unduplicated Enrollment	N/A	4			
a) Number of students attending less than 30 days	N/A	0			
b) Number of students attending 30-59 days	N/A	0			
c) Number of students attending 60-89 days	N/A	2			
d) Number of students attending 90+ days	N/A	2			

Table 5

<b>Summer Only Richland County Elementary – West (grades K-5)</b>	<b>1<sup>st</sup> Year of Grant Su2014</b>	<b>2<sup>nd</sup> Year of Grant Su2015</b>	<b>3<sup>rd</sup> Year of Grant Su2016</b>	<b>4<sup>th</sup> Year of Grant Su2017</b>	<b>5<sup>th</sup> Year of Grant Su2018</b>
Total Unduplicated Enrollment	N/A	0			
a) Number of students attending less than 30 days	N/A	0			
b) Number of students attending 30-59 days	N/A	0			
c) Number of students attending 60-89 days	N/A	0			
d) Number of students attending 90+ days	N/A	0			

Table 6

<b>School Year Only Richland County Elementary - West (grades K-5)</b>	<b>1<sup>st</sup> Year of Grant SY2014-15</b>	<b>2<sup>nd</sup> Year of Grant SY2015-16</b>	<b>3<sup>rd</sup> Year of Grant SY2016-17</b>	<b>4<sup>th</sup> Year of Grant SY2017-18</b>	<b>5<sup>th</sup> Year of Grant SY2018-19</b>
Total Unduplicated Enrollment	N/A	45			
a) Number of students attending less than 30 days	N/A	13			
b) Number of students attending 30-59 days	N/A	12			
c) Number of students attending 60-89 days	N/A	17			
d) Number of students attending 90+ days	N/A	3			

Richland County Middle School Table 7

<b>Summer and School Year Richland County Middle School</b>	<b>1<sup>st</sup> Year of Grant Su2014 SY2014-15</b>	<b>2<sup>nd</sup> Year of Grant Su2015 SY2015-16</b>	<b>3<sup>rd</sup> Year of Grant Su2016 SY2016-17</b>	<b>4<sup>th</sup> Year of Grant Su2017 SY2017-18</b>	<b>5<sup>th</sup> Year of Grant Su2018 SY2018-19</b>
Total Unduplicated Enrollment	N/A	60			
a) Number of students attending less than 30 days	N/A	27			
b) Number of students attending 30-59 days	N/A	15			
c) Number of students attending 60-89 days	N/A	11			
d) Number of students attending 90+ days	N/A	7			

Table 8

<b>School Year Only</b> Richland County Middle School	<b>1<sup>st</sup> Year of Grant SY2014-15</b>	<b>2<sup>nd</sup> Year of Grant SY2015-16</b>	<b>3<sup>rd</sup> Year of Grant SY2016-17</b>	<b>4<sup>th</sup> Year of Grant SY2017-18</b>	<b>5<sup>th</sup> Year of Grant SY2018-19</b>
Total Unduplicated Enrollment	75	95			
a) Number of students attending less than 30 days	51	51			
b) Number of students attending 30-59 days	24	25			
c) Number of students attending 60-89 days	0	18			
d) Number of students attending 90+ days	0	1			

Table 9

<b>Summer Only</b> Richland County Middle School	<b>1<sup>st</sup> Year of Grant Su2014</b>	<b>2<sup>nd</sup> Year of Grant Su2015</b>	<b>3<sup>rd</sup> Year of Grant Su2016</b>	<b>4<sup>th</sup> Year of Grant Su2017</b>	<b>5<sup>th</sup> Year of Grant Su2018</b>
Total Unduplicated Enrollment	N/A	14			
a) Number of students attending less than 30 days	N/A	14			
b) Number of students attending 30-59 days	N/A	0			
c) Number of students attending 60-89 days	N/A	0			
d) Number of students attending 90+ days	N/A	0			

**Demographic Characteristics of Students - Table 10**

<b>Number of Students Attending <u>Less than 30 Days</u> Richland County Elementary-East (grades 3-5)</b>	<b>First Year of Grant SY2014-15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018-19</b>
Total Unduplicated Enrollment	118	51			
Male	64	15			
Female	54	36			
<b>GRADE</b>					
PK	N/A	N/A			
K	N/A	N/A			
1	N/A	N/A			
2	N/A	N/A			
3	33	9			
4	33	12			
5	52	30			
6	N/A	N/A			
7	N/A	N/A			
8	N/A	N/A			
9	N/A	N/A			
10	N/A	N/A			
11	N/A	N/A			
12	N/A	N/A			
<b>Racial/Ethnic Group</b>					
American Indian/Alaska Native	0	0			
Asian/Pacific Islander	0	1			
Black or African American	0	0			
Hispanic or Latino	0	0			
White	111	45			
Multiracial	7	5			
Do not Know	0	0			
<b>Limited English Proficient</b>					
Yes	0	0			
<b>Disability Status (Not LEP)</b>					
Yes	12	4			
<b>Free or Reduced Lunch</b>					
Yes	83	17			

Table 11

<b>Number of Students Attending More than 30 Days Richland County Elementary-East (grades 3-8)</b>	<b>First Year of Grant SY2014-15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018-19</b>
Total Unduplicated Enrollment	54	99			
Male	15	43			
Female	39	56			
<b>GRADE</b>					
PK	N/A	N/A			
K	N/A	N/A			
1	N/A	N/A			
2	N/A	N/A			
3	18	33			
4	25	27			
5	11	39			
6	N/A	N/A			
7	N/A	N/A			
8	N/A	N/A			
9	N/A	N/A			
10	N/A	N/A			
11	N/A	N/A			
12	N/A	N/A			
<b>Racial/Ethnic Group</b>					
American Indian/Alaska Native	0	0			
Asian/Pacific Islander	0	1			
Black or African American	2	1			
Hispanic or Latino	0	0			
White	47	80			
Multiracial	5	17			
Do not Know	0	0			
<b>Limited English Proficient</b>					
Yes	1	0			
<b>Disability Status (Not LEP)</b>					
Yes	3	15			
<b>Free or Reduced Lunch</b>					
Yes	42	78			

Table 12

<b>Number of Students Attending <u>Less than 30 Days</u></b>	<b>First Year of Grant (grades k-5)</b>	<b>Second Year of Grant</b>	<b>Third Year of Grant</b>	<b>Fourth Year of Grant</b>	<b>Fifth Year of Grant</b>
<b>Richland County Elementary-West</b>	<b>Su2015 SY2014-15</b>	<b>Su2015 SY2015-16</b>	<b>Su2016 SY2016-17</b>	<b>Su2017 SY2017-18</b>	<b>Su2018 SY2018-19</b>
Total Unduplicated Enrollment	29	13			
Male	15	4			
Female	14	9			
<b>GRADE</b>					
PK	N/A	N/A			
K	0	4			
1	9	5			
2	6	0			
3	3	1			
4	3	0			
5	8	3			
6	N/A	N/A			
7	N/A	N/A			
8	N/A	N/A			
9	N/A	N/A			
10	N/A	N/A			
11	N/A	N/A			
12	N/A	N/A			
<b>Racial/Ethnic Group</b>					
American Indian/Alaska Native	0	0			
Asian/Pacific Islander	0	0			
Black or African American	0	1			
Hispanic or Latino	0	0			
White	29	12			
Multiracial	0	0			
Do not Know	0	0			
<b>Limited English Proficient</b>					
Yes	0	0			
<b>Disability Status (Not LEP)</b>					
Yes	0	3			
<b>Free or Reduced Lunch</b>					
Yes	14	13			

Table 13

<b>Number of Students Attending <u>More than 30 Days</u></b> <b>Richland County Elementary-West</b>	<b>First Year of Grant</b> <b>(grades k-5)</b> <b>SY2014-15</b>	<b>Second Year of Grant</b> <b>Su2015</b> <b>SY2015-16</b>	<b>Third Year of Grant</b> <b>Su2016</b> <b>SY2016-17</b>	<b>Fourth Year of Grant</b> <b>Su2017</b> <b>SY2017-18</b>	<b>Fifth Year of Grant</b> <b>Su2018</b> <b>SY2018-19</b>
Total Unduplicated Enrollment	31	36			
Male	18	19			
Female	13	17			
<b>GRADE</b>					
PK	N/A	N/A			
K	5	4			
1	4	8			
2	2	6			
3	7	5			
4	5	6			
5	8	7			
6	N/A	N/A			
7	N/A	N/A			
8	N/A	N/A			
9	N/A	N/A			
10	N/A	N/A			
11	N/A	N/A			
12	N/A	N/A			
<b>Racial/Ethnic Group</b>					
American Indian/Alaska Native	0	0			
Asian/Pacific Islander	0	0			
Black or African American	0	1			
Hispanic or Latino	0	0			
White	30	34			
Multiracial	1	1			
Do not Know	0	0			
<b>Limited English Proficient</b>					
Yes	0	0			
<b>Disability Status (Not LEP)</b>					
Yes	0	11			
<b>Free or Reduced Lunch</b>					
Yes	29	32			

Table 14

<b>Number of Students Attending <u>Less than 30 Days</u></b> <b>Richland County Middle School</b>	<b>First Year of Grant</b> <b>Sy2014-15</b>	<b>Second Year of Grant</b> <b>Su2015</b> <b>Sy2015-16</b>	<b>Third Year of Grant</b> <b>Su2016</b> <b>Sy2016-17</b>	<b>Fourth Year of Grant</b> <b>Su2017</b> <b>Sy2017-18</b>	<b>Fifth Year of Grant</b> <b>Su2018</b> <b>Sy2018-19</b>
Total Unduplicated Enrollment	51	92			
Male	22	41			
Female	29	51			
<b>GRADE</b>					
PK	N/A	N/A			
K	N/A	N/A			
1	N/A	N/A			
2	N/A	N/A			
3	N/A	N/A			
4	N/A	N/A			
5	N/A	N/A			
6	30	28			
7	8	40			
8	13	24			
9	N/A	N/A			
10	N/A	N/A			
11	N/A	N/A			
12	N/A	N/A			
<b>Racial/Ethnic Group</b>					
American Indian/Alaska Native	0	1			
Asian/Pacific Islander	0	1			
Black or African American	1	1			
Hispanic or Latino	0	1			
White	50	87			
Multiracial	0	1			
Do not Know	0	0			
<b>Limited English Proficient</b>					
Yes	0	0			
<b>Disability Status (Not LEP)</b>					
Yes	1	14			
<b>Free or Reduced Lunch</b>					
Yes	23	51			

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Table 15

<b>Number of Students Attending <u>More than 30 Days</u> Richland County Middle School</b>	<b>First Year of Grant SY2014-15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018-19</b>
Total Unduplicated Enrollment	24	76			
Male	14	40			
Female	10	36			
<b>GRADE</b>					
PK	N/A	N/A			
K	N/A	N/A			
1	N/A	N/A			
2	N/A	N/A			
3	N/A	N/A			
4	N/A	N/A			
5	N/A	N/A			
6	14	29			
7	4	35			
8	6	12			
9	N/A				
10	N/A				
11	N/A				
12	N/A				
<b>Racial/Ethnic Group</b>					
American Indian/Alaska Native	0	0			
Asian/Pacific Islander	1	1			
Black or African American	3	2			
Hispanic or Latino	0	0			
White	20	68			
Multiracial	0	5			
Do not Know	0	0			
<b>Limited English Proficient</b>					
Yes	1	0			
<b>Disability Status (Not LEP)</b>					
Yes	4	15			
<b>Free or Reduced Lunch</b>					
Yes	14	58			

## Average Daily Attendance

Table 16

<b>Site Name: Richland County Elementary- East</b>	<b>First Year of Grant (Gr3-5) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016- 17</b>	<b>Fourth Year of Grant Su2017 SY2017- 18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Overall Average Daily Attendance (ADA)	92	82			
a) ADA for Summer Program	N/A	78			
b) ADA for Afterschool Program	92	124			
c) ADA for Before School Program	25	22			
d) ADA for weekend/holiday Program	N/A	N/A			

Table 17

<b>Site Name: Richland County Elementary- West</b>	<b>First Year of Grant (GrK-5) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016- 17</b>	<b>Fourth Year of Grant Su2017 SY2017- 18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Overall Average Daily Attendance (ADA)	28	58			
a) ADA for Summer Program	N/A	Combined with Richland County Elementary-East			
b) ADA for Afterschool Program	28	28			
c) ADA for Before School Program	15	3			
d) ADA for weekend/holiday Program	N/A	N/A			

Table 18

<b>Site Name: Richland County Middle School</b>	<b>First Year of Grant (Gr6-8) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016- 17</b>	<b>Fourth Year of Grant Su2017 SY2017- 18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Overall Average Daily Attendance (ADA)	44	58			
a) ADA for Summer Program	N/A	96			
b) ADA for Afterschool Program	44	58			
c) ADA for Before School Program	6	3			
d) ADA for weekend/holiday Program	N/A	N/A			

### Summary

**Data:** The attendance data shows that the buildings with a larger, overall student population were able to support a larger average daily attendance. The middle school has few students attend the morning program. The Richland County Elementary-East & West Schools morning program were better attended in comparison to 2014-2015.

**Challenges:** Morning program attendance is largely connected to bus schedules. As a rural program, many students depend on transportation via bus each day. The bus schedule is set to deliver students to school in time to eat breakfast, with no consideration of morning program attendance.

**Program Improvement:** To improve the morning attendance at the middle school site, additional activities will be added to the program. Students and parents will be surveyed to determine what activities might entice students to get to school in time to participate in 21<sup>st</sup> CCLC activities and eat breakfast before beginning their school day learning. Initial attendance this year has almost doubled.

## Family Participation

Table 19

<b>Richland County Elementary (East &amp; West) &amp; Richland County Middle School Sites in collaboration with School District programs</b>			<b>#of Participants connected to 21stCCLC</b>
<b>Date</b>	<b>Activity</b>	<b># of Participants</b>	
10-2-15	Stakeholder's Meeting	13	3
10-15-15	Safety in Our Community	75	67
1-19-16	Dave Ramsey Workshop	26	10
1-26-16	Dave Ramsey Workshop	26	9
2-2-16	Dave Ramsey Workshop	21	9
2-9-16	Dave Ramsey Workshop	20	7
2-16-16	Dave Ramsey Workshop	14	5
2-23-16	Dave Ramsey Workshop	16	6
2-23-16	Internet Safety	11	3

The family programming provided collaboratively with the staff and funds from 21<sup>st</sup> CCLC along with other school district and community resources provided families with a combination of education and entertainment. The table provided gives information for the number of families who participated.

### Summary

**Data:** Family programs that were best attended by 21<sup>st</sup> CCLC families included those that promoted betterment of the family unit as a whole, rather than focusing on “parenting” or when the child can attend with the parent and enjoy an activity together.

**Challenges:** Finding time to attend activities is a challenge. Family work and activity schedules are already full. Finding topics that parents/families are willing to make the effort to attend and take time away from other commitments or relaxation time is difficult. If the activity offered is not easily connected or relevant to everyday life, the perceived value is low and so is attendance.

**Program Improvement:** Efforts are being made to offer parents events/activities that are conveniently timed (right after school, right after the 21<sup>st</sup> CCLC program). Babysitting is generally offered as needed. Parent surveys and evaluations from previous activities are considered. Technology will be utilized in different ways for the upcoming year/program to alert and invite parents/families when opportunities are available for education and engagement. For example, parents will be contacted through the use of the “Skylert” program which will allow parent contacts and invitations to events to be made through email. The option of texting is also available, but currently not used. This route will be utilized as soon as the IT staff can make it accessible. Another tool that has been discussed, but not utilized is short videos for parent education, tips, reminders, etc. This option could provide a scheduled and routine way to provide information to parents. Family support that needs expansion within our program is the connections that parents and families of ELL students require.

Annual Illinois Survey-Richland County CUSD#1-2016-17

**III.B. Program Operations**

Table 20

<b>Site Name: Richland County Elementary-East</b>	<b>First Year of Grant (Gr 3-5) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Total Number of Weeks Site is Open	14	28			
Typical Number of Days per Week	4	4			
Typical Number of Hours per Week	12	12			

Table 21

<b>Site Name: Richland County Elementary-West</b>	<b>First Year of Grant (GrK-5) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Total Number of Weeks Site is Open	14	28			
Typical Number of Days per Week	4	4			
Typical Number of Hours per Week	12	12			

Table 22

<b>Site Name: Richland County Middle School</b>	<b>First Year of Grant (Gr6-8) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Total Number of Weeks Site is Open	14	28			
Typical Number of Days per Week	4	4			
Typical Number of Hours per Week	12	12			

**Staffing**

Table 23

<b>Site Name: Richland County Elementary-East</b>	<b>First Year of Grant (Gr 3-5) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Certified teachers from school of students	FT - 0 PT - 15	FT - 0 PT - 18	FT PT	FT PT	FT PT
Certified teacher, but not from the school of the students	FT - 0 PT - 5	FT - 0 PT - 0	FT PT	FT PT	FT PT
Others with college degree who teach/tutor in 21stCCLC	FT - 0 PT - 1	FT - 0 PT - 10	FT PT	FT PT	FT PT
Others without college degree who teach/tutor in 21stCCLC	FT - 0 PT - 10	FT - 0 PT - 6	FT PT	FT PT	FT PT
Others with college degree who do not teach/tutor in 21stCCLC	FT - 0 PT - 0	FT - 0 PT - 0	FT PT	FT PT	FT PT
Others without college degree who do not teach/tutor in 21stCCLC	FT - 0 PT - 3	FT - 0 PT - 0	FT PT	FT PT	FT PT
Administrators/coordinators with a college degree	FT - 0 PT - 1	FT - 0 PT - 1	FT PT	FT PT	FT PT
Administrators/coordinators without a college degree	FT - 0 PT - 0	FT - 0 PT - 0	FT PT	FT PT	FT PT
Totals	FT - 0 PT - 35	FT - 0 PT - 35	FT PT	FT PT	FT PT

Table 24

<b>Site Name: Richland County Elementary-West</b>	<b>First Year of Grant (GrK-5) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Certified teachers from school of students	FT - 0 PT - 13	FT - 0 PT - 6	N/A	N/A	N/A
Certified teacher, but not from the school of the students	FT - 0 PT - 3	FT - 0 PT - 0	N/A	N/A	N/A
Others with college degree who teach/tutor in 21stCCLC	FT - 0 PT - 4	FT - 0 PT - 0	N/A	N/A	N/A
Others without college degree who teach/tutor in 21stCCLC	FT - 0 PT - 2	FT - 0 PT - 0	N/A	N/A	N/A
Others with college degree who do not teach/tutor in 21stCCLC	FT PT	FT - 0 PT - 0	N/A	N/A	N/A
Others without college degree who do not teach/tutor in 21stCCLC	FT - 0 PT - 2	FT - 0 PT - 0	N/A	N/A	N/A
Administrators/coordinators with a college degree	FT - 0 PT - 2	FT - 0 PT - 0	N/A	N/A	N/A
Administrators/coordinators without a college degree	FT - 0 PT - 0	FT - 0 PT - 0	N/A	N/A	N/A
Totals	FT - 0 PT - 26	FT - 0 PT - 6	N/A	N/A	N/A

Table 25

<b>Site Name: Richland County Middle School</b>	<b>First Year of Grant (Gr6-8) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Certified teachers from school of students	FT - 0 PT - 8	FT - 0 PT - 7	FT PT	FT PT	FT PT
Certified teacher, but not from the school of the students	FT - 0 PT - 5	FT - 0 PT - 1	FT PT	FT PT	FT PT
Others with college degree who teach/tutor in 21stCCLC	FT - 0 PT - 3	FT - 0 PT - 5	FT PT	FT PT	FT PT
Others without college degree who teach/tutor in 21stCCLC	FT - 0 PT - 13	FT - 0 PT - 8	FT PT	FT PT	FT PT
Others with college degree who do not teach/tutor in 21stCCLC	FT - 0 PT - 2	FT - 0 PT - 1	FT PT	FT PT	FT PT
Others without college degree who do not teach/tutor in 21stCCLC	FT - 0 PT - 1	FT - 0 PT - 2	FT PT	FT PT	FT PT
Administrators/coordinators with a college degree	FT - 0 PT - 2	FT - 0 PT - 1	FT PT	FT PT	FT PT
Administrators/coordinators without a college degree	FT - 0 PT - 0	FT - 0 PT - 0	FT PT	FT PT	FT PT
Totals	FT - 0 PT - 34	FT - 0 PT - 25	FT PT	FT PT	FT PT

**Staff Training**

Describe the professional development provided to staff during the past year. Include by site, who (use job titles) completed what training, the length of training, and the provider.

Table 26

<b>Site Name: Richland County Elementary-East &amp; West Second Year of Grant (Gr K-8) SY2015-16</b>				
<b>Date</b>	<b>Title/Name of Professional Development</b>	<b># of staff in attendance</b>	<b>Length of Training</b>	<b>Provider</b>
8-27-15	Tiger Zone Meeting	35	30 minutes	Sherry Geier

Table 27

<b>Site Name: Richland County Elementary-East, West &amp; Middle Schools Second Year of Grant (Gr 3-5) SY2015-16</b>				
<b>Date</b>	<b>Title/Name of Professional Development</b>	<b># of staff in attendance</b>	<b>Length of Training</b>	<b>Provider</b>
7-6-15	Summer 5 <sup>th</sup> Block Meeting	15	1 hour	Sherry Geier
5-27-15	At-Risk for Middle School	5	1 hour	IL Dept. of Public Health
2-12-16	Staff Development/Growth Mindset	9	2 hours	Sherry Geier
12-30-15	Growth Mindset	8	Monthly Face-to face Meetings & Weekly posts	Sherry Geier
1-4-16	Growth Mindset Book Club	12	Monthly Face-to face Meetings & Weekly posts	Sherry Geier
11-23-15	Growth Mindset	14	1 hour	Sherry Geier
9-1-15	5 <sup>th</sup> Block Staff Meeting	15	1 hour	Sherry Slankard
5-2-16 & 5-3-16	Spring Conference for Director & Site Managers	5	2 days	21 <sup>st</sup> CCLC
Ongoing	DCFS Mandated Reporting Training	All	Online	Bushue Human Resources

## Staff Turnover

Table 28

<b>Site Name: Richland County Elementary School (East &amp; West)</b>	<b>First Year of Grant SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Administrators/Directors/ Coordinators	1	0			
Teachers/Tutors	0	0			
Total	1	0			

Table 29

<b>Site Name: Richland County Middle School</b>	<b>First Year of Grant (Gr6-8) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Administrators/Directors/ Coordinators	0	0			
Teachers/Tutors	0	0			
Total	0	0			

## Staff Ratios and Makeup

Table 30

<b>Site Name: Richland County Elementary School</b>	<b>First Year of Grant SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Staff:Student Ratio	1:7	1:5			
#Volunteers	0	0			
# Paraprofessionals	14	4			
#Certified Teachers	20	18			
# Others-Administrators	1	1			

Table 31

<b>Site Name: Richland County Elementary School-West</b>	<b>First Year of Grant SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Staff:Student Ratio	1:5	1:7			
#Volunteers	0	0			
# Paraprofessionals	8	0			
#Certified Teachers	16	6			
# Others-Administrators	2	0			

Table 32

<b>Site Name: Richland County Middle School</b>	<b>First Year of Grant (Gr6-8) SY2014- 15</b>	<b>Second Year of Grant Su2015 SY2015-16</b>	<b>Third Year of Grant Su2016 SY2016-17</b>	<b>Fourth Year of Grant Su2017 SY2017-18</b>	<b>Fifth Year of Grant Su2018 SY2018- 19</b>
Staff:Student Ratio	1:4	1:7			
#Volunteers	0	0			
# Paraprofessionals	19	3			
#Certified Teachers	13	7			
# Others-Administrators	2	0			

### Teacher Surveys

Table 33

<i>21st CCLC Annual Teacher Survey</i> (Richland County Elementary-East & West)		
<b>Survey Question</b>	<b>Teachers' Responses</b>	
	<b>Yes</b>	<b>No</b>
<b>1. Activities:</b>		
Does the program offer enough variety of activities to students?	9	2
Do the activities you lead require prep time?	9	2
Do you have the resources you need to lead the activities that are scheduled?	11	0
Do you have ideas for additional activities?	9	3

Additional comments/recommendations		1) More community activities, take to nursery homes, police, firemen, plant flowers throughout town, city clean up day, volunteer work around town. 2) We need other options during the first hour, possibly from 4:00 - 4:30. Additional activities such as knitting, publishing their own books, book trailers. Open library for checkouts & reading. Set up a listening center for them where they could listen/read along with picture books.					
<b>2. Leadership:</b>							
Do you feel supported in your position with the program?		12			0		
Do you feel that your ideas are heard?		11			1		
Additional comments/recommendations							
<b>3. Professional Development:</b>		<b>Online</b>	<b>Face-to-face</b>	<b>Workshops</b>	<b>Conferences</b>	<b>Meetings</b>	<b>Other</b>
Do you prefer:		5	5	1	0	0	0
What would help you work more effectively with our students?		1) Limit of kids, more time for session 2) A better way to communicate both ways with teachers - what do they need from us during tutoring & what things we see students doing in Tiger Zone?					
Additional comments/recommendations							
<b>4. Scheduling:</b>		<b>Yes</b>			<b>No</b>		
Does the current schedule work for your site/students?		10			1		
Additional comments/recommendations		Too long in first block. Cut it to half hour or at least 45 min. This would allow groups such as cooking more time. Students having a choice after 4:00 would help greatly.					
<b>5. Students:</b>							
Could we/should we serve more or different students?		7			4		
If yes, please share ideas:		1) Off-campus activities such as movies, bowling, skating, plays. 2) Offer 1 or 2 week programs or camps & advertise: Join for a week/2 weekd of making your own book, or tennis, or creating a play, etc. 3) Bowling, movies, skating, plays 4) Maybe have students sign up for one trimester at a time.					

	5) All children should be included 6) Off-campus experiences (skating, bowling, plays/musical)	
Would you send your own child to this program?	11	1
Additional comments/recommendations	My tutoring group has approx. 8 kids & usually 4 or 5 adults. We do not need to many people. It is a waste!	

Table 34

<i>21st CCLC Annual Teacher Survey</i> (Richland County Middle)						
Survey Question	Teachers' Responses					
	Yes	No				
<b>1. Activities:</b>						
Does the program offer enough variety of activities to students?	15	1				
Do the activities you lead require prep time?	7	10				
Do you have the resources you need to lead the activities that are scheduled?	17	0				
Do you have ideas for additional activities?	6	8				
Additional comments/recommendations	1) Funding for snacks/food 2) Rock wall climbing in Spring, planting flowers/trees, snowflake making, 9-square					
<b>2. Leadership:</b>						
Do you feel supported in your position with the program?	17	0				
Do you feel that your ideas are heard?	17	0				
Additional comments/recommendations	1) High School kids should turn in phones before working. 2) All leaders must be consistent with rules for the kids and what is allowed.					
<b>3. Professional Development:</b>						
Do you prefer:	Online	Face-to-face	Workshops	Conferences	Meetings	Other
	3	6	4	1	2	0
What would help you work more effectively with our students?	1) Physical Activities, communication, expectations 2) Ideas of things I can do with interested students 3) Having all the homework assignments/notes printed out.					

Additional comments/recommendations		
<b>4. Scheduling:</b>	<b>Yes</b>	<b>No</b>
Does the current schedule work for your site/students?	17	0
Additional comments/recommendations		
<b>5. Students:</b>		
Could we/should we serve more or different students?	6	9
If yes, please share ideas:	1) Let parents know about program (tell them directly). It's not just for disadvantaged kids. 2) If they need the help and attention, then they should be given that opportunity.	
Would you send your own child to this program?	14	2
Additional comments/recommendations	1) More active, less sitting, better, healthier snacks, less sugar	

**Sources:** Teacher Survey, Sign-in Sheets at Professional Learning Activities

**Intervals:** End of each Semester (Fall/Spring)

### Program Governance

The 21st CCLC program for the Richland County CUSD#1 is organized by program leadership including a project director and site managers. The project director is fundamentally in charge of compliance, the budget, data collection, and aggregation for reporting purposes. The project director meets regularly with school day staff and administration, district administration and accounting office staff, site managers, and site office staff. The project director also attends meetings and professional development. Site managers are responsible for the day-to-day operation of the programs and sites. Site managers create schedules, distribute time sheets, find substitutes, handle discipline issues, and parent concerns.

In addition to leadership/administrative staff, an Advisory/Stakeholder's Board also exists. This group meets not less than once per year to receive updates, provide feedback, and help make decisions for the program going forward. A student advisory board is in place for the (2016-17) school year. Student input is also gathered through surveys and informal, anecdotal conversations. Parent/family input is gathered through the use of surveys and anecdotal information.

### Summary

#### Data:

- Staff members do not leave the program.
- Professional development is adequate.

- Staff surveys reflect that the majority of respondents have positive comments about the program overall, including program hours, activities offered, and overall student behavior.
- The ratio of staff to students is fairly consistent throughout the three sites.

#### **Challenges:**

- Staff members are offered the opportunity to offer activities and programs to the students that match their strengths and interests and personal schedules. This allows more job satisfaction and fewer turnovers. This is difficult for site managers to create schedules and make sure all students have choices each day.
- Some staff members are unwilling to develop activities and rely on site managers to plan activities or place them in supervisory roles that require no planning.
- Professional development is offered to all, offered in a variety of formats, and is relevant to the needs of the program and individual. Not all staff participates in professional learning opportunities.

#### **Program Improvement:**

- Expectations are to continue to offer staff members choice in relationship to schedules, activities/lessons, and professional development. A low staff turnover rate is evidence that current practices are effective.
- Hiring practices were re-evaluated and staff: student ratios were re-considered for the 2016-17 school year program.

### **IV. Progress toward Objectives**

#### **Objective 1: Participants in the program will demonstrate increased academic achievement.**

**Performance Indicator 1a.** The state assessment scores of the participants will show an increase in performance. Participants will show progress in reading and mathematics scores on the state assessment.

#### **Measurement 1a.**

PARCC test scores comparing SY2014-15 to SY2015-16 for grades 3 through 8 will be reviewed. Scores for students who attended the program 30 days or more will be compared to determine how many increased, decreased, and remained the same using the ISBE rating scale of 1-5 with “5” being exceeded expectations, “4” met expectations, “3” approached expectations, “2” partially met expectations, “1” did not yet meet expectations.

**Richland County Elementary School-East**

Chart 1

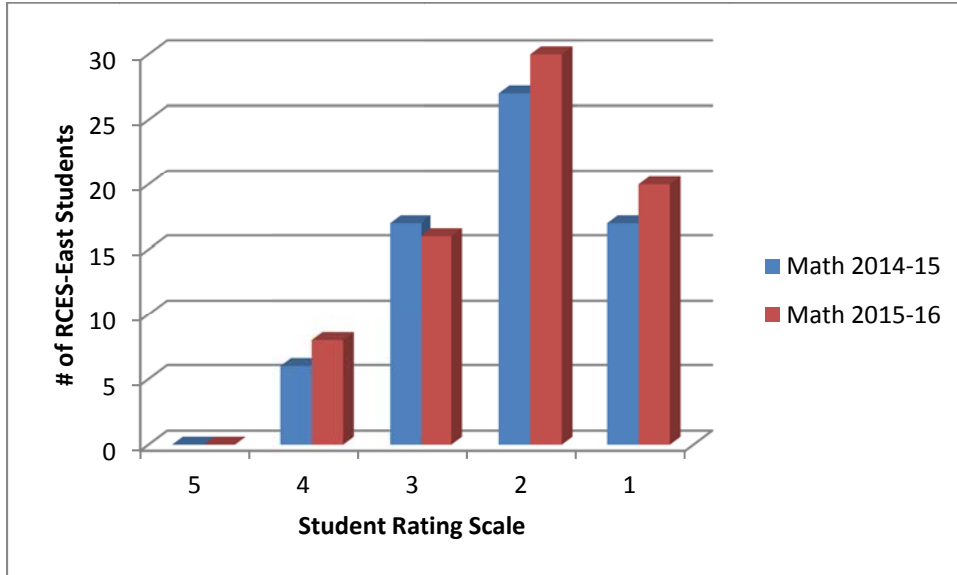
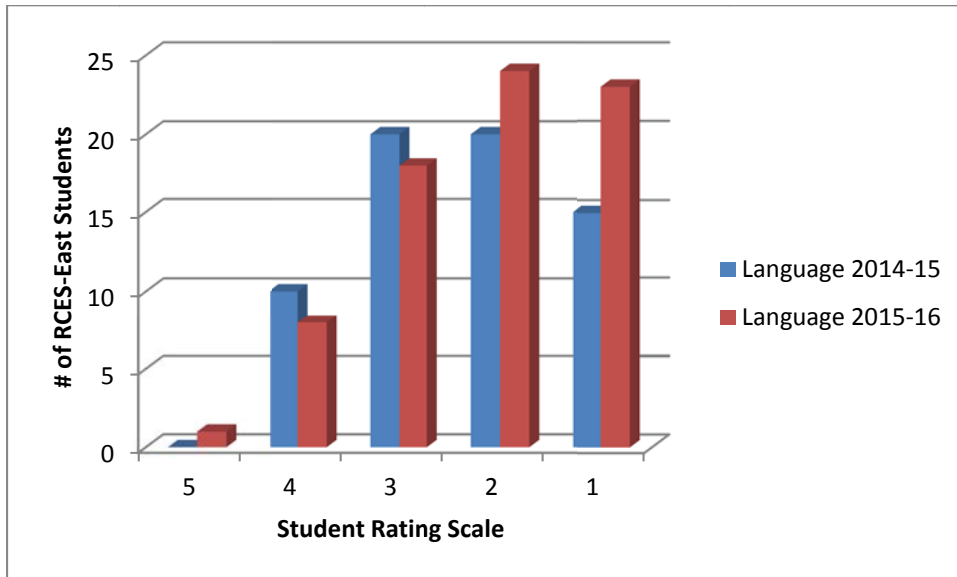


Chart 2



**Richland County Elementary School-West**

Chart 3

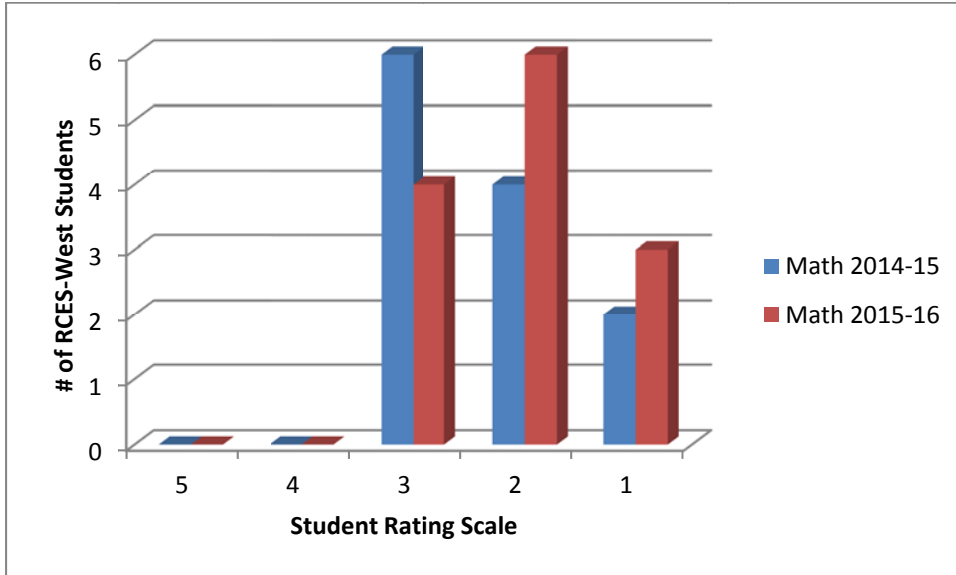
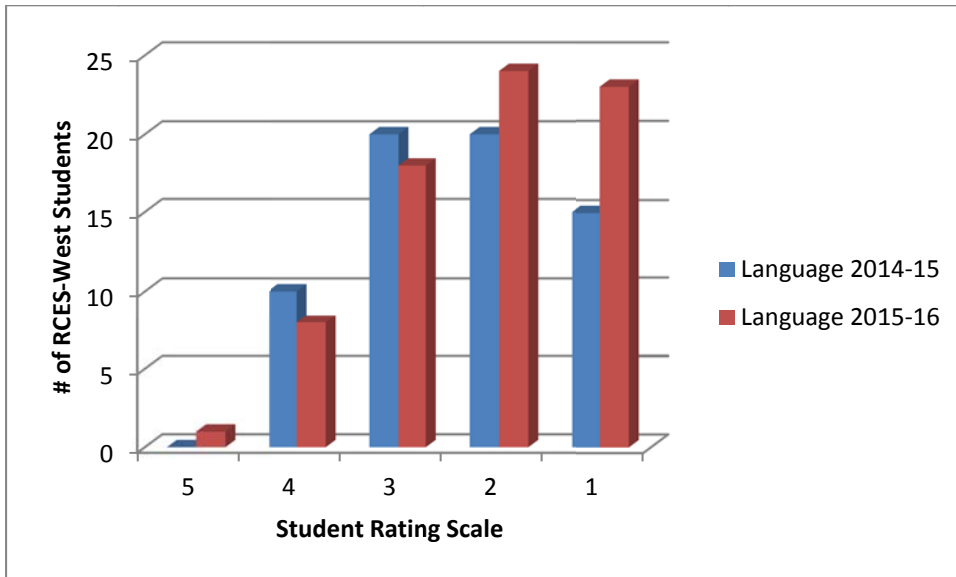


Chart 4



**Richland County Middle School**

Chart 5

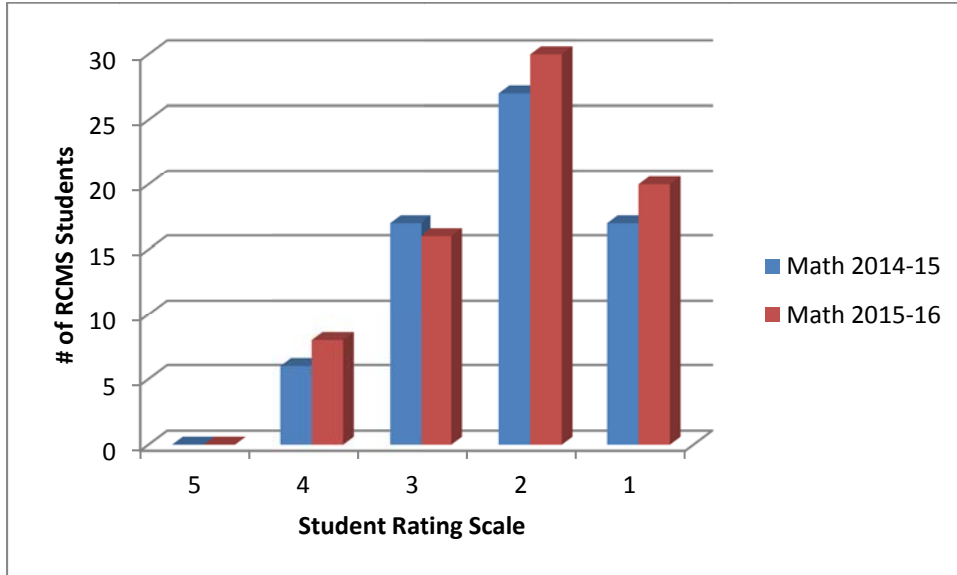
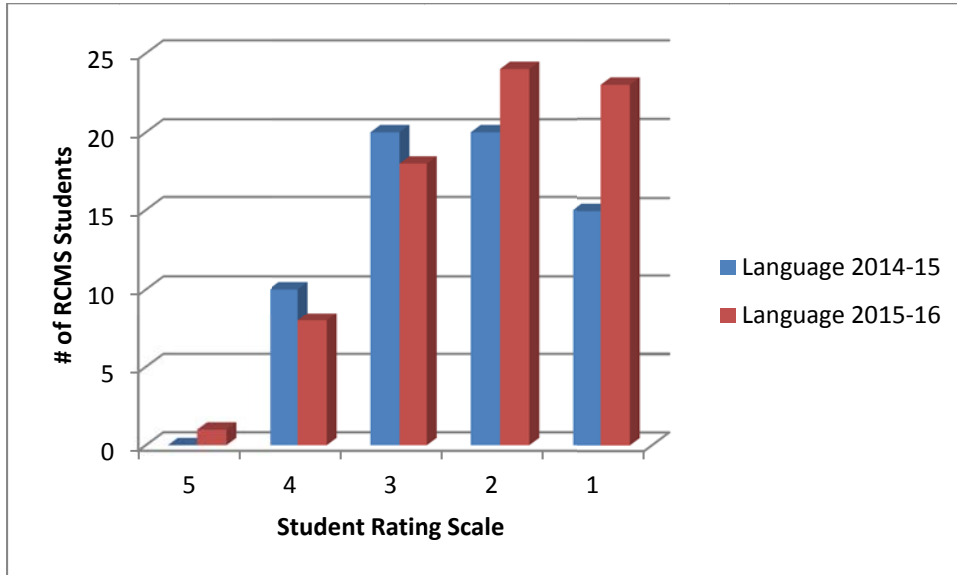


Chart 6



**Performance Indicator 1b.** Participants will show improvement in academic achievement.  
(Students who attended >30 days).

**Measurement 1b.** Individual student's grades, Retention rate and/or promotion of participants.

**Sources:** Report Card/Student Information System Reports

**Intervals:** By Term, End of Year

### Teacher Survey Results - All Sites/Grades K-8

Table 35

<60 Attendance Days								
	Did not need to improve	Significant improvement	Moderate improvement	Slight improvement	No change	Slight decline	Moderate decline	Significant Decline
Turning in homework on time	45	7	12	21	21	3	1	0
Completing homework to teacher satisfaction	39	9	16	22	19	2	2	0
Participating in class	38	5	18	19	30	0	0	0
Volunteering	38	6	9	20	37	0	0	0
Attending class regularly	72	5	3	5	23	1	0	1
Being attentive in class	41	5	11	22	25	3	0	0
Behaving well in class	62	4	11	11	17	4	1	0
Academic performance	29	10	20	33	15	0	0	0
Coming to school motivated to learn	43	6	10	25	26	1	1	0
Getting along well with other students	67	3	9	13	17	1	0	0

Table 36

60-89 Attendance Days								
	Did not need to improve	Significant improvement	Moderate improvement	Slight improvement	No change	Slight decline	Moderate decline	Significant Decline
Turning in homework on time	38	16	11	28	17	3	1	0
Completing homework to teacher satisfaction	31	16	17	17	22	2	1	0
Participating in class	35	9	22	22	28	0	0	0
Volunteering	43	6	14	14	37	1	0	0
Attending class regularly	71	6	6	6	22	1	0	0
Being attentive in class	32	10	20	20	22	3	0	0
Behaving well in class	54	6	8	8	21	2	1	0
Academic performance	19	23	20	20	17	3	0	0
Coming to school motivated to learn	40	9	15	15	24	2	2	0
Getting along well with other students	63	7	8	8	14	5	1	1

Table 37

>89 Attendance Days								
	Did not need to improve	Significant improvement	Moderate improvement	Slight improvement	No change	Slight decline	Moderate decline	Significant Decline
Turning in homework on time	23	3	6	7	8	0	0	0
Completing homework to teacher satisfaction	18	3	9	19	7	0	0	0
Participating in class	23	1	6	20	7	0	0	0
Volunteering	20	1	5	13	15	0	0	0
Attending class regularly	36	0	1	10	11	0	0	0
Being attentive in class	20	2	6	26	8	0	0	0
Behaving well in class	26	1	5	23	7	2	0	0
Academic performance	19	4	7	33	4	0	0	0
Coming to school motivated to learn	15	1	3	24	11	1	0	0
Getting along well with other students	25	1	3	7	7	4	0	0

**Activities:**

Academic tutoring and homework assistance was offered to students who attended the program at all sites.

**Measures, Data Collection, and Analysis:**

Data collected includes teacher surveys (end of year), report card grades, comparing first marking period and last marking period (for grade levels using that system).

**Limitations of Data:**

The state assessment for this past year was PARCC testing. Standards based grading is being phased in at the elementary level. Grades K-2 utilize that system of reporting and each year the practice will progress to the next grade level. SY2015-16 Grades K-1 only have teacher survey information to report.

**Challenges:**

PARCC testing is for grades 3 through 8 limiting the ability to compare progress throughout all grades. Additionally, PARCC testing has been administered for only two years.

Standards based grading cannot be reported in the same manner as traditional grades.

Teacher Surveys will reflect bias.

### Summary and Recommendations:

All sites offer devoted homework/tutoring time each day. The middle school site manager checks grades and has implemented a policy reflective of students who play sports. If a student is flunking a class, he/she is not eligible for the enrichment and fun portions of the program until that situation is rectified.

Site managers are in constant contact with school day counselors, teachers, and administrators. Staff can be hired to decrease the ratio of student: teacher during homework/tutoring time as needed.

### Objective 2. Participants will demonstrate an increased involvement in school activities and will have opportunities in other subject areas such as technology, arts, music, theater, and sports and other recreation activities.

**Performance Indicator 2a.** Students participating in the program will have a higher attendance rate and changes in their attitudes toward school.

**Measurement 2a:** Attendance rates, student survey, activity attendance

**Sources:** Student Survey, Activity Attendance Records

**Intervals:** By Term

Table 38 - Richland County Elementary-East - Avg # of students who participate when that activity is offered

Activity Type	Art/ Craft	Academic/ Homework	Computers/ Technology	Cooking/ Relationship	Library	Physical Fitness	Recreation	Science
Avg#	18	42	28	10	8	30	21	10

Table 39 - Richland County Elementary-Est - Avg # of students who participate when that activity is offered

Activity Type	Art/ Craft	Academic/ Homework	Computers/ Technology	Cooking/ Relationship	Library	Physical Fitness	Recreation	Science
Avg#	18	42	28	10	8	30	21	10

Table 40 - Richland County Middle School- Avg # of students who participate when that activity is offered

Activity Type	4-H/ AG	Art/ Craft	Academic/ Homework	Advisory	Band/Music	Coll/Car.	Community Service	Computers/ Technology	Cooking/ Relationship	Library	Physical Fitness	Recreation	Science
Avg#	6	10	19	3	20	N/A	8	10	20	N/A	13	11	11

Annual Illinois Survey-Richland County CUSD#1-2016-17

## Student Survey-End of Year- Richland County Elementary-East &amp; West

Table 41

<b>Activity</b>	<b>Loved it</b>	<b>Liked it</b>	<b>Needs Improvement</b>	<b>Wouldn't do it again</b>
Taekwondo	5	4	3	9
Science Experiment	24	8	2	3
Bowling	23	7	8	4
Skating	31	4	5	3
Humane Society	7	3	3	3
Kickball	26	7	3	6
Dodgeball	30	9	3	3
Football	14	1	2	6
Fox River Apartments	7	2	5	5
Volleyball	24	7	5	5
Legos	27	7	2	2
Cooking	33	3	3	2
Sidewalk Chalk	26	14	2	1
Run/Walking	18	10	6	12
Computers	46	9	2	1
Library	23	12	6	5
Arts & Crafts	25	10	2	4
Karaoke	20	8	2	7
Fashion/Nails	30	7	2	5
Games (Card & Board)	31	9	3	10
Weather	6	7	4	10

## Student Survey –End of Year-Richland County Middle School

Table 42

<b>Activity</b> (Rated on a scale of 1-5, with 5 being the highest rating)	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Homework Help	10	6	5	1	1
Off-campus Activities	19	2	3	0	0
Physical Fitness	16	7	1	0	0
Arts & Crafts	14	3	4	0	3
Misc.	13	14	1	0	1

**Performance Indicator 2b.** Students participating in the program will graduate from school.

**Measurement 2b.** Student Survey, Attendance Rates

**Sources:** Student Survey (student attendance and attitudes), Student Information System Reports

**Intervals:** End of Year

#### **Activities:**

Students are offered choice of a wide variety of activities and field trips on a daily basis to capitalize on student interest. Staff members are encouraged to offer programs and activities that match the goals of the program in non-traditional ways.

#### **Measures, Data Collection, and Analysis:**

Attendance in activities is tracked on a daily basis. Attendance at each program site is tracked immediately. Students must be signed out by an adult to leave the program before the end of the day. School day attendance is mandatory for students to attend the after school program.

#### **Limitations of Data:**

Not every student completes the student survey. In general, the survey is offered to students electronically or in hard copy form for a two day period. If a student does not attend the program those days, it is likely that child will not complete the survey.

#### **Challenges:**

It is difficult to determine if school day attendance is increased due to the 21<sup>st</sup> CCLC program with the current methods of collecting attendance data.

#### **Summary and Recommendations:**

The data currently collected in the areas of Objective 2a and 2b is insufficient to draw conclusions. A question will be added to student and parent surveys to better determine if the program makes a difference in a child's decision to attend school during the day. Another question will be added to discern if students are participating in activities that will help to keep them in school longer/graduating high school or that make them feel better about themselves in general. All data collected is shared with site managers immediately. By offering a variety of activities, staff are attempting to introduce students to opportunities that would otherwise be unavailable to students.

#### **Objective 3. Participants in the program will demonstrate social benefits and exhibit positive behavioral changes.**

**Performance Indicator 3a.** Students in the program will show improvements in measures such as increase in attendance, decrease in disciplinary actions, less violence, and a decrease in other adverse behaviors.

**Measurement 3a.** Teacher, parent, and student surveys will be reviewed.

Annual Illinois Survey-Richland County CUSD#1-2016-17

**Sources:** Teacher Survey

**Intervals:** End of Year

**Activities:**

Site managers strive to make the program one of positive relationships with the students and meeting the child's needs. Counselors are available to students and families who participate in the program. A student/parent /faculty handbook is available.

**Measures, Data Collection, and Analysis:**

The classroom teacher survey is collected at the end of the school year program. Student and family surveys are collected at the end of the semester.

**Limitations of Data:**

Only two pieces of data is collected. Teacher bias can come into play with the surveys. Classroom teacher surveys, collected at the end of the program only, do not allow for adjustments to be made until the next year.

**Challenges:**

Though the handbook is available and presented to parents, it is not easy to determine if parents and students have read the material. Not all staff members work to create positive relationships with students, but participate instead for the additional pay. Those staff members are often rigid and do not allow students the flexibility that is encouraged for the after school setting.

**Summary and Recommendations:**

Continued efforts will be made by site managers to reinforce school day learning in the area of behavior and making good choices. Clear routines and procedures will be set to eliminate and "get in front of" potential issues. Students will be helped to make connections and direct instruction in this area part of every conversation with students having behavior or attitude issues. Consideration will be given to starting social-emotional groups that will meet with counselors during the after school program. Survey questions will be reviewed before December 2016 dissemination.

**Objective 4. The 21st CCLC programs will provide opportunities for the community to be involved and will increase family involvement of the participating children.**

**Performance Indicator 4a.** The grantees will offer enrichment and other support services for families of participants

**Measurement 4a.** Activities offered

**Sources:** Description of activities, Attendance/participation (See Tables 16-18 & 36-38)

**Intervals:** By term

**Performance Indicator 4b.** All families of participants will have opportunities to be more involved in their children's education and increase their children's learning opportunities.

Annual Illinois Survey-Richland County CUSD#1-2016-17

**Measurement 4b.** The type and extent of collaborations and parent/adult satisfaction survey.

**Sources:** Parent/adult satisfaction survey (See Tables 33-37 & 43)

**Intervals:** Post program surveys

Table 43-Sample family event evaluation (Dave Ramsey Financial Series)

Question	Responses
This workshop was helpful to me as a parent?	73.3% marked "Very Helpful"
The best feature of this 6 week course was:	"Charts, Special Speaker, Ways to Save"; "Good clear speaking & great information"; "Taxes & savings"; "Learning Dave's rules & learning ways to save"; "Getting out of debt and saving"; "Just hearing the facts about smart money and how to get on track with spouse about budgets."; "It was all good!".
I am interested in participating in more classes to hear the rest of the material covered by Dave Ramsey:	100% marked "Yes"
Other comments:	"Really enjoyed the class"; "Time is perfect. Thanks for providing water & snacks!"; "Thank you for the information!"; "Would enjoy one for young children just to plant the seed in my 3 <sup>rd</sup> graders' mind."; "Enjoyed learning to save in other ways."; "Very helpful".
Other topics not related to Dave Ramsey that I would be interested in learning about?	"Not sure what else Dave Ramsey offers but would come to the class."; "Definitely more money management, savings, etc."; "Effective parenting that is stress free on parent and child, if possible. Just wanna be a great parent of a capable child going into the big world."

### Activities:

Families are invited to attend activities/events/educational opportunities that are offered collaboratively with the school district and community organizations.

### Measures, Data Collection, and Analysis:

Attendance at events is recorded through registration sheets at each event. Completion of evaluation forms is a mandatory expectation at each event. Evaluation forms have been presented in electronic and paper formats.

### Limitations of Data:

Evaluation forms are not completed by all participants. People who do not attend any/few events often do not ever complete a survey or evaluation form, thereby their voices/opinions are never heard.

### **Challenges:**

Families are busy. Activities/events connected to school and after school programs are not a priority when so many other options are available. People like/prefer technology based methods of getting information as opposed to face-to-face opportunities. It is somewhat difficult to market an activity that encourages parents to become “better parents”. Parents prefer to attend activities that improve the family unit as a whole rather than singling out the parents.

### **Summary and Recommendations:**

Parents and families have to see an immediate payback to attend face-to-face events. The activities best attended were those in which students were performing or showing work (entertainment) and the ones that allowed families to take away with something they viewed as valuable (financial planning and strategies through the Dave Ramsey series). More investigation will be placed into developing activities that will educate as well as meet the needs of today’s families. Other formats for family engagement will be explored.

**Objective 5. Programs will provide opportunities, with priority given to all students who are lowest performing and in the greatest need of academic assistance.**

**Performance Indicator 5.** Majority of grants will be awarded in high-poverty communities.

**Measurement 5.** Free and reduced lunch eligibility of participants and participants’ test scores, grades, and promotion rates.

**Sources:** Free and Reduced data from Tables 10-15

**Intervals:** Beginning of year

Table 44

	<b>Richland Count Elementary-East</b>	<b>Richland Count Elementary-West</b>	<b>Richland County Middle School</b>
<b>Free/Reduced % &lt;30 Days</b>	33% (17/51)	100% (13/13)	55% (51/92)
<b>Free/Reduced % &gt;30 Days</b>	79% (78/99)	100% (32/32)	76% (58/76)

### **Activities:**

Students who are invited/encouraged to attend the program are those that school day staff or community organizations have referred as being at risk in some way. Other students are welcomed to the program.

### **Measures, Data Collection, and Analysis:**

Tables 10-15 reveal the demographics of the students who participated in the 21stCCLC program during 2015-2016.

### **Limitations of Data:**

No limitations are viewed for the examination of this data. School day office staff and administration provide the necessary information about each student participant using student information system data.

### **Challenges:**

Program staff, site managers, and project director always question if students who are of the most need attend the program. Due to the rural location of the sites, some students who would benefit from the program were not allowed to attend due to transportation issues (transportation is provided, but only to bus stops, if a family member cannot make it to the bus stop, some students are excluded), family obligations (older students are needed to babysit younger students), or other obligations for the student (i.e. sports) or family members (i.e. work, taking care of aging parents).

### **Summary and Recommendations:**

Current practices and procedures for recruiting and retaining at risk students are working. SY2015-16 free and reduced percentages for program participants were slightly higher than school day percentages for the overall school population. Teachers encourage students who are struggling academically to register for the program.

**Objective 6. Professional development will be offered by the programs and ISBE to meet the needs of the program, staff, and students.**

**Performance Indicator 6.** All centers' staff will participate in a variety of training/workshops provided to improve and maintain the quality of the program.

**Measurement 6.** Number of workshops and topics addressed by each, attendance at workshops.

**Sources:** Logs of workshops (topics, attendance) See Tables 26 & 27

**Intervals:** Ongoing

### **Activities:**

Professional development is offered to 21<sup>st</sup> CCLC staff on an as-needed/as-wanted basis as well as a required basis.

### **Measures, Data Collection, and Analysis:**

Attendance at events is recorded through registration sheets at each event. Completion of evaluation forms is a mandatory expectation at each event. Evaluation forms have been presented in both electronic and paper formats.

### **Limitations of Data:**

Evaluation forms are not completed by all participants. People who do not attend any/few events often do not ever complete a survey or evaluation form, thereby their voices/opinions are never heard. Often, anecdotal questions are left unanswered. Some events are only attended by one staff member (i.e. project director).

### **Challenges:**

Adults/teachers are busy. Many school day staff are employed by the after school program. After working all day, then adding another one-three hours to that work day and meet their own family commitments, leaves little time or desire to attend professional learning. People like/prefer technology based methods of getting information as opposed to face-to-face opportunities.

### **Summary and Recommendations:**

Use of web-based/electronic professional development opportunities will be offered to staff, allowing people to gain the knowledge at a time that is convenient for them. Mandatory meetings and trainings will continue to be attended by appropriate staff as determined by ISBE. For the SY2016-17 school year, staff will be allowed to choose topics and delivery formats that support their learning styles and time availability. Site managers will offer one-four hours of professional learning that staff can use to meet and plan together, research, work through online training (i.e. Y4Y offerings), meet with site managers, or choose a book or journal article to read together and study.

### **Objective 7. Projects will create sustainability plans to continue the programs beyond the federal funding period.**

**Performance Indicator 7.** All grantees will provide the detail plan of coordination and collaboration efforts.

**Measurement 7.** List of coordinating/collaborating agencies and types of services.

**Sources:** Lists and Letters

**Intervals:** Annual

With the assistance of all of the many identified agencies, clubs, and organizations, RCCUSD#1 has been able to offer a continuum of services to the students and their families. RCCUSD#1 implemented Full-Service Community Schools Programs in each of the three schools, ensuring on-going coordination of academic, social and health services through established community partnerships. Families' involvement is critically important in supporting the student's success

throughout the 21<sup>st</sup> CCLC programs of Richland County. Our named partners including: Olney Community College (OCC); Trust Bank; First National Bank in Olney; Rotary Groups; Interagency Networking Group; and other local agencies and organizations including SWAN (Stop Women Abuse Now), Good Samaritan of Richland County, Olney Elks Club, Master's Hand, and Big Brother, Big Sister of Richland County, have assisted the district for many years in addressing educational and related activities that complement and enhance the academic performance, achievement, and positive youth development of the students served. Connections with these groups, especially the banking community have led to discussions for the future.

The components of the program that will be the most difficult to sustain will be the salaries for the certified and non-certified (but very committed) staff. These effects will be most noticed during the homework and tutoring components of the program initially. A lack of transportation for students, especially the younger ones and ones who live in rural/remote locations and for those whose parents do not have a reliable means of transportation will also be a barrier. Salaries and transportation are the two biggest expenses for the program.

Program staff has been fortunate to develop collaborative relationships with the 4-H and Ag in the Classroom providers in our county. Their programs also provide funding and staffing to offer children and families opportunities that would otherwise not exist. These newly developed partnerships have become a source of new ideas and prospects for our students. Their focus is on science, technology, engineering and mathematics (STEM), which is well aligned to several of our academic and college and career readiness goals for the 21<sup>st</sup> CCLC. Olney Central College (OCC) has also been instrumental in offering activity space, field trip destinations (to observe their programs in action), and other supports. Big Brother/Big Sister has shared in offering parent/family programming, a benefit to both groups.

The advisory group consists of the listed partners. In addition to this group, beginning in fall 2016, student advisory groups will also be developed at each location to get real-time feedback from the students and give them a voice in the program. Ideas from those advisory group meetings will be shared electronically with staff members so the student ideas can become reality with the support of the adults.

### **Other Objectives/Findings:**

Successes not measured by a table or chart:

- Students want to come on days when the program is not available.
- Having to turn people away who want to work with the kids and program-Site Managers have a waiting list of people who want to become part of the program.
- A custodian with a love for fishing has started a fishing club with middle school students. Not only do students learn how to fish, but also how to clean and prepare the fish to eat. Students are able to participate in Taekwondo.
- Students appreciate exploring their community through field trips.

### **V. Overall Recommendations and Action Plans**

Strengths:

- Academic tutoring and homework assistance was offered to students who attended the program at all sites. Teachers saw an improvement in student academic performance.

Annual Illinois Survey-Richland County CUSD#1-2016-17

- Students are offered choice of a wide variety of activities and field trips on a daily basis to capitalize on student interest. Staff members are encouraged to offer programs and activities that match the goals of the program in non-traditional ways.
- Site managers strive to make the program one of positive relationships with the students and meeting the child's needs. Counselors are available to students and families who participate in the program. A student/parent /faculty handbook is available.
- Families are invited to attend activities/events/educational opportunities that are offered collaboratively with the school district and community organizations.
- Students who are invited/encouraged to attend the program are those that school day staff or community organizations have referred as being at risk in some way. Other students are welcomed to the program.
- Professional development is offered to 21stCCLC staff on an as-needed/as-wanted basis as well as a required basis. Staff have been offered, when appropriate, online training (i.e. Y4Y), in addition to face-to-face.
- With the assistance of all of the many identified agencies, clubs, and organizations, RCCUSD#1 has been able to offer a continuum of services to the students and their families. RCCUSD#1 implemented Full-Service Community Schools Programs in each of the three schools, ensuring on-going coordination of academic, social and health services through established community partnerships.

#### Challenges:

- Communication-Though the handbook is available and presented to parents, it is not easy to determine if parents and students have read the material and bulletin. Not all staff members work to create positive relationships with students, but participate instead for the additional pay. Those staff members are often rigid and do not allow students the flexibility that is encouraged for the after school setting.
- Family Engagement-Families are busy. Activities/events connected to school and after school programs are not a priority when so many other options are available. People like/prefer technology based methods of getting information as opposed to face-to-face opportunities.
- Transportation-Program staff, site managers, and project director always question if students who are of the most need attend the program. Due to the rural location of the sites, some students who would benefit from the program were not allowed to attend due to transportation issues (transportation is provided, but only to bus stops, if a family member cannot make it to the bus stop, some students are excluded), family obligations (older students are needed to babysit younger students), or other obligations for the student (i.e. sports) or family members (i.e. work, taking care of aging parents).
- Professional Learning-Adults/teachers are busy. Many school day staff are employed by the after school program. After working all day, then adding another one-three hours to that work day, leaves little time to expand one's mind, ideas, or personal growth. People like/prefer technology based methods of getting information as opposed to face-to-face opportunities.

#### Recommendations:

- A question will be added to student and parent surveys to better determine if the program makes a difference in a child's decision to attend school during the day. Another question will be added to discern if students are participating in activities that will help to

keep them in school longer/graduating high school or that make them feel better about themselves in general. (Project Director will add the additional questions to the spring student survey template provided to Site Managers)

- Continued efforts will be made by site managers to reinforce school day learning in the area of behavior and making good choices. Clear routines and procedures will be set to eliminate and “get in front of” potential issues. Students will be helped to make connections and direct instruction in this area part of every conversation with students having behavior or attitude issues. Consideration will be given to starting social-emotional groups that will meet with counselors during the after school program. (Site Managers will check with counselors)
- Parents and families have to see an immediate payback to attend face-to-face events. The activities best attended were those in which students were performing or showing work (entertainment) and the ones that allowed families to take away with something they viewed as valuable (i.e. Dave Ramsey budgeting series). More investigation will be placed into developing activities that will educate as well as meet the needs of today’s families. (Project Director and Site Managers will continue to meet with school district family coordinator and outside organizations to find the best use of time and energies focused on family engagement.)
- More use of web-based/electronic professional development opportunities will be offered to staff, allowing people to gain the knowledge at a time that is convenient for them. Mandatory meetings and trainings will continue to be attended by appropriate staff as determined by ISBE. (Project Director will research best practices around professional development)
- Continued networking and program advertising and promotions will be utilized to let more people in the community realize the vital work that is happening with Richland County youth during the 21<sup>st</sup> CCLC program. (Project Director and Site Managers will publicize via social media and the local newspaper, attend meetings for local organizations when invited, and be positive models for staff and community members)

## **VI. Dissemination of Evaluation**

This evaluation will be submitted electronically to the EDC to meet the requirements of the grant. A copy will also be sent (electronically) to the consultant at ISBE’s College and Career Readiness Division connected to the Richland County CUSD#1 grant. In addition, the evaluation will be presented to the Richland County CUSD#1 School Board and administrators during the November 2016 school board meeting. This will be in conjunction with a presentation about the benefits of the 21<sup>st</sup> CCLC for the students of Richland County. After presentation to the Board of Education, the evaluation report will be posted on the district website.

Option 1

**Proposed 2016 Tax Levy  
Richland County Community Unit School District No. 1  
Olney, Illinois 62450**

2016 Tax Levy

Payable in 2017

FY 18 Budget

2015 EAV \$208,718,993

**2016 Estimated EAV \$219,549,354**  
**1.0499**

2016 Estimated EAV \$217,067,753

Fund	2015 Extension	2015 Tax Rate	2016 Levy	Estimated Extension	Estimated Rate
Education	\$ 3,840,429	\$ 1.84000	\$ 4,039,708	\$3,994,047	\$ 1.8400
Building	\$ 1,043,595	\$ 0.50000	1,097,747	1,085,339	\$ 0.5000
Transportation	\$ 417,438	\$ 0.20000	439,099	434,136	\$ 0.2000
Working Cash	\$ 104,360	\$ 0.05000	109,775	108,534	\$ 0.0500
IMRF*	\$ 725,697	\$ 0.34770	725,000	725,000	\$ 0.3340
Social Security*	\$ 415,411	\$ 0.19900	415,000	415,000	\$ 0.1912
Fire Protection	\$ 104,360	\$ 0.05000	109,775	108,534	\$ 0.0500
Tort Immunity*	\$ 1,051,013	\$ 0.50360	1,150,000	1,150,000	\$ 0.5298
Special Ed.	\$ 83,488	\$ 0.04000	87,820	86,827	0.0400
Lease					
<b>Sub Total</b>	<b>\$ 7,785,791</b>	<b>\$ 3.73030</b>	<b>\$ 8,173,924</b>	<b>\$ 8,107,417</b>	<b>\$ 3.7350</b>
Bonds**	\$ 1,617,930	\$ 0.77520	1,630,000	1,630,000	\$ 0.7509
<b>Total with Bonds</b>	<b>\$ 9,403,721</b>	<b>\$ 4.50550</b>	<b>\$ 9,803,924</b>	<b>\$ 9,737,417</b>	<b>\$ 4.4859</b>

\*Unrestricted Funds

\*\*Bond Payment without Abatement

**Option 2**

**Proposed 2016 Tax Levy  
Richland County Community Unit School District No. 1  
Olney, Illinois 62450**

**2016 Tax Levy**

**Payable in 2017**

**FY 18 Budget**

**2015 EAV \$208,718,993**

**2016 Estimated EAV \$223,303,856  
1.0499**

**2016 Estimated EAV \$217,067,753**

<b>Fund</b>	<b>2015 Extension</b>	<b>2015 Tax Rate</b>	<b>2016 Levy</b>	<b>Estimated Extension</b>	<b>Estimated Rate</b>
Education	\$ 3,840,429	\$ 1.84000	<b>\$ 4,108,791</b>	\$3,994,047	\$ 1.8400
Building	\$ 1,043,595	\$ 0.50000	<b>1,116,519</b>	1,085,339	\$ 0.5000
Transportation	\$ 417,438	\$ 0.20000	<b>446,608</b>	434,136	\$ 0.2000
Working Cash	\$ 104,360	\$ 0.05000	<b>111,652</b>	108,534	\$ 0.0500
IMRF*	\$ 725,697	\$ 0.34770	<b>725,000</b>	725,000	\$ 0.3340
Social Security*	\$ 415,411	\$ 0.19900	<b>415,000</b>	415,000	\$ 0.1912
Fire Protection	\$ 104,360	\$ 0.05000	<b>111,652</b>	108,534	\$ 0.0500
Tort Immunity*	\$ 1,051,013	\$ 0.50360	<b>1,050,000</b>	1,050,000	\$ 0.4702
Special Ed.	\$ 83,488	\$ 0.04000	<b>89,322</b>	86,827	0.0400
Lease					
<b>Sub Total</b>	<b>\$ 7,785,791</b>	<b>\$ 3.73030</b>	<b>\$ 8,174,544</b>	<b>\$ 8,007,417</b>	<b>\$ 3.6754</b>
Bonds**	\$ 1,617,930	\$ 0.77520	<b>1,630,000</b>	\$ 1,630,000	\$ 0.7509
<b>Total with Bonds</b>	<b>\$ 9,403,721</b>	<b>\$ 4.50550</b>	<b>\$ 9,804,544</b>	<b>\$ 9,637,417</b>	<b>\$ 4.4263</b>

**\*Unrestricted Funds**

**\*\*Bond Payment without Abatement**



**COMMUNITY ENGAGEMENT PLAN  
FOR  
RICHLAND COMMUNITY UNIT SCHOOL DISTRICT #1**

***Submitted By:***

**UNICOM•ARC, Inc.**

**505 South Ewing  
St. Louis, MO 63103  
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***November 7, 2016***

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<http://www.unicomarc.com>

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November 7, 2016

To: Larry Bussard  
Superintendent  
Richland County Community Unit School District #1

Fr: Rod Wright

Re: Proposal for Community Engagement

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On behalf of everyone at UNICOM•ARC, thank you for giving us the opportunity to submit a proposal for assistance in the design and implementation of a community engagement program for Richland County Community Unit School District #1. We know of no other firm with our experience or expertise in doing this kind of work.

In many ways, we wrote the book the on best practices in community engagement for school districts. When we began doing this kind of work many years ago, there were few if any models or approaches to study or replicate with respect to best practices. We learned community engagement the hard way — by doing it. And yes, we did make mistakes over the years and learning from those mistakes, in large part, has resulted in the discussion you will read in this proposal.

This coming May, our agency will enter its 47<sup>th</sup> year of business. Few firms, such as ours, manage to stay open this long. Our success is built on three basic commitments. First is a commitment to cutting edge technology and approaches. Second is a commitment to not only working hard, but also working smart. And third is an unswerving commitment to client service.

In recent years, we have completed (or are nearing completion on) quite a few engagement programs for school districts in Illinois — an award-winning program for Naperville CUSD 203, Paxton-Buckley-Loda School District, Elmhurst CUSD 205, Wheaton Warrenville CUSD 200, Lisle CUSD 202 and Township High School District 211. We welcome you to contact any of these recent clients to discuss the quality of our work.

Below you will find an approach for coordinating a community engagement program for Richland County Community Unit School District #1 (the District). Please regard this as a starting point. After discussing this, we can make whatever changes needed.

This proposal assumes a 12-month period for the actual engagement program (December 2016 through November 2017). Should this lead to some kind of ballot proposal, this calendar will allow for either a March (or November, for that matter) 2018 election date. There is a lot of flexibility in the calendar and we can use survey data, plus input from the engagement program, to make a decision about the best possible election date (should that be an outcome).

When conducting a community engagement program, time is an important factor. The more “soak time” for community engagement, the more likely a positive outcome. Your District is to be commended for giving itself enough “time” to do this program right.

It is important to take the approach outlined in this document, including some thoughts about calendar, and run them past your architectural firm. That firm will do a considerable portion of the heavy lifting in this program so it is important for that firm to weigh-in on the overall approach.

*We should note that we have done extensive work with your architectural firm. We share much with that firm in the way of philosophy and approach for facility planning via community engagement. We are confident we will make a great team on this program.*

One final note — I felt good about the chemistry when I presented to your Board of Education last month. And chemistry on projects such as this is important. There are lots of decisions to be made and trust and good working relationships are essential ingredients for smart decision making.

Before getting into action steps, I'd like to present some information about our approach to community engagement. Following that, we will discuss a possible approach that might be used for a program in your District.

## Introduction to Community Engagement

Whatever the quality of a school district’s plan, its ultimate value depends on whether the community is willing to support that plan — what we call obtaining community *permission* to improve the school district. In many cases, “top-down” planning by officials and others (including so-called “blue-ribbon” committees) means that the organization must convince the public — after the fact — that it has created a plan that reflects the community’s priorities. Along with trying to determine the needs of the community, then, an organization is faced with the necessity of “selling” such a plan after its development, something which is, in our view, difficult and backwards.

By contrast, the community engagement process outlined in this proposal leads to a plan that is *developed* through the input, cooperation and collective decisions of community participants. As a result, the process yields a plan that is both responsive to community needs and supported at the grassroots level. If large numbers of community members are involved in *discovering* challenges and solutions, those community members will be much more inclined to *support* those solutions. Much as in the classroom, *discovery is more powerful and effective than is persuasion*.

Richland CUSD #1 should be commended for understanding the values and effectiveness of community engagement. We understand that much work has already been done with respect to developing a Master Facility Plan. We are certain, at the end of our program, the District will benefit for many years to come from the two-way communication between the community and District, and the robust connections created as a result of community engagement. After an initial program, many of our clients continue to engage their community via the “branding” (see below) defined by our program.

In this proposal, we will outline a community engagement process that addresses a typical set of issues related to the needs of a school district. However, two things are important to stress about this document. First, the logic of the process and the concepts on which it relies are consistent across all of our community engagement efforts. Our experience has taught us that the structure of the engagement process is essential to its success, and this structure is *flexible enough to address any planning issues* with which an organization might be faced.

Second, each of our community engagement programs is *customized* to the specific needs of the District. The various programs on which we have worked have considerably varied regarding the “issues” or “topics” on the table. Some projects have involved developing broad parameters for a long-range plan involving both facilities and curriculum and instruction, while others have focused on more narrowly defined topics. In general, the broader the “charge” or scope of topics, the longer the process and the more community meetings that are needed.

Because this program involves facility planning, it will require the very active participation of the District’s architectural firm. We are delighted you are working with BLDD. We know that

firm is committed to community engagement and will be a great partner in planning and implementing this program. We have worked with BLDD on many community engagement programs. In fact, our work with BLDD, and our collaboration with the professionals from that firm, led to many of the best practices discussed in this document. The District will definitely benefit from the synergy of our combined approach and the experience our two firms have in working together.

## Summary of Program

In our view, when a school district faces the challenge of providing optimal programs and services for its constituents, success in addressing that challenge is more likely when conducting a facility planning study utilizing a community engagement model.

In doing so, it is incumbent on the school district to educate the public about the benefits of possible solutions. If additional funding is necessary for construction and/or, renovation, success will require a broad base of citizen consensus, involvement and support. And while the school district has things about which to educate or inform the community, community members have things about which they would like to educate or inform their school district. Effective two-way communication is imperative.

One useful way of thinking about many *unsuccessful* planning initiatives by school districts is the phrase, ***“no voice, no choice, no commitment.”*** Clearly, a community has an enormous voice in shaping the future of its school district, but the question remains as to ***how and when*** that voice will be heard.

Being pro-active and making the voice of the community a part of the planning process can — and will — increase the probability of support for any initiative, ballot or otherwise, that might emerge from this process. Because people have a voice, they have an opportunity to make a choice *and* a commitment to a solution or initiative for improving the District.

The best way to create the necessary community understanding and support for a plan that meets the organization’s needs is through an effective community engagement program. ***Community engagement achieves successful results through participatory, community-based planning and grassroots involvement.***

Community engagement also helps to identify and bring together major stakeholders in the community. These individuals can help to develop a plan and eventually work to build community support for key elements of a strategic or long-term plan.

Given these conditions and because today's citizens tend to be skeptical of government, we are recommending that organizations consider creating a plan through a ***participatory process*** that will foster citizen understanding of challenges and issues. This process will help to create a broad

base of community consensus and support for implementation by including several critical elements:

- Large number of participants
- Internal “buy-in” and support
- True, two-way communication
- Data driven process that drives collective agreement and wise decision-making
- Citizen leadership
- Clear mission and agenda
- Action and accountability
- Vision of excellence

U•A has built these components into a plan that engages local communities and helps them to understand the challenges faced by public entities while, at the same time, making them a part of the solution. This document offers a description of such a process, which typically involves:

- Formation of a Citizens Group (what we call a Facilitating Team) to oversee development of a plan;
- Implementation of workshop-like public sessions;
- Production of effective two-way communication between residents and the organization;
- Creation of community understanding and buy-in of the plan; and
- The establishment of a volunteer network within the community that will lay the foundation of support to implement the plan.

Creating and implementing such a community engagement program is one of the strengths of the U•A team. Our staff includes a unique group of experts who specialize in public sector-related communications and public affairs. Using our combined experience, we can successfully execute a program that promotes a better understanding of the organization's needs and invites the community to help produce a solution to those needs.

Our team can also help the Board of Education and administration clearly define what their options are communications-wise, in developing and promoting a plan, and how best to execute those options. In addition, we can help officials better understand what their decisions will mean from a public relations standpoint as they begin the process of educating the public about the needs and possible solutions.

Following is an example of a typical community engagement program that supports the development and public approval of a community-wide plan. This process consists of seven parts involving ongoing and effective communications. They are:

1. Selecting a Facilitating Team;
2. Involving broad-based citizen participation;
3. Conducting public opinion research;
4. Holding topical district-wide, or building site-level, engagement sessions;
5. Developing the plan;
6. Assisting with outreach strategies to the community leadership; and
7. Assisting with outreach strategies to the general public.

In most cases, an organization staff member (administrative level person) is assigned as a liaison to work directly with U•A during the community engagement process. This person provides leadership to organization support staff members in the production of the necessary materials and documents for each meeting as described by the Facilitating Team. There are also detailed arrangements that must be put in place for each session. This might include nametags for participants, worksheets, room arrangements, audiovisual equipment and materials, and session agendas, along with the gathering and assembling of materials/documents in folders or notebooks, as well as other duties.

The liaison would also serve as an internal champion of this process. This individual must be respected by both internal and external audiences. He or she would give the program a high profile with both organization staff and the community and would work directly with our assigned staff to make sure program details are dealt with efficiently and professionally.

We must also note that, although this is a **community** engagement program, it is imperative that the U•A team has the enthusiastic participation and support of the organization's governing board, administration and staff to succeed in this venture. Only with that internal cooperation can we succeed in showcasing an organization's needs and lay the groundwork for support that ensures the organization can continue to provide first-class programs and services for the 21st Century.

## Plan Overview

Next we offer an example of U•A's approach to conducting a school district community engagement program to support the development of a long-range plan. This process is a participatory one that fosters staff and citizen understanding of important issues and works to create community consensus in support of the plan.

It is possible that, following initial meetings with District leadership, that this approach will need adjustment. Also, we strongly recommend that the Facilitating Team (see below) have some role in making adjustments to the overall approach. The program, in its final form, should be the Team's program, not UNICOM•ARC's.

### ***Introduction***

Given the fact that today's citizens tend to be skeptical of government, top down planning is not recommended for this program. Our experience has shown that when the public is fully engaged in the planning process, many creative ideas emerge, volunteerism increases, and the community takes on an *esprit de corps* that can be positively channeled into support for a plan. When implemented correctly, community engagement results in sentiments like this one: "This plan was crafted by the people, for the people. It is time for the people to back the work of their own."<sup>1</sup>

It may sound easy, but it is indeed a challenging process. To be fully effective, it must be highly structured and guided by specialized professionals.

An outline of the process is as follows:

- A Facilitating Team (of anywhere from 15 to 25 participants) is selected that is ultimately responsible for all decisions with respect to strategy and communications.
- A broad-base of citizen participation, with representatives from the organization and members from every segment of the community is imperative. In some programs on which we have recently worked, participation has exceeded 500 community volunteers. (A topic to be addressed at Facilitating Team meetings is how to reach out to the various organizations and types of individuals often not "at the table" in strategic planning programs. We have often found Facilitating Team members know their community and effectively brainstorm, along with our advice and consultation, effective methods to reach diverse and often hard-to-reach organizations and individuals.)

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<sup>1</sup> Northwest Herald, editorial section, October 25, 2000.

- Participatory workshops are conducted, and a variety of creative approaches are used to maximize turnout and participation.
- A public opinion survey is conducted to learn about community issues and attitudes relevant to the project.
- Participating citizens then work with appropriate officials, special experts and advisors to develop a plan or plan options.
- Once a plan or plan options are developed, we work with organization officials to communicate the plan/plan options to community leadership. It is important that these parties understand the plan, the problems it addresses, and how it affects the entire community.
- And finally, we communicate details of the plan/plan options and what it means to the general public.

### ***Action Steps***

Perhaps the most important aspect of a community engagement program is making sure that every piece of the puzzle fits together in an efficient, effective manner. The following set of steps represents a typical community engagement program that we would administer.

#### **1. Selecting a Facilitating Team/Developing a “Charge”/Branding**

While the process for developing a plan/plan options must be participatory, the process for directing this program must not. We must approach this process, from beginning to end, with military precision. We recommend creating a small (15-25 people) Facilitating Team that is ultimately responsible for all decisions with respect to strategy and communications.

More specifically, the Facilitating Team must plan and monitor the implementation of the engagement process, act as a sounding board for strategy/approaches and plan the agendas for sessions held as part of the program.

In addition to the U•A team, this Facilitating Team should be comprised of District leadership (superintendent or a senior designee) one or two members of the Board of Education, one internal-to-the-organization facilitator (the person who will make things happen internally), a representative of the organization employee union(s), citizen leadership (these should be members of the community and not employees) and other selected experts (including District architects) and advisors.

*Since the scope of work for this program involves facility improvement, it will require the very active involvement of the District’s architects or some other building improvement professional. We should emphasize, we are not architects (though one member of our staff is a certified facility planner). The facility*

*improvement professionals will be called on to prepare the “facts and figures” that support the development of options or scenarios for facility improvements. That work is outside of the scope of our services discussed in this proposal.*

One of the first tasks for UNICOM•ARC in this program is to sit down with administrative and Board of Education leadership and brainstorm the right mix of citizen leadership for this effort. It is a critically important first step to assure success of the overall program. Oftentimes our clients underestimate the importance of this very critical first step.

We have often divided the Facilitating Team into three subcommittees: (1) a communications subcommittee that provides citizen input on all materials; (2) a canvassing committee that delivers “door-to-door” material about the status of facility planning and invites citizen input on options; and (3) a community outreach subcommittee that primarily organizes a “Listener’s Bureau” for outreach to community organizations and encourages organization members to have input to the process. This subcommittee could also host some kind of open house (perhaps offered at multiple times and locations) perhaps highlighting (by a tour of the buildings) facility challenges and obtaining citizen input on the options including possible next steps for implementation of the best of the options.

This group, evaluating models, processes and best practices provided by UNICOM•ARC, will craft a community engagement program uniquely designed for Richland CUSD #1. This process involves selection of a name and defining activities and schedule for those activities.

UNICOM•ARC will work with the administration and/or Board of Education in developing a “charge” or set of directions for this group — what it should explore and examine, the subject matter or scope for recommendations and date by when those recommendations are anticipated. There are lots of controversial issues facing school districts in Illinois, with issues such as common core, funding, pensions, etc., so it is imperative to establish parameters (what to study and what not to study) and goals for this engagement program.

**Presented below is a tentative timeline that can be adjusted following preliminary discussions with District officials and feedback from the Facilitating Team.** It is emphasized that this is only presented for purposes of a starting point for putting together a calendar. Once the “charge” is finalized, a more specific calendar can be completed.

### **Calendar**

Again this is just a typical calendar — which allows for a March 2018 referendum — that can be adjusted following initial meetings with District officials, other team members (the architects, for example) and the Facilitating Team. We offer this only for illustration.

Dec 2016 – Jan 2017: Creation of Facilitating Team/Development of Board of Education Charge/Branding. We will work with District leadership in developing a “charge” for this process — the specific areas in which the Board is seeking recommendations from the community engagement program, and how previous work on the Master Facility Plan should be integrated into this process. We understand that we are not starting from scratch — previous work has been done that should be valued and integrated into this program. That fact should be part of the “charge” given to this engagement program.

Also during this period, we will work with District leadership in the selection of the Facilitating Team. This team will be responsible for the final design and implementation of the community engagement program. It will include six to ten community members (two or three of whom will be the community chairs), two Board of Education liaisons, administrative leadership, perhaps a teacher representative, UNICOM•ARC staff assigned to the process, and staff from the District’s architectural firm and financial advisors (*if appropriate*).

Issues to be discussed during this time include calendar, topics of engagement sessions, fine-tuning the engagement process, branding/marketing and other organizational issues.

We always “brand” our programs with a name (examples are provided following this proposal). That name is representative of the District’s commitment to community engagement. Many districts, following completion of the program, continue to use that name when seeking community input on important subjects. Naperville CUSD 203 is an example of successfully branding “Future Focus” for its ongoing commitment to community engagement.

Feb 2017 – Nov 2017 Five or six (or possibly more) community engagement sessions devoted to: (1) some “big picture” facility issues — what 21st century education looks like both with respect to curriculum and instruction and how that relates to facilities, educational adequacy indices and how district facilities rate, a conditional assessment of current facilities, replacement versus renovations costs, etc.; and (2) evaluation of specific plans addressing the criteria for a Master Facility Plan resulting from earlier meetings.

We recommend that workshop invitations be sent by mail and other communication channels such as social media. We also strongly recommend that a door-to-door canvass be conducted as part of this effort to invite participants. These sessions should lead to the development of a “final” or “best” option for building improvements

Given the difficulty in attracting attendance during the summer, thought should be given to having three sessions during late winter and early spring — taking late spring and summer off — then hosting two or three sessions following the start of the 2017-2018 school year.

Tentatively — we could use the late-winter and early spring months to reach consensus on some big picture issues regarding the facility plan. Then, during summer months, the architects could develop options, or scenarios, for facility improvements consistent with those big picture decisions. Financial advisors could help by providing information regarding how those could be financed. Then during the late summer/fall months, community engagement sessions would be devoted to reaching consensus on a specific facility improvement plan.

Nov 2017 – Dec 2017      Results of the engagement program will be reported to the Board of Education.

Dec 2017                      Board review of report and consideration of next steps including a possible March 2018 referendum. We could not find a 2018 election calendar for Illinois, but the certification date for a March 2018 ballot proposal is probably in late December. [If a November date is selected, we recommend considering stretching this calendar out through the spring of 2018.]

*As an option, rather than conducting community engagement work sessions, it is possible to host a series of open houses to present options for facility improvement and then receive input from those in attendance. These would be “walk-through” open houses, not theater style presentations. We could supplement this approach with other methods of receiving input from the community — an interactive website, door-to-door work, and invitations via social media. This approach can be coordinated in a shorter period of time and involves less overall planning work. We don’t think, though, it is as impactful in terms of providing a solid foundation for a referendum campaign.*

Again, this is only an “example” of a schedule that could be considerably adjusted. Before putting together a more specific timeline, we need to be more fully informed of issues, deadlines, dates, goals, etc., regarding the District.

UNICOM•ARC will also work with the District in communicating this program and its schedule to the media and community. This may involve the development of flyers, mailers (both electronic and printed), press releases and other types of communication vehicles such as social media. We also recommend in-person press briefings and briefings of key community leadership.

The Facilitating Team will meet regularly throughout this program to monitor, coordinate and adjust all aspects of this program.

## **2. Community-wide Participation in Workshop Sessions**

Should this approach be selected as part of developing a plan supported by the entire community, community workshop sessions should include participants from throughout the community to ensure that one area or group does not perceive that others are receiving preferential treatment. Typically, we help to form a “Citizens Group for Planning” that is a microcosm of the community, representing the range of demographic and geographic categories.

The mission will be to evaluate the conditions necessitating a facility improvement plan and then determine which option is the most cost effective to take to the community. **It is important to note that participation in this process is open to *anyone* in the community who wishes to participate.**

Recent efforts with which we have been involved have seen hundreds of community members attending these community-wide planning sessions. One of the keys for success in a program such as this is implementing best practices for both recruiting participation as well as assuring that the sessions are held in a manner to prompt ongoing participation. We learned a long time ago that one poorly planned or implemented community session has the potential of drastically lowering attendance for subsequent meetings.

There are some specifics regarding conducting the workshop sessions that are important to note:

First, each of the community engagement sessions should follow a specific timed agenda that is developed by the Facilitating Team. The session is ‘facilitated’ by the program citizen chairs as they follow a detailed PowerPoint script that has been written by a UNICOM•ARC staff member. The citizen chairs are trained and continually coached by UNICOM•ARC to lead/moderate the sessions. As consultants we are practically never ‘in front’ leading a

session—again, a best practice learned through conducting numerous engagement programs.

Second, it is important to note that these sessions are not to be conducive to the format of an open forum or debate. They are work sessions, focused on results and reaching consensus or collective decisions as a group.

Third, we plan a very tight agenda for the sessions. We usually have a lot to cover in a very short period of time (all sessions are planned for a strict two hour time frame). As such, we do not allow participants to interrupt the presenter with questions. This is communicated to participants at the beginning of each session.

Yes, participants do have questions. We ask participants to jot down their questions during the presentation and then during small group work time (about a 40 minute section of the session following the informational/data presentation) participants can raise their hand and members of the Facilitating Team get the correct individual to the table where the question is being raised. Thus answering the question of one individual or one group does not take time from the productive work of the other small groups.

We also provide several copies of 'I Have A Question/Comment' forms on each small group table that individuals may complete and leave on the table. At the end of the session these are collected and the appropriate person responds to the question within about a 48-hour period of time. Also, the question/comment on the form may, or may not, be related to the session topic.

Fourth, any conflict that may arise during the session typically happens and is resolved at the small group level. A typical small group will range from 4 to 6 participants. Participants are randomly assigned to a small group as they enter the room for the session. One of the norms we follow, for all group decision-making at all levels in the process, is that it is okay to disagree, but that should be done in an agreeable manner.

Fifth, work at each of the sessions is well documented. Following the conclusion of each session a Verbatim Document is created that contains verbatim comments recorded and turned in on a specially designed worksheet (each small group is required to submit the worksheet). Then, UNICOM•ARC staff members conduct an analysis of the data from all the worksheets and create an Executive Summary Document that summarizes the collective decision of all the groups.

We want to stress that the decisions in this process must be data-driven. If there are issues or decisions regarding facilities, it will be the responsibility of the District's architects to

develop scenarios or options and help participants understand both first and long-range costs of those programs.

We recently worked with architects in central Illinois that were able to index and model both educational adequacy scores with short and long-range costs of facility improvements including 30-year operational costs (and savings of certain plans or options). While each option had various emotional responses from participants, this statistical modeling process had the benefit of turning an emotional decision into a more data-driven decision. And the more data/fact driven the process, the more likely it creates consensus for a proposed solution.

### **3. Conducting Research**

We rarely conduct a program such as this without implementing public opinion research of some type. Without question, public opinion research is one of the core strengths of UNICOM•ARC (the “ARC” in our name stands for Attitude Research Company). We know of no other firm that has conducted as many public opinion studies for school districts as has our firm.

Without question, an important step in any successful community engagement or communications program is solid research. Typically, we conduct a telephone survey of local residents to gain a sense of public opinion toward important issues affecting a school district. We often supplement this telephone research with a set of focus groups consisting of organization staff, specific service recipients, community leaders and members of the general public. Completing this research and understanding the results are essential to the subsequent stages of the community engagement process.

While UNICOM•ARC conducts public opinion research using a wide variety of methodologies including Internet surveys and panels, without question, the best methodology for obtaining statistically accurate public opinion is through telephone surveys. It is possible, given the small size of the district, that the telephone interviewing would need to be supplemented by an online version of the survey. A strategy for conducting such a survey is presented below.

Public opinion research can be used in the context of community engagement to test ideas and issues that emerge from the process and/or identify additional priorities and concerns that need to be addressed. The Facilitating Team will often determine the timing of the survey, and we will work to ensure that the survey results are utilized to help strengthen eventual plan/plan options and related recommendations.

Should District officials desire, we will prepare a specific proposal for public opinion research and treat that as an “option” to this program for community engagement. It is possible that the District has already conducted research that can be incorporated into this program. Presented below are the basic steps involved in conducting this type of research.

There are five main steps in the research process, each of which is described below. Most often, we propose conducting a 300-400 sample survey for school districts the size of Richland CUSD #1. This sample size is sufficient to break down the data by demographic categories, as well as provide a reliable measure of public opinion as it relates to the issues facing the District. Following initial discussions with the district and development of a more complete understanding of informational needs, we may recommend either a larger or smaller sample.

### **Assessing informational needs**

An important first step in designing this research project is evaluating the particular needs of the District. Initial meetings with district officials will provide guidance with respect to sampling issues. If the District wishes (and we highly recommend this), we will also hold up to six “input sessions” or focus groups to help us develop the content of the questionnaire. These informal focus groups might be comprised of Board members, administrators, faculty, staff, community members/senior citizens or parents. There is no magic number to six, and if there are key groups in the District population from which focus group results are important, they can easily be added to the mix.

The District will be responsible for recruiting participants to these groups and providing a location (any kind of conference room will work). The sessions will be “hosted” and moderated by a UNICOM•ARC research professional.

The purpose of these sessions is to learn about particular issues of importance to local residents and the language they use to describe them. The language and specific concerns that emerge from these sessions would have a considerable impact on the survey instrument.

### **Developing a sample**

Based on the specific needs of the District, U•A will develop a strategy to complete the proposed number of interviews. For most school districts the size of Richland CUSD #1, the sample size falls into the 300-400 respondent range.

The size of the recommended sample is driven by two primary considerations: (1) overall accuracy; and (2) the desire or need to crosstabulate or disaggregate the results by demographic or classification categories such as attendance area, age of respondent, gender or some other category. This second factor — how the data is to be crosstabulated and analyzed — is the most important factor driving the sample size decision.

We offer a number of sampling options, and we will help the District choose the best strategy available that meets its needs. If a registered voter list is to be used in developing the sample, the District will assume the responsibility of acquiring an electronic copy of this list. We can also, should the District desire, over-sample parents. Because this group is so important to ultimate referendum success, it is essential to obtain a good measure of the attitudes of this group. We also include cell phones in our samples — cell phones are

becoming increasingly available and can be easily incorporated into the study. (Cell phones do add to the over cost, though, because it is illegal for phone centers to use auto-dialers when placing a call to a cell phone number).

### **Questionnaire development**

Based on a review of all relevant information, including input sessions and other meetings with district representatives, U•A will develop a questionnaire to be submitted for approval. Following any necessary revisions, a final draft will be prepared for use by our telephone interviewers.

As part of this process we will review, along with District officials, any previous public opinion research conducted by the district to determine what questions, if any, should be used on this current project for tracking purposes. This kind of time-series, or tracking data, can be very helpful in terms of assisting in the development of long-term communications programs.

We usually recommend a questionnaire with 50-60 questions taking about 15 minutes to complete. We sometimes offer options for a shorter 10-minute survey. A 10-minute survey contains approximately 30 to 40 questions.

### **Fieldwork**

Once we have completed a final draft of the questionnaire, it will be pre-tested to ensure clarity before fieldwork begins. Telephone interviews will be conducted by Customer Research International, a trusted business partner with a national reputation for producing accurate and reliable survey results.

In addition to telephone interviews, we may need to supplement the sample via online surveys. If that is done, the online survey will be statistically weighted to reflect the demographics of the telephone portion of the study.

### **Reporting and analysis**

Overall survey results will be made available within two business days of completing fieldwork. A subsequent final report will include the following items:

- an overview of data
- an executive summary (which includes key findings and interpretations in narrative form)
- complete frequencies (in both tabular and graphic forms)
- a complete, electronic file of cross-tabulations (which break down the responses of each question by demographic category)
- a copy of the survey instrument

In addition to producing written reports, U•A will make an in-person, formal presentation of survey results to an audience of the district's choosing.

It is possible to conduct this survey entirely through the internet. That will considerably reduce the overall free for public opinion research. If this option is selected, we will work with the District in implementing strategies to maximize participation.

#### **4. Sponsoring Participatory Workshop Sessions**

Because this process asks residents for a significant commitment of time and energy, some community members interested in the process might not have the opportunity to participate as extensively as they might wish.

In order to expand the grass-roots base of the community engagement process, there may be other venues available to community members—additional workshop or open house sessions could be scheduled in at the current building and at times more convenient for selected community members.

For this facility improvement process, the additional meetings could be building-based including, for example, asking participants to “grade” their building on various indices of educational adequacy (after an orientation and training session by the District's architects).

The participatory workshop sessions have two major purposes. First, they can provide an opportunity for even greater levels of participation from community members. At the same time, the sessions provide forums in which participants can introduce new ideas and priorities to the process. The results of these meetings are then incorporated into the overall process.

A key to the success of these community workshops is the communications program that underlies the process.

#### **5. Communications for All Community Sessions**

Generally, we recommend the following activities with respect to communications:

- Invitations to the workshops that would be mailed to all community members.
- Production of an informational video or video clips for use at the workshops, but which would also be available on the District’s website and available through other venues. Our agency has made extensive utilization of videos supporting community engagement programs and would be happy to share examples.
- Newspaper ads which highlight the schedule for the workshops.
- Mail pieces and newspaper advertisements promoting the availability of the video.

- Planning with officials to develop site-level strategies for securing attendance at the workshops.
- A speakers bureau to communicate the needs that would be addressed by the plan/plan options and the planning process to various groups around the community.
- Outreach to local media.
- Effective utilization of the organization’s website or special project website.
- A very aggressive utilization of social media (for recent projects, we have brought in our social media consultant, John Hickman of *MySchoolGrid*). We have found that very few school districts truly understand how to effectively use social media as a strategic communications tool or understand how to penetrate the market with its use.

## **6. Development Recommendations**

Following the workshops, a roll-up of results is produced based on the collective decision points developed at each of the community sessions plus input from other engagement activities. This roll-up could include descriptions of various facility improvement options and projected costs (both long and short term) and considers the various alternatives that may be available.

For this program, as stated before, we envision that the “report” will in the form of “findings” from the community engagement program and possible specific recommendations for a facility improvement program along with a suggested dates for a possible referendum.

## **7. Leadership Outreach**

Once a plan is developed, we work closely with the District officials to organize an intensive outreach program to community leadership. The goal of this activity is to make sure that all community leaders understand the condition of existing school facilities and the manner in which the plan addresses those issues. Also, by first communicating with community leadership, the two-step flow of information will assure that this knowledge better spreads to the general public.

## **8. Public Outreach**

During the citizens group formation and plan development stages of this program, we assist the organization with an informational campaign that works to better showcase the needs and to highlight the ongoing development of the plan within the community. Then, immediately after the plan has been finalized, its details must be communicated to the general public.

The following elements are usually part of our public outreach effort:

*- Speakers/Listeners Bureau*

U•A works with program citizen leadership to establish a Speakers/Listeners Bureau, which acts as an outreach arm of the organization at media events to share experiences with and answer questions about the organization and the plan to business groups, civic associations and others.

*- Media Briefings*

To help obtain media coverage of this process, we recommend holding regular media briefings at which the CEO or a organization board representative and a citizen leader of the Facilitating Team would meet with reporters and news editors who deal with public sector entities in the area, including area daily and weekly newspapers.

Besides discussing current news and issues about the organization, its needs, and the implementation of the engagement program, these briefings would also provide a unique opportunity for media professionals to become better acquainted with organization officials in an informal setting.

*- Informational Video*

We can also assist the organization or Facilitating Team in the production of an informational video that focuses on the process and issues it is addressing. This video would be made available throughout the community via multiple copies of a DVD, the District website and other opportunities.

*- District Web and Social Media*

We will also help the organization to use its website and social media site as a conduit for information about the community engagement process. Through a link on the site's main page, a plethora of information can be relayed, including meeting schedules, PowerPoint presentations, videos and consensus points. This effort will provide yet another avenue by which local residents can participate in every aspect of the process, even if they are unable to attend every meeting. Recently UNICOM•ARC has been utilizing the services of MySchoolGrid, a social media consultant. Social media, when utilized correctly (and few school districts understand how to use social media) can be a very powerful communications tool.

**10. Ballot Certification/Informational Outreach**

Following the Facilitating Team report to the Board, and following Board deliberation on that report, the Board of Education will consider placing a proposal on the March 2018 ballot. Assuming that decision is made, the District should implement an aggressive informational

communications program, utilizing the types of communications mentioned above, to announce this decision and explain the benefits of the proposal.

UNICOM•ARC would be delighted to help during this informational communications period and can include language, in our professional services agreement, creating an option for retaining our services for that purpose. Since the District does not have a full-time communication person on staff, our work in helping with informational communications is important.

### **Fee for Service**

For the vast majority of our community engagement programs, following a discussion with District officials regarding our scope of work vis-à-vis what capacity the District has for completing tasks required for successful completion of the program, we estimate the number of hours we anticipate working on the program, multiply that by an hour rate for professional services, and propose a flat fee for service that is paid on a monthly basis during the implementation of the program. That monthly fee, over the past four or five years, has ranged from \$3,000 to \$6,000 for a program such as this — usually on the lower side for a District that has a communication professional on staff.

Excluded from the fee are out-of-pocket expenses for things such as polling, printing, postage, other consultants, and items such as travel and graphic design. We will obtain upfront approval for all out-of-pocket expenses (other than routine things like travel) and will bill those expenses at-cost with no markup. In the production of materials, we will make every effort to utilize internal resources. The fee does not include the cost of conducting a telephone public opinion survey, the hiring of additional consultants, meeting accommodations such as room setup or refreshments, or printing and mailing of materials, brochures, invitations, etc.

Our fee for public opinion research usually ranges between \$16,000 and \$22,000 given the size of the sample and the length of the questionnaire. Tracking surveys are much cheaper. Our fee for survey work is all-inclusive with the exception of required travel. Unlike many of our clients, we do not charge for meetings to present survey results, or to brainstorm the implication of survey results on communication strategies or plans, after the completion of the project.

We have a high level of confidence, based on previous experience, that we will reach an agreement suitable for both Richland CUSD #1 and our agency. As noted, we most often recommend a flat fee for service with a monthly payment. There are a number of advantages, from our perspective, to this approach.

- In terms of overall cost, there is no surprise to the client. Oftentimes, when a firm such as ours bills by the hour, it creates contentiousness regarding the level

of staffing, hours devoted to the project when not on site, hours billed for travel, and multiple staff members attending meetings or working on projects and materials.

*For example, in the early stages of a project, we assign multiple staff to meetings who often view an issue from different and complimentary perspectives. When billing by the hour, we sometimes get push-back from clients for “double-covering” meetings.*

- When working on a community engagement program, we are providing more than time, we are also providing a product. A flat fee for service more accurately reflects this type of professional service.
- It has been our experience, that when we are billing by the hour, clients, in a desire to be frugal, are hesitant to call or involve our staff when we want to be involved and when we need to be involved. Thus projects do not go as well as desired or needed, yet our agency and its reputation is linked to the project.
- From a cash flow perspective, a flat fee for service seems to work best for us and for the client.

For this program, we have estimated a total fee of \$34,560 for the December 2016 through November 2017 period. That comes to \$2,880 per month during that period. That is slightly under the range presented above, but it takes into account comparatively slow months during the summer of 2017 and also that the architectural firm will be doing some of the work with respect to meeting planning. Should we stay on board to help with informational communications until election day in March, that would add another \$11,520 (\$2,880 for four months) to our total fee.

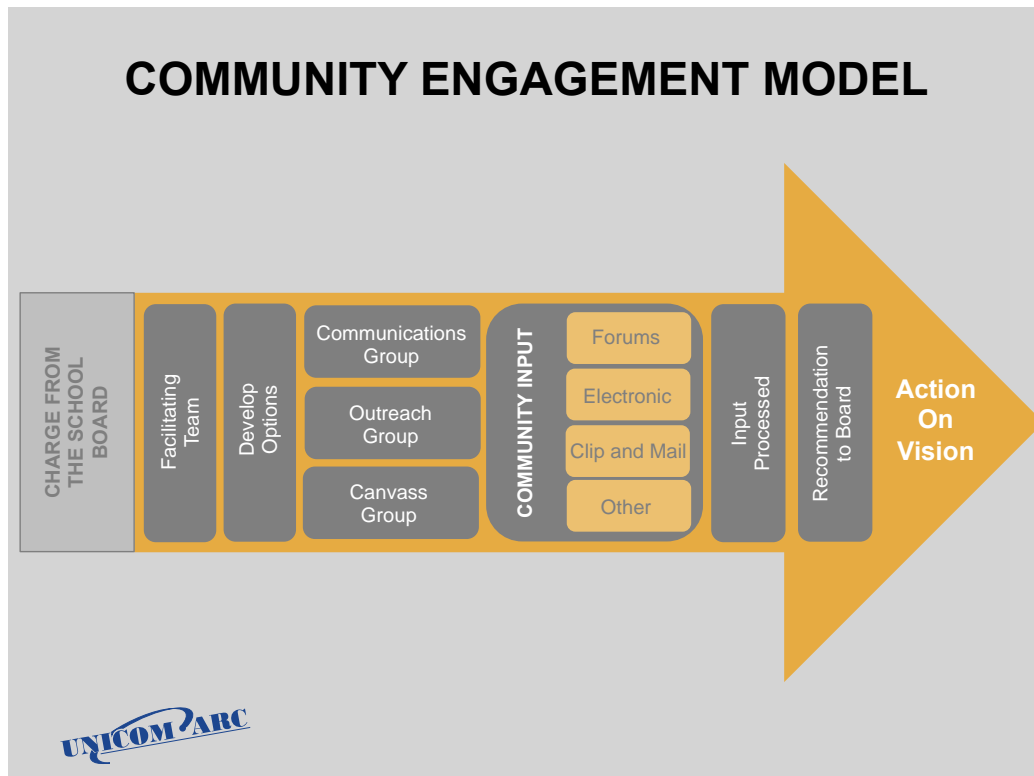
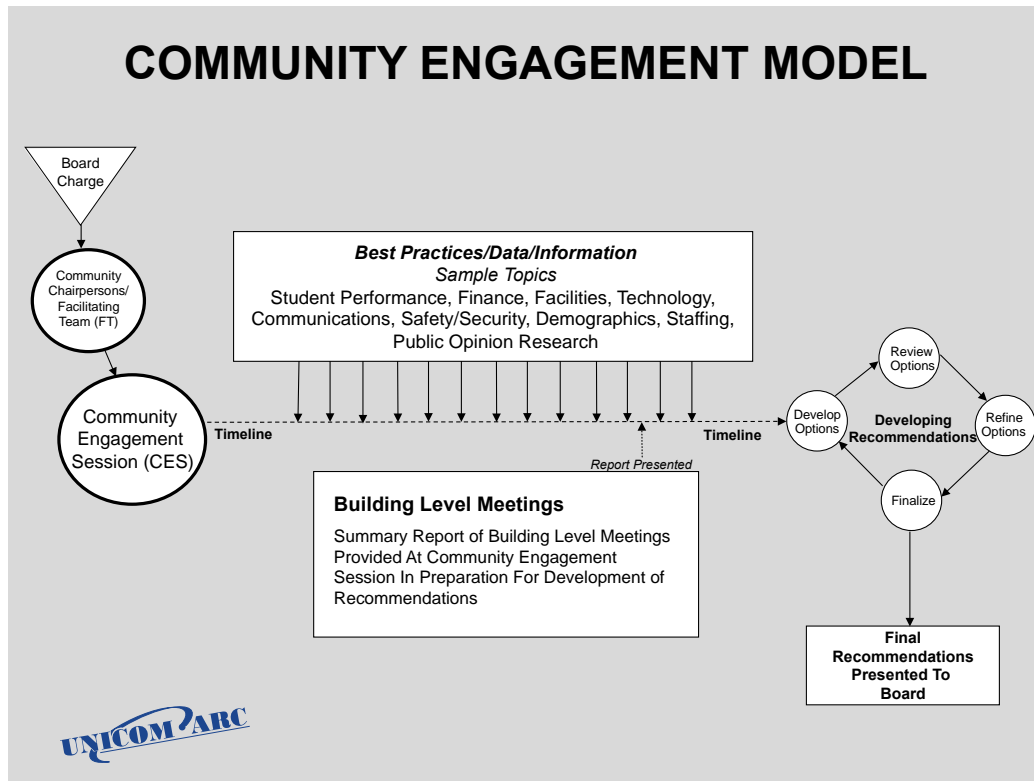
## Conclusion

In order to help Richland County CUSD #1 develop and implement a facility improvement plan that has the best chance of long and short-term success, we hope that you will consider conducting a community engagement process similar to the one outlined in this document. If so, we would look forward to working with you and are prepared to begin discussing the particulars of that process immediately.

On the following pages we have provided a couple of community engagement models that have been successful in other districts; some sample logos of community engagement projects in other school districts/community colleges; and, pictures of a typical community engagement session.

We are eager to assist the District on this project. We are ready to get to work.

## SAMPLE COMMUNITY ENGAGEMENT MODELS



## SAMPLE COMMUNITY ENGAGEMENT LOGOS



## SAMPLE COMMUNITY ENGAGEMENT ROOM SET UP



## **CLIENT INFORMATION**

Provided below is a list of a few recent or current clients for your reference.

### **Township High School District 211**

1750 S. Roselle Road  
Palatine, IL 60067-7336

Tom Petersen, Director of Community Relations  
Phone: (847) 755-6631      email: tpetersen@d211.org

### **Brookfield Public Library, Illinois**

3609 Grand Boulevard, Brookfield, IL 60513

Kimberly Coughran, Library Director  
Phone: 708.485.6917 x121      email: kcoughran@brookfieldlibrary.info

### **Lisle Community Unit School District 202, Illinois**

5211 Center Avenue, Lisle, Illinois 60532

Keith Filipiak, Superintendent  
Phone: 630.493.8001      email: kfilipiak@lisle202.org

### **Naperville Community Unit School District 203, Illinois**

203 West Hillside Road, Naperville, IL 60540

Dan Bridges, Superintendent  
Phone: 630.420.6311      email: dbridges@naperville203.org

Julie Carlsen, Director of Community Relations  
Phone: 630.420.6815      email: jcarlsen@naperville203.org

Mark Trembacki, Community Chair  
Phone: 630.399.1486      email: marktrembacki@aol.com

### **Elmhurst Community Unit School District 205**

162 S. York, Elmhurst, IL 60126

David Moyer, Superintendent of Schools  
Phone: 630/834-4530      email: dmoyer@elmhurst205.org

### **Bedford Central School District**

Fox Lane Campus, P.O. Box 180, Mt. Kisco, NY 10549

Jere Hochman, Former Superintendent  
914-241-6011  
jhockman2785@bcSDny.org

**Wheaton Community Unit School District 200, Illinois**

130 West Park Avenue, Wheaton, IL 60189

Dr. Brian Harris, Former Superintendent

(Dr. Harris was the superintendent who initiated the project at District 200. Near the end of the program he was recruited to be the superintendent at Barrington CUSD 220, Illinois. His contact information at Barrington 220 is as follows:

Phone: 847.842.3588 email: bharris@barrington220.org

Faith Dahlquist, Assistant Superintendent for Educational Services

Phone: 630.682.2002 email: faith.dahlquist@cusd200.org

Erica Loiacono, Director of Communications

Phone: 630.682.2469 email: Erica.loiacono@cusd200.org

Brad Paulsen, AIA, Member - Board of Education

Vice President - Business Development, Wight & Company

Phone: 630-969-7000 • 630-739-6705 email: BPaulsen@wightco.com

**Rockwood School District, Missouri**

111 East North Street, Eureka, MO 63025

Terry Adams, Former Superintendent

Phone: 573.366.3236 email: Terryadams1953@yahoo.com

Kim Cranston, Former Chief Communications Officer

*Current* Missouri Association of School Business Officials, Executive Director

573-644-7900

kcranston@moasbo.org

Dr. Katie Reboulet, Assistant Superintendent – Human Resources

Phone: 636.733.2189 email: rebouletkatie@rockwood.k12.mo.us

**Morton School District 709, Illinois**

1050 S. Fourth Street, Ste. 200, Morton, Illinois 61550

Lindsey Hall, Superintendent

Phone: 309.263.2581 email: lindsey.hall@morton709.org

Carol Jankowski, Communications Coordinator

Phone: 309.263.2581 email: Carol.Jankowski@morton709.org

**Iowa City Community School District, Iowa**

1725 N. Dodge Street, Iowa City, Iowa 52245

David Dude, Chief Operating Officer

Phone: 319.688.1289 email: dude.david@iowacityschools.org

**Pattonville School District, Missouri**

11097 St. Charles Rock Road, St. Ann, MO 63074

Mickey Schoonover, Director-School/Community Relations

Phone: 314.213.8025 email: mschoonover@psdr3.org

**Harper College, Illinois**

1200 W. Algonquin Road, Palatine, IL 60067

Phil Burdick, Asst. V. P. – Communications & Legislative Relations

Phone: 847.925.6183 email: PBurdick@HarperCollege.edu

**Hazelwood School District /Missouri Department of Elementary and Secondary Education**

Dr. Chris Nicastro

Retired

12318 Courtyard Lake Drive

St. Louis, MO 63127

Phone: 314-640-0061 email: Chris Nicastro <chrisnicastro@gmail.com>

UNICOM•ARC conducted multiple projects for Dr. Nicastro when she was superintendent at Hazelwood School District (which passed three bond proposals and one rate increase). We also worked for Dr. Nicastro when she led the Missouri Department of Elementary and Secondary Education.

**Hazelwood School District, Missouri**

159 New Halls Ferry Road, Florissant, MO 63031

Dr. Grayling Tobias, Superintendent

Phone: 314.953.5012 email: gtobias@hazelwoodshools.org

Dwight Lindhorst, Former Assistant Superintendent for Facilities and Finance.

Current - Chief Financial Officer, Ritenour School District

314-493-6065

**St. Joseph School District, Missouri**

925 Felix, St. Joseph, MO 64501

Kevin Kirby, Community Chair

Phone: 816.232.8439-work • 816.383.1991-cell email: kevin.kirby@redcross.org

**Clinton CUSD #15, Illinois**

1210 Highway 54 West, Clinton, IL 61727

Jeff Holmes, Superintendent

Phone: 217.935.8321 email: jholmes@cusd15.k12.il.us

**Decatur School District 61, Illinois**

101 W. Cerro Gordo Street, Decatur, IL 62523

Gloria Davis, Former Superintendent

Phone: 217.429.1109 email: gjdavis1@comcast.net

**School District of Clayton, Missouri**

#2 Mark Twain Circle, Clayton, MO 63105

Chris Tennill, Director of Communications

Phone: 314.854.6015 email: Chris\_Tennill@clayton.k12.mo.us

**School District of University City, Missouri**

8136 Groby Road, University City, MO 63130

Joylynn Wilson Pruitt, Superintendent

Phone: 314.290.4002 email: jwilson@u-city.k12.mo.us

## **UNICOM•ARC & STAFF CREDENTIALS**

UNICOM•ARC has more than 46 years of experience in working with state and local government, and corporate clients. We know of no other full-service communications agency in the country that can rival our experience with public school and community college districts. Projects on which we have worked have won multiple awards from the National School Public Relations Association, two Golden Paragon Awards from the National Council for Marketing and Public Relations and two Magna Awards from the American School Boards Journal.

From conducting public opinion research, engaging the community in two-way conversations to plan a district's future, recreating brands, recruiting students, producing communication materials, and winning referenda, the professional staff at U•A brings together a diverse background to meet the needs of each client.

Our efforts have included:

- Implementing successful community engagement programs for dozens of school districts
- Assisting on tax increase and bond elections including referenda to support more than \$4 billion in improved facilities
- Designing and implementing comprehensive community engagement programs for some of the nation's largest community colleges
- Re-branding and image improvement work
- Production of new student recruitment materials
- Conducting communications audits and rebuilding and redesigning school district communications programs
- Developing innovative approaches for social networking and other forms of electronic communications
- Creating long range plans, including facility master plans, utilizing a community engagement program
- Assisting school and community college districts with crisis communications

Our firm is one of the few public relations firms to maintain membership in the National School Public Relations Association in addition to several state chapters of this organization. Professionals on our staff are regularly called upon to speak at regional and national conferences. Dan Burns and John Siemers, two senior members of our staff, won countless awards when serving as Director of Communications in large St. Louis metropolitan area school districts (Rockwood and Parkway School Districts).

## UNICOM•ARC PROFESSIONAL CREDENTIALS

Presented below are short resumes of our professional staff.

### **Rodney D. Wright, Ph.D., President**

A nationally recognized expert in public opinion and market research, Dr. Rod Wright joined Attitude Research Company (ARC) as its president in 1986. When ARC merged with its parent company UNICOM Group to form UNICOM•ARC, Dr. Wright became president of the combined firm. Prior to joining ARC, Dr. Wright was vice-president and director of research with Public Response, Inc., a political and business consulting firm. He also served on the faculty at Southern Illinois University-Edwardsville and the University of Missouri-St. Louis.

Dr. Wright has directed a wide variety of public opinion, community engagement and communications projects for hundreds of corporate and political clients and school and community college districts throughout the United States. Under Dr. Wright's direction, UNICOM•ARC's educational clients—when including both elementary and secondary education and institutions of higher education—span the country and range in size from under 1,000 students to more than 140,000 students. Under Dr. Wright's leadership, UNICOM•ARC has twice won the Magna Award from the American School Boards Journal and numerous other awards for engagement and communication programs.

In 1995, Dr. Wright directed a public engagement program for the Missouri Department of Elementary and Secondary Education (DESE) related to the development and approval of Missouri's Show-Me Standards for student performance. In *Education Week's* 1997 nationwide study of elementary and secondary education entitled Quality Counts, this effort was praised as helping Missouri "to avoid the debates that have characterized standards-setting in many other states where reform opponents have branded standards as 'vague' and intrusive." Dr. Wright is currently part of the team coordinating DESE's efforts to improve educational performance in Missouri making it a "top ten" state.

Dr. Wright is a sought-after speaker at national and regional conferences. He has spoken or conducted workshops for the National School Public Relations Association, the National Council for Marketing and Public Relations, the Annual Management Symposium of the American Chamber of Commerce Executives, the Annual Leadership Forum of the American Bar Association and the State Education Improvement Partnership (a collaborate effort of the Council of Chief State School Officers, the Education Commission of the States, the National Association of State Boards of Education, the National Conference of State Legislatures, and the National Governors' Association).

Dr. Wright holds a Ph.D. in political science from Washington University, where he specialized in public opinion research. He also holds a master's degree from Washington University and a bachelor's degree from William Jewell College.

### **Dan Burns, Senior Associate**

Dan Burns joined the St. Louis based UNICOM•ARC communications and opinion research agency in 1999. As Executive Director of the agency's Education Division Dan designed and managed numerous community engagement long-range planning projects for school districts, community colleges and other organizations. In doing so he has worked directly with small core teams to insure the program was customized for the objectives of that organization. He has organized and facilitated stakeholder sessions of up to 600 participants. Dan knows how to integrate appropriate communications throughout a planning timeline to inform the broader public of the planning effort and build a foundation to support a spirit for implementation at the conclusion of the planning process. He has led planning initiatives that have included everything from goal setting/visioning for districts and Boards to pre-referendum work for operations or capital improvements.

Dan began his career as a classroom teacher at the middle school and high school level before spending 28 years as Director of Communications, Planning and Development for the Rockwood School District. He was widely regarded as one of the top school communicators in the nation. During his tenure at Rockwood, the District passed 13 bond proposals totaling \$240 million (including the largest school bond proposal ever passed in the St. Louis County area at that time) and three successful operating levy increases. Dan has received numerous awards from both the National and Missouri School Public Relations Associations for his outstanding work in the educational communications field. Most recently he was named recipient of the Missouri School Public Relations Association's Distinguished Service Award.

Rockwood was labeled the fastest growing (average annual growth of 1,000 students in the decade of the 80's) district in Missouri during much of Dan's time in the role of planning and development. Dan coordinated the development of demographic studies used to recommend the timing and location of new schools in Rockwood, as well as additions to existing schools. He also facilitated a variety of community engagement activities that led to the development of strategic and long-range planning documents, including the need and site selection for nine new schools. As part of this role, Dan also completed building utilization studies and attendance area adjustments to balance school enrollments with building capacities.

In Dan's role as public relations officer, he provided leadership in the design and production of brochures, flyers, newsletters and newspapers. He coordinated media relations and represented the District as a member of key community organizations. He also coordinated, planned and executed numerous special events — including the District's awards program, the District's employee orientation program, and groundbreaking ceremonies and dedication programs for new facilities.

Dan received his bachelor's degree in education from the University of Missouri-St. Louis. He holds a master's degree from Indiana University-Bloomington.

### **Cindy Gibson, Senior Associate**

Cindy Gibson is a 30-year communications and public relations veteran with extensive experience in educational administration. Cindy brings a wide range of skills to UNICOM•ARC having worked in all areas of communications including journalism, advertising and marketing. As the assistant to the superintendent for communications and community services for a St. Louis suburban school district, her public relations programs, community engagement initiatives and election communication strategies earned national recognition from the National School Public Relations Association, the National School Boards Association and from national political election organizations.

In addition to public relations and communications, she is also considered a leader in school emergency and crisis planning. She was a member of a local school district that teamed with St. Louis County Department of Health and the Missouri Department of Health and Senior Services to better protect the St. Louis area in the event of a bioterrorist attack or large-scale crisis.

Cindy continues to impact educational public relations by serving as a mentor for local professionals in the field and working with the National School Public Relations Association on special projects and emergency communication needs across the country including assisting the Moore Oklahoma School District following the tornado that devastated the community.

Gibson received her bachelor's degree in Public Relations and Communications from Arkansas State University in Jonesboro, Arkansas and has her master's degree in Corporate Public Relations from Lindenwood University in St. Charles, Missouri. She earned her Accreditation in Public Relations, APR, (one of the highest certifications in the profession) in 2007.

### **John K. Siemers, Senior Associate**

John joined UNICOM•ARC in 2007 after retiring as the Assistant Superintendent for District Operations (Facilities, Transportation, Food Service, Environmental Services, Material Management and Security) with Parkway School District, a 20,000-student school district in suburban St. Louis, MO. He also spent ten years at Parkway as the Director of Public Affairs and Communications, serving as president of the regional chapter of the Missouri School Public Relations Association and receiving numerous awards for excellence in school public relation work from the National School Public Relations Association. In addition John trained with the Burke Institute in qualitative research and focus group facilitation during his tenure with Parkway.

His other accomplishments include the successful completion and authorship of numerous educational research projects including safety and security, demographics, food and nutrition, discipline, diversity and instructional space. Additionally, John led several community engagement programs for district planning purposes. The 2006 "Current Realities" program

developed by John was the recipient of a National School Public Relations Association Gold Medallion award. John has also been awarded the “Pillar of Parkway” award for exemplary leadership and integrity and the Superintendent’s Leadership Award.

Throughout his 30 plus year career, John has served in the public sector in a variety of leadership positions. He served eight years as the executive director of a non-profit, United Way organization and four years as an administrator of a municipal government in west St. Louis County. He completed his masters degree at Washington University in counseling psychology and participated in post graduate studies in social work at the George Warren Brown School of Social Work.

John works for UNICOM•ARC in a consulting role and with educational institutions, non-profits and municipal governments to facilitate community engagement programs, communication audits, public opinion research, facility study efforts and other communication-related issues.

#### **Jenna Engler, Associate**

Jenna Engler has 16 years of experience in the field of education as an educator in a K-12 school district, an adjunct professor and course writer at Benedictine University, and professional development presenter. While at Benedictine University she also served as the Learning Management System Coordinator at the National Moser Center for Adult Learning supporting both students and professors with online course management and maintaining the integrity of all online education master programs.

Recently, Jenna has worked as an educational consultant supporting school districts in the Chicagoland area. As a consultant her expertise includes educational leadership and communications, public relations, marketing, and social media design and development. She recently teamed with UNICOM•ARC on a highly successful community engagement program for Lisle Community Unit School District 205. Following completion of that program, she joined the UNICOM•ARC team to provide consultation and leadership on Chicagoland projects.

Mrs. Engler earned a Masters of Arts from Aurora University and Bachelors of Science from Northern Illinois University.

#### **Andrew J. Duttlinger, Research Consultant**

Andrew (Andy) Duttlinger joined UNICOM•ARC in July 2000. He is responsible for all aspects of public opinion research projects, including questionnaire design, statistical analysis, and interpretation of research results. Since joining UNICOM•ARC, he has worked on projects for a wide range of public and private entities. Public clients include Metro, St. Louis County, the O’Fallon (MO) Parks and Recreation Department, Manchester Corridor Revitalization Committee and dozens of school Councils and community colleges across Missouri and Illinois.

Mr. Duttlinger graduated from the University of Illinois at Urbana-Champaign in 1992 with a B.A. in Political Science and holds a M.A. in political science from Washington University. Mr. Duttlinger has presented original research at a number of professional conferences, including the National School Public Relations Association, Missouri School Public Relations Association and Pennsylvania School Public Relations Association. He has taught several undergraduate courses at Washington University in the fields of electoral politics, comparative politics, and American politics.

Mr. Duttlinger is a member of the National School Public Relations Association (NSPRA), Missouri School Public Relations Association (MOSPRA), the Illinois Chapter of the National School Public Relations Association (INSPRA) and the American Association of Public Opinion Research (AAPOR).

### **Jennifer Volk, Account Executive**

Since 2002, Jennifer Rolwes Volk has worked with UNICOM-ARC clients to enhance communications, increase community involvement and raise awareness levels. Jennifer's diverse background includes work in media relations, journalism, photography and graphic design. Before entering the public relations field, she worked as a television reporter for KOMU-TV, the NBC affiliate in Columbia, MO. Her experience on the other side of the camera brings clients a unique perspective to media relations.

In addition to project management on community engagement programs and election campaigns, Jennifer has worked with several clients to conduct communications audits and create strategic communications plans to increase the effectiveness of communications programs.

Prior to joining the UNICOM team Jennifer served as media relations assistant for the Rockwood School District, where she was involved in the research, production and media placement of stories involving various news and activities throughout the District. Jennifer's responsibilities at Rockwood also included planning and writing the staff newsletter. Her reorganization of this publication increased readership and received a National School Public Relations Association *Award of Excellence*. She also served as the interim Executive Director for KidSmart – Tools For Learning, a St. Louis based organization that provides free school supplies to underprivileged students.

Jennifer's skills include the development of media contact and media coverage tracking systems used to help create and monitor a successful media relations program. She also has organized special events and "Get Out The Vote" campaigns, and has experience in media buying, photography, graphic design and innovative uses of social media. Jennifer holds a bachelor of journalism degree with an emphasis in broadcast news from the University of Missouri School of Journalism.

# **Bushue Human Resources, Inc.**

104 North 2<sup>nd</sup> St, Suite B  
PO Box 89  
Effingham, IL 62401

**Phone:** (217) 342-3046  
**Fax:** (217) 342-5673  
**Email:** info@bushuehr.com

*An Outsourced Risk Management Company Focusing on Human Resources,  
Insurance, Background Screening and Fingerprinting*

November 7, 2016

Richland County CUSD #1  
1100 East Laurel Street  
Olney, IL. 62450  
Attention: Mr. Larry Bussard

Dear Mr. Bussard,

## **RE: WORKER'S COMPENSATION INSURANCE RENEWAL**

The attached summary illustrates the expiring and renewal coverage with the current Insurance Carrier, Illinois Public Risk Fund (IPRF), through Ramza Insurance Group from Streator, IL.

Our attached renewal worksheet form shows the expiring and renewal coverage from IPRF. The first column of each page is the expiring insurance coverage for the District. The second column is the renewal coverage as presented by the current Insurance Carrier and Agent.

### **Following are some changes from the expiring:**

- IPRF is offering alternate effective dates in 2017. The alternate options are March 1<sup>st</sup>, May 1<sup>st</sup>, or July 1<sup>st</sup>. Notice to amend the effective date must be made to IPRF, prior to January 1, 2017. The District made the decision to accept the term of July 1<sup>st</sup>, in order to be on the same effective date as the other Property/Casualty lines of coverage.
- The Worker's Compensation payrolls have been increased, in order to reflect the payroll term of January 1, 2017 through June 30, 2018.
- The Worker's Compensation rates have been increased for the renewal. The 8868 Class Code (Colleges or Schools, Teachers) rate has been increased from .353 to .381. The 7380 Class Code (Drivers, Chauffeurs, and Their Helpers) rate has been increased from 8.031 to 8.651. The 9101 Class Code (All Other Employees) rate has been increased from 4.271 to 4.601.

The District qualified for a Safety Grant in 2017 from IPRF, the in the amount of \$6,596. The District can visit [www.iprf.com](http://www.iprf.com) for additional details and also for the Grant Application. The Application should be completed after January 1, 2017. The Grand deadline is December 1, 2017.

The renewal reflects an increase in premium in the amount of \$90,354; due to the renewal being on an eighteen (18) month policy term compared to an expiring twelve (12) month term. In reviewing our estimated calculations, the payroll differences account for approximately \$71,000 of the increase and the rate increases account for approximately \$11,000 of the increase.

# **Bushue Human Resources, Inc.**

104 North 2<sup>nd</sup> St, Suite B  
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**Phone:** (217) 342-3046  
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**Email:** info@bushuehr.com

*An Outsourced Risk Management Company Focusing on Human Resources,  
Insurance, Background Screening and Fingerprinting*

We appreciate the opportunity to serve the District. If you have any questions, please feel free to contact our office.

Respectfully,



Steve Bushue  
CEO, Bushue Human Resources, Inc.

VSS

**Richland County CUSD #1 - Renewal Date: 01/01/2017  
Worker's Compensation Renewal Form**

<b>Insurance Agency Name</b>	<b>Ramza Insurance Group</b>		<b>Ramza Insurance Group</b>	
<b>Insurance Carrier Name</b>	<b>IPRF</b>		<b>IPRF</b>	
<b>Employers Liability Limits</b>	<b>Current</b>		<b>Renewal</b>	
Bodily Injury Accident	3,000,000		3,000,000	
Bodily Injury Disease	3,000,000		3,000,000	
Bodily Injury Disease - Employee	3,000,000		3,000,000	
<b>Codes</b>	<b>Estimated Payroll</b>	<b>Rate Per \$100</b>	<b>Estimated Payroll</b>	<b>Rate Per \$100</b>
8868 Colleges or Schools, Teachers	\$11,112,805	0.353	\$17,119,277	0.381
7380 Drivers, Chauffeurs, and Their Helpers	\$654,213	8.031	\$950,816	8.651
9101 All Other Employees	\$1,136,393	4.271	\$1,750,614	4.601
<b>Total Estimated Premium</b>	\$144,512.00		\$234,866.00	

**Notes:**

Illinois Public Risk Fund (IPRF)

\* Richland County CUSD #1 has qualified for a Safety Grant in 2017 from IPRF, in the amount of \$6,596. The District can visit [www.iprf.com](http://www.iprf.com) for additional details and also for the Grant Application. The Application should be completed after January 1, 2017. The Grand deadline is December 1, 2017.

\* IPRF is offering alternate effective dates in 2017. The alternate options are March 1st, May 1st, and July 1st. Notice to amend the effective date must be made to IPRF, prior to January 1, 2017. The District made the decision to accept the term of July 1st, in order to be on the same effective date as the other Property/Casualty lines of coverage.

\* The expiring term is based on a twelve (12) month term, which is January 1, 2016 through January 1, 2017. The renewal term is based on an eighteen (18) month policy term, which is January 1, 2017 through June 30, 2018.

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# Richland County High School

1200 East Laurel Street

Olney, IL 62450

Phone 618.393.2191 • Fax 618.395.1256 • [rchs.rccu1.net](http://rchs.rccu1.net)

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Chad LeCrone, Principal

Andy Julian, Assistant Principal

Larry G. Bussard, Superintendent

Chris A. Simpson, Assistant Superintendent

## VITA

**POSITION:** High School Custodian

**NAME:** Scott E. Williams

**IEIN:** N/A

**ADDRESS:** 123 E. Glenwood  
Olney, IL 62450

**TELEPHONE NO:** (618) 395-2179

**EDUCATION:** East Richland High School (Diploma)  
Wabash Valley College-Mt. Carmel  
Truck Driving

**EXPERIENCE:** Richland County High School  
Substitute Custodian  
September 2016-Present

**BEGINNING SALARY:** \$12/Hour

It is my recommendation that Scott E. Williams be hired as  
a High School Custodian effective November 15, 2016.

Chad LeCrone  
Administrator

11/7/16  
Date



## **RICHLAND COUNTY MIDDLE SCHOOL**

1099 NORTH VAN STREET • OLNEY, ILLINOIS 62450 • P/618.395.4372 • RCMS.RCCU1.NET

**CRIS EDWARDS, PRINCIPAL**

**DARRELL HOUCHIN, ASSISTANT PRINCIPAL**

To: Cris Edwards

From: Darrell Houchin, Athletic Director

Re: Winter 2017 Volleyball Coaching Position

I recommend the following person for an RCMS coaching position for Winter of 2017:

**RCMS Head Volleyball Coach**

Emily Rusk

November 8, 2016

Dear Mr. Bussard,

I would like to inform you and the board that my husband and I are expecting a baby. My anticipated due date is February 1, 2017. I would like to request a maternity leave of approximately 11 weeks. I anticipate this leave beginning the week of January 30, 2017 and returning to work the week of April 10, 2017, barring any unforeseen medical issues with the pregnancy and delivery.

Thank you for your consideration of this request.

Sincerely,

Anita Seiler