

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

**Regular Meeting
Thursday, December 15, 2016
Richland County District Office Board Room
7:00 PM**

- I. Call to Order and Pledge of Allegiance
Routine
- II. Roll Call
- III. 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
Please find attached the regular meeting minutes of November 15, 2016 for your approval. I recommend approval.
 - 1. * Regular and Closed Minutes of the Regular Board Meeting of Tuesday, November 15, 2016 5
- B. * Perusal of Closed Session Minutes 12
We need to review Closed Minutes to consider opening to the public. I recommend the attached closed minutes be opened to the public.
- C. * Financial Reports
As always, if you have questions regarding the financial reports or bills, please contact me prior to the meeting. Our total bill list is \$334,248.12.
 - 1. * Treasurer's Report 26
 - 2. * Balance Sheet 27
 - 3. * Approval of Bills and Payroll 32
 - 4. * All Other Financial Reports
 - a. * Comparison of Funds - November 2015 with November 2016 69
 - b. * Monthly Financial Report 70
 - c. * Other
- D. * Policies for Second Consideration and Adoption
 - 1. * 2.120 Board Member Development 140
 - 2. * 2.125 Board Member Compensation; Expenses 142
 - 3. * 2.200 Types of School Board Meetings 148
 - 4. * 2.220 School Board Meeting Procedure 153
 - 5. * 4.60 Purchases and Contracts 159
 - 6. * 4.110 Transportation 162

7. * 4.175 Convicted Child Sex Offender; Screening; Notifications	166
8. * 5.60 Expenses	169
9. * 5.125 Personal Technology and Social Media; Usage and Conduct	173
10. * 5.185 Family and Medical Leave	177
11. * 5.190 Teacher Qualifications	183
12. * 5.250 Leaves of Absence	185
13. * 5.260 Student Teachers	191
14. * 5.330 Sick Days, Vacation, Holidays, and Leaves	193
15. * 6.15 School Accountability	198
16. * 6.50 School Wellness	200
17. * 6.60 Curriculum Content	204
18. * 6.140 Education of Homeless Children	210
19. * 6.145 Migrant Students	212
20. * 6.160 English Learners	213
21. * 6.170 Title I Programs	215
22. * 6.310 High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	217
23. * 6.340 Student Testing and Assessment Program	221
24. * 7.15 Student and Family Privacy Rights	223
25. * 7.30 Student Assignment and Intra-District Transfer	227
26. * 7.50 School Admissions and Student Transfers To and From Non-District Schools	228
27. * 7.60 Residence	234
28. * 7.70 Attendance and Truancy	237
29. * 7.250 Student Support Services	241
30. * 7.260 Exemption from Physical Education	243
31. * 7.305 Student Athlete Concussions and Head Injuries	245
32. * 7.310 Restrictions on Publications; Elementary Schools	249
33. * 7.315 Restrictions on Publications; High Schools	252
34. * 8.30 Visitors to and Conduct on School Property	256
35. * 8.70 Accommodating Individuals with Disabilities	260
E. * Communication	
1. * Thank You from Patti Davis	262
<i>We received a thank you from Patti Davis for the American Education Week gift.</i>	
2. * Thank You from Chad Taylor	263
<i>We received a thank you from Chad Taylor for the American Education Week gift.</i>	

F. * November FOIA Log	
<i>We did not have any FOIA requests in the month of November.</i>	
G. * Administrative Reports	
<i>Administrators have prepared written reports and will be at the meeting to answer any questions that you may have. *Note: Athletic Directors' reports have been added under Administrative reports. These reports will be presented after each sports season.</i>	
1. * RCES (K-2) Principal - Margaret Hahn	
2. * RCES (3-5) Principal - Andy Thomann	264
3. * RCMS Principal - Cris Edwards	266
4. * RCMS Assistant Principal/Athletic Director - Darrell Houchin	
5. * RCHS Principal - Chad LeCrone	267
6. * RCHS Assistant Principal - Andy Julian	
7. * RCHS Athletic Director - Curt Nealis	268
8. * Special Education - Mick Whittler	272
9. * Program Administrator - Jennifer Tedford	
IV. Recognition and Comments from Employees and Public	
A. RCHS Musical - "The Sound of Music"	
<i>Our congratulations to the cast, crew, and directors of the high school musical, "The Sound of Music" on an outstanding production.</i>	
V. Administrative Report	
A. Superintendent's Report	
<i>I will give a brief report on the following items:</i>	
1. Financial Update/Review	273
B. Assistant Superintendent's Report	274
VI. Unfinished Business	
VII. New Business	
A. Approve 2016 Tax Levy	275
<i>I will present the Tax Levy and then recommend for approval.</i>	
B. Approve Risk Management Plan	283
<i>Attached is the FY17 Risk Management Plan developed by Bushue Human Resources. I recommend approval.</i>	
C. Approve Fuel Bid	300
<i>Fuel bids will be opened December 14, 2016. We will have the recommendation at the meeting for your approval.</i>	
D. Approve Bus Specifications	301
<i>I recommend approval of attached bus specifications.</i>	
E. Consideration and action on a Resolution providing for the issue of Taxable General Obligation Refunding School Bonds, Series 2016A, and General Obligation Refunding School Bonds, Series 2016B, of the District, for the purpose	

of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

- F. Consideration and action on a Resolution authorizing and directing the execution of an Escrow Agreement in connection with the issue of Taxable General Obligation Refunding School Bonds, Series 2016A, and General Obligation Refunding School Bonds, Series 2016B, of the District.

VIII. Executive Session

We will need a motion to enter Executive Session to discuss the following items:

- A. To Consider Information Regarding Appointment, Employment, Discipline, or Dismissal of Individual Employees
- B. To Consider Matters of Negotiation
- C. To Discuss Student Disciplinary Cases
- D. To Discuss Matters of Possible or Pending Litigation
- E. To Discuss Matters of Closed Session Minutes

IX. Employment

- A. Bus Driver(s) 308

Brent Inyart has recommended the transfer of Amy Angle from Bus Aide to Regular Bus Driver and Cindy Schuetz from Regular Bus Driver to Special Needs Bus Driver. Brent has also recommended the hire of Doug Wingert as Regular Bus Driver. I recommend approval.

- B. Spring 2016 Coaching Recommendations 311

Attached are the coaching recommendations for Spring 2016. I recommend approval.

- C. Spring 2016 Volunteer Coaching Recommendations 313

Attached is a list of volunteer coaches for Spring 2016. I recommend approval.

- X. Approve Dual Credit Memo of Agreement 314

XI. Community Engagement Discussion

XII. Adjournment

The next regular meeting will be held on Thursday, January 19, 2017 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 Richland County Elementary School Library, 1001 Holly Rd., Olney, Illinois, Tuesday, November 15, 2016.

AGENDA #I – “Call to Order & Pledge of Allegiance” – The meeting was called to order at the hour of 7:00 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. Leon Redman and Mr. Jeff Wilson. Members absent at roll call: Mr. Steve Marrs. 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; 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. RCES Principals’ Remarks/Skype with Author Josh Funk

#III-B. RCES K-5 Students share data from RCES Celebration of Learning

#III-C. 5th/6th Grade Choir

#III-D. Olney FFA Ag Sales Team – placed 18th at the FFA National Convention in Indianapolis, Indiana.

#III-E. Olney FFA Forestry Team – placed 3rd at the FFA National Convention in Indianapolis, Indiana.

#III-F. Olney FFA Environmental & Natural Resources Team - placed 21st at the FFA National Convention in Indianapolis, Indiana.

AGENDA #IV – “Consent Agenda” –

#IV-A. Minutes: Regular and Closed Minutes of the Regular Meeting of Thursday, October 20, 2016.

#IV-B. Closed Minutes

1. **Destruction of Closed Session Audio Recordings** - Regular Meeting of Thursday, April 23, 2015.

#IV-C. Financial Reports - Treasurer’s Report, Balance Sheet, Bills and Payroll, Other Financial Reports showing a total bill list of \$849,871.39.

#IV-D. Policies for First Consideration - The Board approved the following policies for First Consideration: 1) 2.120 Board Member Development; 2) 2.125 Board Member Compensation; Expenses; 3) 2.200 Types of School Board Meetings; 4) 2.220 School Board Procedure; 5) 4.60 Purchases and Contracts; 6) 4.110 Transportation; 7) 4.175 Convicted Child Sex Offender; Screening; Notifications; 8) 5.60 Expenses; 9) 5.125 Personal Technology and Social media; Usage and Conduct; 10) 5.185 Family and Medical Leave; 11) 5.190 Teacher Qualifications; 12) 5.250 Leaves of Absence; 13) 5.260 Student Teachers; 14) 5.330 Sick Days, Vacation, Holidays, and Leaves; 15) 6.15 School Accountability; 16) 6.50 School Wellness; 17) 6.60 Curriculum Content; 18) 6.140 Education of Homelessness Children; 19) 6.145 Migrant Students; 20) 6.160 English Learners; 21) 6.170 Title I Programs; 22) 6.310 High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students; 23) 6.340 Student Testing and Assessment Program; 24) 7.15 Student and Family Privacy Rights; 25) 7.30 Student Assignment and Intra-District Transfer; 26) 7.50 School Admissions and Student Transfers To and From Non-District Schools; 27) 7.60 Residence; 28) 7.70 Attendance and Truancy; 29) 7.250 Student Support Services; 30) 7.260 Exemption from Physical Education; 31) 7.305 Student Athlete Concussions and Head Injuries; 32) 7.310 Restrictions on Publications; Elementary Schools; 33) 7.315 Restrictions on Publications; High Schools; 34) 8.30 Visitors to and Conduct on School Property; 35) 8.70 Accommodating Individuals with Disabilities. **Document Registry 16-11-01**

#IV-E. Communication - The Board received a thank you from Sheri Gray for flowers sent following the death of her mother, Sue Georges.

#IV-F. October FOIA Log – The Board received one FOIA Request, which was responded to on October 7, 2016 **Document Registry #16-11-02.**

#IV-G. Building & Student Discipline Reports - Written reports were presented by 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 #IV – “Adoption of Items Listed on Consent Agenda”

Board Action: Mrs. Brooks made a motion to approve the items as presented on the Consent Agenda. 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. Redman and Mr. Wilson. Members voting nay: None. Members Absent: Mr. Steve Marrs. Having received 6 yea and 0 nay votes, the Chair declared the motion carried.

AGENDA #V – “Administrative Reports”

#V-A. Superintendent’s Report:

1. **School Board Member Day – November 15, 2016** – Mr. Bussard thanked the board members for their service to the school district and the community in recognition of School Board Member Day.
2. **Financial Update/Review** - Mr. Bussard reported the State has issued vouchers that exceeds \$2.7 million.
3. **Arrangements for Joint Annual Conference** – Mrs. Sonja Music presented board members with a packet of information for the upcoming Joint Annual Conference.
3. **American Education Week – November 14 – 18** – The board of education will be presenting district employees with a small gift on Wednesday, November 16 in recognition of American Education Week.
4. **21st CCLC 2016 State Evaluation** – Mrs. Sherry Geier presented the 2016 21st CCLC State Evaluation and gave an update on the after-school program. **Document Registry #16-11-03**

#V-B. Assistant Superintendent’s Report - Assistant Superintendent, Mr. Chris Simpson, presented information about the 2016 Illinois School Report Card. The new report cards were released by the Illinois State Board of Education on October 31st, and

are now available to the public. The district report card and the individual school report cards can be found on the school district website.

AGENDA #VI - “Unfinished Business” - None

AGENDA #VII - “New Business”

#VII-A. Approve Tentative Tax Levy – The Superintendent recommended approval of a tentative 2016 Tax Levy. This tax levy shows a 4.99% increase from the 2015 levy. The total amount levied, which includes bonds, is \$9,803,924.00.

Document Registry #16-11-04.

Board Action: Mr. Cline made a motion to approve the tentative 2016 Tax Levy as presented. Mrs. Brooks seconded the motion and on a roll call vote the following members voted yea:

Mr. Anderson, Mrs. Brooks, Mr. Cline, Mr. Kinkade, Mr. Redman and Mr. Wilson. Members voting nay: None. Members Absent: Mr. Steve Marrs. Having received 6 yea and 0 nay votes, the Chair declared the motion carried.

#VII-B. Approve Unicom Proposal – The Superintendent recommended approval of a proposal from Unicom for a community engagement program.

Document Registry 16-11-05.

Board Action: Mr. Wilson made a motion to approve the Unicom Proposal. 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. Redman and Mr. Wilson. Members voting nay: None. Members Absent: Mr. Steve Marrs. Having received 6 yea and 0 nay votes, the Chair declared the motion carried.

#VII-C. Approve Worker’s Compensation Insurance Renewal - The Superintendent recommended approval of the Worker’s Compensation Insurance Renewal.

Document Registry 16-11-06.

Board Action: Mr. Kinkade made a motion to approve the Worker’s Compensation Insurance Renewal. 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. Redman and Mr. Wilson. Members voting nay: None. Members Absent: Mr. Steve

Marrs. Having received 6 yea and 0 nay votes, the Chair declared the motion carried.

AGENDA #VIII – “Executive Session” – Mrs. Brooks 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. Mr. Wilson 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 9:32 p.m.

Closed Meeting Ended: Mr. Redman made a motion to adjourn the closed meeting and reconvene in open session. 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. Redman and Mr. Wilson. Members voting nay: None. Members Absent: Mr. Steve Marrs. Having received 6 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 9:42 p.m.

AGENDA #IX “Employment” – The Superintendent recommended approval of the following for the 2016-2017 school year:

#IX-A RCHS Custodian – Scott Williams

#IX-B. RCMS Volleyball Coach – Emily Rusk

Board Action: Mrs. Brooks made a motion to hire the above mentioned personnel for the 2016-2017 school year, 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. Redman and Mr. Wilson. Members voting nay: None. Members Absent: Mr. Steve Marrs. Having received 6 yea and 0 nay votes, the Chair declared the motion carried.

AGENDA #X “Resignations” – No action.

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

#XI-A. RCES Teacher – Anita Seiler (1/30/17 – 4/1/17)

Board Action: Mr. Wilson made a motion to approve the above mentioned leave of absence. 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. Redman and Mr. Wilson. Members voting nay: None. Members Absent: Mr. Steve Marrs. Having received 6 yea and 0 nay votes, the Chair declared the motion carried.

AGENDA #XII – “Adjourn”

Board Action: Mr. Wilson made a motion to adjourn. The next Regular Meeting will be Thursday, December 15, 2016, at 7:00 p.m., in the Richland County School District Office Board Room. Mr. Redman seconded the motion and on a viva voce (by the voice) vote the Chair declared the motion carried and the meeting adjourned at 9:51 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, Tuesday, November 15, 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 Richland County Elementary School Library, 1001 N. Holly Rd., Olney, Illinois, in the aforesaid school district, Tuesday, November 15, 2016

Present were the following members of the Board of Education: Mr. Ben Anderson, Mrs.Carolynne Brooks, Mr. Alex Cline, Mr. Steve Kinkade, 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, RCHS Assistant Principal; Mrs. Cris Edwards, RCMS 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 Mrs. Brooks and seconded by Mr. Wilson. The motion carried on viva voce vote (by the voice) with all members present and voting yea. The closed meeting started at 9:32 p.m.

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

1. **Employment/Appointment for 2016-2017 School Year** – The employment of a RCHS Custodian and RCMS Volleyball Coach.
2. **Resignations** – No action.
3. **Leaves of Absence** – The leave of absence of RCES Teacher.

No formal actions were taken during the closed meeting, which was in session from 9:32 p.m. to 9:42 p.m. The closed meeting ended after a motion by Mr. Redman, seconded by Mr. Wilson.

Approved: President: _____

Secretary: _____

Date Opened to Public Record: _____

MINUTES OF CLOSED MEETINGS OF BOARD OF EDUCATION
Richland County Community Unit School District No. 1
Held During Regular Meeting, Thursday, January 21, 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, January 21, 2016

Present were the following members of the Board of Education: Mr. Ben Anderson (President), Mrs.Carolyn Brooks, Mr. Steve Kinkade, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, 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; and Ms. Cris Edwards, RCMS Principal; Mr. Darrell Houchin, RCMS Assistant Principal; Ms. Margaret Hahn, RCES Principal; Mr. Andy Thomann, RCES Principal; Mr. Mick Whittler, Special Education Director; Ms. Jennifer Tedford, Program Director; Mr. Kevin Westall, Truancy Director. Also present was Mrs. Alda Ingram Recording Secretary.

Purpose: Under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district; under Section 2(c)(6) of the Open Meetings Act to consider the sale or lease of real property; 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..

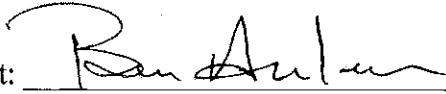
Motion to hold a closed meeting was made by Mrs. Brooks and seconded by Mr. Wilson. The motion carried 7 to 0 on a roll call vote, with all members present and voting yea. The closed meeting started at 9:04 p.m.

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

1. **Reduction In Force** – The Superintendent informed the board that it was his thinking at this time that a reduction in force may not be necessary, due to attrition.
2. **Employment/Appointment** - The employment of RCES and Special Education Paraprofessionals, the RCHS Boys’ Tennis Coach, the RCHS Assistant Baseball Coaches and stipend, the RCHS Spring Volunteer Girls’ Assistant Softball Coaches and Girls’ Assistant Soccer Coach.
3. **Resignations** – The resignations of a RCMS Paraprofessional and future resignation of a Bus Driver.
4. **Notifications of Intent to Retire** – The Notification of Intent to Retire of a custodian.

- 5. **Sale of Property** – Property in Noble was discussed as well as the status of the portable building that has been moved to the Richland County Elementary School site in Olney.

No formal actions were taken during the closed meeting, which was in session from 8:09 p.m. to 8:34 p.m. The closed meeting ended after a motion by Mr. Kinkade and seconded by Mr. Redman.

Approved: President: 

Secretary: 

Date Opened to Public Record: _____

MINUTES OF CLOSED MEETINGS OF BOARD OF EDUCATION
Richland County Community Unit School District No. 1
Held During Regular Meeting, Thursday, February 18, 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, February 18, 2016

Present were the following members of the Board of Education: Mr. Ben Anderson (President), Mrs.Carolyn Brooks, Mr. Steve Kinkade, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, 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, RCHS Assistant Principal; Ms. Cris Edwards, RCMS Principal; Mr. Darrell Houchin, RCMS Assistant Principal; Ms. Margaret Hahn, RCES Principal; Mr. Andy Thomann, RCES Principal; Mr. Mick Whittler, Special Education Director; Mr. Kevin Westall, Truancy Director. Also present was Mrs. Alda Ingram Recording Secretary.

Purpose: Under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district; under Section 2(c)(3) of the Open Meetings Act to discuss vacancy in a public office; under Section 2(c)(6) of the Open Meetings Act to consider the sale or lease of real property; 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 Mr. Wilson. The motion carried 7 to 0 on a roll call vote, with all members present and voting yea. The closed meeting started at 8:16 p.m.

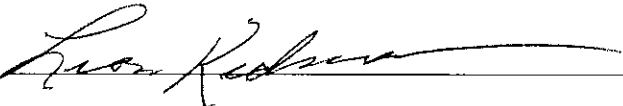
Matters Discussed: The following matters were reviewed and/or discussed in the closed meeting:

- 1.** **Employment/Appointment -** The employment of a RCHS Guidance Counselor. The full time employment of an individual part-time teacher for the 2016-2017 school year was discussed.
- 2.** **Resignations** – The resignations of a RCMS Language Arts Teacher, a RCES Part-Time Special Education Teacher and Teacher Assistant.
- 3.** **Notifications of Intent to Retire** – The Notification of Intent to Retire of a RCES Teacher, a RCES Paraprofessional, a RCCU Bus Driver and a RCES Food Service Employee.
- 4.** **Sale of Property** – Property previously owned by WRCU#2 was discussed.

5. **Vacancy** – The resignation of an individual board member and potential candidates for appointment.

No formal actions were taken during the closed meeting, which was in session from 8:16 p.m. to 8:45 p.m. The closed meeting ended after a motion by Mr. Wilson and seconded by Mr. Kinkade.

Approved: President: 

Secretary: 

Date Opened to Public Record: _____

MINUTES OF CLOSED MEETINGS OF BOARD OF EDUCATION
Richland County Community Unit School District No. 1
Held During Regular Meeting, Thursday, March 17, 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, March 17, 2016.

Present were the following members of the Board of Education: Mr. Ben Anderson (President), Mrs.Carolyn Brooks, Mr. Steve Kinkade, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jan Ridgely, 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, RCHS Assistant Principal; Ms. Cris Edwards, RCMS Principal; Ms. Margaret Hahn, RCES Principal; Mr. Andy Thomann, RCES Principal; Mr. Mick Whittler, Special Education Director; Mr. Kevin Westall, Truancy Director; and Program Administrator, Jennifer Tedford. Also present was Mrs. Alda Ingram Recording Secretary.

Purpose: Under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district; under Section 2(c)(3) of the Open Meetings Act to discuss vacancy in a public office; 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. Redman and seconded by Mr. Kinkade. The motion carried 7 to 0 on a roll call vote, with all members present and voting yea. The closed meeting started at 8:50 p.m.

(Note: Mr. Marrs excused himself from the meeting during Executive Session at 9:11 p.m.)

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

1. **Employment/Appointment** - The employment of a RCMS Language Arts Teacher, a RCMS Math Teacher, a RCHS English Teacher and summer maintenance personnel was discussed. A volunteer driver for FBLA (Future Business Leaders of America) students and a volunteer assistant baseball coach at RCHS was discussed.

Matters questioned in the payroll report regarding individual employees were addressed.

2. **Resignations** – The resignation of a RCES Paraprofessional, effective March 4, 2016, and a RCES Teacher, effective at the end of the 2015-2016 school year, was discussed.

3. **Notification of Intent to Retire** – The intent to retire of a RCES custodian, effective, June 30, 2016, was discussed.
4. **Leave of Absence** – The leave of absence of a RCES Teacher Assistant to complete an internship for her Master’s Degree was discussed.
5. **Resignation of a Board Member** - The resignation of an individual board member and the procedure for selection and appointment of potential candidates was discussed.

No formal actions were taken during the closed meeting, which was in session from 8:50 p.m. to 9:20 p.m. The closed meeting ended after a motion by Mr. Wilson and seconded by Mr. Kinkade.

Approved: President: *Jeffrey A. Wilson*
Secretary: *Sean Redman*
Date Opened to Public Record: _____

MINUTES OF CLOSED MEETINGS OF BOARD OF EDUCATION
Richland County Community Unit School District No. 1
Held During Regular Meeting, Thursday, April 21, 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, April 21, 2016.

Present were the following members of the Board of Education: Mrs.Carolyn Brooks, Mr. Steve Kinkade, Mr. Steve Marrs, Mr. Leon Redman, Mr. Jeff Wilson (Vice-President).

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, RCHS Assistant Principal; Ms. Cris Edwards, RCMS Principal; Ms. Margaret Hahn, RCES Principal; Mr. Andy Thomann, RCES Principal; Mr. Mick Whittler, Special Education Director; Mr. Kevin Westall, Truancy Director and Program Administrator, Jennifer Tedford. Also present was Mrs. Alda Ingram, Recording Secretary.

Purpose: Under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district; under Section 2(c)(3) of the Open Meetings Act to discuss vacancy in a public office; 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 5 to 0 on a roll call vote, with all members present and voting yea. The closed meeting started at 9:26 p.m.

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

1. **Employment/Appointment** – The rehire of the administrative team, certified and non-certified personnel for the 2016-2017 school year was discussed. Coaching positions for the 2016-2017 school year were also discussed.
2. **Resignations** – The pending resignation of a RCHS teacher was discussed.
3. **Notification of Intent to Retire** – The intent to retire of a RCHS custodian, effective in November 2016, and the intent to retire of a RCMS Science Teacher, effective at the end of the 2019-2020 school year, under the Early Retirement Incentive, as per Contract Agreement, was discussed.
4. **Reinstatement of Sick Days** – The reinstatement of sick days for two non-certified

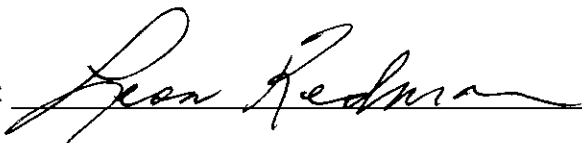
employees was discussed.

5. **Leave of Absence** – The leave of absence of a RCES Teacher was discussed.

6. **Appointment of Board Member** – Board Member applicants were discussed, as well as setting a date for a special meeting for the purpose of interviewing applicants and filling the board vacancy.

No formal actions were taken during the closed meeting, which was in session from 9:26 p.m. to 10:05 p.m. The closed meeting ended after a motion by Mr. Kinkade and seconded by Mr. Redman

Approved: President: 

Secretary: 

Date Opened to Public Record: _____

MINUTES OF CLOSED MEETINGS OF BOARD OF EDUCATION
Richland County Community Unit School District No. 1
Held During Special Meeting, Monday, May 2, 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 (special) public meeting, in the Unit Administration Office Board Room, 1100 East Laurel Street, Olney, Illinois, in the aforesaid school district, Monday, May 2, 2016.

Present were the following members of the Board of Education: Mr. Ben Anderson (President), Mrs. Carolyn Brooks, Mr. Steve Kinkade, Mr. Steve Marrs, Mr. Leon Redman (Secretary), and Mr. Jeff Wilson (Vice-President).

Also present, in addition to Board Members: Mr. Larry Bussard, Superintendent of School and Mr. Chris Simpson, Assistant Superintendent.

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 and under Section 2(c)(3) of the Open Meetings Act to discuss vacancy in a public office..

Motion to hold a closed meeting was made by Mr. Wilson and seconded by Mr. Kinkade. The motion carried 6 to 0 on a roll call vote, with all members present and voting yea. The closed meeting started at 7:02 p.m.

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

1. **Resignations** – The resignation of RCHS Music Teacher and Band Director and RCMS Custodian both effective the end of the 2015-2016 school year was discussed.
2. **Review Board Member Candidates** – The board interviewed four applicants for the vacant board member position.

(Note: Mr. Alex Cline, board member applicant entered meeting at 7:09 pm and left at 7:18 pm.)

(Note: Mr. Pete Seals, board member applicant entered meeting at 7:25 pm and left at 7:35 pm.)

(Note: Mr. Tim Musser, board member applicant entered meeting at 8:00 pm and left at 8:25 pm.)

(Note: Mr. Dennis Anderson, board member applicant entered meeting at 8:30 pm and left at 8:45 pm.)

No formal actions were taken during the closed meeting, which was in session from 7:02 p.m. to 8:58 p.m. The closed meeting ended after a motion by Mr. Kinkade and seconded by Mr. Wilson.

Approved: President: Ben Aaker

Secretary: Sean Robinson

Date Opened to Public Record: _____

MINUTES OF CLOSED MEETING OF BOARD OF EDUCATION
Richland County Community Unit School District No. 1
Held During Regular Meeting, Thursday, May 19, 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, May 19, 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, Mr. Jeff Wilson (Vice President).

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, RCHS Assistant Principal; Ms. Cris Edwards, RCMS Principal; Mr. Darrell Houchin, RCMS Assistant Principal; Mr. Mick Whittler, Special Education Director; Mr. Kevin Westall, Truancy Director and Program Administrator, Jennifer Tedford. Also present was Mrs. Alda Ingram Recording Secretary.

Purpose: Under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district; under Section 2 (c)(3) of the Open Meetings Act to consider negotiations; under Section 2(c) (6) of the Open Meetings Act to consider the sale or lease of real property; 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. Wilson and seconded by Mr. Cline. The motion carried 7 to 0 on a roll call vote, with all members present and voting yea. The closed meeting started at 8:55 p.m.

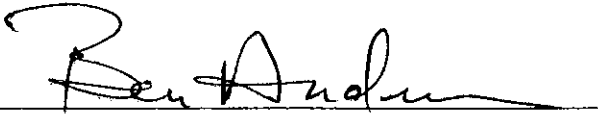
Matters Discussed: The following matters were reviewed and/or discussed in the closed meeting:

- 1. Employment/Appointment** - The employment of a Pre-K paraprofessional, special education teachers, custodians, coaching and extra-curricular personnel was discussed.
- 2. Resignations** - The resignations of a RCES teacher/teacher assistant, a RCHS art teacher, the RCHS Junior Class Sponsor, a RCHS girls' track coach and a RCES paraprofessional were discussed.
- 3. Request for Reduction in Time** – The reduction in time request from an individual teacher was discussed.

4. Reinstatement of Sick Days – The reinstatement of sick days for an individual transportation employee was discussed.

5. Property – The possibility of the sale of a small piece of property that was donated to the District years ago was discussed.

No formal actions were taken during the closed meeting, which was in session from 8:55 p.m. to 9:17 p.m. The closed meeting ended after a motion by Mr. Wilson and seconded by Mr. Kinkade.

Approved: President: 

Secretary: 

Date Opened to Public Record: _____

MINUTES OF CLOSED MEETING OF BOARD OF EDUCATION
Richland County Community Unit School District No. 1
Held During Regular Meeting, Thursday, June 23, 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, June 23, 2016

Present were the following members of the Board of Education: Mr. Ben Anderson, Mr. Alex Cline, Mr. Steve Kinkade, Mr. Leon Redman.

Also present, in addition to Board Members: Mr. Larry Bussard, Superintendent of Schools; Mr. Chad LeCrone, RCHS Principal; Mr. Andy Julian, RCHS Assistant Principal; Ms. Cris Edwards, RCMS Principal; Mr. Darrell Houchin, RCMS Assistant Principal; Ms. Margaret Hahn, RCES Principal; Mr. Andy Thomann, RCES Principal; and Mr. Kevin Westall, Truancy Director. Also present was Mrs. Alda Ingram, Recording Secretary.

Purpose: Under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of individual employees of the district; under Section 2 (c)(2) of the Open Meetings Act to consider salary schedules for one or more classes of employees; under Section 2(c)(7) of the Open Meetings Act to consider the sale or lease of real property; 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 Mr. Redman. The motion carried on viva voce vote (by the voice) with all members present and voting yea. The closed meeting started at 8:31 p.m.

(Note: Mr. Whittler, Special Education Director, entered the closed meeting at 8:33 p.m.)

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

- 1. Employment/Appointment -** The employment of a RCHS Music Teacher/Band Director and a RCES paraprofessional was discussed.
- 2. Resignations -** The resignations of a RCHS Assistant Soccer Coach and a Bus Driver were discussed.
- 3. Notification of Intent to Retire** – The requests from two individual employees to change their dates of retirement were discussed.

- 4. Salary Schedules** – The salary schedules and beginning salaries for non-certified employees and substitute teachers were discussed.
- 5. Administrative Contract** – The Board asked to clear the boardroom of everyone except the Superintendent at 9:05 p.m. to discuss the administrative contract.

No formal actions were taken during the closed meeting, which was in session from 8:31 p.m. to 9:56 p.m. The closed meeting ended after a motion by Mr. Cline, seconded by Mr. Redman.

Approved: President: Ben Anderson

Secretary: Leon Redman

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	10/31/2016	11/30/2016	11/30/2016	11/30/2016	11/30/2016	11/30/2016	11/30/2016
Education	3,630,618.38	1,079,666.65	1,514,496.67	NONE	3,195,788.36		3,195,788.36
Building and Grounds	2,842,703.81	45,695.42	49,600.02	NONE	2,838,799.21		2,838,799.21
Debt Service	710,199.73	68,783.46	77,464.83	NONE	701,518.36		701,518.36
Transportation	105,629.37	17,757.92	111,769.63	NONE	11,617.66		11,617.66
IMRF/Social Security	995,402.86	48,808.21	84,926.29	NONE	959,284.78		959,284.78
Capital Projects	0.00	0	0.00	NONE	-		-
Working Cash	2,286,274.15	5,773.39	0.00	NONE	2,292,047.54		2,292,047.54
Tort	35,756.53	44,424.77	3,327.50	NONE	76,853.80		76,853.80
Life Safety	284,068.00	4,569.42	53,461.74	NONE	235,175.68		235,175.68
Total	10,890,652.83	1,315,479.24	1,895,046.68		10,311,085.39	-	10,311,085.39
Add CD's	-						
Total with CD's	10,890,652.83	1,315,479.24	1,895,046.68		10,311,085.39		
Assets							
Health Fund Checking	137,019.19				138,281.06		
IHI Reserve Checking	11,916.94				11,924.28		
Building Trades	-				-		
Revolving Funds	8,000.00				8,000.00		
Total Assets	156,936.13				158,205.34		
Total with Assets	11,047,588.96				10,469,290.73		

Account Level				Beginning	November 2016-17	November 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	3,630,618.38	-434,830.02	3,195,788.36	1,608,502.99
10A010	1125	0000	00 000000	IHI RESERVE MMCH	11,078.24	10,708.93	7.34	10,716.27	-361.97
10A010	1126	0000	00 000000	ERCU HEALTH INS CH	157,480.16	137,019.19	1,261.87	138,281.06	-19,199.10
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	3,786,346.50	-433,560.81	3,352,785.69	1,588,941.92
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	-133,227.13	-1,261.87	-134,489.00	19,568.41
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	-7.34	-7,663.16	-7.34
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	-140,882.95	-1,269.21	-142,152.16	19,561.07
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	-722,577.13	434,830.02	-287,747.11	-1,608,502.99
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	-3,645,463.55	434,830.02	-3,210,633.53	-1,608,502.99
10----	----	----	-- -----		0.00	0.00	0.00	0.00	0.00
20A010	1120	0000	00 000000	BLDG CASH ON HAND	2,051,326.55	2,842,703.81	-3,904.60	2,838,799.21	787,472.66
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	2,842,703.81	-3,904.60	2,838,799.21	787,472.66
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

12

Account Level				Beginning	November 2016-17	November 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	-2,414,450.20	3,904.60	-2,410,545.60
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	-2,842,703.81	3,904.60	-2,838,799.21
20----	----	----	-- -----		0.00	0.00	0.00	0.00
30A010	1120	0000	00 000000	DEBT SERVICES CASH ON HAND	339,615.17	710,199.73	-8,681.37	701,518.36
30A010	1210	0000	00 000000	DEBT SERVICES CD	0.00	0.00	0.00	0.00
30A---	----	----	-- -----		339,615.17	710,199.73	-8,681.37	701,518.36
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	86,758.00	8,681.37	95,439.37
30Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	-514,433.50	-514,433.50	0.00	-514,433.50
30Q---	----	----	-- -----		-339,615.17	-710,199.73	8,681.37	-701,518.36
30----	----	----	-- -----		0.00	0.00	0.00	0.00
40A010	1120	0000	00 000000	TRANS CASH ON HAND	278,507.52	105,629.37	-94,011.71	11,617.66
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	106,837.38	-94,011.71	12,825.67
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	November 2016-17	November 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	135,428.38	94,011.71	229,440.09	266,889.86
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	-106,707.24	94,011.71	-12,695.53	266,889.86
40----	----	----	--	-----		0.00	0.00	0.00	0.00	0.00
50A010	1120	0000	00	000000	IMRF CASH ON HAND	110,085.03	995,402.86	-36,118.08	959,284.78	849,199.75
50A010	1210	0000	00	000000	IMRF CD	0.00	0.00	0.00	0.00	0.00
50A---	----	----	--	-----		110,085.03	995,402.86	-36,118.08	959,284.78	849,199.75
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	-642,071.84	36,118.08	-605,953.76	-849,199.75
50Q010	7330	0000	00	000000	EXCESS/DIFFERENCE	-201,346.44	-201,346.44	0.00	-201,346.44	0.00
50Q---	----	----	--	-----		-110,085.03	-995,402.86	36,118.08	-959,284.78	-849,199.75
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	November 2016-17	November 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	
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	
60----	----	----	--		0.00	0.00	0.00	0.00	
70A010	1120	0000	00 000000	WORKING CASH - CASH ON HAND	2,180,717.74	2,286,274.15	5,773.39	2,292,047.54	111,329.80
70A010	1210	0000	00 000000	WORKING CASH CD	0.00	0.00	0.00	0.00	0.00
70A---	----	----	--		2,180,717.74	2,286,274.15	5,773.39	2,292,047.54	111,329.80
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	-689,731.48	-5,773.39	-695,504.87	-111,329.80
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	-2,286,274.15	-5,773.39	-2,292,047.54	-111,329.80
70Q---	----	----	--		0.00	0.00	0.00	0.00	0.00
80A010	1120	0000	00 000000	Tort Cash on Hand	0.00	35,756.53	41,097.27	76,853.80	76,853.80
80A---	----	----	--		0.00	35,756.53	41,097.27	76,853.80	76,853.80
80L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00
80L---	----	----	--		0.00	0.00	0.00	0.00	0.00
80Q010	7300	0000	00 000000	Tort Fund Balance	0.00	0.00	0.00	0.00	0.00
80Q010	7310	0000	00 000000	TORT REV/EXP SUMMARY	227,330.44	191,573.91	-41,097.27	150,476.64	-76,853.80
80Q010	7320	0000	00 000000	Tort Encumbrance	0.00	0.00	0.00	0.00	0.00
80Q010	7330	0000	00 000000	EXCESS/DIFFERENCE	-227,330.44	-227,330.44	0.00	-227,330.44	0.00
80Q---	----	----	--		0.00	-35,756.53	-41,097.27	-76,853.80	-76,853.80
80----	----	----	--		0.00	0.00	0.00	0.00	0.00
90A010	1120	0000	00 000000	LIFE SAFETY CASH ON HAND	244,579.84	284,068.00	-48,892.32	235,175.68	-9,404.16
90A010	1210	0000	00 000000	LIFE SAFETY CD	0.00	0.00	0.00	0.00	0.00
90A---	----	----	--		244,579.84	284,068.00	-48,892.32	235,175.68	-9,404.16
90L010	4310	0000	00 000000	Accounts Payable	0.00	0.00	0.00	0.00	0.00

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Account Level				Beginning	November 2016-17	November 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	134,066.69	48,892.32	182,959.01	9,404.16
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	-284,068.00	48,892.32	-235,175.68	9,404.16
90----	----	----	-- -----		0.00	0.00	0.00	0.00	0.00
Grand Asset Totals					6,969,883.63	11,047,588.96	-578,298.23	10,469,290.73	3,499,407.10
Grand Liability Totals					-161,843.37	-141,013.09	-1,269.21	-142,282.30	19,561.07
Grand Equity Totals					-6,808,040.26	-10,906,575.87	579,567.44	-10,327,008.43	-3,518,968.17
Grand Totals					0.00	0.00	0.00	0.00	0.00

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Number of Accounts: 105

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

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

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

ADDITIONS: Scott Williams, HS Custodian

DELETIONS: Dennis Tennyson, HS Custodian; Tom Hixon, Bus Driver

CHANGES:

Name	Gross Wages
ALEXANDER, MARGO D	3,997.94
ALLEN, AMY E	1,230.00
ALLEN, LORI	4,980.84
AMETER, BRADLEY L	4,648.44
ANDERSON, JOYCE A	5,467.64
ANDERSON, LEE S	4,811.90
ANDERSON, TENA LIN	1,218.00
ANGLE, AMY J	2,012.90
ANGLE, DAVID R	3,033.59
ANSELMANT, MARK E	3,459.68
ANSELMANT, MEGAN B	3,395.14
ASH, TAMMY S.	1,570.14
ATTEBERY, BEVERLY JEAN	420
BAKER, DIXIE R	2,905.38
BAKER, SHERRI LEE	5,350.64
BALDING, DONNA	1,390.00
BALDING, JENNIFER	1,934.32
BARE, GENNIE L	2,848.28
BARRETT, BRENDA	1,442.96
BAYLES, EVAN PAUL	278.44
BAYLER, JAMIE M	206.25
BAYLES, RICHARD A	5,375.33
BEARD, ASHLEY M	4,166.89
BEARD, BRENDA L	2,209.62
BENT, ANN D	3,684.00
BERGER, CHRISTY	3,997.94
BETTIS, COMELIA G	1,645.02
BETTIS, JULIE A	4,719.12
BEYERS, CANDACE L	1,050.00
BILLINGTON, LISA	5,074.78
BLACKFORD, EMILY A	3,459.68
BLACK, JUSTINE L	3,603.22
BLANK, CYNTHIA M	2,062.24
BLANK, HOLLY H	3,946.84
BOOSE, HEATHER ANDREA	380
BOOSE, TAMMY	332.5
BORAH, CHRISTINE M	2,470.37
BOTKIN, AMY L	1,855.20
BRANSTETTER, CONNIE F	2,581.76
BRANT, MEGAN ANDREA	140
BRIAN, LARRY P	1,159.14
BRINKLEY, CHASE L	665
BROOKS, MARY L	3,594.36
BROWN, ANGEL L	1,844.22
BROWN, DUSTIN LEE	720
BROWN, SHERYE	2,044.64

BUNTING, GENA	1,678.82
BURCKHARTT, JASON M	2,212.20
BURCKHARTT, JONI	1,870.26
BURGENER, CHARISSA	4,255.48
BURGENER, MITCHEL HADLEY	787.5
BURSOTT, ASHLEY	1,218.00
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	4,421.55
CONN, ANNETTE GRACE	1,218.00
CRANE, RICKY ALAN	908.97
CRANE, SARAH E	243.75
CUMMINS, BRYAN	4,724.58
CUMMINS, DARLA J	131.25
CUMMINS, GARY B	1,206.08
DAMM, RITA A	2,717.74
DASCH, BREANNA L	1,218.00
DAVIS, ANGELA M	105
DAVIS, HANNAH	95
DAVIS, PATTI J	5,985.44
DAVIS, RITA DIANE	855
DEHNER, MARCHELE M	1,762.89
DEIMEL, NANCY J	4,824.38
DEMEYER, NANCY L	1,338.00
DENTON, MACKENZIE T	3,504.42
DENTON, RYAN D	3,660.64
DEWEESE, SHARI A	3,484.46
DEWEESE, VICTORIA ANNE	1,070.00
DOAN, LONNIE	3,509.74
DOBBS, CURTIS W	5,237.30
DOBBS, TRACY L	4,475.92
DOLL, GWYNE M	3,946.84
DORIS, SHAWNA MARIE	1,218.00
DORIS, TAMI L	1,825.20
DORN, DEANN M	75
DOSS, JUNE E	2,017.24
DUENAS, VERNON ANTHONY	4,593.40
DUNAHEE, BRENDA	1,940.64
DUNN, HEATHER DENISE	1,657.76
DUNN, MARTIN	4,098.26
DUNN, MELISSA A	4,939.24
EAGLESON, DENYSE L	7,250.14
ECKENRODE, CHAR ANN	620

EDWARDS, CRYSTLE L	7,590.66
ELLISON, DEBORAH E	5,016.62
ELLISON, JENNIFER L	1,678.80
EMMONS, SONYA	274
ERWIN, MELISSA D	4,098.26
FEHRENBACHER, KIMBERLY	1,727.00
FENDER, LISA JOYCE	3,312.02
FERGUSON, HEATHER D	805
FLANAGAN, KRISTIN D	5,985.75
FLANAGAN, ROBERT W	4,748.50
FLEMING, EVA	632
FLEMING, JULIE L	3,946.24
FORD, JOYCE E	4,475.92
FOX, MINDY K	1,609.64
FRANKLIN, RICHARD	5,312.00
FRITCHLEY, JENNIFER M	4,136.56
FRITSCHLE, JOYCE D	4,475.92
FRYE, RACHEL A	300
FULK, VICKY D	1,732.47
GARDNER, BRENDA D	862.5
GARDNER, KRISTINA L	3,660.64
GARNER, KARA WYNN	3,491.98
GASSMANN, LOUIS H	4,424.40
GEIER, SHERRY L	5,893.46
GINDER, AMANDA N	3,860.44
GINDER, CHERYL A	1,411.66
GINDER, ERIN	262.5
GINDER, JILLIAN M	1,370.26
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	1,260.00
GOSS, ROBIN D	142.5
GRAY, SHERI	4,115.80
GREENWOOD, JILL R	5,863.40
GROVE, BRANDIS J	3,014.62
GROVES, CHAD E	190
GROVES, MARSHA L	2,363.98
GROVES, MICHAEL W	856.25
GROVE, MONICA NOEL	3,614.60
GROVE, TIFFANY	2,069.15
GRUNDON, CINDY C	5,029.78
GULOVSEN, TRACY L	325
GUZMAN, BELINDA G	2,881.98
GUZMAN, JESSICA J	3,148.92
HAGAN, DIANA L	2,939.32

HAGAN, ERICA L	3,264.62
HAGEN, HEATHER J	1,218.00
HAHN, HANNAH NICOLE KAPPER	312
HAHN, MARGARET A	6,017.30
HAHN, MOLLY	47.5
HAHN, SCOTT	2,316.00
HAHN, SUZANNE	287.5
HALLAM, AMY S	4,055.12
HANCOCK, PAM	365
HANES, MARY J	427.5
HANNA, SHIRLEY M	1,430.94
HARBAUGH, JAMES P	352
HARDY, ERIN T	3,439.12
HARRISON, BEVERLY A	1,414.00
HARRISON, CANDICE A	2,325.60
HARRIS, GARY D	6,385.46
HARRIS, MARGARET ANN	95
HART, CYNTHIA K	2,838.26
HAUSSY, SUSAN R	1,678.80
HAWKINS, CYNTHIA L	625
HAYNES, MICKEY	4,669.04
HEARN, JENIFER A	3,927.72
HEIDINGER, BRENN A D	525
HEMRICH, DAWN M	595
HENDERSON, NORMAN D	48
HENDRICKSON, BRENDA	3,997.94
HIGGINBOTHAM, SARAH A	742
HILL, JULIE A	162.5
HINCKLEY, JESSICA K	3,477.32
HIXON, CALEB L	1,623.00
HIXON, THOMAS R	1,120.57
HOUCHIN, AMANDA N	4,146.84
HOUCHIN, DARRELL W	5,153.52
HOUGH, SHANNON L	4,502.68
HOUT, DANA	2,713.20
HOUT, JODY K	4,298.92
HUFFMAN, RICKY S	1,981.68
HULETT, DAKODA W	2,151.24
IBARRA MADERA, CELINA	787.5
INYART, BRENT A	4,526.56
JENNER, BRENDA D	5,262.09
JENNETTE, CHRISTOPHER W	671.75
JOHNSON, MATTHEW R	537.5
JONES, CHRISTOPHER NEIL	3,895.00
JONES, DAVID TALBOTT	2,790.52
JONES, EMILY K	4,074.73
JULIAN, AMY L	4,381.32

JULIAN, BRENT ANDREW	6,269.64
KAERICHER, CHELSEA J	3,606.82
KAERICHER, DAWN R	1,678.80
KAUBLE, MICHELLE	760
KELLER, LINCOLN FREDERICK	505
KERMICLE, BONNIE L	2,911.60
KERMICLE, CHELSEA M	3,223.20
KEYS, JOY L	117.5
KING, MELINDA D	5,071.43
KINKADE, NORMA L	858
KIRBY II, ROBERT R	4,794.78
KLINGLER, MICHELLE LYNN	5,219.91
KOCHER, BETH A	168.75
KOCHER, DAWN M	4,605.22
KOCHER-COAN, LINDA	2,596.37
KUENSTLER, BRIANNE	3,130.26
KUENSTLER, DEBRA SUSAN	5,336.82
KUHLIG, JANET L	6,102.46
LANCE, LORI A	4,519.91
LATHROP, BOBBIE J	3,660.64
LATHROP, JENNIFER L	4,206.16
LATHROP, LAURA	6,122.46
LEAF, BRITTANY D	2,114.01
LEAF, JESSICA	990.18
LECRONE, CHAD E	8,386.82
LEIST, MARC A	4,487.23
LEIST, PATRICIA E	5,134.54
LESLIE, REBECCA R	3,856.39
LESLIE, THOMAS L	3,798.62
LEWIS, AMANDA LYNN	4,295.28
LOCKLEY, CYNTHIA K	2,765.21
LYNN, GINA L	3,439.12
MADDEN, JACQUELINE D	3,786.76
MARRIOTT, THERESA	3,716.67
MASCHHOFF, HEATHER KRISTEN	3,680.38
MAYS, NEILLY LEE	2,066.10
MCCLEAVE, ROBERTA J	4,857.46
MCCLURE, DEBORAH L	3,269.72
MCDONALD, JIMETTA L	1,091.50
MCMORRIS, ANNA NICOLE	1,569.40
MCVAIGH, AMELIA NICOLE	885
MCVICKER, AMY M	4,717.57
MEADOWS, TREVA L.	1,027.25
MEHAFFEY, PATRICK	4,608.68
MEHL, TRACY	1,789.80
MICETICH, KATHY JUNE	386.5
MICHELS, JOYCE E	5,680.46

MICHELS, SUZANNE	4,679.51
MILAM, HILLARY B	3,243.78
MILLER, DARLENE J	4,801.99
MITCHELL, BRANDI G	1,328.77
MITCHELL, BRIAN J	90
MITCHELL, MELISSA M	4,913.86
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	4,517.68
MUSIC, MATTHEW J	10,061.13
MUSIC, SONJA R	3,262.32
MUSSER, AMANDA	1,510.00
NEALIS, BRADLY C	8,729.04
OCHS, KRISTY J	5,098.04
OCHS, MARY A	1,849.10
OVERTON, MARTY DALE	4,429.52
PAGE, KENDRA J	4,151.36
PAGE, RALPH ROBERT	1,183.40
PAGE, WILLIAM D	4,588.22
PAMPE, JANICE	5,192.50
PAMPE, LISA K	4,675.44
PATTERSON, BRENDA	2,188.51
PEAK, JANE	157.5
PELZEL, JOSEPH	464
PETTY, BETH G	5,863.14
PHILLIPS, ROBERT L	1,362.27
PHILLIPPE, SAMANTHA	3,264.62
PIANFETTI, SHEILA JEAN	35
PIERCE, SHERRI ANN	3,242.92
PINE, KAREN I	95
PINKSTON, SANDRA D	1,249.50
PIPHER, STEPHANIE	2,995.48
PIXLEY, SUE BERBERICH	2,980.84
POWELL, MATTHEW M	7,915.40
POWELL, MICHELLE	4,151.36
PREVO, KELLI	2,292.48
PRIDE, CASSIE	3,914.72
PUCKETT, TERRY EUGENE	5,084.50
RALEY, CHRISTINE	187.5
RAUCH, DEBORAH LYNN	1,001.00
REDMAN, AMANDA L	3,668.88
REDMAN, JUDITH	2,167.24
REDMAN, KRISTEN L	4,672.58
REEVES, RANDY K	3,457.72
RENNIER, CAROL E	1,187.00

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	3,969.72
RODGERS, STEVEN D	2,406.00
RODGERS, TRACEY L	1,486.34
ROOT, SYDNEY	2,095.26
ROSBOROUGH-GAEDE, SANDRA L	5,205.92
ROSE, RAE	1,225.12
RUBENACKER, LORI A	4,255.48
RUNYON, DEBORAH A	262.5
RUSK, AMY L	4,312.44
RUSK, EMILY	7,804.68
RUSK, JULIE	2,118.44
RUSK, MEGAN N	3,071.86
RUSK, RYLAN A	4,750.52
RYDEN, JEFFREY ROBERT	3,711.62
SCHMUCKER, JULIE R	1,678.82
SCHUETZ, CYNTHIA A	1,275.38
SEALS, MARLA LOUISE	3,504.42
SEESSENGOOD, BRENDA L	2,864.89
SEESSENGOOD, CARLEE J	1,001.00
SEILER, ANITA J	2,961.60
SHAFER, VERNA	2,463.09
SHAN, LAURA L	997.5
SHAWVER, ALEXIS B	3,312.02
SHILLING, LISA A	1,218.00
SHIPMAN, KYLE	2,958.34
SHOEMAKER, KRISTIE L	3,388.07
SIMPSON, CHRIS A	10,480.76
SIMPSON, MICHELLE L	4,808.76
SKIDMORE, STEPHEN	47.5
SLANKARD, SHERRY	4,030.18
SLATER, ZACHARY	830.68
SMITH, CONNIE J	1,855.20
SMITH, JASON T	4,500.66
SMITH, MELINDA	3,850.30
SNIDER, SHERRI A	4,544.78
SNYDER, CHARLES E	4,177.37
STADGE, DANIEL R	147.5
STALLARD, AMY K	3,318.30
STALLARD, BRENDA LEA	4,558.54
STEBER, MARK	5,997.37
STEELE, HASSAN	3,071.27
STEPHENS, CAMILLE A	4,215.20

STEVENSON, JENNY	1,713.32
STIVERS, BETTY B	1,838.70
STUCKER, PATRICIA ANN	322.5
STURM, STEPHANIE ANN	243.38
STURM, VICTORIA ELIZABETH	243.38
SWINSON, DONNA S	1,855.20
TAHTINEN, TIMOTHY A	1,931.60
TAIT, HEATHER E	4,255.48
TAYLOR, CHAD E	4,021.82
TAYLOR, ERIN NICOLE	2,051.51
TAYLOR, LISA K	1,934.54
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	4,678.07
TOMLIN, LINDSEY JAMES	3,208.74
TOTTEN, DANIEL L	1,522.13
TOTTEN, RUTH E	967.37
TRAVIS, SHELLEY A	3,778.48
TROST, MARY I	260
TRUEBLOOD, EDWIN AARON	446.25
TYLER, JAMIE L	3,997.94
URFER, BRIANNE MARIE	390
URFER, KELLI DAWN	595
URFER, LOREN A	2,420.70
UTLEY, REGINA	1,855.20
VAAL, JAMES D	6,594.24
VAAL, SARAH K	3,095.40
VANDYKE, JAMIE L	5,328.64
VANDYKE, JESSICA P	4,385.98
VANMATRE, CHRISTINA A	3,801.08
VOLK, AIMEE KRISTINA	2,903.22
VOLK, KARLA J	1,695.76
VOLK, PAULINE	1,814.56
WADE, BARBARA E	3,053.75
WAGNER, AMY L	308
WALDEN, ABBIE	96
WALDHOFF, ROY R	5,915.64
WALKER, KATHI DEE	4,675.44
WALKER, TERRIL	1,417.50
WALL, CHERYL	300
WALLACE, JODI L	607
WASHBURN, BRENDA J	5,047.00
WAXLER, ELVA L	1,739.50
WAXLER, LAURIE J	5,518.07

WEESNER, LELA	2,150.20
WEIDNER, JENNIFER L	3,660.64
WEIDNER, KERRIE L	3,906.67
WEITKAMP, LORI L	3,574.94
WEITKAMP, WARREN D	3,708.04
WELLS JR, HARRY RAYMOND	1,893.00
WELLS, KACI MARIE	3,801.08
WEST, PAULA J	4,782.57
WESTALL, CHERYL L	2,235.90
WESTALL, LINETTE	3,580.77
WETHERHOLT, BETTY L	1,496.65
WHEELER, HEATHER L	3,439.12
WHEELER, KLAYTON E	4,588.22
WHISLER, NATHANAEL T	268.75
WHITING, TERRY L	5,095.80
WHITTLER, MICHAEL K	7,451.84
WHITTLER, SARAH E	4,723.83
WILLIAMS, JULIE	1,218.00
WILLIAMS, MIRANDA J	285
WILLIAMS, SCOTT ERIC	1,865.00
WILSON, CATHY L	4,177.59
WILSON, JULIE MAE	2,292.24
WILSON, LELA M	1,958.36
WINGERT, JOE DOUGLAS	440
WINTERS, SHANNON L	4,854.78
WISNER, ANGELA M	2,112.15
WOODS, AMY LYNNE	4,831.28
WORKMAN, GARY	540
YAMATO, GRACE GENELLE	1,869.30
ZIEGLER, KYLE L	442.5
ZUBER, AMANDA M	2,175.34
ZWILLING, ALISA L	2,777.80
ZWILLING, DONNA	190
Gross Monthly Wages	1,177,808.93

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
18856	ACKERMAN OIL	12/15/2016	DEF fluid for school year 2016-17	125.95	125.95
18857	ADVANCED COMPRESSOR T	12/15/2016	CUSTODIAL SUPPLIES - CHECK VALVE	101.91	101.91
18858	AFPLANSERV	12/15/2016	PLAN FEE BILLING	66.00	66.00
18859	ALLEN, LORI	12/15/2016	21ST CENTURY	18.64	18.64
18860	AMEREN ILLINOIS	12/15/2016	ELECTRIC CHARGES	11,161.87	11,161.87
18861	AMERICAN BUS AND ACCE	12/15/2016	General supplies for school year 2016-17	75.90	75.90
18862	AMETER, BRADLEY L	12/15/2016	MILEAGE	37.26	37.26
18863	ANCO STEEL COMPANY	12/15/2016	Msc types and sizes of steel	112.22	692.04
			Msc types and sizes of steel	133.32	
			Msc types and sizes of steel	446.50	
18864	APPLE, INC	12/15/2016	iPad Minis & iPad Pros for Music Grant	22,440.00	27,114.00
			iPad Minis & iPad Pros for Music Grant	4,674.00	
18865	ARAMARK UNIFORM SERVI	12/15/2016	Towel services for school year 2016-17	86.38	86.38
18866	BENT, ANN D	12/15/2016	MILEAGE - NOV	14.86	14.86
18867	BILLINGTON, LISA	12/15/2016	HOME BOUND	127.00	127.00
18868	BSN SPORTS INC	12/15/2016	Scorebooks	21.00	1,084.76
			Warm up tops	1,063.76	
18869	BUSHUE BACKGROUND SCR	12/15/2016	BACKGROUND CHECKS	208.00	208.00

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
18870	BUSSARD, LARRY G	12/15/2016	PHONE REPAIR	27.00	624.42
			MILEAGE - SCHOOL	372.78	
			BOARD CONVENTION 11/1/2016-11/30/2016 November mileage	224.64	
18871	C & T / RICHLAND MOTO	12/15/2016	CUSTODIAL SUPPLIES	24.98	24.98
18872	CATRON ELECTRIC, INC	12/15/2016	General Supplies and Repairs for school year 2016-17	198.00	198.00
18873	CENTRAL STATES BUS SA	12/15/2016	General supplies for school year 2016-17	1,381.44	2,854.42
			General supplies for school year 2016-17	432.00	
			General supplies for school year 2016-17	46.27	
			General supplies for school year 2016-17	249.98	
			General supplies for school year 2016-17	279.49	
			General supplies for school year 2016-17	34.80	
			General supplies for school year 2016-17	395.34	
			General supplies for school year 2016-17		

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			General supplies for school year 2016-17	35.10	
18874	CHARLEY, INC	12/15/2016	BACKUP UP PRO 1000	137.00	5,341.00
			MISC	40.00	
			LCD TV	3,084.00	
			Charging Wall Cabinet for iPads	2,080.00	
18875	CHART DISTRIBUTION GR	12/15/2016	General supplies for school year 2016-17	145.27	145.27
18876	DAYLIGHT DONUTS	12/15/2016	Breakfast for meetings	29.00	29.00
18877	DEWEESE, SHARI A	12/15/2016	MILEAGE - NOV	37.80	37.80
18878	DOLL'S INC	12/15/2016	SUPPLIES AND RENTAL	1,000.00	1,555.00
			SUPPLIES AND RENTAL	555.00	
18879	DREAM RANCH OFFICE SU	12/15/2016	Printer Cartridge	120.00	120.00
18880	EAGLESON AUTOMOTIVE C	12/15/2016	Supplies Repairs	21.06 16.00	37.06
18881	EARTHGRAINS BAKING CO	12/15/2016	Food/Supplies for FY17:	850.62	850.62
			Earthgrains		
18882	ECOLAB EQUIPMENT CARE	12/15/2016	Dave Goff needs Contact 2-speed motor for RCES oven	295.10	321.10
			Dave Goff needs Contact 2-speed motor for RCES oven	287.61	

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Dave Goff needs Contact 2-speed motor for RCES oven	-261.61	
18883	EFFINGHAM BUILDERS SU	12/15/2016	SUPPLIES	190.76	190.76
18884	ELM STREET CHRISTIAN	12/15/2016	use of facility for 21stccclc - OCT 6, 13, 20, 27	72.00	72.00
18885	EVANSVILLE RADIOLOGY,	12/15/2016	RANDY KEITH REEVES - CHEST PA AND LATERAL	22.00	22.00
18886	FEHRENBACHER OIL CO,	12/15/2016	Bus Inspection for School Year 2016-17	164.00	164.00
18887	FIELD WRXS INC	12/15/2016	Elementary School Wiring	7,363.68	7,363.68
18888	FISHER AUTO PARTS	12/15/2016	General supplies for school year 2016-17	203.51	203.51
18889	FOLLETT SCHOOL SOLUTI	12/15/2016	RCES Library Book Order New selections for library collection New selections for library collection Fall/Winter additional/new release book order	299.47 529.87 78.78 21.60	929.72
18890	FRONTIER COMMUNITY CO	12/15/2016	STUDENT PARTICIPATION	32.00	32.00

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
18891	GOBULK.COM	12/15/2016	CARDS - 8 Student ear buds for general use	295.25	295.25
18892	GOODMAN SUPPLY INC	12/15/2016	welding gas and supplies	278.85	278.85
18893	GREEN ACRES NURSERY	12/15/2016	MEMORIAL FLOWERS	57.40	57.40
18894	GROVES, MICHAEL W	12/15/2016	21ST CENTURY SUPPLIES	20.00	20.00
18895	H & H MUSIC, INC	12/15/2016	instrument repairs Snark ST8 Tuners 2 clarinet lyres. Piccolo flute repair Bari saxophone repair	1,756.00 873.25 16.80 59.40 27.00	2,732.45
18896	HAHN, SUZANNE	12/15/2016	READING CONSULTANT - OCT17, 18, 19, 26, NOV 3	1,500.00	1,500.00
18897	HARDY BRAKE & ELECTRI	12/15/2016	General supplies for school year 2016-17	666.48	666.48
18898	HARRISON, CANDICE A	12/15/2016	MILEAGE - NOV	40.50	40.50
18899	HARRIS MUD & CHEMICAL	12/15/2016	CUSTODIAL SUPPLIES	80.00	80.00
18900	HAWKINS, CYNTHIA L	12/15/2016	LATE STAY & HOME-BOUND - NOV	79.50	79.50
18901	HINTERSCHER, DAVID	12/15/2016	MILEAGE TO TAKE CHILD TO SCHOOL - NOV	377.14	377.14
18902	HOUCHENS NORTH FOODS,	12/15/2016	Food and materials to be	50.45	533.45

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			used throughout the school year - will be purchased from the Olney Hometown IGA Store		
			Food and supplies for all foods classes	101.57	
			Food/Supplies for FY17: IGA (Houchens)	272.14	
			supplies for 21stcclc	81.30	
			FOOD FOR MEETINGS	27.99	
18903	IL EASTERN COMMUNITY	12/15/2016	Use of IECC facility-Noble gym	70.00	70.00
18904	IL ASSN OF SCHOOL ADM	12/15/2016	FEB 2017 - ALLIANCE LEADERSHIP SUMMIT REGISTRATION	165.00	165.00
18905	IL HEARTLAND LIBRARY	12/15/2016	Zinio Digital Magazine Subscription	166.67	166.67
18906	IL PUBLIC RISK FUND	12/15/2016	WORKER'S COMPENSATION - Jan 2017- June 2017	78,300.00	78,300.00
18907	INSIGHT PUBLIC SECTOR	12/15/2016	Adobe Licensing Renewal	2,500.00	2,500.00
18908	INTERSTATE BATTERY OF	12/15/2016	Batteries for school year	191.90	191.90

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
18909	IVY'S COTTAGE, LLC	12/15/2016	2016-17 Partial Payment (\$37.29) to Ivy's Cottage for balloons provided for the RCMS Talent Show.	37.29	37.29
18910	JW PEPPER & SON, INC	12/15/2016	Casa Christmas #1 Contem A Cappella JW Pepper - "Semper Paratus" Christmas Olney Christmas march - "We All Need a Little Christmas"	10.00 60.00 7.60 55.00	132.60
18911	KING, MELINDA D	12/15/2016	HOMEBOUND MILEAGE - NOV	84.24	84.24
18912	KIRBY RISK SUPPLY CO	12/15/2016	SUPPLIES	108.56	108.56
18913	KOCHER, DAWN M	12/15/2016	MILEAGE - NOV	151.74	151.74
18914	KONE ELEVATORS, INC	12/15/2016	QUARTERLY SERVICE AND ANNUAL INSPECTION	867.54	867.54
18915	LAKESHORE LEARNING MA	12/15/2016	Preschool classroom supplies	1,307.60	1,307.60
18916	LOOKOUT BOOKS	12/15/2016	Purchase of Nonfiction books for research topics.	104.85	104.85
18917	MARATHON TIRE SERV, I	12/15/2016	PARTS AND REPAIR Tires and Repairs for Vans for	359.30 521.40	1,101.58

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			school year 2016-17		
			Tires and Repairs for Vans for school year 2016-17	220.88	
18918	MAYS, NEILLY LEE	12/15/2016	Neilly Mays- \$100 scrubs- She will purchase and turn in receipt for reimbursement.	81.32	81.32
18919	MCMASTER-CARR SUPPLY	12/15/2016	SUPPLIES	337.61	337.61
18920	MERIDELL ACHIEVEMENT	12/15/2016	HANNAH GUTHRIE - ACCOUNT #166200014 - RESIDENTIAL TREATMENT PROGRAM	17,143.20	17,143.20
49 18921	MID-WEST TRUCKERS ASN	12/15/2016	Annual renewal fee & drug testing for School Year 2016 - 2017	2,877.60	2,877.60
18922	Vendor Continued Void	12/15/2016			0.00
18923	Vendor Continued Void	12/15/2016			0.00
18924	MILLER OFFICE EQUIPME	12/15/2016	Sharp - AR-310NT Toner for Copier Copier supplies for Faculty Lounge Copier repair in the Faculty Lounge Labor for Copiers	98.00 494.00 58.00 42.00	3,550.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			(Workrooms, Color Copiers, Fax Machine)		
			Parts for Copiers (Workrooms, Color Copiers, Fax Machine)	67.00	
			Copier repair in the Faculty Lounge	44.00	
			Copier supplies for Faculty Lounge	204.00	
			Labor for Copiers (Workrooms, Color Copiers, Fax Machine)	42.00	
			Parts for Copiers (Workrooms, Color Copiers, Fax Machine)	280.00	
			Labor for Copiers (Workrooms, Color Copiers, Fax Machine)	48.00	
			Parts for Copiers (Workrooms, Color Copiers, Fax Machine)	216.00	
			Labor for Copiers (Workrooms, Color Copiers, Fax Machine)	58.00	

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Parts for Copiers (Workrooms, Color Copiers, Fax Machine)	805.00	
			Labor for Copiers (Workrooms, Color Copiers, Fax Machine)	68.00	
			Parts for Copiers (Workrooms, Color Copiers, Fax Machine)	303.00	
			Labor for Copiers (Workrooms, Color Copiers, Fax Machine)	58.00	
			Parts for Copiers (Workrooms, Color Copiers, Fax Machine)	494.00	
			Labor for Copiers (Workrooms, Color Copiers, Fax Machine)	48.00	
			Parts for Copiers (Workrooms, Color Copiers, Fax Machine)	123.00	
18925	MILLER, TRACY, BRAUN	12/15/2016	LEGAL SERVICES	863.75	863.75
18926	MUSIC, SONJA R	12/15/2016	11/17/2016-11/20/2 016 Parking	141.90	141.90
18927	NALCO COMPANY	12/15/2016	SUPPLIES SUPPLIES	454.41 28.10	482.51

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
18928	NEVCO SCOREBOARD CO	12/15/2016	TRANSFORMER 9V 18 WATT PLUG	67.28	67.28
18929	NORRIS ELECTRIC CO-OP	12/15/2016	ELECTRIC BILL	14,209.38	14,209.38
18930	OLNEY CHAMBER OF COMM	12/15/2016	CHAMBER LUNCHEON - CHRIS SIMPSON	10.00	10.00
18931	OLNEY DAILY MAIL	12/15/2016	SUBSCRIPTION RENEWAL ADVERTISING - DIESEL	142.54 42.84	185.38
18932	ORIENTAL TRADING CO,	12/15/2016	Birth to Three supplies	52.30	52.30
18933	PAMPE, LISA K	12/15/2016	Calculus files to be downloaded from Teachers Pay Teachers - I will edit this later and send a PO through	48.53	48.53
18934	PATTERSON MEDICAL SUP	12/15/2016	Misc Supplies Misc Supplies	69.06 25.00	94.06
18935	PERFORMANCE FOODSERVI	12/15/2016	Food/Supplies for FY17: Performance Foods Fox River Food/Supplies for FY17: Performance Foods Fox River Food/Supplies for FY17: Performance Foods Fox River	5,049.55 18,370.92 7,033.02	30,453.49
18936	PIZZA FAST / SUB FAST	12/15/2016	Food for Teacher	64.40	96.51

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Events (Principals Account)		
			Food for Teacher	32.11	
			Events (Principals Account)		
18937	POOL'S BARGAIN CENTER	12/15/2016	Water for Bus Barn for school year 2016-17	39.95	39.95
18938	PRAIRIE FARMS DAIRY,	12/15/2016	Food/Supplies for FY17: Prairie Farms	7,720.65	7,720.65
18939	PRINTFORCE, INC	12/15/2016	Pens, pencils, & notepads for American Education Week gift.	1,054.50	1,225.10
			Printing supplies: envelopes, teacher room name plates, principal postcards, teacher postcards, etc.	7.20	
			SUPPLIES	25.00	
			Elementary School Printing for the Year	138.40	
18940	QUILL CORPORATION	12/15/2016	Food/Supplies for FY17: Quill Office Supplies	30.74 46.79	495.73

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Office Supplies	30.92	
			SUPPLIES	38.99	
			Office Supplies	72.50	
			Office Supplies	40.24	
			Office Supplies	13.59	
			Food/Supplies for FY17: Quill	252.70	
			Food/Supplies for FY17: Quill	-30.74	
18941	RACKLIN PAINT & RCCU #1	12/15/2016	SUPPLIES	31.34	31.34
18942		12/15/2016	Admin Meetings	67.37	709.94
			NOV BOARD MTG	102.50	
			HOSED AT RCES		
			Preschool Snack	111.28	
			Milk		
			Preschool Snack	185.64	
			Milk		
			Preschool Snack	144.56	
			Milk		
			ROE MILK	30.33	
			Admin Meetings	68.26	
18943	RCMS - ACTIVITY	12/15/2016	TRANSCRIPTS	36.00	36.00
18944	RCMS	12/15/2016	RCMS IMC FINES	10.00	10.00
18945	REGIONAL SUPERINTENDE	12/15/2016	BRAYDEN FRANKLIN - TUTORING SERVICES - 3 DAYS	105.00	105.00
18946	RESILITE SPORTS PRODU	12/15/2016	Wrestling mat for RCHS team.	600.00	600.00
18947	RHODES, STACEY	12/15/2016	MUSIC THERAPY - 11/15 - 12/01 - MILEAGE Service Provider for Family	3,012.30 50.00	3,062.30

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
18948	RMH PROFESSIONAL SERV	12/15/2016	Reading Night RANDY K REEVES - PHYSICAL	130.60	130.60
18949	ROE 12 - ROBINSON	12/15/2016	DARRELL HOUCHIN, ANDY JULIAN - ATTENDED AA #1717	300.00	300.00
18950	ROE 20 - HARRISBURG	12/15/2016	Initial Course for school year 2016-17	20.00	20.00
18951	RUBENACKER, LORI A	12/15/2016	MILEAGE, HOMEBOUND - OCT	104.22	140.13
18952	SCALE FREE	12/15/2016	MILEAGE - NOV SCALE FREE SYSTEM SERVICE FOR UNIT AT MIDDLE SCHOOL	35.91 610.00	610.00
18953	SCHOLASTIC INC	12/15/2016	Parent Resources	30.00	30.00
18954	SCHOOL SPECIALTY INC	12/15/2016	Air Dry Clay Color overlays/reading ruler set.	164.80 21.43	186.23
18955	SEESSENGOOD, BRENDA L	12/15/2016	SUPPLIES	9.91	9.91
18956	SHAFER, VERNA	12/15/2016	MILEAGE - AUG, SEPT, OCT, NOV	72.36	72.36
18957	SIMPSON, CHRIS A	12/15/2016	11/1/2016-11/30/20 16 November Mileage	300.24	300.24
18958	SPILLMAN, SCOTT	12/15/2016	MILEAGE TO TAKE CHILD TO SCHOOL - NOV	604.80	604.80
18959	SPORTDECALS, INC	12/15/2016	Award Boards / Stickers	318.71	318.71
18960	STERNBERG, INC	12/15/2016	Supplies and Repairs for	427.61	3,802.10

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			school year 2016-17 Supplies and Repairs for school year 2016-17	1,167.40	
			Supplies and Repairs for school year 2016-17	2,337.98	
			Supplies and Repairs for school year 2016-17	-559.66	
			Supplies and Repairs for school year 2016-17	211.94	
			Supplies and Repairs for school year 2016-17	104.58	
			Supplies and Repairs for school year 2016-17	31.75	
			Supplies and Repairs for school year 2016-17	80.50	
18961	STUARD & ASSOCIATES,	12/15/2016	ELEVATOR INSPECTION	215.00	215.00
18962	SUMMIT FINANCIAL RESO	12/15/2016	Food/Supplies for	163.75	163.75

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			FY17: Lanter Distributing		
18963	SUPPLYWORKS	12/15/2016	SUPPLIES	1,188.03	1,355.34
			SUPPLIES	167.31	
18964	SWANN SPECIAL CARE CE	12/15/2016	MONTHLY TUITION - STEVIE MUSSON - OCT FINAL BILL	3,490.68	3,490.68
18965	SWEETWATER	12/15/2016	Fine Arts Grant-keyboards	1,367.98	1,367.98
18966	SYSCO FOOD SERVICE	12/15/2016	Food/Supplies for FY17: Sysco	3,028.44	3,028.44
18967	THARP, EVA	12/15/2016	FOOD SERVICE REFUND - JUSTIN, ANDREANNA & JASMINE THARP	225.15	225.15
18968	THE LINCOLN ELECTRIC	12/15/2016	welding rods and supplies	828.57	849.82
			welding rods and supplies	10.72	
			welding rods and supplies	10.53	
18969	THE MUSIC SHOPPE, INC	12/15/2016	band accessories: box of rico royal, felt pads, thumbsaver, and flugelhorn mouthpiece.	101.99	1,284.44
			Percussion harnesses for marching drums.	390.65	
			Percussion harnesses for marching drums.	295.00	

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Percussion harnesses for marching drums.	177.80	
			Percussion harnesses for marching drums.	319.00	
18970	TRANSFINDER CORPORATI	12/15/2016	Transportation Software for the school year 2016-17	3,250.00	3,250.00
18971	TRUCK CENTERS, INC	12/15/2016	Supplies and Repairs for school year 2016-17	404.00	404.00
18972	UNICOM ARC	12/15/2016	PROFESSIONAL FEE - COMMUNITY ENGAGEMENT	2,880.00	2,880.00
18973	UPS	12/15/2016	SHIPPING CHARGES	11.96	11.96
18974	VAAL, SARAH K	12/15/2016	MILEAGE - NOV	137.16	137.16
18975	VALLEY ELECTRIC SUPP	12/15/2016	SUPPLIES	38.58	504.89
18976	VARSITY SPIRIT FASHIO	12/15/2016	SUPPLIES Cheerleader uniforms	466.31 1,500.00	1,500.00
18977	VOLK, KARLA J	12/15/2016	MILEAGE - NOV	30.78	30.78
18978	WABASH VALLEY SERVICE	12/15/2016	Fuel for school year 2016-17	13,952.49	13,952.49
18979	WHITAKER, JUDY	12/15/2016	Service Provider Birth To Three (Family Reading night) - 11/15	50.00	50.00
		124	Computer	Check(s) For a Total of	279,939.29

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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	124	Computer	Checks For a Total of	279,939.29
Total For	124	Manual, Wire Tran, ACH & Computer Checks		279,939.29
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	279,939.29

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
A T & T 000 A T & T		0303163481001	9001700012	NOVPP	MAIN	TELEPHONE CHARGES	H	10/18/2016	11/02/2016	R	\$379.87
							16-17		18624		\$379.87
						NUMBER OF INVOICES: 1					\$379.87
ANDERBEN000 ANDERSON, BEN		1	0000000000	NOVPP	MAIN	MILEAGE - 492 MILES @ .54, STIPEND 3.5 DAYS @ \$60/DAY BREAKFAST/LUNCH, PARKING 4 DAYS @ 45.50	H	11/04/2016	11/04/2016	R	\$657.68
							16-17		18629		\$657.68
						NUMBER OF INVOICES: 1					\$657.68
BILLILIS000 BILLINGTON, LISA		1	3001700147	NOVPP	MAIN	MILEAGE - SEPT & OCT	P H	11/14/2016	11/17/2016	R	\$260.33
							16-17		18803		\$260.33
						NUMBER OF INVOICES: 1					\$260.33
BROOKCAR000 BROOKS, CAROLYNE		1	0000000000	NOVPP	MAIN	MILEAGE - 492 MILES @ .54, STIPEND 3.5 DAYS @ \$60/DAY BREAKFAST/LUNCH, PARKING 4 DAYS @ 45.50	H	11/04/2016	11/04/2016	R	\$657.68
							16-17		18630		\$657.68
						NUMBER OF INVOICES: 1					\$657.68
CARDMEMB000 CARDMEMBER SERVICES		1	0000000000	NOVPP	MAIN	SUPPLIES	H	11/21/2016	11/21/2016	R	\$9,400.00
							16-17		18804		\$9,400.00
CARDMEMB000 CARDMEMBER SERVICES		2	7001700015	NOVPP	MAIN	credit card orders for supplies for 21stccclc	P H	11/21/2016	11/21/2016	R	\$10.00
							16-17		18804		\$10.00
CARDMEMB000 CARDMEMBER SERVICES		3	3001700204	NOVPP	MAIN	Safety Glasses	C H	11/21/2016	11/21/2016	R	\$108.40
							16-17		18804		\$108.40

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<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 3						\$9,518.40
CLEARWAV000	CLEARWAVE COMMUNICATIONS	99640002776	9001700018	NOVPP	MAIN	INTERNET FIBER	H	11/10/2016	11/15/2016	R		\$750.00
							16-17			18777		\$750.00
						NUMBER OF INVOICES: 1						\$750.00
CLINEALE000	CLINE, ALEX	1	0000000000	NOVPP	MAIN	MILEAGE - 492 MILES @ .54, STIPEND 3.5 DAYS @ \$60/DAY BREAKFAST/LUNCH, PARKING 4 DAYS @ 45.50	H	11/04/2016	11/04/2016	R		\$657.68
							16-17			18631		\$657.68
						NUMBER OF INVOICES: 1						\$657.68
CONSTELL000	CONSTELLATION NEWENERGY, INC	0036138309	9001700019	NOVPP	MAIN	HS ELECTRIC	P H	11/09/2016	11/15/2016	R		\$4,665.97
							16-17			18778		\$4,665.97
						NUMBER OF INVOICES: 1						\$4,665.97
DEARBORN000	DEARBORN NATIONAL	F19284702S-1	9001700021	NOVPP	MAIN	LIFE INSURANCE	P H	11/14/2016	11/15/2016	R		\$2,742.52
							16-17			18779		\$2,742.52
						NUMBER OF INVOICES: 1						\$2,742.52
FRONTIER001	FRONTIER	2241591438090605-5	9001700027	NOVPP	MAIN	TELEPHONE CHARGES	H	10/25/2016	11/02/2016	R		\$1,578.31
							16-17			18625		\$1,578.31
						NUMBER OF INVOICES: 1						\$1,578.31
GECRB / 000	GECRB / AMAZON	1	3001700107	NOVPP	MAIN	Supplies to be used all year	C H	11/04/2016	11/04/2016	R		\$36.88
							16-17			18634		\$36.88
GECRB / 000	GECRB / AMAZON	10	1001700177	NOVPP	MAIN	Steel wagon for recess equipment	C H	11/04/2016	11/04/2016	R		\$111.99
							16-17			18634		\$111.99

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<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>	<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>					
GECRB / 000	GECRB / AMAZON	2	2001700104	NOVPP	MAIN	Book - The Middle School Student's Guide to Academic Success: 12 conversations for College and Career Readiness, by Blake Nemelka	C	H	11/04/2016	11/04/2016	R	\$13.31
							16-17			18634		\$13.31
GECRB / 000	GECRB / AMAZON	3	6001700096	NOVPP	MAIN	Nursing drug book and ped pulse oximeter	C	H	11/04/2016	11/04/2016	R	\$60.96
							16-17			18634		\$60.96
GECRB / 000	GECRB / AMAZON	4	6001700102	NOVPP	MAIN	Armor box IPAD	C	H	11/04/2016	11/04/2016	R	\$24.99
							16-17			18634		\$24.99
GECRB / 000	GECRB / AMAZON	5	9501700002	NOVPP	MAIN	Elementary School Amazon Misc Purchases	P	H	11/04/2016	11/04/2016	R	\$175.08
							16-17			18634		\$175.08
GECRB / 000	GECRB / AMAZON	6	9501700003	NOVPP	MAIN	High School Misc.	P	H	11/04/2016	11/04/2016	R	\$118.88
							16-17			18634		\$118.88
GECRB / 000	GECRB / AMAZON	6045781700082398	3001700200	NOVPP	MAIN	Adobe Dreamweaver	C	H	11/04/2016	11/04/2016	R	\$45.29
							16-17			18634		\$45.29
GECRB / 000	GECRB / AMAZON	7	9501700004	NOVPP	MAIN	USB		H	11/04/2016	11/04/2016	R	\$14.94
							16-17			18634		\$14.94
GECRB / 000	GECRB / AMAZON	8	0000000000	NOVPP	MAIN	BOARD GIFTS - EDUCATION WEEK		H	11/04/2016	11/04/2016	R	\$286.63
							16-17			18634		\$286.63
GECRB / 000	GECRB / AMAZON	9	1001700175	NOVPP	MAIN	Battery Charger for Playaway Audio Book Batteries	C	H	11/04/2016	11/04/2016	R	\$26.99
							16-17			18634		\$26.99
NUMBER OF INVOICES: 11												\$915.94
HAGANER1000	HAGAN, ERICA	1	0000000000	NOVPP	MAIN	WORKSHOP REIMBURSEMENT		H	11/22/2016	11/22/2016	R	\$72.96

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<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
HAGANER1000	HAGAN, ERICA	1				*****CONTINUED*****					
							16-17		18805		\$72.96
						NUMBER OF INVOICES: 1					\$72.96
HEARNJEN000	HEARN, JENIFER	1	0000000000	NOVPP	MAIN	HOTEL, MEALS - NCTM - NOVEMBER 14-16, 2016	H	11/21/2016	11/21/2016	R	\$352.30
							16-17		18806		\$352.30
						NUMBER OF INVOICES: 1					\$352.30
HYATT RE000	HYATT REGENCY CHICAGO	9663	0000000000	NOVPP	MAIN	BALANCE DUE - IL ASSN SCHOOL BOARD	H	11/14/2016	11/28/2016	R	\$3,382.54
							16-17		18814		\$3,382.54
						NUMBER OF INVOICES: 1					\$3,382.54
JOHN DEE000	JOHN DEERE FINANCIAL	1	9001700041	NOVPP	MAIN	SUPPLIES	H	11/04/2016	11/04/2016	R	\$202.40
							16-17		18635		\$202.40
JOHN DEE000	JOHN DEERE FINANCIAL	2	3001700139	NOVPP	MAIN	msc supplies for welding class	P H	11/04/2016	11/04/2016	R	\$179.89
							16-17		18635		\$179.89
JOHN DEE000	JOHN DEERE FINANCIAL	3	3001700183	NOVPP	MAIN	Electric Wire	P H	11/04/2016	11/04/2016	R	\$31.49
							16-17		18635		\$31.49
JOHN DEE000	JOHN DEERE FINANCIAL	75335-29504	8001700027	NOVPP	MAIN	General supplies for school year 2016-17	P H	11/04/2016	11/04/2016	R	\$262.07
							16-17		18635		\$262.07
						NUMBER OF INVOICES: 4					\$675.85
KINKASTE000	KINKADE, STEVE	1	0000000000	NOVPP	MAIN	MILEAGE - 492 MILES @ .54, STIPEND 3.5 DAYS @ \$60/DAY BREAKFAST/LUNCH, PARKING 4	H	11/04/2016	11/04/2016	R	\$657.68

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<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>	<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>				
KINKASTE000	KINKADE, STEVE	1		*****CONTINUED*****							
				DAYS @ 45.50				16-17		18632	\$657.68
				NUMBER OF INVOICES: 1							\$657.68
LESLITHO000	LESLIE, THOMAS	1	0000000000	NOVPP	MAIN	REIMBURSEMENT	H	11/21/2016	11/21/2016	R	\$647.33
								16-17		18807	\$647.33
				NUMBER OF INVOICES: 1							\$647.33
MARRITHE000	MARRIOTT, THERESA	1	0000000000	NOVPP	MAIN	AMTRAK REIMBURSEMENT	H	11/22/2016	11/22/2016	R	\$123.00
								16-17		18811	\$123.00
				NUMBER OF INVOICES: 1							\$123.00
MARRSSTE001	MARRS, STEVE	1	0000000000	NOVPP	MAIN	MILEAGE - 492 MILES @ .54, STIPEND 3.5 DAYS @ \$60/DAY BREAKFAST/LUNCH, PARKING 4 DAYS @ 45.50	H	11/04/2016	11/04/2016	R	\$657.68
								16-17		18633	\$657.68
				NUMBER OF INVOICES: 1							\$657.68
MERIDELL000	MERIDELL ACHIEVEMENT CENTER	1	6001700065	NOVPP	MAIN	HANNAH GUTHRIE - ACCOUNT #166200014 - RESIDENTIAL TREATMENT PROGRAM - OCTOBER	P H	11/08/2016	11/15/2016	R	\$17,714.64
								16-17		18780	\$17,714.64
				NUMBER OF INVOICES: 1							\$17,714.64
MICHESUZ000	MICHELS, SUZANNE	1	0000000000	NOVPP	MAIN	WORKSHOP REIMBURSEMENT	H	11/22/2016	11/22/2016	R	\$37.01
								16-17		18808	\$37.01
				NUMBER OF INVOICES: 1							\$37.01
MUSICSON000	MUSIC, SONJA		ERIN20161122A	NOVPP	MAIN	11/16/2016-11/20/2016	H	11/22/2016	11/22/2016	R	\$322.79

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<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>	
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>	
MUSICSON000	MUSIC, SONJA	ERIN20161122A		*****CONTINUED*****		Joint Annual Conference - Chicago			16-17		18813	\$322.79	
												NUMBER OF INVOICES: 1	\$322.79
RCHS - A000	RCHS - ACTIVITY	1	0000000000	NOVPP	MAIN	RECORDS REQUEST - TRANSCRIPTS		H	11/02/2016	11/02/2016	R	\$36.00	
									16-17		18626	\$36.00	
												NUMBER OF INVOICES: 1	\$36.00
RCHS - R000	RCHS - REVOLVING	1	0000000000	NOVPP	MAIN	REIMBURSEMENT - OCT		H	11/02/2016	11/02/2016	R	\$3,609.26	
									16-17		18627	\$3,609.26	
												NUMBER OF INVOICES: 1	\$3,609.26
RCMS 000	RCMS	1	0000000000	NOVPP	MAIN	REIMBURSEMENT - OCT		H	11/02/2016	11/02/2016	R	\$412.50	
									16-17		18628	\$412.50	
												NUMBER OF INVOICES: 1	\$412.50
RUSK EMI000	RUSK, EMILY	1	0000000000	NOVPP	MAIN	REIMBURSEMENT - NCTM		H	11/21/2016	11/21/2016	R	\$498.72	
									16-17		18809	\$498.72	
												NUMBER OF INVOICES: 1	\$498.72
SIUC NUR000	SIUC NURSE ASSISTANT TRAINING	104	0000000000	NOVPP	MAIN	NURSE AIDE COMPETENCY EXAM		H	11/14/2016	11/22/2016	R	\$325.00	
									16-17		18815	\$325.00	
												NUMBER OF INVOICES: 1	\$325.00
STALLBRE000	STALLARD, BRENDA	1	0000000000	NOVPP	MAIN	REIMBURSEMENT		H	11/06/2016	11/18/2016	R	\$546.68	
									16-17		18810	\$546.68	

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<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 1						\$546.68
STEBEMAR000	STEBER, MARK	1	0000000000	NOVPP	MAIN	REIMBURSEMENT	H		11/14/2016	11/15/2016	R	\$53.74
							16-17			18781		\$53.74
						NUMBER OF INVOICES: 1						\$53.74
THE MUSI000	THE MUSIC SHOPPE, INC	2274097	3001700160	NOVPP	MAIN	Instrument repairs.	P	H	06/08/2016	11/22/2016	R	\$84.00
							16-17			18812		\$84.00
THE MUSI000	THE MUSIC SHOPPE, INC	2274113	3001700160	NOVPP	MAIN	Instrument repairs.	P	H	06/08/2016	11/22/2016	R	\$41.00
							16-17			18812		\$41.00
THE MUSI000	THE MUSIC SHOPPE, INC	2274119	3001700160	NOVPP	MAIN	Instrument repairs.	P	H	06/08/2016	11/22/2016	R	\$82.00
							16-17			18812		\$82.00
THE MUSI000	THE MUSIC SHOPPE, INC	2274123	3001700160	NOVPP	MAIN	Instrument repairs.	P	H	06/08/2016	11/22/2016	R	\$87.00
							16-17			18812		\$87.00
THE MUSI000	THE MUSIC SHOPPE, INC	2274249	3001700160	NOVPP	MAIN	Instrument repairs.	P	H	06/09/2016	11/22/2016	R	\$78.00
							16-17			18812		\$78.00
THE MUSI000	THE MUSIC SHOPPE, INC	2302882	3001700160	NOVPP	MAIN	Instrument repairs.	P	H	06/26/2016	11/22/2016	R	\$10.00
							16-17			18812		\$10.00
THE MUSI000	THE MUSIC SHOPPE, INC	2305272	3001700158	NOVPP	MAIN	Expendable & durable musical accessories (reeds, mouthpiece, thumb pads, etc.)	P	H	09/01/2016	11/22/2016	R	\$29.75
							16-17			18812		\$29.75
THE MUSI000	THE MUSIC SHOPPE, INC	2308717	3001700154	NOVPP	MAIN	Chau Gon & gong stand.	C	H	09/06/2016	11/22/2016	R	\$599.00
							16-17			18812		\$599.00
						NUMBER OF INVOICES: 8						\$1,010.75
UCP SE 000	UCP SEGUIN	1	0000000000	NOVPP	MAIN	AMY ALLEN - EXECUTIVE	H		11/04/2016	11/04/2016	R	\$10.00

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VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
UCP SE 000	UCP SEGUIN	1		*****CONTINUED*****		FUNCTION SKILLS IN CHILDREN AND ADOLESCENTS - DECEMBER 9, 2016 - REGISTRATION		16-17		18636	\$10.00
UCP SE 000	UCP SEGUIN	1	000000000	NOVPP	MAIN	AMANDA, LEWIS, KERRIE WEIDNER - EXECUTIVE FUNCTION SKILLS IN CHILDREN AND ADOLESCENTS - DECEMBER 9, 2016 - REGISTRATION	H	11/16/2016	11/16/2016	R	\$30.00
								16-17		18782	\$30.00
UCP SE 000	UCP SEGUIN	1	000000000	NOVPP	MAIN	MELISSA DUNN, JILL GREENWOOD, EMILY RUSK - EXCUTIVE FUNCTION SKILLS IN CHILDREN AND ADOLESCENTS - DECEMBER 9, 2016 - REGISTRATION	H	11/14/2016	11/22/2016	R	\$45.00
								16-17		18816	\$45.00
NUMBER OF INVOICES: 3											\$85.00
VERIZONW000	VERIZONWIRELESS	9775382879	9001700069	NOVPP	MAIN	CELL PHONE CHARGES	H	11/15/2016	11/28/2016	R	\$303.02
								16-17		18817	\$303.02
NUMBER OF INVOICES: 1											\$303.02
TOTAL NUMBER OF HISTORY INVOICES: 56											\$54,308.83
56 COMPUTER CHECK INVOICES											\$54,308.83
TOTAL INVOICES: 56											\$54,308.83
BANK TOTALS:											
	BANK				BANK ACCOUNT #					INVOICE AMOUNT	NET AMOUNT
	MAIN				**A010 1120 0000 00 000000					\$54,308.83	\$54,308.83

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

LIQUIDATION STATUS (LQ) CODE LEGEND:
L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING
P = PARTIAL LIQUIDATION F = FULL LIQUIDATION
BLANK = NO LIQUIDATION

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

Comparison of Funds for November 2016

FUND	November, 2015	November, 2016
Education	2,247,099.98	3,195,788.36
Building and Grounds	2,357,397.43	2,838,799.21
Bond and Interest	701,698.53	701,518.36
Transportation	280,139.25	11,617.66
IMRF/Social Security	869,680.13	959,284.78
Capitol Projects	-	-
Working Cash	2,171,759.67	2,292,047.54
Tort Fund	354,583.31	76,853.80
Life Safety	266,851.98	235,175.68
Total Cash	9,249,210.28	10,311,085.39
Assets	159,866.42	158,205.34
Total Cash and Assets	9,409,076.70	10,469,290.73
GRAND TOTAL	9,409,076.70	10,469,290.73

compfund

Incentive

Rcvd 12/2015

\$783,762.00

Account Level				2016-17	November 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	161,338.78	3,835,016.90	0.00	0.00	-86,613.90
10R---	1110	0---	--		3,748,403.00	161,338.78	3,835,016.90	0.00	0.00	-86,613.90
10R010	1140	0000	00 000000	Special Ed Levy	81,487.00	3,507.36	83,369.90	0.00	0.00	-1,882.90
10R---	1140	0---	--		81,487.00	3,507.36	83,369.90	0.00	0.00	-1,882.90
10R---	11--	----	--		3,829,890.00	164,846.14	3,918,386.80	0.00	0.00	-88,496.80
10R010	1210	0000	00 000000	Mobile Home Tax	43,000.00	38,548.64	38,548.64	0.00	0.00	4,451.36
10R---	1210	0---	--		43,000.00	38,548.64	38,548.64	0.00	0.00	4,451.36
10R010	1220	0000	00 000000	Local Housing Aut Tax	15,000.00	14,450.57	14,450.57	0.00	0.00	549.43
10R---	1220	0---	--		15,000.00	14,450.57	14,450.57	0.00	0.00	549.43
10R010	1230	0000	00 000000	Corp Pers Prop Tax	532,000.00	0.00	122,141.01	0.00	0.00	409,858.99
10R---	1230	0---	--		532,000.00	0.00	122,141.01	0.00	0.00	409,858.99
10R---	12--	----	--		590,000.00	52,999.21	175,140.22	0.00	0.00	414,859.78
10R010	1311	0000	00 000000	Jump Start Tuition	45,800.00	2,760.00	24,230.00	0.00	0.00	21,570.00
10R---	1311	0---	--		45,800.00	2,760.00	24,230.00	0.00	0.00	21,570.00
10R---	13--	----	--		45,800.00	2,760.00	24,230.00	0.00	0.00	21,570.00
10R010	1510	0000	00 000000	Earnings on Investments	17,000.00	2,724.50	9,206.15	0.00	0.00	7,793.85
10R---	1510	0---	--		17,000.00	2,724.50	9,206.15	0.00	0.00	7,793.85
10R---	15--	----	--		17,000.00	2,724.50	9,206.15	0.00	0.00	7,793.85
10R010	1611	0000	00 000000	Sales to Pupils Lunch	140,000.00	14,353.00	56,082.10	0.00	0.00	83,917.90
10R---	1611	0---	--		140,000.00	14,353.00	56,082.10	0.00	0.00	83,917.90
10R010	1612	0000	00 000000	Sales to Pupils Bfast	30,000.00	1,478.40	6,095.25	0.00	0.00	23,904.75
10R---	1612	0---	--		30,000.00	1,478.40	6,095.25	0.00	0.00	23,904.75
10R010	1613	0000	00 000000	Sales to Pupil Ala Carte	20,000.00	1,986.45	6,366.50	0.00	0.00	13,633.50
10R---	1613	0---	--		20,000.00	1,986.45	6,366.50	0.00	0.00	13,633.50
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	464.54	22,153.08	0.00	0.00	-22,153.08
10R---	1615	0---	--		0.00	464.54	22,153.08	0.00	0.00	-22,153.08
10R010	1620	0000	00 000000	Sales to Adults	20,000.00	1,700.30	4,642.50	0.00	0.00	15,357.50
10R---	1620	0---	--		20,000.00	1,700.30	4,642.50	0.00	0.00	15,357.50
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	19,982.69	95,448.59	0.00	0.00	117,259.41
10R010	1711	0000	00 000000	Athletic Admissions	42,000.00	3,335.78	23,847.13	0.00	0.00	18,152.87
10R---	1711	0---	--		42,000.00	3,335.78	23,847.13	0.00	0.00	18,152.87
10R010	1720	0000	00 000000	Lab/Lock Fees	800.00	21.00	453.00	0.00	0.00	347.00
10R---	1720	0---	--		800.00	21.00	453.00	0.00	0.00	347.00
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	November 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	3,356.78	25,042.13	0.00	0.00	17,857.87
10R010	1811	0000	00	000000	135,000.00	1,741.50	107,098.77	0.00	0.00	27,901.23
10R---	1811	0---	--	-----	135,000.00	1,741.50	107,098.77	0.00	0.00	27,901.23
10R---	18--	----	--	-----	135,000.00	1,741.50	107,098.77	0.00	0.00	27,901.23
10R010	1910	0000	00	000000	14,000.00	1,780.00	2,595.82	0.00	0.00	11,404.18
10R---	1910	0---	--	-----	14,000.00	1,780.00	2,595.82	0.00	0.00	11,404.18
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	356.25	10,668.75	0.00	0.00	11,331.25
10R---	1970	0---	--	-----	22,000.00	356.25	10,668.75	0.00	0.00	11,331.25
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	1,581.96	2,932.01	0.00	0.00	17,067.99
10R010	1999	0000	01	000000	38,000.00	0.00	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	1,581.96	44,570.89	0.00	0.00	13,520.11
10R---	19--	----	--	-----	109,091.00	3,718.21	69,975.82	0.00	0.00	39,115.18
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	1,000.00	14,150.30	0.00	0.00	-6,150.30
10R---	2200	0---	--	-----	8,000.00	1,000.00	14,150.30	0.00	0.00	-6,150.30
10R---	22--	----	--	-----	8,000.00	1,000.00	14,150.30	0.00	0.00	-6,150.30
10R010	3001	0000	00	000000	7,813,074.00	745,605.52	2,966,636.26	0.00	0.00	4,846,437.74
10R---	3001	0---	--	-----	7,813,074.00	745,605.52	2,966,636.26	0.00	0.00	4,846,437.74

Account Level				2016-17	November 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	2,966,636.26	0.00	0.00	6,051,055.74
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	0.00	9,110.41	0.00	0.00	15,889.59
10R---	3370	0---	--		25,000.00	0.00	9,110.41	0.00	0.00	15,889.59
10R---	33--	----	--		30,500.00	0.00	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	November 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	107,653.00	0.00	61,516.00	0.00	0.00	46,137.00
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---	--	-----	108,953.00	0.00	61,516.00	0.00	0.00	47,437.00
10R---	39--	----	--	-----	108,953.00	0.00	61,516.00	0.00	0.00	47,437.00
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	51,897.76	141,277.26	0.00	0.00	328,722.74
10R---	4210	0---	--	-----	470,000.00	51,897.76	141,277.26	0.00	0.00	328,722.74
10R420	4215	0000	00	420000 Fed Special Milk Program	2,600.00	370.76	1,018.68	0.00	0.00	1,581.32
10R---	4215	0---	--	-----	2,600.00	370.76	1,018.68	0.00	0.00	1,581.32
10R430	4220	0000	00	430000 Fed Bfast Prog Reimb	131,000.00	12,779.03	35,436.13	0.00	0.00	95,563.87
10R---	4220	0---	--	-----	131,000.00	12,779.03	35,436.13	0.00	0.00	95,563.87
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	65,047.55	186,337.70	0.00	0.00	419,702.30
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	November 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	90,735.00	0.00	90,735.00	0.00	0.00	0.00
10R470	4421	0000	00	470000	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	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	280,000.00	0.00	107,788.93	0.00	0.00	172,211.07
10R---	4625	0---	--	-----	280,000.00	0.00	107,788.93	0.00	0.00	172,211.07
10R---	46--	----	--	-----	288,338.00	0.00	107,788.93	0.00	0.00	180,549.07
10R540	4770	0000	00	540000	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	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	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	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	0.00	0.00	0.00	0.00	0.00	0.00
10R180	4901	0000	01	180000	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	115,000.00	0.00	0.00	0.00	0.00	115,000.00
10R530	4932	0000	00	530000	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	50,000.00	10,341.03	19,482.14	0.00	0.00	30,517.86
10R---	4991	0---	--	-----	50,000.00	10,341.03	19,482.14	0.00	0.00	30,517.86
10R920	4992	0000	00	920000	100,000.00	0.00	5,442.01	0.00	0.00	94,557.99
10R---	4992	0---	--	-----	100,000.00	0.00	5,442.01	0.00	0.00	94,557.99
10R410	4998	0000	00	410000	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	65,000.00	5,543.52	21,407.23	0.00	0.00	43,592.77
10R---	4999	0---	--	-----	65,000.00	5,543.52	21,407.23	0.00	0.00	43,592.77
10R---	49--	----	--	-----	354,767.00	15,884.55	71,098.38	0.00	0.00	283,668.62
10R010	7990	0000	00	000000	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---	----	----	--	-----	17,781,260.00	1,079,666.65	8,219,472.17	0.00	0.00	9,561,787.83
20R010	1111	0000	00	000000	1,018,588.00	43,842.07	1,042,124.16	0.00	0.00	-23,536.16

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Account Level				2016-17	November 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	43,842.07	1,042,124.16	0.00	0.00	-23,536.16
20R---	11--	----	--	-----	1,018,588.00	43,842.07	1,042,124.16	0.00	0.00	-23,536.16
20R010	1510	0000	00	000000	Earnings on Investments	15,000.00	1,853.35	8,084.53	0.00	6,915.47
20R---	1510	0---	--	-----	15,000.00	1,853.35	8,084.53	0.00	0.00	6,915.47
20R---	15--	----	--	-----	15,000.00	1,853.35	8,084.53	0.00	0.00	6,915.47
20R010	1999	0000	00	000000	Other Bldg Rev-Ins Reim etc	1,000.00	0.00	799.90	0.00	200.10
20R010	1999	0000	01	000000	Other Bldg Rev	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
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
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
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	45,695.42	1,051,008.59	0.00	0.00	-16,420.59
30R010	1112	0000	00	000000	BOND AND INTEREST LEVY	1,616,415.00	68,133.20	1,615,630.30	0.00	784.70
30R---	1112	0---	--	-----	1,616,415.00	68,133.20	1,615,630.30	0.00	0.00	784.70
30R---	11--	----	--	-----	1,616,415.00	68,133.20	1,615,630.30	0.00	0.00	784.70
30R010	1510	0000	00	000000	Earnings on Investments	5,000.00	650.26	3,365.72	0.00	1,634.28
30R---	1510	0---	--	-----	5,000.00	650.26	3,365.72	0.00	0.00	1,634.28
30R---	15--	----	--	-----	5,000.00	650.26	3,365.72	0.00	0.00	1,634.28
30R010	1999	0000	00	000000	Other Bond and Int Rev	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
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	68,783.46	1,618,996.02	0.00	0.00	2,418.98
40R080	1113	0000	00	000000	TRANS LEVY	407,435.00	17,536.81	416,849.64	0.00	-9,414.64
40R---	1113	0---	--	-----	407,435.00	17,536.81	416,849.64	0.00	0.00	-9,414.64
40R080	1130	0000	00	000000	LEASING LEVY	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	17,536.81	416,849.64	0.00	0.00	-9,414.64
40R080	1412	0000	00	000000	Reg Trans from Pre-K	19,000.00	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	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	November 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	0.00	10,486.70	0.00	0.00	9,513.30
40R---	1442	0---	--		20,000.00	0.00	10,486.70	0.00	0.00	9,513.30
40R---	14--	----	--		84,500.00	0.00	20,876.78	0.00	0.00	63,623.22
40R080	1510	0000	00 000000	Earnings on Investments	2,700.00	121.11	568.82	0.00	0.00	2,131.18
40R---	1510	0---	--		2,700.00	121.11	568.82	0.00	0.00	2,131.18
40R---	15--	----	--		2,700.00	121.11	568.82	0.00	0.00	2,131.18
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	100.00	285.49	0.00	0.00	8,314.51
40R---	1999	0---	--		8,600.00	100.00	285.49	0.00	0.00	8,314.51
40R---	19--	----	--		8,600.00	100.00	285.49	0.00	0.00	8,314.51
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	17,757.92	438,580.73	0.00	0.00	1,116,343.27
50R010	1114	0000	00 000000	IMRF LEVY	725,000.00	30,559.21	724,645.32	0.00	0.00	354.68
50R---	1114	0---	--		725,000.00	30,559.21	724,645.32	0.00	0.00	354.68
50R010	1150	0000	00 000000	Tax Levy Social Security	415,000.00	17,493.03	414,808.72	0.00	0.00	191.28
50R---	1150	0---	--		415,000.00	17,493.03	414,808.72	0.00	0.00	191.28
50R---	11--	----	--		1,140,000.00	48,052.24	1,139,454.04	0.00	0.00	545.96
50R010	1230	0000	00 000000	Corp Pers Prop Tax	95,000.00	0.00	95,000.00	0.00	0.00	0.00
50R---	1230	0---	--		95,000.00	0.00	95,000.00	0.00	0.00	0.00
50R---	12--	----	--		95,000.00	0.00	95,000.00	0.00	0.00	0.00
50R010	1510	0000	00 000000	Earnings on Investments	4,000.00	755.97	2,055.08	0.00	0.00	1,944.92
50R---	1510	0---	--		4,000.00	755.97	2,055.08	0.00	0.00	1,944.92
50R---	15--	----	--		4,000.00	755.97	2,055.08	0.00	0.00	1,944.92

Account Level				2016-17	November 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	48,808.21	1,236,509.12	0.00	0.00	2,490.88
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	4,384.21	104,212.41	0.00	0.00	-2,353.41
70R---	1115	0---	--		101,859.00	4,384.21	104,212.41	0.00	0.00	-2,353.41
70R---	11--	----	--		101,859.00	4,384.21	104,212.41	0.00	0.00	-2,353.41
70R010	1510	0000	00 000000	Earnings on Investments	15,500.00	1,389.18	7,117.39	0.00	0.00	8,382.61
70R---	1510	0---	--		15,500.00	1,389.18	7,117.39	0.00	0.00	8,382.61
70R---	15--	----	--		15,500.00	1,389.18	7,117.39	0.00	0.00	8,382.61
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	5,773.39	111,329.80	0.00	0.00	6,029.20
80R010	1120	0000	00 000000	TORT LEVY	1,050,000.00	44,258.30	1,049,488.95	0.00	0.00	511.05
80R---	1120	0---	--		1,050,000.00	44,258.30	1,049,488.95	0.00	0.00	511.05
80R---	11--	----	--		1,050,000.00	44,258.30	1,049,488.95	0.00	0.00	511.05
80R010	1510	0000	00 000000	Tort Int	500.00	166.47	589.57	0.00	0.00	-89.57
80R---	1510	0---	--		500.00	166.47	589.57	0.00	0.00	-89.57
80R---	15--	----	--		500.00	166.47	589.57	0.00	0.00	-89.57
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	44,424.77	1,050,078.52	0.00	0.00	421.48
90R010	1118	0000	00 000000	LIFE SAFETY LEVY	101,859.00	4,384.21	104,212.41	0.00	0.00	-2,353.41
90R---	1118	0---	--		101,859.00	4,384.21	104,212.41	0.00	0.00	-2,353.41
90R---	11--	----	--		101,859.00	4,384.21	104,212.41	0.00	0.00	-2,353.41

Account Level				2016-17	November 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	185.21	921.64	0.00	0.00	1,078.36
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	185.21	921.64	0.00	0.00	1,078.36
90R---	15--	----	-- -----		2,000.00	185.21	921.64	0.00	0.00	1,078.36
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	4,569.42	105,134.05	0.00	0.00	-1,275.05
--R---	----	----	-- -----		24,502,905.00	1,315,479.24	13,831,109.00	0.00	0.00	10,671,796.00
10E060	1100	1100	00 000000	Fine Arts Cert Sal	4,500.00	0.00	0.00	0.00	0.00	4,500.00
10E070	1100	1100	00 000000	21st Cent Sal	22,591.00	200.00	23,234.49	0.00	0.00	-643.49
10E470	1100	1100	00 470000	21st Century Grant Sal	60,000.00	12,243.75	24,806.25	0.00	0.00	35,193.75
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	9,350.98	20,428.05	0.00	0.00	57,571.95
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---	-- -----		174,811.00	21,794.73	78,188.98	0.00	0.00	96,622.02
10E030	1100	2110	00 000000	Fuel Up 60 TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E060	1100	2110	00 000000	Fine Arts TRS/THIS/NEC	469.00	0.00	0.00	0.00	0.00	469.00
10E070	1100	2110	00 000000	21st Cent TRS	11,326.00	102.52	11,656.07	0.00	0.00	-330.07
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	6,546.54	13,434.69	0.00	0.00	18,847.31
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---	-- -----		44,077.00	6,649.06	25,090.76	0.00	0.00	18,986.24
10E060	1100	3190	00 000000	Fine Arts Pur Serv	800.00	0.00	0.00	0.00	300.00	500.00
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	878.19	2,492.83	0.00	2,356.00	7,151.17
10E060	1100	3230	00 000000	Fine Art Rep Maint	2,096.00	0.00	0.00	0.00	2,000.00	96.00
10E---	1100	3---	-- -----		20,167.00	878.19	7,763.89	0.00	4,656.00	7,747.11
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	1,440.00	0.00	0.00	0.00	38.00	1,402.00
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	1,921.38	3,079.96	18.64	3,309.87	1,591.53

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Account Level				2016-17	November 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---	1100	4---	--	-----	14,475.00	1,921.38	8,114.49	18.64	3,644.09	2,697.78
10E060	1100	5500	00	000000 Fine Arts Equip	31,092.00	0.00	0.00	0.00	30,523.98	568.02
10E190	1100	5500	00	190000 Title VI Rural Ed Equip	0.00	0.00	7,910.00	0.00	0.00	-7,910.00
10E470	1100	5500	00	470000 21st Cent Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1100	5---	--	-----	31,092.00	0.00	7,910.00	0.00	30,523.98	-7,341.98
10E020	1110	1100	00	000000 ERES Teach Sal	2,000,000.00	178,726.10	685,717.08	0.00	0.00	1,314,282.92
10E030	1110	1100	00	000000 WRES Teach Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E160	1110	1100	00	160000 Ed Jobs Fund Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	1110	00	000000 ERES Aide/TA Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	1110	00	000000 WRES Aid/TAr Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	1200	00	000000 ERES Sub Teach Sal	30,000.00	6,226.65	17,528.42	0.00	0.00	12,471.58
10E030	1110	1200	00	000000 WRES Sub Teach Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	1210	00	000000 ERES Sub Teach Aide Sal	0.00	5,640.00	12,822.00	0.00	0.00	-12,822.00
10E---	1110	1---	--	-----	2,030,000.00	190,592.75	716,067.50	0.00	0.00	1,313,932.50
10E020	1110	2110	00	000000 ERES TRS	245,881.00	27,372.14	82,187.04	0.00	0.00	163,693.96
10E030	1110	2110	00	000000 WRES TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E160	1110	2110	00	160000 Ed Jobs Fund TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	2200	00	000000 ERES Ins Benefit	172,218.00	13,965.00	71,625.00	0.00	0.00	100,593.00
10E030	1110	2200	00	000000 WRES Ins Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E160	1110	2200	00	160000 Ed Jobs Fund Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1110	2---	--	-----	418,099.00	41,337.14	153,812.04	0.00	0.00	264,286.96
10E020	1110	3190	00	000000 ERES Pur Ser Agreements	20,000.00	2,882.02	17,317.70	0.00	1,890.00	792.30
10E030	1110	3190	00	000000 WRES Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E670	1110	3190	00	000000 Tiger Safari Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	3230	00	000000 ERES Repair/Maintenance	500.00	0.00	0.00	0.00	0.00	500.00
10E020	1110	3230	61	000000 ERES Computer Rep/Maint	500.00	0.00	180.00	0.00	0.00	320.00
10E030	1110	3230	00	000000 WRES Rep.Main	0.00	0.00	0.00	0.00	0.00	0.00
10E030	1110	3230	61	000000 WRES Computer Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	3240	00	000000 ERES Copier Repair	1,500.00	96.00	376.00	0.00	1,124.00	0.00
10E030	1110	3240	00	000000 WRES Copier Rep Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	3260	00	000000 ERES Postage	6,000.00	0.00	0.00	0.00	0.00	6,000.00
10E030	1110	3260	00	000000 WRES Postage	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	3320	00	000000 ERES Travel	500.00	0.00	0.00	0.00	0.00	500.00
10E030	1110	3320	00	000000 WRES TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	3400	00	000000 ERES Internet	6,000.00	1,355.11	6,060.27	0.00	0.00	-60.27
10E030	1110	3400	00	000000 WRES Internet	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1110	3---	--	-----	35,000.00	4,333.13	23,933.97	0.00	3,014.00	8,052.03
10E020	1110	4100	00	000000 ERES Supplies	35,000.00	2,091.82	36,661.71	-3,500.00	449.74	1,388.55
10E020	1110	4100	02	000000 ERES Art Supplies	4,000.00	0.00	3,946.06	0.00	16.91	37.03

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FDTLOC	FUNC	OBJ	SJ	Account Level Description	2016-17 Budget	November 2016-17 Monthly Activity	2016-17 FYTD Activity	2016-17 Batch Activity	Encumbered Amount	2016-17 Available Funds
10E020	1110	4100	05	000000 ERES Read 180 Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4100	06	000000 ERES Spanish Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E020	1110	4100	12	000000 ERES Music Supplies	450.00	0.00	260.40	0.00	0.00	189.60
10E020	1110	4100	13	000000 ES Science Supp	5,000.00	403.13	2,830.30	0.00	794.72	1,374.98
10E020	1110	4100	50	000000 ERES PE Supplies	1,200.00	0.00	1,053.14	0.00	0.00	146.86
10E020	1110	4100	61	000000 ERES Computer Supplies	6,000.00	813.68	2,013.42	0.00	1,256.23	2,730.35
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	199.03	800.97
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	789.00	2,479.00	0.00	2,521.00	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	4,097.63	59,482.65	0.00	5,237.63	15,929.72
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	121,926.60	459,582.80	0.00	0.00	890,417.20
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	14,978.58	0.00	0.00	25,671.42
10E040	1120	1200	00	000000 ERMS Sub Teach Sal	20,500.00	5,796.18	13,946.51	0.00	0.00	6,553.49
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	131,110.28	488,507.89	0.00	0.00	923,142.11

				Account Level	2016-17	November 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	2110	00	000000	ERMS TRS	175,000.00	18,684.68	56,050.18	0.00	0.00	118,949.82
10E160	1120	2110	00	160000	Ed Jobs Fund TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	2130	00	000000		0.00	0.00	0.00	0.00	0.00	0.00
10E160	1120	2130	00	160000		0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	2200	00	000000	ERMS Ins Benefit	138,810.00	12,096.00	59,730.00	0.00	0.00	79,080.00
10E160	1120	2200	00	160000	Ed Jobs Fund Ben	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1120	2---	--	-----		313,810.00	30,780.68	115,780.18	0.00	0.00	198,029.82
10E040	1120	3190	00	000000	ERMS Pur Serv Agreements	15,000.00	10,507.26	23,349.73	0.00	0.00	-8,349.73
10E040	1120	3190	61	000000	ERMS Comp Pur Serv	7,000.00	0.00	4,298.34	0.00	0.00	2,701.66
10E040	1120	3230	00	000000	ERMS Repair/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	3230	61	000000	ERMS Computer Rep/Maint	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10E040	1120	3240	00	000000	ERMS Copier Repair ONLY	400.00	102.00	102.00	0.00	298.00	0.00
10E040	1120	3260	00	000000	ERMS Postage	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E040	1120	3320	00	000000	ERMS Travel	100.00	0.00	0.00	0.00	0.00	100.00
10E040	1120	3400	00	000000	ERMS Internet	6,000.00	1,355.10	6,060.24	0.00	0.00	-60.24
10E---	1120	3---	--	-----		33,000.00	11,964.36	33,810.31	0.00	298.00	-1,108.31
10E040	1120	4100	00	000000	ERMS Gen Clsrm Supp	3,500.00	465.80	1,825.64	0.00	837.40	836.96
10E040	1120	4100	02	000000	ERMS Art Supplies	2,000.00	0.00	1,423.03	0.00	27.58	549.39
10E040	1120	4100	05	000000	ERMS Lang Art Supp	750.00	92.50	290.28	0.00	0.00	459.72
10E040	1120	4100	08	000000	ERMS Health Class Supp	0.00	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	0.00	250.00
10E040	1120	4100	11	000000	ERMS Math Supplies	1,000.00	102.02	102.02	0.00	35.37	862.61
10E040	1120	4100	12	000000	ERMS Band Supp	2,400.00	0.00	1,845.00	0.00	32.83	522.17
10E040	1120	4100	13	000000	ERMS Science Supplies	2,000.00	83.83	361.71	0.00	195.18	1,443.11
10E040	1120	4100	15	000000	ERMS Social Studies Supp	750.00	54.98	54.98	0.00	0.00	695.02
10E040	1120	4100	50	000000	ERMS P.E. Supplies	1,300.00	0.00	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	0.00	568.05	16,311.83
10E040	1120	4100	80	000000	ERMS Chorus Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E120	1120	4100	00	120000	LAPTOP GRANT INST SUPP	0.00	0.00	0.00	0.00	0.00	0.00
10E170	1120	4100	00	170000	NCTM Math Supp	0.00	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	0.00
10E040	1120	4110	00	000000	ERMS Intergraded Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	4120	00	000000	ERMS Read 180 Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	4130	00	000000	ERMS ID Badge Supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E040	1120	4200	00	000000	ERMS New Textbooks	15,000.00	0.00	14,484.81	0.00	192.03	323.16
10E040	1120	4210	00	000000	ERMS Replace Textbooks	2,000.00	0.00	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	0.00
10E040	1120	4230	00	000000	ERMS A.R. Books	300.00	0.00	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	0.00	873.60
10E040	1120	4700	00	000000	ERMS Software	5,300.00	0.00	1,819.24	0.00	0.00	3,480.76

Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds	
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	0.00	907.50	442.50
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	799.13	36,461.23	0.00	4,016.74	29,922.03
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	42,109.49	0.00	0.00	98,255.51
10E210	1125	1100	00	210000	Roe Pre K Teach Salary	30,100.00	2,508.30	10,858.39	0.00	0.00	19,241.61
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	16,400.40	0.00	0.00	38,379.60
10E210	1125	1110	00	210000	ROE Pre K Aide Salary	7,308.00	609.00	1,863.54	0.00	0.00	5,444.46
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	950.00	1,520.00	0.00	0.00	3,230.00
10E210	1125	1200	00	210000	ROE Pre K Sub Teach Sal	285.00	546.25	617.50	0.00	0.00	-332.50
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	122.50	801.50	0.00	0.00	1,998.50
10E210	1125	1210	00	210000	ROE Pre K Sub Aide Sal	210.00	35.00	143.50	0.00	0.00	66.50
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	24,286.53	108,285.52	0.00	0.00	166,283.48
10E110	1125	2110	00	110000	Pre K TRS	19,750.00	2,155.85	6,449.98	0.00	0.00	13,300.02
10E210	1125	2110	00	210000	ROE Pre K TRS	3,447.00	390.59	1,157.47	0.00	0.00	2,289.53
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	5,592.17	0.00	0.00	12,989.83
10E210	1125	2200	00	210000	ROE Pre K Ins Ben	2,800.00	233.00	1,149.00	0.00	0.00	1,651.00
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	4,643.44	17,953.62	0.00	0.00	30,230.38
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	216.64	1,685.80	0.00	2,813.03	3,501.17
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	216.64	1,685.80	0.00	2,813.03	3,501.17
10E510	1125	5500	00	510000	Pre K Equip	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	November 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---	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	119,118.86	434,082.85	0.00	0.00	865,917.15
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	6,927.72	0.00	0.00	9,876.28
10E050	1130	1200	00	000000 ERHS Sub Teach Sal	15,000.00	2,857.50	4,737.50	0.00	0.00	10,262.50
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	255.00	767.50	0.00	0.00	2,732.50
10E---	1130	1---	--	-----	1,335,304.00	123,631.64	446,515.57	0.00	0.00	888,788.43
10E050	1130	2110	00	000000 ERHS Teach TRS	171,000.00	18,266.78	54,578.25	0.00	0.00	116,421.75
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	60,607.00	0.00	0.00	100,367.00
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	30,361.78	115,185.25	0.00	0.00	216,788.75
10E050	1130	3190	00	000000 ERHS Purchase Serv	15,500.00	7,633.18	19,450.85	0.00	0.00	-3,950.85
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	0.00	290.00	0.00	35.00	1,675.00
10E050	1130	3230	80	000000 ERHS Instr Mus Rep/Maint	4,500.00	382.00	382.00	0.00	128.40	3,989.60
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	0.00	1,025.00	0.00	175.00	-1,200.00
10E050	1130	3400	00	000000 ERHS Internet	8,000.00	1,355.10	6,060.20	0.00	0.00	1,939.80
10E---	1130	3---	--	-----	44,655.00	9,370.28	27,855.67	0.00	1,563.40	15,235.93
10E050	1130	4100	00	000000 ERHS Gen Clsrm Supplies	15,500.00	0.00	3,356.11	0.00	1,485.40	10,658.49
10E050	1130	4100	02	000000 ERHS Art Supplies	5,400.00	1,770.96	3,098.84	0.00	2,613.07	-311.91
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	44.13	1,617.32	0.00	1,193.10	89.58
10E050	1130	4100	12	000000 ERHS Vocal Music Supp	1,090.00	40.64	933.57	17.60	50.19	88.64
10E050	1130	4100	13	000000 ERHS Science Supplies	5,075.00	44.40	1,583.88	0.00	1,964.59	1,526.53

CS

Account Level				2016-17	November 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	15	000000	ERHS Social Studies Supp	1,215.00	277.35	514.46	0.00	700.54	0.00
10E050	1130	4100	28	000000	ERHS Communications Supp	810.00	0.00	728.36	0.00	81.64	0.00
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	2,000.00	2,000.00	0.00	0.00	0.00
10E050	1130	4100	61	000000	ERHS Computer Supplies	5,000.00	203.88	569.22	0.00	1,081.51	3,349.27
10E050	1130	4100	80	000000	ERHS Instrum Music Supp	3,000.00	29.75	2,225.52	0.00	1,147.69	-373.21
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	4,411.11	26,497.86	17.60	13,069.19	43,155.35
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	2,682.87	5,822.07	0.00	873.35	5,304.58
10E---	1130	5---	--	-----		14,000.00	2,682.87	5,822.07	0.00	873.35	7,304.58
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	17,256.84	0.00	0.00	40,266.16
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	0.00	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	5,752.28	22,914.68	0.00	0.00	42,071.32
10E330	1170	2110	00	330000	TITLE II TEACH QUAL TRS	37,442.00	3,552.90	10,660.05	0.00	0.00	26,781.95
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	2,790.50	0.00	0.00	6,459.50
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	4,482.90	14,350.55	0.00	0.00	33,241.45

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Account Level				2016-17	November 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	3190	00	710000	ELEM CAREERS PURCHASE SERVICE	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
10E710	1180	4100	00	710000	Elem Career Supplies	1,491.00	0.00	545.00	0.00	946.00
10E---	1180	4---	--	-----	1,491.00	0.00	545.00	0.00	0.00	946.00
10E---	11--	----	--	-----	6,950,326.00	656,097.93	2,542,535.48	36.24	69,709.41	4,338,044.87
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	6,412.22	22,870.70	0.00	55,739.30
10E140	1204	1210	00	140000	Prsnl Aide/Ast Sub Sal	5,000.00	3,274.50	6,674.50	0.00	-1,674.50
10E---	1204	1---	--	-----	83,610.00	9,686.72	29,545.20	0.00	0.00	54,064.80
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	469.00	2,338.00	0.00	14,336.00
10E---	1204	2---	--	-----	16,674.00	469.00	2,338.00	0.00	0.00	14,336.00
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	39,535.89	185,033.18	0.00	252,787.82
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	475.00	1,045.00	0.00	8,505.00
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	824.90	1,467.30	0.00	1,032.70
10E---	1205	1---	--	-----	449,871.00	40,835.79	187,545.48	0.00	0.00	262,325.52
10E140	1205	2110	00	140000	LD Teacher TRS	53,200.00	5,836.88	16,879.48	0.00	36,320.52
10E140	1205	2200	00	140000	LD Insurance Ben	33,324.00	2,792.00	13,330.00	0.00	19,994.00
10E---	1205	2---	--	-----	86,524.00	8,628.88	30,209.48	0.00	0.00	56,314.52

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E140	1216	2200	00	140000	0.00	0.00	0.00	0.00	0.00	0.00
10E280	1216	2200	00	280000	11,160.00	935.00	4,615.00	0.00	0.00	6,545.00
10E---	1216	2---	--	-----	11,160.00	935.00	4,615.00	0.00	0.00	6,545.00
10E920	1216	3190	00	920000	12,000.00	1,449.95	2,199.92	1,210.00	0.00	8,590.08
10E920	1216	3320	00	920000	1,200.00	0.00	150.00	0.00	0.00	1,050.00
10E---	1216	3---	--	-----	13,200.00	1,449.95	2,349.92	1,210.00	0.00	9,640.08
10E920	1216	4100	00	920000	5,000.00	24.99	4,083.30	0.00	543.32	373.38
10E920	1216	4220	00	920000	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1216	4700	00	920000	400.00	0.00	0.00	0.00	0.00	400.00
10E---	1216	4---	--	-----	5,400.00	24.99	4,083.30	0.00	543.32	773.38
10E140	1220	1100	00	140000	519,160.00	41,621.09	200,838.79	0.00	0.00	318,321.21
10E140	1220	1110	00	140000	108,500.00	9,599.32	43,136.84	0.00	0.00	65,363.16
10E140	1220	1200	00	140000	10,000.00	741.00	1,298.50	0.00	0.00	8,701.50
10E140	1220	1210	00	140000	5,000.00	770.00	1,817.50	0.00	0.00	3,182.50
10E---	1220	1---	--	-----	642,660.00	52,731.41	247,091.63	0.00	0.00	395,568.37
10E140	1220	2110	00	140000	61,700.00	6,353.95	19,426.51	0.00	0.00	42,273.49
10E140	1220	2130	00	140000	0.00	0.00	0.00	0.00	0.00	0.00
10E140	1220	2200	00	140000	83,275.00	6,249.50	29,917.70	0.00	0.00	53,357.30
10E---	1220	2---	--	-----	144,975.00	12,603.45	49,344.21	0.00	0.00	95,630.79
10E920	1220	3190	00	920000	5,500.00	389.98	3,536.98	0.00	0.00	1,963.02
10E920	1220	3320	00	920000	1,600.00	37.59	99.57	0.00	615.43	885.00
10E---	1220	3---	--	-----	7,100.00	427.57	3,636.55	0.00	615.43	2,848.02
10E920	1220	4100	00	920000	3,600.00	0.00	1,854.82	0.00	637.13	1,108.05
10E920	1220	4100	61	000000	500.00	0.00	0.00	0.00	0.00	500.00
10E920	1220	4200	00	920000	0.00	0.00	0.00	0.00	0.00	0.00
10E920	1220	4220	00	920000	200.00	0.00	0.00	0.00	0.00	200.00
10E920	1220	4700	00	000000	16,875.00	0.00	0.00	0.00	0.00	16,875.00
10E---	1220	4---	--	-----	21,175.00	0.00	1,854.82	0.00	637.13	18,683.05
10E920	1220	5500	00	920000	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	72,450.00	7,244.84	21,734.52	0.00	0.00	50,715.48
10E500	1250	1100	00	500000	13,797.00	0.00	13,796.88	0.00	0.00	0.12
10E100	1250	1110	00	100000	203,503.00	17,352.28	55,146.84	0.00	0.00	148,356.16
10E500	1250	1110	00	500000	24,945.00	0.00	24,944.60	0.00	0.00	0.40
10E100	1250	1200	00	100000	2,850.00	95.00	237.50	0.00	0.00	2,612.50
10E500	1250	1200	00	500000	0.00	0.00	0.00	0.00	0.00	0.00
10E100	1250	1210	00	100000	2,000.00	1,611.00	2,341.00	0.00	0.00	-341.00
10E500	1250	1210	00	500000	0.00	0.00	0.00	0.00	0.00	0.00
10E100	1250	1300	00	100000	34,000.00	3,856.25	8,287.50	0.00	0.00	25,712.50
10E500	1250	1300	00	500000	1,831.00	0.00	1,831.25	0.00	0.00	-0.25

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds	
10E100	1250	1310	00	100000	Title I N/C Tutoring	22,000.00	2,472.79	5,214.64	0.00	0.00	16,785.36
10E500	1250	1310	00	500000	Title I Tutor Aide Sal	263.00	0.00	262.50	0.00	0.00	0.50
10E---	1250	1---	--	-----	377,639.00	32,632.16	133,797.23	0.00	0.00	243,841.77	
10E100	1250	2110	00	100000	Title I Teacher TRS	65,000.00	6,546.10	18,242.36	0.00	0.00	46,757.64
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	3,417.00	11,181.00	0.00	0.00	30,524.00
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	9,963.10	33,354.04	0.00	0.00	77,281.96	
10E100	1250	3190	00	100000	Title I Pur Serv	53,376.00	1,200.00	59,362.02	0.00	0.00	-5,986.02
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	1,200.00	59,737.02	0.00	0.00	-5,986.02	
10E100	1250	4100	00	100000	Title I Supplies	13,134.00	1,548.00	6,680.52	0.00	443.72	6,009.76
10E500	1250	4100	00	500000	Title I Supp	1,363.00	0.00	1,362.03	0.00	17,120.97	-17,120.00
10E---	1250	4---	--	-----	14,497.00	1,548.00	8,042.55	0.00	17,564.69	-11,110.24	
10E360	1275	1100	00	360000	Jump Start Teach Sal	15,073.00	1,507.30	4,521.90	0.00	0.00	10,551.10
10E360	1275	1110	00	360000	Jump Start Aide Sal	6,090.00	705.00	2,571.00	0.00	0.00	3,519.00
10E360	1275	1200	00	360000		0.00	23.75	47.50	0.00	0.00	-47.50
10E360	1275	1210	00	360000		0.00	17.50	35.00	0.00	0.00	-35.00
10E---	1275	1---	--	-----	21,163.00	2,253.55	7,175.40	0.00	0.00	13,987.60	
10E360	1275	2110	00	360000	Jump Start Teach TRS	2,071.00	230.43	690.95	0.00	0.00	1,380.05
10E360	1275	2200	00	360000	Jump Start Ins Ben	4,630.00	233.00	699.00	0.00	0.00	3,931.00
10E---	1275	2---	--	-----	6,701.00	463.43	1,389.95	0.00	0.00	5,311.05	
10E360	1275	3190	00	360000	Jump Start Pur Serv	1,000.00	0.00	166.24	0.00	0.00	833.76
10E---	1275	3---	--	-----	1,000.00	0.00	166.24	0.00	0.00	833.76	
10E360	1275	4100	00	360000	Jump Start Supplies	5,000.00	18.30	419.94	0.00	231.70	4,348.36
10E---	1275	4---	--	-----	5,000.00	18.30	419.94	0.00	231.70	4,348.36	
10E---	12--	----	--	-----	2,215,282.00	188,603.84	862,409.48	1,210.00	22,767.52	1,328,895.00	
10E050	1400	1100	00	000000	ERHS Voc Teach Sal	440,000.00	42,286.32	157,217.19	0.00	0.00	282,782.81
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	1,111.50	2,051.50	0.00	0.00	2,623.50
10E---	1400	1---	--	-----	444,675.00	43,397.82	159,268.69	0.00	0.00	285,406.31	
10E050	1400	2110	00	000000	ERHS Voc TRS	55,917.00	6,471.81	19,159.23	0.00	0.00	36,757.77
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	15,314.50	0.00	0.00	29,097.50
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	9,682.31	34,473.73	0.00	0.00	65,855.27	

Account Level				2016-17	November 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	3140	00	000000	ERHS Voc OCC Mech Class	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
10E050	1400	3190	01	000000	ERHS Ag Entry Fees	580.00	0.00	235.00	0.00	477.00	-132.00
10E050	1400	3190	07	000000	ERHS Health Pur Serv	500.00	325.00	490.00	0.00	0.00	10.00
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	0.00	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	54.00	54.00	0.00	46.00	200.00
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	1,502.58	2,254.17	0.00	187.88	-1,342.05
10E050	1400	3320	01	000000	ERHS Ag Travel	500.00	186.47	146.32	0.00	0.00	353.68
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
10E050	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	2,068.05	17,679.49	0.00	10,210.88	-14,864.37
10E050	1400	4100	00	000000	ERHS Vocational Supp	24,000.00	960.00	17,700.00	6,128.47	0.00	171.53
10E050	1400	4100	01	000000	ERHS Ag Supplies	11,120.00	407.78	3,954.55	0.00	7,952.44	-786.99
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	646.16	1,828.68	0.00	4,569.59	-117.27
10E050	1400	4100	10	000000	ERHS Ind Occ Supplies	6,950.00	1,673.89	2,985.28	0.00	1,531.21	2,433.51
10E050	1400	4100	14	000000	ERHS Business Supplies	4,600.00	45.29	2,170.39	0.00	2,583.00	-153.39
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	1,770.00	15,000.00	0.00	0.00	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	0.00	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

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Account Level				2016-17	November 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	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	5,503.12	50,083.27	6,128.47	19,173.30	12,856.96
10E050	1400	5500	00 000000	ERHS VOC Equipment	0.00	6,128.47	6,128.47	-6,128.47	0.00	0.00
10E050	1400	5500	01 000000	ERHS Ag Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	09 000000	ERHS Home Ec Equip	0.00	0.00	0.00	0.00	0.00	0.00
10E050	1400	5500	10 000000	ERHS Ind Occ Equip	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	0.00	28,980.00	0.00	4,333.00	4,187.00
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	6,128.47	35,108.47	-6,128.47	5,032.00	4,488.00
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
0610E410	1459	1110	00 410000	JROTC Instructor Sal	135,000.00	10,231.34	51,867.70	0.00	0.00	83,132.30
10E---	1459	1---	--		135,000.00	10,231.34	51,867.70	0.00	0.00	83,132.30
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	10.00	0.00	0.00	14.00
10E---	1459	2---	--		24.00	2.00	10.00	0.00	0.00	14.00
10E---	14--	----	--		819,796.00	77,013.11	348,491.35	0.00	34,416.18	436,888.47
10E050	1500	1100	00 000000	ERHS A D Sal	5,368.00	447.36	2,170.56	0.00	0.00	3,197.44
10E---	1500	1---	--		5,368.00	447.36	2,170.56	0.00	0.00	3,197.44
10E050	1500	2110	00 000000	ERHS A D TRS	613.00	68.30	204.90	0.00	0.00	408.10
10E---	1500	2---	--		613.00	68.30	204.90	0.00	0.00	408.10
10E050	1500	3100	00 000000	Athletic Train/RMH	0.00	0.00	5,000.00	0.00	15,000.00	-20,000.00
10E050	1500	3190	00 000000	ERHS AD Game/Dance Scrtty	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	113.94	113.94	0.00	186.06	700.00
10E050	1500	3910	00 000000	ERHS A D Playoffs	6,000.00	1,103.38	1,399.38	0.00	0.00	4,600.62
10E---	1500	3---	--		7,900.00	1,217.32	6,513.32	0.00	15,186.06	-13,799.38
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	0.00	800.00	0.00	0.00	0.00
10E050	1500	4120	00 000000	ERHS Sport uniforms	6,000.00	0.00	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

Account Level				2016-17	November 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	4---	--		8,150.00	0.00	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
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	1,366.24	0.00	0.00	646.76
10E---	1505	1---	--		2,013.00	139.80	1,366.24	0.00	0.00	646.76
10E050	1505	2110	00	000000 HS FBLA Spon TRS	230.00	21.34	92.18	0.00	0.00	137.82
10E---	1505	2---	--		230.00	21.34	92.18	0.00	0.00	137.82
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	2,431.58	2,431.58	0.00	0.00	2,433.42
10E---	1510	1---	--		4,865.00	2,431.58	2,431.58	0.00	0.00	2,433.42
10E050	1510	2110	00	000000 ERHS Cheerldr Spons TRS	345.00	172.88	172.88	0.00	0.00	172.12
10E050	1510	2200	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	1510	2---	--		345.00	172.88	172.88	0.00	0.00	172.12
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	4,026.20	4,026.20	0.00	0.00	-0.20
10E---	1511	1---	--		4,026.00	4,026.20	4,026.20	0.00	0.00	-0.20
10E050	1511	2110	00	000000 ERHS Golf Coach TRS	460.00	461.03	461.03	0.00	0.00	-1.03
10E---	1511	2---	--		460.00	461.03	461.03	0.00	0.00	-1.03
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	7,108.54	7,108.54	0.00	0.00	0.46
10E050	1512	1120	00	000000 ERHS X C Workers	50.00	0.00	41.25	0.00	0.00	8.75
10E---	1512	1---	--		7,159.00	7,108.54	7,149.79	0.00	0.00	9.21
10E050	1512	2110	00	000000 ERHS X Cntry TRS	306.00	307.35	307.35	0.00	0.00	-1.35
10E---	1512	2---	--		306.00	307.35	307.35	0.00	0.00	-1.35
10E050	1512	3190	00	000000 ERHS X C Part Exp	700.00	75.00	520.00	0.00	0.00	180.00
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	75.00	520.00	0.00	0.00	180.00
10E050	1512	4100	00	000000 ERHS X C Supplies	300.00	228.41	300.00	0.00	84.07	-84.07
10E---	1512	4---	--		300.00	228.41	300.00	0.00	84.07	-84.07

Account Level				2016-17	November 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	1100	00 000000	ERHS Dance Team Coach	1,844.00	921.75	921.75	0.00	0.00	922.25
10E---	1513	1---	--		1,844.00	921.75	921.75	0.00	0.00	922.25
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	22.50	3,340.80	0.00	0.00	-22.80
10E---	1520	1---	--		3,318.00	22.50	3,340.80	0.00	0.00	-22.80
10E050	1520	2110	00 000000	ERHS Girls Tennis TRS	0.00	2.57	2.57	0.00	0.00	-2.57
10E---	1520	2---	--		0.00	2.57	2.57	0.00	0.00	-2.57
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	6,039.30	6,039.30	0.00	0.00	0.70
10E050	1521	1120	00 000000	ERHS Vlybl Game Wrks Sal	800.00	457.50	506.25	0.00	0.00	293.75
10E---	1521	1---	--		6,840.00	6,496.80	6,545.55	0.00	0.00	294.45
10E050	1521	2110	00 000000	ERHS Vlybl Coach TRS	800.00	691.54	691.54	0.00	0.00	108.46
10E---	1521	2---	--		800.00	691.54	691.54	0.00	0.00	108.46
10E050	1521	3100	00 000000	ERHS Vlybl Officials	900.00	110.00	770.00	0.00	0.00	130.00
10E050	1521	3190	00 000000	ERHS Vlybl Part Exp	750.00	348.78	748.78	0.00	0.00	1.22
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	458.78	1,518.78	0.00	0.00	131.22
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	150.00	150.00	0.00	0.00	450.00
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	150.00	150.00	0.00	0.00	2,750.00
10E050	1522	4100	00 000000	ERHS Grls Bsktbl Supp	1,500.00	0.00	0.00	0.00	1,403.47	96.53

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Account Level				2016-17	November 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---	1522	4---	--	-----	1,500.00	0.00	0.00	0.00	1,403.47	96.53
10E050	1523	1100	00	000000 ERHS Grls Trck Coach Sal	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E050	1523	1120	00	000000 ERHS Girls Track Workers	100.00	0.00	0.00	0.00	0.00	100.00
10E---	1523	1---	--	-----	3,100.00	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	0.00	311.25	0.00	0.00	-311.25
10E---	1525	1---	--	-----	4,694.00	0.00	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

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Account Level				2016-17	November 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	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
10E050	1531	1100	00 000000	ERHS Ftbl Coach Sal	21,234.00	21,233.54	21,233.54	0.00	0.00	0.46
10E050	1531	1120	00 000000	ERHS Ftbl Game Wrks	2,500.00	1,031.25	1,552.50	0.00	0.00	947.50
10E---	1531	1---	--		23,734.00	22,264.79	22,786.04	0.00	0.00	947.96
10E050	1531	2110	00 000000	ERHS Ftbl Coach TRS	1,300.00	1,173.96	1,181.70	0.00	0.00	118.30
10E---	1531	2---	--		1,300.00	1,173.96	1,181.70	0.00	0.00	118.30
10E050	1531	3100	00 000000	ERHS Ftbl Officials	2,640.00	660.00	2,580.00	0.00	0.00	60.00
10E050	1531	3190	00 000000	ERHS Ftbl Part Exp	1,310.00	673.35	673.35	0.00	0.00	636.65
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	1,333.35	3,253.35	0.00	0.00	3,196.65
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

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Account Level				2016-17	November 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	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
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	5,601.75	5,601.75	0.00	0.00	-2,282.75
10E---	1536	1---	--		3,319.00	5,601.75	5,601.75	0.00	0.00	-2,282.75
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	400.00	1,300.00	0.00	0.00	0.00
10E050	1536	3190	00 000000	ERHS Soccer Part Exp	500.00	138.75	438.75	0.00	0.00	61.25
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	538.75	1,738.75	0.00	0.00	61.25
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	836.74	0.00	0.00	1,177.26
10E---	1540	1---	--		2,014.00	167.76	836.74	0.00	0.00	1,177.26
10E040	1540	2110	00 000000	ERMS A D TRS	230.00	25.60	76.80	0.00	0.00	153.20
10E040	1540	2200	00 000000		0.00	0.00	0.00	0.00	0.00	0.00
10E---	1540	2---	--		230.00	25.60	76.80	0.00	0.00	153.20
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	54.07	54.07	0.00	0.00	445.93
10E040	1540	4110	00 000000	ERMS A D Awards	1,100.00	28.20	28.20	0.00	0.00	1,071.80
10E---	1540	4---	--		1,600.00	82.27	82.27	0.00	0.00	1,517.73
10E040	1540	6400	00 000000	ERMS A D Dues/Fees	1,450.00	0.00	966.00	125.00	280.00	79.00
10E---	1540	6---	--		1,450.00	0.00	966.00	125.00	280.00	79.00
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

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Account Level				2016-17	November 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	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	100.00
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	3,687.00	4,002.00	0.00	-315.00
10E---	1551	1---	--	-----	3,687.00	3,687.00	4,002.00	0.00	0.00	-315.00
10E040	1551	2110	00	000000	ERMS X-Cntry Coach TRS	0.00	0.00	18.89	0.00	-18.89
10E---	1551	2---	--	-----	0.00	0.00	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	23.17	133.03	0.00	66.97
10E---	1551	4---	--	-----	200.00	23.17	133.03	0.00	0.00	66.97
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	240.00	240.00	0.00	1,160.00
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	240.00	240.00	0.00	0.00	1,160.00
10E040	1560	4100	00	000000	ERMS Grls Bsktb Supplies	425.00	0.00	209.50	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

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				Account Level	2016-17	November 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	3320	00 000000	ERMS Volleybl Travel	0.00	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
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	16.00	725.31	0.00	50.00	724.69
10E---	1570	4---	--		1,500.00	16.00	725.31	0.00	50.00	724.69
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	172.50	172.50	0.00	0.00	2,477.50
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

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Account Level				2016-17	November 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	3---	--	-----	2,650.00	172.50	172.50	0.00	0.00	2,477.50
10E040	1571	4100	00	000000	ERMS Boys Trk Supplies	1,500.00	0.00	0.00	0.00	1,500.00
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	1,112.92	0.00	1,572.08
10E---	1575	1---	--	-----	2,685.00	223.68	1,112.92	0.00	0.00	1,572.08
10E040	1575	2110	00	000000	ERMS Yearbook Spons TRS	307.00	34.16	102.48	0.00	204.52
10E---	1575	2---	--	-----	307.00	34.16	102.48	0.00	0.00	204.52
10E040	1576	1100	00	000000	ERMS Student Council Sp	2,349.00	195.72	973.80	0.00	1,375.20
10E---	1576	1---	--	-----	2,349.00	195.72	973.80	0.00	0.00	1,375.20
10E040	1576	2110	00	000000	ERMS Student Council TRS	268.00	29.86	89.58	0.00	178.42
10E---	1576	2---	--	-----	268.00	29.86	89.58	0.00	0.00	178.42
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	293.58	0.00	9,436.42
10E---	1582	1---	--	-----	9,730.00	97.86	293.58	0.00	0.00	9,436.42
10E050	1582	2110	00	000000	ERHS Drama Spons TRS	1,110.00	14.94	44.82	0.00	1,065.18
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	44.82	0.00	0.00	1,065.18

Account Level				2016-17	November 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	1582	3190	00 000000	ERHS Drama Pur Serv	800.00	0.00	0.00	0.00	0.00	800.00
10E---	1582	3---	--		800.00	0.00	0.00	0.00	0.00	800.00
10E050	1583	1100	00 000000	ERHS Mrch Bnd Dir Sal	6,711.00	559.20	2,785.55	0.00	0.00	3,925.45
10E050	1583	1110	00 000000	ERHS Band Camp Sal	1,200.00	1,800.00	1,200.00	0.00	0.00	0.00
10E---	1583	1---	--		7,911.00	2,359.20	3,985.55	0.00	0.00	3,925.45
10E050	1583	2110	00 000000	ERHS Mrch Bnd Dir TRS	1,150.00	291.48	599.79	0.00	0.00	550.21
10E---	1583	2---	--		1,150.00	291.48	599.79	0.00	0.00	550.21
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	1,506.04	0.00	0.00	2,352.96
10E---	1585	1---	--		3,859.00	195.72	1,506.04	0.00	0.00	2,352.96
10E050	1585	2110	00 000000	ERHS Jr Cls Spons TRS	441.00	29.88	89.64	0.00	0.00	351.36
10E---	1585	2---	--		441.00	29.88	89.64	0.00	0.00	351.36
10E050	1586	1100	00 000000	ERHS Yrbk Spons Sal	2,014.00	167.76	834.68	0.00	0.00	1,179.32
10E---	1586	1---	--		2,014.00	167.76	834.68	0.00	0.00	1,179.32
10E050	1586	2110	00 000000	ERHS Yrbk Spons TRS	230.00	25.60	76.80	0.00	0.00	153.20
10E---	1586	2---	--		230.00	25.60	76.80	0.00	0.00	153.20
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	0.00	27.00	0.00	0.00	173.00
10E---	1588	1---	--		200.00	0.00	27.00	0.00	0.00	173.00
10E050	1588	2110	00 000000	ERHS X-Curr Sprvsn TRS	25.00	0.00	3.09	0.00	0.00	21.91
10E---	1588	2---	--		25.00	0.00	3.09	0.00	0.00	21.91
10E050	1589	1100	00 000000	ERHS Stdnt Cncl Sal	3,356.00	279.60	1,349.52	0.00	0.00	2,006.48
10E---	1589	1---	--		3,356.00	279.60	1,349.52	0.00	0.00	2,006.48
10E050	1589	2110	00 000000	ERHS Stdnt Cncl TRS	383.00	42.68	128.04	0.00	0.00	254.96
10E---	1589	2---	--		383.00	42.68	128.04	0.00	0.00	254.96
10E050	1590	1110	00 000000	ERHS Rifle/Drill Sal	4,240.00	353.34	1,733.34	0.00	0.00	2,506.66
10E---	1590	1---	--		4,240.00	353.34	1,733.34	0.00	0.00	2,506.66
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	1,057.68	0.00	0.00	1,627.32

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Account Level				2016-17	November 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	1---	--	-----	2,685.00	223.68	1,057.68	0.00	0.00	1,627.32
10E040	1591	2110	00	000000 ERMS Band Directors TRS	306.00	34.16	102.48	0.00	0.00	203.52
10E---	1591	2---	--	-----	306.00	34.16	102.48	0.00	0.00	203.52
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	0.00	5,703.70	0.00	0.00	0.30
10E---	1593	1---	--	-----	5,704.00	0.00	5,703.70	0.00	0.00	0.30
10E040	1593	2110	00	000000 ERMS Talent Shw Spon TRS	651.00	0.00	653.11	0.00	0.00	-2.11
10E---	1593	2---	--	-----	651.00	0.00	653.11	0.00	0.00	-2.11
10E040	1593	4100	00	000000 ERMS Talent Shw Supp	200.00	12.71	162.71	0.00	37.29	0.00
10E---	1593	4---	--	-----	200.00	12.71	162.71	0.00	37.29	0.00
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	65,387.98	118,469.47	125.00	21,963.10	191,696.43
10E050	1700	1100	00	000000 Driver's Ed Teach Salary	36,300.00	2,569.62	20,150.50	0.00	0.00	16,149.50
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	2,569.62	20,150.50	0.00	0.00	16,149.50
10E050	1700	2110	00	000000 Driver's Ed TRS	3,850.00	144.21	687.68	0.00	0.00	3,162.32
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	144.21	687.68	0.00	0.00	3,162.32
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

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Account Level				2016-17	November 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---	17--	----	--	-----	45,150.00	2,713.83	21,336.71	0.00	2,239.82	21,573.47
10E010	1800	1100	00	000000 Bilingual Prog Sal	250.00	0.00	0.00	0.00	0.00	250.00
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	5,036.46	0.00	0.00	11,752.54
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	10,964.98	0.00	0.00	11,753.02
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	3.00	0.00	0.00	9.00
10E---	1900	2----	--	-----	2,309.00	1.00	2,300.00	0.00	0.00	9.00
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	0.00	462.00	0.00	0.00	1,538.00
10E260	1912	6720	00	000000 KEMMERER VILLAGE RM/BD/TUITION	176,000.00	13,210.25	69,365.84	0.00	100,634.16	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	0.00	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	17,714.64	81,144.48	0.00	68,855.52	30,000.00
10E---	1912	6----	--	-----	402,000.00	30,924.89	166,218.44	0.00	197,243.56	38,538.00
10E---	19--	-----	--	-----	427,877.00	32,604.71	179,483.42	0.00	197,243.56	51,150.02

Account Level				2016-17	November 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	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
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	839.77	839.77	0.00	0.00	38,660.23
10E750	2110	1200	00	750000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2110	1---	--	-----	46,185.00	839.77	839.77	0.00	0.00	45,345.23
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	310.00	310.00	0.00	0.00	5,240.00
10E---	2110	2---	--	-----	6,400.00	310.00	310.00	0.00	0.00	6,090.00
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	38,623.14	0.00	0.00	55,225.86
10E040	2120	1100	00	000000 ERMS Guidance Sal	38,078.00	3,730.18	18,421.78	0.00	0.00	19,656.22
10E050	2120	1100	00	000000 ERHS Guid Salary SAL	105,601.00	11,009.97	51,839.91	0.00	0.00	53,761.09
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	8,048.20	0.00	0.00	11,267.80
10E020	2120	1200	00	000000	0.00	95.00	475.00	0.00	0.00	-475.00
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	24,265.49	118,108.03	0.00	0.00	145,135.97
10E020	2120	2110	00	000000 ERES Guidance TRS	10,746.00	1,195.37	3,588.13	0.00	0.00	7,157.87
10E040	2120	2110	00	000000 ERMS Guidance TRS	4,361.00	569.52	1,708.56	0.00	0.00	2,652.44
10E050	2120	2110	00	000000 ERHS Guid TRS	12,092.00	1,258.74	3,778.76	0.00	0.00	8,313.24
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	4,590.00	0.00	0.00	6,510.00
10E040	2120	2200	00	000000 ERMS Guidance Ins Ben	5,550.00	465.00	2,295.00	0.00	0.00	3,255.00
10E050	2120	2200	00	000000 ERHS Guid Ins Ben	16,680.00	931.00	4,625.00	0.00	0.00	12,055.00

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Account Level				2016-17	November 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---	2120	2---	--	-----	61,247.00	5,349.63	20,944.21	0.00	0.00	40,302.79
10E010	2120	3140	00	000000 Dist Testing Services	100.00	0.00	0.00	0.00	0.00	100.00
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	0.00	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	0.00	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	176.90	323.10
10E050	2120	4100	00	000000 ERHS Guid Supplies	1,580.00	124.79	6,974.83	0.00	69.88	-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	124.79	9,114.83	0.00	330.78	-4,640.61
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	45.00	45.00	0.00	0.00	355.00
10E---	2120	6---	--	-----	400.00	45.00	45.00	0.00	0.00	355.00
10E010	2130	1100	00	000000 District Nurse Salary	127,445.00	12,081.90	56,797.08	0.00	0.00	70,647.92
10E010	2130	1200	00	000000 Dist Sub Nurse Sal	4,000.00	405.00	1,421.25	0.00	0.00	2,578.75
10E---	2130	1---	--	-----	131,445.00	12,486.90	58,218.33	0.00	0.00	73,226.67
10E010	2130	2110	00	000000 District Nurse TRS	10,292.00	1,143.52	3,443.99	0.00	0.00	6,848.01
10E010	2130	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	November 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	2130	2200	00 000000	District Nurse Ins Ben	16,650.00	1,396.34	6,889.02	0.00	0.00	9,760.98
10E---	2130	2---	--		26,942.00	2,539.86	10,333.01	0.00	0.00	16,608.99
10E920	2130	3190	00 920000	Dist Immuniz/Reg Fee	0.00	0.00	70.00	0.00	0.00	-70.00
10E920	2130	3230	00 920000	District Nurse Rep/Maint	400.00	0.00	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	0.00	195.00	0.00	75.00	630.00
10E920	2130	4100	00 920000	District Nurse Supplies	4,040.00	500.57	1,521.41	0.00	2,501.09	17.50
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	500.57	1,521.41	0.00	2,501.09	17.50
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	97,605.37	0.00	0.00	136,239.63
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	97,605.37	0.00	0.00	136,239.63
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	9,159.55	0.00	0.00	17,980.45
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	9,185.00	0.00	0.00	13,027.00
10E---	2150	2---	--		49,352.00	4,911.56	18,344.55	0.00	0.00	31,007.45
10E920	2150	3320	00 920000	District Speech Travel	2,400.00	0.00	141.17	0.00	700.00	1,558.83
10E---	2150	3---	--		2,400.00	0.00	141.17	0.00	700.00	1,558.83
10E920	2150	4100	00 920000	District Speech Supplies	1,125.00	0.00	286.81	0.00	264.08	574.11
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	0.00	286.81	1,210.00	264.08	3,564.11
10E920	2150	5500	00 000000	District Speech Equip	1,575.00	0.00	0.00	1,575.00	0.00	0.00

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Account Level				2016-17	November 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	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
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	4,580.66	-27,997.92	0.00	0.00	27,997.92
10E020	2190	1210	00	000000 Sub Supervision Aide	0.00	87.50	-68.00	0.00	0.00	68.00
10E---	2190	1---	--	-----	0.00	4,668.16	-28,065.92	0.00	0.00	28,065.92
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	4,605.00	0.00	0.00	6,495.00
10E---	2190	2---	--	-----	11,100.00	930.00	4,605.00	0.00	0.00	6,495.00
10E---	21--	----	--	-----	862,900.00	76,952.59	317,299.57	2,785.00	5,628.95	537,186.48
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	225.00	1,341.25	0.00	0.00	-1,341.25
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	8,220.96	0.00	0.00	1,779.04
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	2,040.00	0.00	0.00	0.00	0.00	2,040.00
10E100	2210	1200	00	100000 Title I Improv Subs	8,000.00	1,702.50	3,042.50	0.00	0.00	4,957.50
10E110	2210	1200	00	110000 EC Subs Sal	3,775.00	190.00	685.00	0.00	0.00	3,090.00
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	580.00	1,580.00	0.00	0.00	2,920.00
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	168.00	168.00	0.00	0.00	-168.00
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---	--	-----	28,815.00	3,515.50	15,719.25	0.00	0.00	13,095.75
10E010	2210	2110	00	000000 Improv of Instru TRS Dist	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E060	2210	2110	00	000000 Fine Arts Grant TRS	213.00	0.00	0.00	0.00	0.00	213.00
10E070	2210	2110	00	000000 Cent 21 Prof Dev TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2210	2110	00	100000 Title I Improv TRS	2,995.00	417.71	872.88	0.00	0.00	2,122.12
10E110	2210	2110	00	110000 EC Sub TRS	22.00	2.70	6.75	0.00	0.00	15.25
10E120	2210	2110	00	120000 IMPROV INSTR LAPTOP TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E170	2210	2110	00	170000 NTCM SUB TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	2110	00	180000 RTTT Improv Instruct TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	2110	01	180000 RTTT IMentoring TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E330	2210	2110	00	330000 Title II Teach TRS	1,998.00	180.39	517.12	0.00	0.00	1,480.88
10E470	2210	2110	00	470000 21st Cent TRS	0.00	121.05	581.92	0.00	0.00	-581.92
10E490	2210	2110	00	490000 Ag Grant TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2210	2110	00	500000 Title I TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E510	2210	2110	00	510000 EC TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E530	2210	2110	00	530000 Prior Yr Title II TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E810	2210	2110	00	810000 PAT BURT FLOW THRU TRS	5,000.00	333.14	2,927.82	0.00	0.00	2,072.18
10E330	2210	2130	00	330000	0.00	0.00	0.00	0.00	0.00	0.00
10E070	2210	2200	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2210	2---	--	-----	10,228.00	1,054.99	4,906.49	0.00	0.00	5,321.51
10E010	2210	3110	00	000000 WORKSHOP	0.00	0.00	0.00	0.00	197.52	-197.52
10E100	2210	3140	00	100000 Title I Improv Consult	1,000.00	0.00	0.00	6,000.00	0.00	-5,000.00
10E330	2210	3140	00	330000 Title II Consultant	4,500.00	0.00	0.00	0.00	0.00	4,500.00
10E500	2210	3140	00	500000 Title I Consultant	4,950.00	0.00	4,950.00	0.00	0.00	0.00
10E530	2210	3140	00	530000 Title II Consultant	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2210	3190	00	000000 Improv of Instruc Reg Dist	2,500.00	0.00	1,935.00	0.00	0.00	565.00
10E060	2210	3190	00	000000 Fine Arts Reg Fee	550.00	190.00	190.00	0.00	0.00	360.00
10E100	2210	3190	00	100000 Title I Improv Reg Fee	1,000.00	145.79	2,548.16	0.00	0.00	-1,548.16
10E110	2210	3190	00	110000 EC 3-5 Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E120	2210	3190	00	120000 Laptop Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E180	2210	3190	00	180000 RTTT Speaker/Reg Fee	0.00	0.00	0.00	0.00	0.00	0.00
10E190	2210	3190	00	190000 Title VI Rrl Ed Imp of Ins PS	1,192.00	0.00	1,192.00	0.00	0.00	0.00
10E330	2210	3190	00	330000 Title II Purchase Serv	5,000.00	0.00	1,122.37	0.00	0.00	3,877.63
10E470	2210	3190	00	470000 21st Cent Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E490	2210	3190	00	490000 Ag Grant Imp Inst Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2210	3190	00	500000 Title I Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E510	2210	3190	00	510000 PI Reg, Mileage	0.00	0.00	0.00	0.00	0.00	0.00
10E530	2210	3190	00	530000 Title II Pur Serv	289.00	0.00	289.00	0.00	0.00	0.00
10E680	2210	3190	00	680000 CHAT Pur Serv/Speaker	0.00	0.00	0.00	0.00	0.00	0.00
10E750	2210	3190	00	750000 TAOEP pur serv	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2210	3320	00	000000 Improv of Instruc Mileage Dist	5,000.00	1,995.98	1,995.98	0.00	0.00	3,004.02
10E060	2210	3320	00	000000 Fine Arts Travel	2,937.00	0.00	0.00	0.00	0.00	2,937.00

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17		
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds	
10E070	2210	3320	00	000000	21st Cent Mile	0.00	0.00	0.00	0.00	0.00	
10E090	2210	3320	00	000000	Cloud Grant Improv of Instr Tr	0.00	0.00	0.00	0.00	0.00	
10E090	2210	3320	00	090000	Cloud Grant Improv Inst Mileag	0.00	0.00	0.00	0.00	0.00	
10E100	2210	3320	00	100000	Title I Improv Travel	1,000.00	4,312.60	4,312.60	0.00	-3,312.60	
10E110	2210	3320	00	110000	EC 3-5 Trav	900.00	199.98	335.68	0.00	564.32	
10E110	2210	3320	01	110000	EC 0-3 Trav	170.00	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	
10E180	2210	3320	01	180000	RTTTIM Imp Inst Meals/Mile/Mo	0.00	0.00	0.00	0.00	0.00	
10E330	2210	3320	00	330000	Title II Travel	4,248.00	3,016.13	4,476.82	0.00	-228.82	
10E470	2210	3320	00	470000	21st Cent Mileage	0.00	0.00	40.00	0.00	-40.00	
10E500	2210	3320	00	500000	Title I Travel	3,285.00	0.00	3,284.84	0.00	0.16	
10E510	2210	3320	00	510000	At Risk Improv Trav	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	0.86	
10E550	2210	3320	00	550000	TAOEP Travel	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	
10E750	2210	3320	00	750000	TAOEP Travel	0.00	0.00	0.00	0.00	0.00	
10E---	2210	3---	--	-----		42,109.00	9,860.48	30,259.59	6,000.00	197.52	5,651.89
10E010	2210	4100	00	000000	Dist Improv of Instr Supplies	100.00	39.43	66.08	0.00	33.92	
10E060	2210	4100	00	000000	Fine Arts Improv Inst Supp	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	-17.00	
10E100	2210	4100	00	100000	Title I Supp	500.00	0.00	0.00	0.00	500.00	
10E120	2210	4100	00	120000		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	
10E180	2210	4100	01	180000	RTT IM Supplies	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	400.00	
10E470	2210	4100	00	470000	21st Imp of Inst Supp	0.00	2.00	60.32	0.00	389.68	-450.00
10E500	2210	4100	00	500000	Title I Supplies	15.00	0.00	14.53	0.00	0.47	
10E530	2210	4100	00	530000	Title II Supplies	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	
10E---	2210	4---	--	-----		1,147.00	41.43	272.33	0.00	407.28	467.39
10E120	2210	5500	00	120000	LAPTOP GRANT IMPRV INSTR EQUIP	0.00	0.00	0.00	0.00	0.00	
10E---	2210	5---	--	-----		0.00	0.00	0.00	0.00	0.00	
10E020	2220	1100	00	000000	ERES IMC Salary	57,705.00	4,808.76	23,748.44	0.00	33,956.56	
10E040	2220	1100	00	000000	ERMS IMC Salary	42,053.00	3,504.42	17,306.90	0.00	24,746.10	
10E050	2220	1100	00	000000	ERHS IMC Teach Sal	54,792.00	4,566.00	22,481.52	0.00	32,310.48	
10E020	2220	1110	00	000000	ERES IMC Aide/Asst Sal	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	8,304.78	0.00	11,841.22	
10E050	2220	1110	00	000000	HS Lib TA	0.00	0.00	0.00	0.00	0.00	
10E020	2220	1200	00	000000	ERES IMC Sub Sal	0.00	95.00	675.00	0.00	-675.00	
10E050	2220	1200	00	000000	ERHS IMC Sub Teach Sal	0.00	0.00	0.00	0.00	0.00	

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Account Level				2016-17	November 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	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
10E---	2220	1---	-- -----		174,696.00	14,653.00	72,516.64	0.00	0.00	102,179.36
10E020	2220	2110	00 000000	ERES IMC TRS	6,608.00	735.51	2,244.84	0.00	0.00	4,363.16
10E040	2220	2110	00 000000	MS IMC TRS	4,816.00	535.06	1,605.18	0.00	0.00	3,210.82
10E050	2220	2110	00 000000	ERHS IMC TRS	6,274.00	697.10	2,091.30	0.00	0.00	4,182.70
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	2,295.00	0.00	0.00	3,255.00
10E040	2220	2200	00 000000	ERMS IMC Ins Benefit	5,550.00	930.00	3,692.00	0.00	0.00	1,858.00
10E050	2220	2200	00 000000	ERHS IMC Ins Benefit	5,550.00	465.00	2,295.00	0.00	0.00	3,255.00
10E---	2220	2---	-- -----		34,348.00	3,827.67	14,223.32	0.00	0.00	20,124.68
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	0.00	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	0.00	4,941.28	0.00	0.00	1,908.72
10E020	2220	4100	00 000000	ERES IMC Supplies	2,800.00	69.19	601.11	0.00	82.80	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	168.74	574.21	0.00	440.85	484.94
10E050	2220	4100	00 000000	ERHS IMC Supplies	3,100.00	684.52	1,805.71	0.00	162.86	1,131.43
10E240	2220	4100	00 240000	IL St Library Grnt Supp	0.00	0.00	265.78	0.00	83.22	-349.00
10E050	2220	4110	00 000000	ERHS IMC Video Purchase	300.00	67.40	67.40	0.00	157.60	75.00
10E020	2220	4300	00 000000	ERES IMC Books	6,500.00	670.43	2,536.70	0.00	1,642.70	2,320.60
10E040	2220	4300	00 000000	ERMS IMC Books	4,900.00	2,147.98	3,875.85	0.00	601.15	423.00
10E050	2220	4300	00 000000	ERHS IMC Books	4,400.00	760.35	1,705.07	0.00	1,715.59	979.34
10E020	2220	4400	00 000000	ERES IMC Periodicals	300.00	0.00	0.00	0.00	0.00	300.00
10E040	2220	4400	00 000000	ERMS IMC Periodicals	700.00	0.00	307.68	0.00	82.31	310.01
10E050	2220	4400	00 000000	ERHS IMC Periodicals	2,000.00	0.00	1,508.75	0.00	166.67	324.58
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	0.00	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	4,568.61	13,548.21	0.00	5,135.75	8,416.04
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

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Account Level				2016-17	November 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	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
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	0.00	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	0.00	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--	----	--		329,893.00	37,521.68	159,864.32	6,000.00	5,740.55	158,288.13
10E010	2310	1110	00 000000	BOE Sec/Treasure Sal	15,000.00	380.42	3,748.97	0.00	0.00	11,251.03
10E---	2310	1---	--		15,000.00	380.42	3,748.97	0.00	0.00	11,251.03
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	1,855.00	12,350.00	0.00	0.00	-350.00
10E010	2310	3180	00 000000	BOE Reg Chicago	15,000.00	6,546.05	12,351.05	141.90	0.00	2,507.05
10E010	2310	3190	00 000000	BOE Other Pur Ser	7,000.00	5,300.00	5,435.00	0.00	5,275.00	-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	257.86	1,022.75	0.00	2,923.22	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	2,742.52	13,689.14	0.00	18,810.86	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	16,701.43	44,847.94	141.90	27,009.08	2,101.08
10E010	2310	4100	00 000000	BOE Supplies	7,500.00	586.08	2,245.89	0.00	2,561.58	2,692.53
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	586.08	2,245.89	0.00	2,561.58	2,792.53
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	65,352.12	0.00	0.00	91,535.88
10E010	2320	1110	00 000000	Supt Secretary Salary	38,000.00	3,135.82	15,749.38	0.00	0.00	22,250.62

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Account Level				2016-17	November 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---	2320	1---	--		194,888.00	16,212.24	81,101.50	0.00	0.00	113,786.50
10E010	2320	2110	00	000000 Superintendent TRS	17,965.00	1,497.32	7,512.33	0.00	0.00	10,452.67
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	4,650.00	0.00	0.00	6,510.00
10E---	2320	2---	--		29,125.00	2,427.32	12,162.33	0.00	0.00	16,962.67
10E010	2320	3190	00	000000 Supt Office Pur Serv	3,000.00	0.00	1,556.00	0.00	1,200.00	244.00
10E010	2320	3230	00	000000 Supt Office Repair/Maint	0.00	0.00	0.00	27.00	100.00	-127.00
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	698.98	2,539.61	0.00	3,365.02	1,095.37
10E010	2320	3400	00	000000 Supt Office Telephone	3,000.00	185.10	894.35	0.00	1,290.65	815.00
10E---	2320	3---	--		20,000.00	884.08	6,081.96	27.00	9,263.67	4,627.37
10E010	2320	4100	00	000000 Supt Office Supplies	1,500.00	40.07	1,615.85	0.00	1,412.93	-1,528.78
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	142.54	0.00	107.46
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	40.07	1,615.85	142.54	1,412.93	-1,421.32
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	0.00	222.00	0.00	150.00	2,128.00
10E---	2320	6---	--		2,500.00	0.00	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	52,403.78	0.00	0.00	10,481.22
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	11,505.60	0.00	0.00	16,402.40
10E070	2330	1110	00	000000 Cent 21 Sec Sal	3,367.00	10.20	3,382.49	0.00	0.00	-15.49
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	1,922.99	4,424.37	0.00	0.00	7,575.63
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	14,739.55	71,716.24	0.00	0.00	57,449.76
10E010	2330	2110	00	000000 Asst Supt TRS	7,201.00	1,200.10	6,023.90	0.00	0.00	1,177.10
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

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	4,620.00	0.00	0.00	6,510.00
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	10,643.90	0.00	0.00	13,693.10
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	0.00	601.88	10.00	1,681.40	-293.28
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	0.00	601.88	10.00	1,681.40	456.72
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	375.00	375.00	0.00	0.00	125.00
10E---	2330	6---	--	-----	500.00	375.00	375.00	0.00	0.00	125.00
10E280	2331	1100	00	280000 Spec Needs Dir Sal	89,422.00	7,451.84	37,259.02	0.00	0.00	52,162.98
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	13,815.90	0.00	0.00	19,518.10
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	51,074.92	0.00	0.00	75,096.08
10E280	2331	2110	00	280000 Spec Needs Dir TRS	10,240.00	853.28	4,283.00	0.00	0.00	5,957.00
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	4,635.00	0.00	0.00	6,525.00
10E---	2331	2---	--	-----	21,400.00	1,783.28	8,918.00	0.00	0.00	12,482.00
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	41.04	1,194.48	0.00	413.70	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	41.04	1,194.48	0.00	563.70	7,991.82
10E920	2331	4100	00	920000 Spec Ed Supplies	4,800.00	352.08	2,787.64	0.00	1,453.85	558.51
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	352.08	2,787.64	0.00	1,453.85	1,358.51

Account Level				2016-17	November 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	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	5,595.00	5,595.00	-3,995.00	0.00	0.00
10E---	2331	5---	--	-----	1,600.00	5,595.00	5,595.00	-3,995.00	0.00	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	72,477.33	305,556.50	-3,673.56	50,996.21	326,780.85
10E020	2410	1100	00	000000 ERES Prin Sal	165,940.00	13,828.38	68,691.56	0.00	0.00	97,248.44
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	62,498.45	0.00	0.00	86,845.55
10E050	2410	1100	00	000000 ERHS Principal Salary	175,878.00	14,656.46	73,282.15	0.00	0.00	102,595.85
10E020	2410	1110	00	000000 ERES Sec Sal	117,140.00	10,084.00	47,576.34	0.00	0.00	69,563.66
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	23,280.70	0.00	0.00	32,625.30
10E050	2410	1110	00	000000 ERHS Principal Sec Sal	77,274.00	6,439.48	27,878.88	0.00	0.00	49,395.12
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	167.50	232.50	0.00	0.00	1,767.50
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	62,411.08	303,440.58	0.00	0.00	440,041.42
10E020	2410	2110	00	000000 ERES Prin TRS	19,001.00	2,111.22	6,337.46	0.00	0.00	12,663.54
10E040	2410	2110	00	000000 ERMS Principal TRS	17,101.00	1,920.06	5,766.61	0.00	0.00	11,334.39
10E050	2410	2110	00	000000 ERHS Principal TRS	20,139.00	1,678.26	8,423.93	0.00	0.00	11,715.07
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	6,500.00	0.00	0.00	10,228.00
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	4,630.00	0.00	0.00	6,524.00
10E050	2410	2200	00	000000 ERHS Principals Ins Ben	16,734.00	1,397.00	6,025.00	0.00	0.00	10,709.00
10E---	2410	2---	--	-----	100,857.00	9,592.54	37,683.00	0.00	0.00	63,174.00
10E020	2410	3190	00	000000 ERES Prin Off Pur Serv	7,000.00	0.00	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	179.55	3,031.47	0.00	0.00	3,968.53
10E050	2410	3190	00	000000 ERHS Principal Pur Serv	7,500.00	0.00	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

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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
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	0.00	134.00	0.00	366.00	0.00
10E020	2410	3320	00 000000	ERES Prin Off Travel	1,000.00	204.74	204.74	0.00	0.00	795.26
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	130.95	146.07	0.00	284.88	169.05
10E050	2410	3320	00 000000	ERHS Principal Travel	2,500.00	150.96	328.00	0.00	100.00	2,072.00
10E020	2410	3400	00 000000	ERES Prin Off Telephone	8,000.00	685.94	3,053.83	0.00	5,646.17	-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	331.94	1,576.07	0.00	2,523.93	400.00
10E050	2410	3400	00 000000	ERHS Principal Telephone	6,000.00	574.84	2,662.82	0.00	4,037.18	-700.00
10E020	2410	3600	00 000000	ERES Printing	2,000.00	144.50	2,144.04	0.00	0.00	-144.04
10E040	2410	3600	00 000000	ERMS Printing	1,400.00	0.00	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	2,403.42	18,542.67	0.00	17,623.36	18,533.97
10E020	2410	4100	00 000000	ERES Prin Off Supplies	7,500.00	622.88	991.48	102.50	1,263.42	5,142.60
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	512.51	1,132.41	0.00	1,351.99	1,515.60
10E050	2410	4100	00 000000	ERHS Principal Supplies	7,900.00	139.88	6,288.89	0.00	3,496.35	-1,885.24
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	1,275.27	8,412.78	102.50	6,111.76	8,337.96
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	35,097.34	0.00	0.00	37,447.66

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Account Level				2016-17	November 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---	2490	1---	--		72,545.00	5,372.28	35,097.34	0.00	0.00	37,447.66
10E010	2490	2110	00 000000	Program Suprvr TRS	7,662.00	615.16	4,042.95	0.00	0.00	3,619.05
10E010	2490	2200	00 000000	Program Suprvr Ins Ben	6,713.00	465.00	3,255.00	0.00	0.00	3,458.00
10E---	2490	2---	--		14,375.00	1,080.16	7,297.95	0.00	0.00	7,077.05
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	0.00	301.05	0.00	0.00	198.95
10E---	2490	6---	--		500.00	0.00	301.05	0.00	0.00	198.95
10E---	24--	----	--		1,025,724.00	82,134.75	414,997.56	602.50	23,735.12	586,388.82
10E010	2520	1110	00 000000	Fiscal Service Salaries	150,000.00	11,624.66	61,703.59	0.00	0.00	88,296.41
10E---	2520	1---	--		150,000.00	11,624.66	61,703.59	0.00	0.00	88,296.41
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	6,975.00	0.00	0.00	9,765.00
10E---	2520	2---	--		16,740.00	1,395.00	6,975.00	0.00	0.00	9,765.00
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	740.37	10,693.75	0.00	469.00	23,837.25
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	43.20	119.34	0.00	180.66	700.00
10E---	2520	3---	--		36,100.00	783.57	10,813.09	0.00	749.66	24,537.25
10E010	2520	4100	00 000000	Fiscal Service Supplies	2,500.00	0.00	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	0.00	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	0.00	31,560.33	0.00	3,981.29	-541.62
10E---	2521	4---	--		35,000.00	0.00	31,560.33	0.00	3,981.29	-541.62
10E020	2540	1110	00 000000	ERES Cust Sal	187,506.00	11,668.28	21,884.59	0.00	0.00	165,621.41
10E030	2540	1110	00 000000	WRES Cust Salary	0.00	65.56	620.21	0.00	0.00	-620.21
10E040	2540	1110	00 000000	ERMS Cust Salary	132,025.00	9,361.18	18,022.37	0.00	0.00	114,002.63
10E050	2540	1110	00 000000	ERHS Cust Salary	295,406.00	23,061.54	48,479.49	0.00	0.00	246,926.51
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	2,027.94	7,027.03	0.00	0.00	3,472.97
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	640.00	3,450.00	0.00	0.00	50.00

Account Level				2016-17	November 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	1210	00 000000	ERHS Cust Sub Salary	5,000.00	3,264.31	7,138.23	0.00	0.00	-2,138.23
10E---	2540	1---	--		633,937.00	50,088.81	106,621.92	0.00	0.00	527,315.08
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	5,126.00	0.00	0.00	17,206.00
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	6,510.00	0.00	0.00	10,230.00
10E050	2540	2200	00 000000	ERHS Cust Ins Ben	33,480.00	2,325.00	13,485.00	0.00	0.00	19,995.00
10E---	2540	2---	--		72,552.00	4,652.00	25,121.00	0.00	0.00	47,431.00
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	20.11	120.66	0.00	879.34	-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	285.90	461.23	0.00	6,538.77	-1,500.00
10E050	2540	4650	00 000000	ERHS Natural Gas	31,000.00	573.32	2,422.28	0.00	37,577.72	-9,000.00
10E020	2540	4660	00 000000	ERES Electric	162,000.00	15,599.53	76,436.20	0.00	73,563.80	12,000.00
10E030	2540	4660	00 000000	WRES Electric	6,000.00	491.00	2,455.00	0.00	3,437.00	108.00
10E040	2540	4660	00 000000	ERMS Electric	55,000.00	8,135.25	30,545.56	0.00	4,454.44	20,000.00
10E050	2540	4660	00 000000	ERHS Electric	85,000.00	8,631.66	41,641.28	0.00	40,358.72	3,000.00
10E---	2540	4---	--		370,148.00	33,736.77	154,620.21	0.00	181,809.79	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	0.00	22,741.86	0.00	0.00	-19,367.86
10E---	2540	5---	--		24,612.00	0.00	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	9,566.57	26,471.77	0.00	0.00	41,386.23
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	273.00	838.03	0.00	0.00	-420.03
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	9,839.57	30,260.70	0.00	0.00	52,466.30
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	0.00	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

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Account Level				2016-17	November 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	2550	2200	00	510000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2550	2---	--	-----	0.00	0.00	33.53	0.00	0.00	-33.53
10E080	2550	3230	00	000000	0.00	0.00	235.47	0.00	3,330.05	-3,565.52
10E070	2550	3310	00	000000	8,511.00	0.00	8,510.52	0.00	0.00	0.48
10E100	2550	3310	00	100000	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E110	2550	3310	00	110000	11,520.00	0.00	0.00	0.00	0.00	11,520.00
10E210	2550	3310	00	210000	8,000.00	0.00	0.00	0.00	0.00	8,000.00
10E470	2550	3310	00	470000	3,000.00	0.00	0.00	0.00	0.00	3,000.00
10E500	2550	3310	00	500000	1,000.00	0.00	1,000.00	0.00	0.00	0.00
10E510	2550	3310	00	510000	0.00	0.00	0.00	0.00	0.00	0.00
10E080	2550	3400	00	000000	6,000.00	483.38	2,706.40	0.00	3,243.60	50.00
10E080	2550	3700	00	000000	500.00	0.00	0.00	0.00	0.00	500.00
10E---	2550	3---	--	-----	39,531.00	483.38	12,452.39	0.00	6,573.65	20,504.96
10E080	2550	4100	00	000000	6,500.00	0.00	11.86	0.00	338.14	6,150.00
10E080	2550	4640	00	000000	10,000.00	0.00	87.49	0.00	0.00	9,912.51
10E080	2550	4650	00	000000	3,000.00	0.00	0.00	0.00	3,000.00	0.00
10E080	2550	4660	00	000000	4,300.00	306.86	1,403.46	0.00	8,096.54	-5,200.00
10E---	2550	4---	--	-----	23,800.00	306.86	1,502.81	0.00	11,434.68	10,862.51
10E080	2550	5520	00	000000	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	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	340,729.00	33,309.93	146,309.43	0.00	0.00	194,419.57
10E440	2560	1110	00	440000	0.00	0.00	0.00	0.00	0.00	0.00
10E460	2560	1110	00	460000	1,805.00	0.00	1,804.94	0.00	0.00	0.06
10E420	2560	1200	00	420000	0.00	0.00	0.00	0.00	0.00	0.00
10E420	2560	1210	00	420000	6,500.00	1,227.50	3,451.00	0.00	0.00	3,049.00
10E---	2560	1---	--	-----	349,034.00	34,537.43	151,565.37	0.00	0.00	197,468.63
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	94,446.00	6,719.56	31,007.90	0.00	0.00	63,438.10
10E---	2560	2---	--	-----	94,446.00	6,719.56	31,007.90	0.00	0.00	63,438.10
10E350	2560	3140	00	350000	100.00	0.00	0.00	0.00	0.00	100.00
10E350	2560	3190	00	350000	2,300.00	0.00	0.00	0.00	450.00	1,850.00
10E460	2560	3190	00	460000	0.00	0.00	0.00	0.00	0.00	0.00
10E350	2560	3230	00	350000	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10E350	2560	3260	00	350000	50.00	0.00	0.00	0.00	0.00	50.00
10E350	2560	3320	00	350000	1,000.00	328.08	1,195.60	0.00	515.76	-711.36
10E460	2560	3320	00	460000	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2560	3---	--	-----	4,450.00	328.08	1,195.60	0.00	965.76	2,288.64

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				Account Level	2016-17	November 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	2560	4100	00	110000 PreK Food Serv Supp	11,136.00	114.27	2,457.73	0.00	2,842.27	5,836.00
10E210	2560	4100	00	210000 ROE At-Risk Snacks	1,000.00	0.00	0.00	0.00	75.00	925.00
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	37,779.41	131,096.12	0.00	305,957.06	12,946.82
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	0.00	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	37,893.68	134,912.57	0.00	308,874.33	20,349.10
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	0.00	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	0.00	611.60	0.00	0.00	888.40
10E---	25--	----	--	-----	2,435,713.00	192,389.37	785,674.32	0.00	515,819.59	1,134,219.09
10E010	2620	1100	00	000000 Resource/Consultant Teacher	117,459.00	9,788.24	48,339.96	0.00	0.00	69,119.04
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	51,939.96	0.00	0.00	71,419.04
10E010	2620	2110	00	000000 Res/Consult Teach TRS	13,450.00	1,494.42	4,483.26	0.00	0.00	8,966.74
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	4,590.00	0.00	0.00	6,510.00
10E---	2620	2---	--	-----	27,083.00	2,424.42	10,405.81	0.00	0.00	16,677.19
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

Account Level				2016-17	November 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---	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	28,919.47	0.00	0.00	41,437.53
10E010	2660	1110	00	000000 District Comp Tech Salary	82,000.00	6,523.46	33,983.16	0.00	0.00	48,016.84
10E---	2660	1---	--	-----	152,357.00	12,386.60	62,902.63	0.00	0.00	89,454.37
10E010	2660	2110	00	000000 District Comp Tech TRS	8,057.00	895.14	2,688.36	0.00	0.00	5,368.64
10E010	2660	2130	00	000000	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2660	2200	00	000000 Dist Computer Tech Ins	16,710.00	1,395.00	6,960.00	0.00	0.00	9,750.00
10E---	2660	2---	--	-----	24,767.00	2,290.14	9,648.36	0.00	0.00	15,118.64
10E010	2660	3190	00	000000 District Comp Tech Pur Serv	55,000.00	-17,741.44	5,199.00	19,541.44	0.00	30,259.56
10E010	2660	3230	00	000000 District Comp Tech Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10E010	2660	3320	00	000000 Dist Computer Tech Mileage	500.00	0.00	0.00	0.00	0.00	500.00
10E---	2660	3---	--	-----	55,500.00	-17,741.44	5,199.00	19,541.44	0.00	30,759.56
10E010	2660	4100	00	000000 District Comp Tech Supplies	150,000.00	14.94	1,272.61	0.00	330.03	148,397.36
10E010	2660	4700	00	000000 District Comp Tech Software	3,000.00	0.00	300.00	0.00	0.00	2,700.00
10E---	2660	4---	--	-----	153,000.00	14.94	1,572.61	0.00	330.03	151,097.36
10E010	2660	5500	00	000000 District Comp Tech Equipment	30,000.00	0.00	0.00	0.00	8,798.85	21,201.15
10E---	2660	5---	--	-----	30,000.00	0.00	0.00	0.00	8,798.85	21,201.15
10E---	26--	----	--	-----	577,987.00	9,162.90	149,839.37	19,541.44	9,228.88	399,377.31
10E070	2900	1100	00	000000 21st Cent Fac Sal	7,067.00	0.00	7,096.76	0.00	0.00	-29.76
10E470	2900	1100	00	470000 21st Cent Sal	0.00	2,100.00	4,031.25	0.00	0.00	-4,031.25
10E---	2900	1---	--	-----	7,067.00	2,100.00	11,128.01	0.00	0.00	-4,061.01
10E070	2900	2110	00	000000 21st Cent Fac TRS	4,030.00	0.00	4,029.67	0.00	0.00	0.33
10E470	2900	2110	00	470000 21st Cent TRS	0.00	826.42	1,425.41	0.00	100.00	-1,525.41
10E---	2900	2---	--	-----	4,030.00	826.42	5,455.08	0.00	100.00	-1,525.08
10E100	2900	3190	00	100000 Title I SES services	0.00	0.00	0.00	0.00	0.00	0.00
10E500	2900	3190	00	500000 Title I SES Services	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2900	3---	--	-----	0.00	0.00	0.00	0.00	0.00	0.00
10E070	2900	4100	00	000000 21st Cent Supp	0.00	0.00	0.00	0.00	0.00	0.00
10E100	2900	4100	00	100000 TITLE I HOMELESS SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
10E500	2900	4100	00	500000 Title I Homeless supplies	0.00	0.00	0.00	0.00	0.00	0.00
10E---	2900	4---	--	-----	500.00	0.00	0.00	0.00	500.00	0.00
10E---	29--	----	--	-----	11,597.00	2,926.42	16,583.09	0.00	600.00	-5,586.09
10E070	3000	1100	00	000000 21st Century Comm Serv Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	1100	00	100000 Title I Prnt Invl Sal	21,964.00	1,830.32	5,490.96	0.00	0.00	16,473.04
10E110	3000	1100	00	110000 PreK 0-3 Teach Sal	80,256.00	7,325.62	21,976.86	0.00	0.00	58,279.14
10E150	3000	1100	00	150000 SESE Flow Thru St Joe Spch Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E470	3000	1100	00	470000 21st Cent Comm Ser Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E500	3000	1100	00	500000 Title I Prnt Invl Sal Pr	3,548.00	0.00	3,548.20	0.00	0.00	-0.20
10E510	3000	1100	00	510000 PreK 0-3 Teach Sal Prior	17,529.00	0.00	17,528.99	0.00	0.00	0.01
10E100	3000	1110	00	100000 Title I N/C	500.00	0.00	0.00	0.00	0.00	500.00

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Account Level				2016-17	November 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	1110	00	500000 Title I N/C sal	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3000	1110	00	510000 PI Sec Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E110	3000	1200	00	110000 PreK 0-3 Sub Sal	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3000	1200	00	510000 PI Sub Salary	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	1300	00	100000 Title I St Joe Tutor Sal	6,000.00	1,450.00	2,350.00	0.00	0.00	3,650.00
10E500	3000	1300	00	500000 St Joe Title I Tutoring	0.00	0.00	0.00	0.00	0.00	0.00
10E---	3000	1---	--	-----	129,797.00	10,605.94	50,895.01	0.00	0.00	78,901.99
10E070	3000	2110	00	000000 21st Cent TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	2110	00	100000 Title I Prnt Invl TRS	10,435.00	1,278.90	3,780.46	0.00	0.00	6,654.54
10E110	3000	2110	00	110000 PreK 0-3 Teacher TRS	5,813.00	645.84	1,937.52	0.00	0.00	3,875.48
10E150	3000	2110	00	150000 SESE St Joe Flow Thru TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E470	3000	2110	00	470000 21st Cent Comm Serv TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E500	3000	2110	00	500000 Title I PRNT IN VL TRS	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3000	2110	00	510000 Pre-K 0-3 TRS	166.00	-0.01	166.01	0.00	0.00	-0.01
10E100	3000	2130	00	100000	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	2200	00	100000 Title I Prnt Inl Ins Ben	2,775.00	232.50	697.50	0.00	0.00	2,077.50
10E110	3000	2200	00	110000 PreK 0-3 Teach Ins Ben	11,100.00	930.00	2,790.00	0.00	0.00	8,310.00
10E500	3000	2200	00	500000 Title I Ins Ben Prior	450.00	0.00	450.00	0.00	0.00	0.00
10E510	3000	2200	00	510000 PreK 0-3 Ins Ben Prior	2,250.00	0.00	2,250.00	0.00	0.00	0.00
10E---	3000	2---	--	-----	32,989.00	3,087.23	12,071.49	0.00	0.00	20,917.51
10E100	3000	3140	00	100000 Title I St Joe Reg Fee	1,460.00	0.00	472.00	0.00	0.00	988.00
10E330	3000	3140	00	330000 Title II St Joe Consult	500.00	0.00	0.00	0.00	0.00	500.00
10E500	3000	3140	00	500000 Title I St Joe Reg	0.00	0.00	0.00	0.00	0.00	0.00
10E010	3000	3190	00	000000 Dist Comm Serv Pur Serv	0.00	0.00	125.00	0.00	0.00	-125.00
10E070	3000	3190	00	000000 21st Cent Pur Serv	98.00	0.00	98.01	0.00	0.00	-0.01
10E100	3000	3190	00	100000 Title I Comm TAPP	500.00	0.00	0.00	0.00	0.00	500.00
10E110	3000	3190	00	110000 PI Purchase Serv	400.00	0.00	415.00	0.00	0.00	-15.00
10E130	3000	3190	00	130000 Walmart SAPP pur serv	0.00	0.00	0.00	0.00	0.00	0.00
10E170	3000	3190	00	170000 Drug Free St Joe Labor	0.00	0.00	0.00	0.00	0.00	0.00
10E180	3000	3190	00	180000 RTTT Comm Serv Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E470	3000	3190	00	470000 21st Cent Pur Serv	0.00	0.00	160.00	0.00	0.00	-160.00
10E500	3000	3190	00	500000 Title I Comm Serv Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E510	3000	3190	00	510000 PreKdg 0-3 Pur Servcs	0.00	0.00	0.00	0.00	0.00	0.00
10E530	3000	3190	00	530000 Title II St Joe Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E690	3000	3190	00	690000 TAPS Purchase Service	0.00	0.00	0.00	0.00	0.00	0.00
10E730	3000	3190	00	730000 JFF Tapps Pur Serv	0.00	0.00	0.00	0.00	0.00	0.00
10E100	3000	3250	00	100000 Title I Prnt Invl Pur Serv	6,180.00	0.00	0.00	0.00	0.00	6,180.00
10E010	3000	3320	00	000000 Dist Comm Serv Mileage	7,500.00	0.00	0.00	0.00	0.00	7,500.00
10E100	3000	3320	00	100000 Title I St Joe Travel	1,100.00	0.00	0.00	0.00	0.00	1,100.00
10E110	3000	3320	00	110000 PreK 0-3 Travel	3,580.00	891.36	1,527.72	0.00	1,280.68	771.60

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
10E330	3000	3320	00	330000 Title II St Joe Travel	500.00	0.00	0.00	0.00	0.00	500.00
10E500	3000	3320	00	500000 Title I Parent Coord Mileage	0.00	0.00	0.00	0.00	0.00	0.00
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	891.36	2,881.43	0.00	1,280.68	17,739.89
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	1,354.31	1,703.28	0.00	614.62	11,192.10
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	3.98	3.98	0.00	200.00	-203.98
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	1,358.29	5,062.05	0.00	-900.28	16,494.23
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	1,830.32	7,334.71	0.00	0.00	14,629.29
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	1,830.32	10,882.91	0.00	0.00	14,630.09
10E110	3002	2110	00	110000 PreK Comm Serv TRS	2,515.00	279.42	1,230.96	0.00	0.00	1,284.04
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	697.50	0.00	0.00	2,077.50

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Account Level				2016-17	November 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	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	511.92	2,378.46	0.00	0.00	3,361.54
10E110	3002	3190	00	110000 PreK Comm Serv Pur Serv	699.00	50.00	200.00	0.00	50.00	449.00
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	50.00	425.00	0.00	50.00	224.00
10E110	3002	4100	00	110000 PreK Comm Serv Supplies	1,458.00	175.17	520.94	0.00	761.23	175.83
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	175.17	520.94	0.00	761.23	175.83
10E---	30--	----	--	-----	238,754.00	18,510.23	85,117.29	0.00	1,191.63	152,445.08
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	0.00	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	0.00	303,311.25	0.00	101,103.75	600.00
10E---	42--	----	--	-----	405,515.00	0.00	303,311.25	0.00	101,103.75	1,100.00
1-E---	----	----	--	-----	17,367,566.00	1,514,496.67	6,610,969.18	26,626.62	1,062,384.27	9,667,585.93
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	0.00	707.00	0.00	390.00	3,903.00
20E020	2540	3190	00	000000 ERES Maint Agreement	35,000.00	25,772.87	31,272.87	0.00	48,919.41	-45,192.28
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

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	1,000.18	4,723.14	0.00	1,426.86	350.00
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	666.74	1,918.72	0.00	2,496.28	1,085.00
20E050	2540	3210	00 000000	ERHS Termnx/Trash Serv	11,500.00	1,745.38	5,308.96	0.00	4,866.04	1,325.00
20E010	2540	3230	00 000000	Dist Maint Rep/Maint	2,500.00	0.00	2,058.48	0.00	500.00	-58.48
20E020	2540	3230	00 000000	ERES Repair/Maint	19,000.00	0.00	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	0.00	8,314.25	0.00	2,083.75	-8,398.00
20E050	2540	3230	00 000000	ERHS Cust Rep/Maint	5,000.00	130.00	1,973.50	0.00	1,300.00	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	11.96	0.00	31.98
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	1,138.39	3,549.64	0.00	8,450.36	-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	627.27	2,971.15	0.00	7,028.85	-1,500.00
20E050	2540	3700	00 000000	ERHS Water/Sewer	12,500.00	1,363.22	5,853.95	0.00	5,146.05	1,500.00
20E---	2540	3---	--		135,550.00	32,444.05	78,272.06	11.96	93,875.14	-36,609.16
20E010	2540	4100	00 000000	Dist Maint Supplies	75,000.00	9,221.09	48,547.81	204.28	21,281.28	4,966.63
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	0.00	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	9,221.09	50,206.66	204.28	23,050.98	13,538.08
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	889.72	889.72	0.00	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	889.72	13,738.80	0.00	395.00	-7,133.80
20E010	2541	1110	00 000000	District Maint Sal	72,556.00	6,046.32	30,231.60	0.00	0.00	42,324.40
20E---	2541	1---	--		72,556.00	6,046.32	30,231.60	0.00	0.00	42,324.40
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	2,325.00	0.00	0.00	3,255.00
20E---	2541	2---	--		5,580.00	465.00	2,325.00	0.00	0.00	3,255.00
20E010	2541	3190	00 000000	District Maint Pur Ser	500.00	0.00	256.63	0.00	25.00	218.37
20E---	2541	3---	--		500.00	0.00	256.63	0.00	25.00	218.37
20E010	2541	4650	00 000000	Dist Warehouse Nat Gas	800.00	28.84	168.56	0.00	831.44	-200.00

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Account Level				2016-17	November 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---	2541	4---	--		800.00	28.84	168.56	0.00	831.44	-200.00
20E010	2542	1110	00 000000	Dist Summer Maint Sal	60,000.00	505.00	40,310.54	0.00	0.00	19,689.46
20E---	2542	1---	--		60,000.00	505.00	40,310.54	0.00	0.00	19,689.46
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	49,600.02	263,535.93	216.24	127,319.18	245,444.65
2-E---	----	----	--		636,516.00	49,600.02	263,535.93	216.24	127,319.18	245,444.65
30E010	5200	6200	00 000000	Long Term Bond Interest	726,006.00	7,054.83	366,099.83	359,905.39	0.00	0.78
30E010	5200	6250	00 000000	Long Term Bond Maintenance Fee	600.00	0.00	583.00	0.00	0.00	17.00
30E---	5200	6---	--		726,606.00	7,054.83	366,682.83	359,905.39	0.00	17.78
30E---	52--	----	--		726,606.00	7,054.83	366,682.83	359,905.39	0.00	17.78
30E010	5300	6100	00 000000	Long Term Bond Principal	890,410.00	70,410.00	890,410.00	0.00	0.00	0.00
30E---	5300	6---	--		890,410.00	70,410.00	890,410.00	0.00	0.00	0.00
30E---	53--	----	--		890,410.00	70,410.00	890,410.00	0.00	0.00	0.00
3-E---	----	----	--		1,617,016.00	77,464.83	1,257,092.83	359,905.39	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	22,477.10	0.00	0.00	19,639.90
40E080	2550	1110	61 000000	Trans Bus Drivers Sal	510,000.00	47,226.98	179,164.70	0.00	0.00	330,835.30
40E080	2550	1110	70 000000	Trans Sec/Supervisor Sal	97,482.00	8,383.16	31,957.96	0.00	0.00	65,524.04
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	7,591.07	20,403.72	0.00	0.00	67,040.28
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	42.00	42.00	0.00	0.00	-42.00
40E080	2550	1210	61 000000	Reg Rte Sub Bus Driver Sal	25,242.00	3,390.56	8,644.48	0.00	0.00	16,597.52
40E620	2550	1210	00 620000	Trans Sub Spec Ed Aide Sal	5,000.00	265.00	990.00	0.00	0.00	4,010.00
40E080	2550	1310	00 000000	Trans Trip Drvr Sal	45,000.00	4,770.71	15,290.38	0.00	0.00	29,709.62
40E---	2550	1---	--		837,285.00	76,024.02	278,970.34	0.00	0.00	558,314.66
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

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FDTLOC	FUNC	OBJ	SJ	Account Level	2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17
				Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
40E080	2550	2200	00	000000	Trans Dir Ins Benefit	12.00	2.34	9.02	0.00	2.98
40E080	2550	2200	61	000000	Trans Drivers Ins Ben	127,691.00	11,585.46	46,350.12	0.00	81,340.88
40E080	2550	2200	70	000000	Trans Sec/Supvr Ins Ben	11,100.00	930.00	4,650.00	0.00	6,450.00
40E620	2550	2200	00	620000	Trans Spec Ed Ins Ben	5,598.00	5.36	90.26	0.00	5,507.74
40E---	2550	2---	--	-----		147,901.00	12,523.16	51,099.40	0.00	96,801.60
40E080	2550	3140	00	000000	Trans Micro Renewal	950.00	0.00	0.00	950.00	0.00
40E080	2550	3190	00	000000	Trans Physicals	5,500.00	45.00	1,301.74	0.00	3,850.26
40E620	2550	3190	00	620000	Spec Ed Trans Contract Fee	6,000.00	977.83	2,609.06	0.00	-4,806.62
40E080	2550	3210	00	000000	Trans Trash P/U	700.00	124.14	356.68	0.00	0.00
40E080	2550	3220	00	000000	Trans Towel Service	1,500.00	80.98	398.95	0.00	0.00
40E080	2550	3230	00	000000	Trans Repair/Maint	80,000.00	2,683.21	11,743.41	0.00	2,888.75
40E080	2550	3240	00	000000	Trans Copier Rep/Maint	100.00	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
40E080	2550	3260	00	000000	Trans Postage	100.00	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
40E080	2550	3310	00	000000	Trans Pupil/Other LEA's	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
40E080	2550	3390	00	000000	Trans Drug/Fngprnt Fee	7,000.00	0.00	681.73	0.00	0.00
40E080	2550	3600	00	000000	Trans Printing	3,000.00	0.00	1,416.64	0.00	0.00
40E080	2550	3900	00	000000	Trans Bus Inspection Fee	4,000.00	0.00	1,682.00	0.00	0.00
40E---	2550	3---	--	-----		108,850.00	3,911.16	20,190.21	0.00	2,132.39
40E080	2550	4100	00	000000	Trans Supplies	105,000.00	5,030.79	47,672.60	0.00	-3,850.67
40E080	2550	4240	00	000000	Trans. Copier Paper & Toner	250.00	0.00	0.00	0.00	250.00
40E080	2550	4620	00	000000	Trans Oil	7,000.00	125.95	718.22	0.00	0.00
40E080	2550	4640	00	000000	Trans Fuel	260,000.00	14,154.55	41,339.82	0.00	9,840.71
40E080	2550	4700	00	000000	Trans Software	6,500.00	0.00	6,000.00	0.00	-5,500.00
40E---	2550	4---	--	-----		378,750.00	19,311.29	95,730.64	0.00	740.04
40E080	2550	5500	00	000000	Trans Equipment	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
40E080	2550	5520	00	000000	Trans Vehicle Purchase	259,480.00	0.00	259,480.00	0.00	0.00
40E080	2550	5530	00	000000	Trans Radio	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
40E---	25--	----	--	-----		1,732,266.00	111,769.63	705,470.59	0.00	657,988.69
40E620	4120	3310	00	620000	Trans Sp Ed Out of Dist	0.00	0.00	0.00	0.00	0.00
40E---	4120	3---	--	-----		0.00	0.00	0.00	0.00	0.00
40E---	41--	----	--	-----		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
40E---	5370	6---	--	-----		0.00	0.00	0.00	0.00	0.00
40E---	53--	----	--	-----		0.00	0.00	0.00	0.00	0.00
4-E---	----	----	--	-----		1,732,266.00	111,769.63	705,470.59	0.00	657,988.69

Account Level				2016-17	November 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	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
50E470	1100	2120	00	470000 21st Cent IMRF	5,000.00	426.46	1,002.66	0.00	0.00	3,997.34
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	571.73	1,200.04	0.00	0.00	3,599.96
50E030	1100	2140	00	000000 Fuel Up 60 Med	0.00	0.00	0.00	0.00	0.00	0.00
50E060	1100	2140	00	000000 Fine Arts Medicare	50.00	0.00	0.00	0.00	0.00	50.00
50E070	1100	2140	00	000000 Century 21 Med	420.00	2.45	427.81	0.00	0.00	-7.81
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	290.51	608.95	0.00	0.00	1,391.05
50E---	1100	2---	--	-----	13,048.00	1,291.15	4,016.75	0.00	0.00	9,031.25
50E020	1110	2120	00	000000 ERES IMRF	3,000.00	81.19	81.19	0.00	0.00	2,918.81
50E020	1110	2130	00	000000 ERES FICA	1,000.00	134.86	384.84	0.00	0.00	615.16
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	2,578.46	12,513.74	0.00	0.00	19,486.26
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	2,794.51	12,979.77	0.00	0.00	23,020.23
50E040	1120	2120	00	000000 ERMS IMRF	8,000.00	492.72	2,410.40	0.00	0.00	5,589.60
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	183.10	895.65	0.00	0.00	2,304.35
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	1,682.20	8,109.67	0.00	0.00	15,390.33
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	2,358.02	11,415.72	0.00	0.00	23,284.28
50E110	1125	2120	00	110000 Pre K IMRF	12,141.00	890.52	2,717.27	0.00	0.00	9,423.73
50E210	1125	2120	00	210000 ROE Pre K IIMRF	2,000.00	100.90	252.25	0.00	0.00	1,747.75
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	340.80	1,066.39	0.00	0.00	3,133.61
50E210	1125	2130	00	210000 ROE Pre K FICA	850.00	39.92	103.29	0.00	0.00	746.71
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	268.79	800.28	0.00	0.00	2,449.72
50E210	1125	2140	00	210000 ROE Pre K Medicare	800.00	43.82	159.48	0.00	0.00	640.52
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	1,684.75	6,724.30	0.00	0.00	18,142.70
50E050	1130	2120	00	000000 ERHS IMRF	4,000.00	232.03	1,147.91	0.00	0.00	2,852.09
50E050	1130	2130	00	000000 ERHS FICA	1,286.00	92.71	435.43	0.00	0.00	850.57
50E050	1130	2140	00	000000 ERHS Medicare	23,000.00	1,658.35	7,857.87	0.00	0.00	15,142.13
50E160	1130	2140	00	160000 Ed Jobs Fund Med	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	November 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---	1130	2---	--		28,286.00	1,983.09	9,441.21	0.00	0.00	18,844.79
50E570	1140	2120	00	570000 Read Impr IMRF Prior	0.00	0.00	0.00	0.00	0.00	0.00
50E570	1140	2130	00	570000 Read Impr FICA Prior	0.00	0.00	0.00	0.00	0.00	0.00
50E---	1140	2---	--		0.00	0.00	0.00	0.00	0.00	0.00
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	78.40	236.58	0.00	0.00	763.42
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	78.40	312.68	0.00	0.00	763.32
50E---	11--	----	--		137,977.00	10,189.92	44,890.43	0.00	0.00	93,086.57
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	1,045.82	3,708.78	0.00	0.00	8,908.22
50E140	1204	2130	00	140000 Prsnl Aide/Ast FICA	6,000.00	594.33	1,801.50	0.00	0.00	4,198.50
50E140	1204	2140	00	140000 Prsnl Aide/Ast Med	300.00	139.03	421.41	0.00	0.00	-121.41
50E---	1204	2---	--		18,917.00	1,779.18	5,931.69	0.00	0.00	12,985.31
50E140	1205	2120	00	140000 LD Aide/Asst IMRF	3,000.00	17.72	19.51	0.00	0.00	2,980.49
50E140	1205	2130	00	140000 LD Aide/Asst FICA	100.00	6.62	7.29	0.00	0.00	92.71
50E140	1205	2140	00	140000 LD Medicare	6,500.00	422.59	1,873.31	0.00	0.00	4,626.69
50E---	1205	2---	--		9,600.00	446.93	1,900.11	0.00	0.00	7,699.89
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	28.20	41.75	0.00	0.00	458.25
50E---	1213	2---	--		500.00	28.20	41.75	0.00	0.00	458.25
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	1,560.44	7,719.84	0.00	0.00	8,705.16
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	603.41	3,084.55	0.00	0.00	4,615.45
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	141.10	721.37	0.00	0.00	1,278.63
50E---	1216	2---	--		26,125.00	2,304.95	11,525.76	0.00	0.00	14,599.24
50E140	1220	2120	00	140000 EMH/LD Aide/Asst IMRF	19,000.00	1,499.96	6,807.89	0.00	0.00	12,192.11
50E140	1220	2130	00	140000 EMH/LD Aide/Asst FICA	8,500.00	608.98	2,660.03	0.00	0.00	5,839.97
50E140	1220	2140	00	140000 EMH/LD Medicare	8,000.00	717.88	3,337.35	0.00	0.00	4,662.65
50E---	1220	2---	--		35,500.00	2,826.82	12,805.27	0.00	0.00	22,694.73
50E100	1250	2120	00	100000 Title I IMRF	40,000.00	3,083.81	9,267.49	0.00	0.00	30,732.51
50E500	1250	2120	00	500000 Title I IMRF Prior	3,680.00	0.00	3,679.92	0.00	0.00	0.08

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Account Level				2016-17	November 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	1250	2130	00	100000 Title I FICA	15,000.00	1,253.78	3,612.86	0.00	0.00	11,387.14
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	437.98	1,243.31	0.00	0.00	3,756.69
50E500	1250	2140	00	500000 Title I Medicare Prior	533.00	-0.02	532.39	0.00	0.00	0.61
50E---	1250	2---	--	-----	65,590.00	4,775.55	19,712.89	0.00	0.00	45,877.11
50E360	1275	2120	00	360000	0.00	100.90	302.70	0.00	0.00	-302.70
50E360	1275	2130	00	360000	0.00	44.79	161.56	0.00	0.00	-161.56
50E360	1275	2140	00	360000	0.00	30.77	98.23	0.00	0.00	-98.23
50E---	1275	2---	--	-----	0.00	176.46	562.49	0.00	0.00	-562.49
50E---	12--	----	--	-----	156,232.00	12,338.09	52,479.96	0.00	0.00	103,752.04
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	598.85	2,869.96	0.00	0.00	5,130.04
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	598.85	2,871.36	0.00	0.00	5,128.64
50E410	1459	2120	00	410000 JROTC Instructor IMRF	22,000.00	1,680.82	8,521.80	0.00	0.00	13,478.20
50E410	1459	2130	00	410000 JROTC Instructor FICA	9,869.00	628.94	3,188.70	0.00	0.00	6,680.30
50E410	1459	2140	00	410000 JROTC Instructor Med	2,000.00	147.08	745.70	0.00	0.00	1,254.30
50E---	1459	2---	--	-----	33,869.00	2,456.84	12,456.20	0.00	0.00	21,412.80
50E---	14--	----	--	-----	41,869.00	3,055.69	15,327.56	0.00	0.00	26,541.44
50E050	1500	2140	00	000000 ERHS A D Medicare	85.00	6.32	30.36	0.00	0.00	54.64
50E---	1500	2---	--	-----	85.00	6.32	30.36	0.00	0.00	54.64
50E050	1505	2140	00	000000 HS FBLA Spon Med	45.00	1.72	16.96	0.00	0.00	28.04
50E---	1505	2---	--	-----	45.00	1.72	16.96	0.00	0.00	28.04
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	152.73	152.73	0.00	0.00	127.27
50E050	1510	2130	00	000000 ERHS Cheerldr Spons FICA	110.00	57.15	57.15	0.00	0.00	52.85
50E050	1510	2140	00	000000 ERHS Cheerldr Spons Medi	140.00	35.25	35.25	0.00	0.00	104.75
50E---	1510	2---	--	-----	530.00	245.13	245.13	0.00	0.00	284.87
50E050	1511	2140	00	000000 ERHS Golf Medicare	75.00	57.59	57.59	0.00	0.00	17.41
50E---	1511	2---	--	-----	75.00	57.59	57.59	0.00	0.00	17.41
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	274.31	276.87	0.00	0.00	23.13
50E050	1512	2140	00	000000 ERHS X C Medicare	90.00	102.18	102.68	0.00	0.00	-12.68
50E---	1512	2---	--	-----	390.00	376.49	379.55	0.00	0.00	10.45
50E050	1513	2120	00	000000 ERHS Dance IMRF	260.00	152.73	152.73	0.00	0.00	107.27

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FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E050	1513	2130	00 000000	ERHS Dance Team FICA	150.00	57.15	57.15	0.00	0.00	92.85
50E050	1513	2140	00 000000	ERHS Dance Med	45.00	13.36	13.36	0.00	0.00	31.64
50E---	1513	2---	--		455.00	223.24	223.24	0.00	0.00	231.76
50E050	1520	2130	00 000000	ERHS Girls TN FICA	252.00	0.00	205.73	0.00	0.00	46.27
50E050	1520	2140	00 000000	ERHS Girls Tn Medicare	50.00	0.30	48.42	0.00	0.00	1.58
50E---	1520	2---	--		302.00	0.30	254.15	0.00	0.00	47.85
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	28.36	31.38	0.00	0.00	18.62
50E050	1521	2140	00 000000	ERHS Volleyball Medi	250.00	92.67	93.20	0.00	0.00	156.80
50E---	1521	2---	--		350.00	121.03	124.58	0.00	0.00	225.42
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	0.00	19.30	0.00	0.00	280.70
50E050	1525	2140	00 000000	ERHS Girls Sccr Med	80.00	0.00	4.22	0.00	0.00	75.78
50E---	1525	2---	--		380.00	0.00	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	745.34	773.48	0.00	0.00	-173.48
50E050	1531	2140	00 000000	ERHS Ftbl Coach Medicare	415.00	320.11	327.25	0.00	0.00	87.75
50E---	1531	2---	--		1,025.00	1,065.45	1,100.73	0.00	0.00	-75.73
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

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Account Level				2016-17	November 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---	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
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	347.31	347.31	0.00	0.00	-347.31
50E050	1536	2140	00	000000 ERHS Soccer Coach Med	330.00	81.17	81.17	0.00	0.00	248.83
50E---	1536	2---	--	-----	330.00	428.48	428.48	0.00	0.00	-98.48
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	12.14	0.00	0.00	37.86
50E---	1540	2---	--	-----	50.00	2.44	12.14	0.00	0.00	37.86
50E040	1550	2130	00	000000 ERMS Chrlldr 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	0.00	4.65	0.00	0.00	-4.65
50E040	1551	2130	00	000000 ERMS XC FICA	283.00	228.59	237.74	0.00	0.00	45.26
50E040	1551	2140	00	000000 ERMS X-Cntry Medicare	50.00	53.46	57.99	0.00	0.00	-7.99
50E---	1551	2---	--	-----	333.00	282.05	300.38	0.00	0.00	32.62
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

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E040	1575	2140	00 000000	ERMS Yearbook Spons Med	55.00	2.76	13.88	0.00	0.00	41.12
50E---	1575	2---	--		55.00	2.76	13.88	0.00	0.00	41.12
50E040	1576	2140	00 000000	ERMS Student Council Med	50.00	2.84	14.12	0.00	0.00	35.88
50E---	1576	2---	--		50.00	2.84	14.12	0.00	0.00	35.88
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	4.20	0.00	0.00	150.80
50E---	1582	2---	--		155.00	1.40	4.20	0.00	0.00	150.80
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	31.50	77.43	0.00	0.00	37.57
50E---	1583	2---	--		115.00	31.50	77.43	0.00	0.00	37.57
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	2.26	18.90	0.00	0.00	59.10
50E---	1585	2---	--		78.00	2.26	18.90	0.00	0.00	59.10
50E050	1586	2140	00 000000	ERHS Yrbk Spons Medicare	45.00	2.04	9.94	0.00	0.00	35.06
50E---	1586	2---	--		45.00	2.04	9.94	0.00	0.00	35.06
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	0.00	0.38	0.00	0.00	89.62
50E---	1588	2---	--		465.00	0.00	0.38	0.00	0.00	464.62
50E050	1589	2140	00 000000	ERHS Stdnt Cncl Medicare	65.00	3.11	14.27	0.00	0.00	50.73
50E---	1589	2---	--		65.00	3.11	14.27	0.00	0.00	50.73
50E050	1590	2120	00 000000	ERHS Rifle/Drill IMRF	650.00	57.98	284.50	0.00	0.00	365.50
50E050	1590	2130	00 000000	ERHS Rifle/Drill FICA	250.00	21.68	106.41	0.00	0.00	143.59
50E050	1590	2140	00 000000	ERHS Rifle/Drill Med	90.00	5.08	24.93	0.00	0.00	65.07
50E---	1590	2---	--		990.00	84.74	415.84	0.00	0.00	574.16
50E040	1591	2140	00 000000	ERMS BAND MED	45.00	2.53	11.73	0.00	0.00	33.27
50E---	1591	2---	--		45.00	2.53	11.73	0.00	0.00	33.27
50E040	1593	2140	00 000000	ERMS Talent Shw Spon Med	115.00	0.00	77.34	0.00	0.00	37.66
50E---	1593	2---	--		115.00	0.00	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	2,943.42	3,854.84	0.00	0.00	8,921.16
50E050	1700	2120	00 000000	ERHS Dr Ed TA IMRF	0.00	0.00	0.00	0.00	0.00	0.00

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FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	37.04	290.70	0.00	0.00	409.30
50E---	1700	2---	--	-----	700.00	37.04	290.70	0.00	0.00	409.30
50E---	17--	----	--	-----	700.00	37.04	290.70	0.00	0.00	409.30
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	269.42	806.74	0.00	0.00	4,693.26
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	100.80	301.85	0.00	0.00	1,598.15
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	23.59	70.61	0.00	0.00	679.39
50E---	1900	2---	--	-----	9,396.00	393.81	2,423.80	0.00	0.00	6,972.20
50E---	19--	----	--	-----	9,396.00	393.81	2,423.80	0.00	0.00	6,972.20
50E550	2110	2120	00 550000	TAEOP IMRF	0.00	0.00	0.00	0.00	0.00	0.00
50E750	2110	2120	00 750000	TAOEP IMRF	4,500.00	139.15	139.15	0.00	0.00	4,360.85
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	52.07	52.07	0.00	0.00	1,447.93
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	12.18	12.18	0.00	0.00	487.82
50E---	2110	2---	--	-----	6,500.00	203.40	203.40	0.00	0.00	6,296.60
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	1,046.36	0.00	0.00	2,189.64
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	345.04	0.00	0.00	654.96
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	109.48	540.12	0.00	0.00	820.88
50E040	2120	2140	00 000000	ERMS Guid Medicare	715.00	50.77	251.79	0.00	0.00	463.21
50E050	2120	2140	00 000000	ERHS Guid Medicare	3,500.00	172.60	791.98	0.00	0.00	2,708.02
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	663.97	2,985.24	0.00	0.00	6,886.76
50E010	2130	2120	00 000000	DIST NURSE AIDE IMRF	11,550.00	740.90	3,081.15	0.00	0.00	8,468.85
50E010	2130	2130	00 000000	District Nurse FICA	4,000.00	295.82	1,221.46	0.00	0.00	2,778.54
50E010	2130	2140	00 000000	Dist Nurse Medicare	3,500.00	173.18	797.45	0.00	0.00	2,702.55

Account Level				2016-17	November 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---	2130	2---	--		19,050.00	1,209.90	5,100.06	0.00	0.00	13,949.94
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
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	269.93	1,318.47	0.00	0.00	2,681.53
50E---	2150	2---	--		4,000.00	269.93	1,318.47	0.00	0.00	2,681.53
50E020	2190	2120	00	000000 Supervision Aide IMRF	8,000.00	489.15	2,173.30	0.00	0.00	5,826.70
50E020	2190	2130	00	000000 Supervision Aide FICA	2,500.00	188.48	828.12	0.00	0.00	1,671.88
50E020	2190	2140	00	000000 Supervision Aide Med	1,000.00	44.09	193.67	0.00	0.00	806.33
50E---	2190	2---	--		11,500.00	721.72	3,195.09	0.00	0.00	8,304.91
50E---	21--	----	--		50,922.00	3,068.92	12,802.26	0.00	0.00	38,119.74
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	10.42	22.55	0.00	0.00	-22.55
50E110	2210	2130	00	110000	0.00	0.00	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	27.13	51.77	0.00	0.00	448.23
50E110	2210	2140	00	110000 PreK Improv Instr Med	500.00	2.75	9.95	0.00	0.00	490.05
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

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E330	2210	2140	00	330000 Title II Teach Medicare	0.00	8.42	26.93	0.00	0.00	-26.93
50E470	2210	2140	00	470000 21st Cent Med	0.00	2.63	17.47	0.00	0.00	-17.47
50E490	2210	2140	00	490000 Ag Grant Medicare	0.00	0.00	0.00	0.00	0.00	0.00
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	114.32	0.00	0.00	385.68
50E---	2210	2---	--	-----	3,253.00	59.78	315.04	0.00	0.00	2,937.96
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	1,376.10	0.00	0.00	2,623.90
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	514.88	0.00	0.00	985.12
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	338.72	0.00	0.00	611.28
50E040	2220	2140	00	000000 ERMS IMC Medicare	1,100.00	75.15	371.39	0.00	0.00	728.61
50E050	2220	2140	00	000000 ERHS IMC Medicare	1,000.00	63.79	310.27	0.00	0.00	689.73
50E---	2220	2---	--	-----	8,550.00	589.22	2,911.36	0.00	0.00	5,638.64
50E---	22--	----	--	-----	11,803.00	649.00	3,226.40	0.00	0.00	8,576.60
50E010	2310	2120	00	000000 BOE Treasure/Sec IMRF	1,800.00	57.49	262.47	0.00	0.00	1,537.53
50E010	2310	2130	00	000000 BOE Treasure/Sec FICA	600.00	21.30	208.48	0.00	0.00	391.52
50E010	2310	2140	00	000000 BOE Treas/Sec Med	200.00	4.97	48.74	0.00	0.00	151.26
50E---	2310	2---	--	-----	2,600.00	83.76	519.69	0.00	0.00	2,080.31
50E010	2320	2120	00	000000 Supt Office IMRF	8,000.00	502.64	2,527.32	0.00	0.00	5,472.68
50E010	2320	2130	00	000000 Supt Office FICA	2,500.00	182.10	916.66	0.00	0.00	1,583.34
50E010	2320	2140	00	000000 Supt Office Medicare	3,775.00	214.11	1,071.75	0.00	0.00	2,703.25
50E---	2320	2---	--	-----	14,275.00	898.85	4,515.73	0.00	0.00	9,759.27
50E010	2330	2120	00	000000 Asst Supt Sec IMRF	6,000.00	345.42	1,706.82	0.00	0.00	4,293.18
50E070	2330	2120	00	000000 Cent 21 Sec IMRF	523.00	1.69	525.47	0.00	0.00	-2.47
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	278.91	640.20	0.00	0.00	1,159.80
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	638.64	0.00	0.00	1,361.36
50E070	2330	2130	00	000000 Cent 21 FICA	196.00	0.64	196.62	0.00	0.00	-0.62
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	104.34	239.50	0.00	0.00	510.50
50E500	2330	2130	00	500000 Title I FICA	0.00	0.00	0.00	0.00	0.00	0.00

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
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	832.31	0.00	0.00	1,542.69
50E070	2330	2140	00	000000 Cent 21 Med	46.00	0.14	45.98	0.00	0.00	0.02
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	24.40	56.03	0.00	0.00	143.97
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	1,051.60	4,881.57	0.00	0.00	9,183.43
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	342.45	1,648.00	0.00	0.00	3,937.00
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	128.13	616.65	0.00	0.00	1,133.35
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	129.07	639.73	0.00	0.00	1,360.27
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	599.65	2,904.38	0.00	0.00	6,430.62
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	2,633.86	12,821.37	0.00	0.00	27,453.63
50E020	2410	2120	00	000000 ERES Principal IMRF	30,000.00	1,646.86	7,778.73	0.00	0.00	22,221.27
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	3,857.65	0.00	0.00	8,142.35
50E050	2410	2120	00	000000 ERHS Principal IMRF	15,000.00	1,002.70	4,305.27	0.00	0.00	10,694.73
50E020	2410	2130	00	000000 ERES Principal FICA	8,000.00	626.61	2,925.03	0.00	0.00	5,074.97
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	288.85	1,443.38	0.00	0.00	2,556.62
50E050	2410	2130	00	000000 ERHS Principal FICA	5,000.00	375.18	1,610.91	0.00	0.00	3,389.09
50E020	2410	2140	00	000000 ERES Principal Medicare	5,000.00	332.69	1,608.49	0.00	0.00	3,391.51
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	249.90	1,243.71	0.00	0.00	2,256.29
50E050	2410	2140	00	000000 ERHS Principal Medicare	4,500.00	287.94	1,399.26	0.00	0.00	3,100.74
50E---	2410	2---	--	-----	87,000.00	5,582.71	26,172.43	0.00	0.00	60,827.57
50E010	2490	2140	00	000000 Program Suprvr Medicare	2,500.00	72.50	480.40	0.00	0.00	2,019.60
50E---	2490	2---	--	-----	2,500.00	72.50	480.40	0.00	0.00	2,019.60
50E---	24--	----	--	-----	89,500.00	5,655.21	26,652.83	0.00	0.00	62,847.17
50E010	2520	2120	00	000000 Fiscal Service IMRF	60,000.00	1,837.92	9,781.58	0.00	0.00	50,218.42
50E010	2520	2130	00	000000 Fiscal Services FICA	9,000.00	687.69	3,659.96	0.00	0.00	5,340.04

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				Account Level	2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E010	2520	2140	00 000000	Fiscal Serv Med	2,500.00	160.83	855.95	0.00	0.00	1,644.05
50E---	2520	2---	--		71,500.00	2,686.44	14,297.49	0.00	0.00	57,202.51
50E020	2540	2120	00 000000	ERES Cust IMRF	87,000.00	1,905.36	9,653.52	0.00	0.00	77,346.48
50E030	2540	2120	00 000000	WRES Cust IMRF	0.00	9.42	89.18	0.00	0.00	-89.18
50E040	2540	2120	00 000000	ERMS Cust IMRF	22,000.00	1,298.91	6,135.60	0.00	0.00	15,864.40
50E050	2540	2120	00 000000	ERHS Cust IMRF	55,000.00	3,742.63	17,148.14	0.00	0.00	37,851.86
50E020	2540	2130	00 000000	ERES Cust FICA	16,000.00	826.09	4,004.44	0.00	0.00	11,995.56
50E030	2540	2130	00 000000	WRES Cust FICA	0.00	3.53	33.38	0.00	0.00	-33.38
50E040	2540	2130	00 000000	ERMS Cust FICA	8,000.00	519.48	2,489.78	0.00	0.00	5,510.22
50E050	2540	2130	00 000000	ERHS Cust FICA	18,000.00	1,599.87	6,818.27	0.00	0.00	11,181.73
50E020	2540	2140	00 000000	ERES Cust Med	4,500.00	193.19	936.50	0.00	0.00	3,563.50
50E030	2540	2140	00 000000	WRES Cust Med	0.00	0.82	7.80	0.00	0.00	-7.80
50E040	2540	2140	00 000000	ERMS Cust Med	3,000.00	121.50	582.26	0.00	0.00	2,417.74
50E050	2540	2140	00 000000	ERHS Cust Med	4,500.00	374.14	1,594.55	0.00	0.00	2,905.45
50E---	2540	2---	--		218,000.00	10,594.94	49,493.42	0.00	0.00	168,506.58
50E010	2541	2120	00 000000	District Maint IMRF	17,000.00	1,000.33	5,001.07	0.00	0.00	11,998.93
50E010	2541	2130	00 000000	District Maint FICA	5,000.00	374.29	1,871.25	0.00	0.00	3,128.75
50E010	2541	2140	00 000000	Dist Maint Med	1,500.00	87.53	437.63	0.00	0.00	1,062.37
50E---	2541	2---	--		23,500.00	1,462.15	7,309.95	0.00	0.00	16,190.05
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	31.31	2,432.30	0.00	0.00	1,567.70
50E010	2542	2140	00 000000	Dist Summer Maint Med	1,500.00	7.32	568.34	0.00	0.00	931.66
50E---	2542	2---	--		14,000.00	38.63	6,676.02	0.00	0.00	7,323.98
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	1,478.46	21,006.34	0.00	0.00	-6,006.34
50E080	2550	2120	61 000000	Trans Reg Driver IMRF	150,000.00	7,411.57	27,660.39	0.00	0.00	122,339.61
50E080	2550	2120	70 000000	TRans Sec IMRF	15,000.00	1,389.11	6,593.56	0.00	0.00	8,406.44
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	1,520.14	4,194.75	0.00	0.00	9,805.25
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	44.02	134.38	0.00	0.00	-64.38
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	1,123.31	3,005.68	0.00	0.00	11,994.32
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	553.47	2,300.82	0.00	0.00	3,699.18
50E080	2550	2130	61 000000	TRANS Reg Driver FICA	32,000.00	2,924.10	10,729.09	0.00	0.00	21,270.91
50E080	2550	2130	70 000000	Trans Sec FICA	6,000.00	519.75	2,467.04	0.00	0.00	3,532.96
50E100	2550	2130	00 100000	Summer School FICA	500.00	0.00	0.00	0.00	0.00	500.00

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17	
FDTLOC	FUNC	OBJ	SJ	Description	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
50E110	2550	2130	00	110000 PreK Trans FICA	5,500.00	580.02	1,600.57	0.00	0.00	3,899.43
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
50E500	2550	2130	00	500000 Title I Summer School FICA	26.00	16.47	50.29	0.00	0.00	-24.29
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	481.54	1,310.36	0.00	0.00	3,189.64
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	129.48	538.18	0.00	0.00	961.82
50E080	2550	2140	61	000000 Trans Reg Driv Med	7,500.00	683.84	2,509.20	0.00	0.00	4,990.80
50E080	2550	2140	70	000000 Trans Sec Med	2,000.00	121.56	577.02	0.00	0.00	1,422.98
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	135.65	374.26	0.00	0.00	1,125.74
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	3.85	11.76	0.00	0.00	-5.76
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	112.62	306.47	0.00	0.00	693.53
50E---	2550	2---	--	-----	279,566.00	19,228.96	86,082.81	0.00	0.00	193,483.19
50E420	2560	2120	00	420000 Food Service IMRF	79,500.00	4,849.47	23,475.83	0.00	0.00	56,024.17
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	1,890.67	8,956.04	0.00	0.00	16,043.96
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	442.21	2,094.56	0.00	0.00	3,905.44
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	7,182.35	34,848.69	0.00	0.00	75,823.31
50E---	25--	----	--	-----	717,238.00	41,193.47	198,708.38	0.00	0.00	518,529.62
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	631.76	0.00	0.00	2,368.24
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	902.60	0.00	0.00	2,469.40
50E010	2660	2120	00	000000 District Comp Tech IMRF	16,500.00	1,019.20	5,322.79	0.00	0.00	11,177.21
50E010	2660	2130	00	000000 District Comp Tech FICA	5,000.00	381.36	1,991.65	0.00	0.00	3,008.35
50E010	2660	2140	00	000000 District Comp Tech Medicare	2,100.00	161.00	819.28	0.00	0.00	1,280.72
50E---	2660	2---	--	-----	23,600.00	1,561.56	8,133.72	0.00	0.00	15,466.28

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Account Level				2016-17	November 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---	26--	----	--	-----	26,972.00	1,689.32	9,036.32	0.00	0.00	17,935.68
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	80.78	204.27	0.00	0.00	395.73
50E070	2900	2130	00	000000 Century 21 FICA	71.00	0.00	70.52	0.00	0.00	0.48
50E470	2900	2130	00	470000 21st Other FICA	250.00	30.23	76.44	0.00	0.00	173.56
50E070	2900	2140	00	000000 Century 21 Med	126.00	0.00	126.04	0.00	0.00	-0.04
50E470	2900	2140	00	470000 21st Cent Med	250.00	29.74	57.34	0.00	0.00	192.66
50E---	2900	2---	--	-----	1,486.00	140.75	723.09	0.00	0.00	762.91
50E---	29--	----	--	-----	1,486.00	140.75	723.09	0.00	0.00	762.91
50E070	3000	2120	00	000000 Cent 21Comm Serv IMRF	0.00	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	0.00	50.00
50E110	3000	2120	00	110000 Pre K Babysit IMRF	7,000.00	503.52	1,510.56	0.00	0.00	5,489.44
50E470	3000	2120	00	470000 21st Cent Comm Serv IMRF	0.00	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	0.00
50E510	3000	2120	00	510000 PreK 0-3 Comm Serv IMRF	774.00	0.00	773.83	0.00	0.00	0.17
50E070	3000	2130	00	000000 Cent 21 Comm Serv FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E100	3000	2130	00	100000 Title I Pnt Inl Sec FICA	900.00	85.25	141.05	0.00	0.00	758.95
50E110	3000	2130	00	110000 Pre K FICA	3,000.00	188.40	565.20	0.00	0.00	2,434.80
50E470	3000	2130	00	470000 21st Comm Serv FICA	0.00	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	0.00
50E510	3000	2130	00	510000 PreK 0-3 FICA	290.00	0.00	289.55	0.00	0.00	0.45
50E070	3000	2140	00	000000 Cent 21 Comm Serv Med	0.00	0.00	0.00	0.00	0.00	0.00
50E100	3000	2140	00	100000 Title I Pnt Inl Medicare	450.00	40.70	93.12	0.00	0.00	356.88
50E110	3000	2140	00	110000 PreK 0-3 Teach Medicare	2,500.00	100.25	300.48	0.00	0.00	2,199.52
50E470	3000	2140	00	470000 21st Comm Serv Med	25.00	0.00	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	0.00	0.08
50E510	3000	2140	00	510000 PreK 0-3 Medicare Prior	239.00	-0.01	238.92	0.00	0.00	0.08
50E---	3000	2---	--	-----	15,266.00	918.11	3,950.63	0.00	0.00	11,315.37
50E110	3001	2140	00	110000 PreK 3-5 Teach Medicare	0.00	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	0.00
50E---	3001	2---	--	-----	0.00	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	0.00
50E510	3002	2120	00	510000 PreK Com Serv IMRF	0.00	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	0.00
50E510	3002	2130	00	510000 PreK Com Serv FICA	0.00	0.00	0.00	0.00	0.00	0.00
50E110	3002	2140	00	110000 PreK Comm Serv Med	350.00	19.68	82.92	0.00	0.00	267.08
50E510	3002	2140	00	510000 PreK Comm Serv Med Prior	38.00	0.00	37.88	0.00	0.00	0.12
50E---	3002	2---	--	-----	388.00	19.68	120.80	0.00	0.00	267.20
50E---	30--	----	--	-----	15,654.00	937.79	4,071.43	0.00	0.00	11,582.57
50E150	3700	2140	00	150000 SESE Flow Thru St Joe Med	75.00	0.00	0.00	0.00	0.00	75.00

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Account Level				2016-17	November 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---	3700	2---	--		75.00	0.00	0.00	0.00	0.00	75.00
50E---	37--	----	--		75.00	0.00	0.00	0.00	0.00	75.00
5-E---	----	----	--		1,312,885.00	84,926.29	387,309.37	0.00	0.00	925,575.63
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	44.00	138,043.02	0.00	0.00	1,956.98
80E---	2364	3---	--		140,000.00	44.00	138,043.02	0.00	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	1,142.00	23,617.00	32.00	11,209.00	-2,858.00
80E---	2367	3---	--		32,000.00	1,142.00	23,617.00	32.00	11,209.00	-2,858.00
80E320	2369	3800	00	320000 Legal Fees	7,000.00	2,141.50	4,070.20	0.00	2,929.80	0.00
80E---	2369	3---	--		7,000.00	2,141.50	4,070.20	0.00	2,929.80	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	3,327.50	973,224.72	32.00	77,892.80	-649.52
8-E---	----	----	--		1,050,500.00	3,327.50	973,224.72	32.00	77,892.80	-649.52
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	53,461.74	112,015.10	215.00	19,204.90	58,565.00
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	53,461.74	112,015.10	215.00	19,204.90	58,565.00
90E010	2530	4100	00	000000 L/S Supplies	10,000.00	0.00	2,523.11	0.00	1,471.89	6,005.00
90E---	2530	4---	--		10,000.00	0.00	2,523.11	0.00	1,471.89	6,005.00

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Account Level				2016-17	November 2016-17	2016-17	2016-17	Encumbered	2016-17
FDTLOC	FUNC	OBJ	SJ	Budget	Monthly Activity	FYTD Activity	Batch Activity	Amount	Available Funds
Description									
90E010	2530	5500	00 000000	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	53,461.74	114,538.21	215.00	20,676.79	64,570.00
95E010	2500	0000	00 000000	0.00	0.00	0.00	0.00	0.00	0.00
95E---	2500	0---	--	0.00	0.00	0.00	0.00	0.00	0.00
95E---	25--	----	--	0.00	0.00	0.00	0.00	0.00	0.00
9-E---	----	----	--	200,000.00	53,461.74	114,538.21	215.00	20,676.79	64,570.00
--E---	----	----	--	23,916,749.00	1,895,046.68	10,312,140.83	386,995.25	1,657,079.76	11,560,533.16
Grand Revenue Totals				24,502,905.00	1,315,479.24	13,831,109.00	0.00	0.00	10,671,796.00
Grand Expense Totals				23,916,749.00	1,895,046.68	10,312,140.83	386,995.25	1,657,079.76	11,560,533.16
Grand Totals				586,156.00	579,567.44	3,518,968.17	386,995.25	1,657,079.76	888,737.16
				Profit	Loss	Profit	Loss	Loss	Loss

Number of Accounts: 2011

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

School Board

Board Member Development 1

The School Board desires that its individual members learn, understand, and practice effective governance principles. ² 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. ⁴
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. ⁵
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. ⁶

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. ⁷

¹ State law governs the mandatory board member training provisions in this sample policy.

² The IASB *Foundational Principles of Effective Governance* is available online at www.iasb.com.

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

⁴ 105 ILCS 5/10-16a.

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

⁶ 105 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.

⁷ 105 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)

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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.

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.⁵ No later than approval of the annual budget and when necessary,⁶ the Superintendent will

¹ 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.

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

³ 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.

⁴ 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).

⁵ *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.

⁶ 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.⁷ The recommended amount should be based upon the District's budget and other financial considerations.⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone's personal expenses,¹⁰ or (3) entertainment expenses.¹¹ 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.¹²

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".

⁷ 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.

⁸ 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.

⁹ 105 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.

¹⁰ 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.

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

¹² 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. ¹³

Advancements

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

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;¹⁵
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.¹⁶ 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

¹³ 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.

¹⁴ 105 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.

¹⁵ 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.

¹⁶ 105 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).¹⁷ 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 expenses¹⁸ 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 ¹⁹

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

¹⁷ 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.

¹⁸ 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.

¹⁹ 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 ²⁰

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. ²¹
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

²⁰ 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).

²¹ *Id.* at (2) and (3).

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amount set by the Board.²² 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)

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²² 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 ¹

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.² Unless otherwise specified, all meetings are held in the District's main office.³ 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.⁴ 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. ⁵

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year.⁶ 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. ⁷

¹ 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.

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

³ 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*.

⁴ 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.

⁵ 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).

⁶ 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**

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). ¹²
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). ¹³
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,

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.

¹² 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.

¹³ 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**

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

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 ¹

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.² 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. ³

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

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.⁸ 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.

¹ 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.

² 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*.

³ 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.

⁴ 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)).

⁵ An alternative follows:

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

⁶ 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].

⁷ 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.

⁸ 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.⁹ 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. ¹⁰

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.¹¹

⁹ 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).

¹⁰ 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.

¹¹ 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.¹² The minutes include: ¹³

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;¹⁴ 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. ¹⁵

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.¹⁶ The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release. ¹⁷

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

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

¹² 105 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).

¹³ 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).

¹⁴ 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.

¹⁵ Required by 5 ILCS 120/2.06(b).

¹⁶ 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).

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

¹⁸ Required by 105 ILCS 5/10-7.

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

²⁰ 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.²¹ 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.²²

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. ²³

Verbatim Record of Closed Meetings

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

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. ²⁶

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.²⁷ Access to the

²¹ 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.

²² *Id.*

²³ 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)).

²⁴ 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.

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

²⁶ 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.

²⁷ 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.²⁸ 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.²⁹

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. ³⁰

Quorum and Participation by Audio or Video Means ³¹

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.

²⁸ Id.

²⁹ Id.

³⁰ 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.

³¹ 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. ³²

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting.³³ 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)

Recommended for Adoption: December 15, 2016

³² 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).

³³ 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 ¹

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.² 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.³

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.⁴
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.⁵

¹ 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).

² This end statement should be amended according to local board discretion.

³ 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.

⁴ 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. ⁶
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).⁷
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*. ⁸
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)⁹ 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;¹⁰ 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. ¹¹
 - 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. ¹²

⁵ 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).

⁶ 105 ILCS 5/10-20.21(b-5).

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

⁸ 105 ILCS 5/10-20.19c.

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

¹⁰ *Id.*

¹¹ 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.

¹² 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,² 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.³ 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.⁴ Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.⁵ Non-public school students shall be transported in accordance with State law.⁶ Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children

¹ 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.

² 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.

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

⁴ 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.

⁵ 34 C.F.R. §300.34 and 23 Ill.Admin.Code §226.750.

⁶ 105 ILCS 5/29-3.2 and 5/29-4.

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

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.⁹

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.¹⁰

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

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

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

⁸ 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.

⁹ 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.

¹⁰ 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."

¹¹ 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.¹² 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.¹³ The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.¹⁴

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

¹² 625 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.

¹³ 625 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.

¹⁴ 625 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*.

¹⁵ 105 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 Inspection¹⁶

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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¹⁶ 625 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 ¹

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: ²

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. ³ If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. ⁴

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

² 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*.

³ 720 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*.

⁴ 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. 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 ⁵

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. ⁶ 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. ⁷ This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

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.

⁵ 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/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, 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*.

⁶ 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.

⁷ 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 ¹

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone’s personal expenses,⁴ or (3) entertainment expenses.⁵ 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.⁶ 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: ⁷

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.⁸
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.⁹

¹ 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.

² 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*.

³ 105 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.

⁴ 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.

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

⁶ *Id.*

⁷ 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.

⁸ *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.¹⁰

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,¹¹ provided they fall below the maximum allowed in the Board’s expense regulations.¹²

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.¹³ Any portion of an expense advancement not used must be returned to the District.¹⁴ 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 expenses¹⁵ 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

⁹ Id. at (4).

¹⁰ Id.

¹¹ 105 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.

¹² 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.

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

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

¹⁵ 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.¹⁷

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.

¹⁶ 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*.

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

¹⁸ 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.¹⁹ 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

¹⁹ 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.² This includes, but is not limited to, services such as Facebook, LinkedIn, MySpace, Twitter, Instagram, Snapchat, and YouTube.³

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.⁴ 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®).⁵

Usage and Conduct 6

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

¹ 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.”

² 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. Merriam-Webster’s definition is at www.merriam-webster.com/dictionary/social%20.

³ 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.

⁴ *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/. Many of the reviewed devices operate as described in this sample definition.

⁵ Optional.

⁶ 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

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.

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 (7th 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. ²

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. ³

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.⁴ 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

¹ 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). It also contains a link to the complete FMLA rules, 29 C.F.R. Part 825.

² 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.

³ 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.

⁴ 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. ⁵

FMLA leave is available in one or more of the following instances: ⁶

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. ⁷

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

⁵ 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.

⁶ 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)).

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

⁸ 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.

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

¹¹ 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/. Districts must inform the employee of the medical certification requirement and of the consequences for failing to provide it.

¹² 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;¹⁷ 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/WHDFmla, [The Family and Medical Leave Act Poster](http://www.dol.gov/WHDFmla).

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/WHDFmla (*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.² The following qualifications apply:

1. Each teacher must: ³
 - 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. ⁴ ~~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:

¹ 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.

² 105 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).

³ 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.

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.

⁴ 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), 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~~; ⁵
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.~~ ⁶

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

⁵ 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.

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*.

⁶ 20 U.S.C. §6312(e)(1)(A).

Professional Personnel

Leaves of Absence ¹

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 ²

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

¹ 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/).

² 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. ³

Child Bereavement Leave ⁴

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 ⁵

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

Personal Leave ⁶

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

³ 105 ILCS 5/24-6.

⁴ 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.

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

⁶ 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

⁷ 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).

⁸ 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.

⁹ 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. ¹⁰

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.¹¹ 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. ¹²

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 ¹³

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 ¹⁴

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 ¹⁵

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

¹⁰ 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.

¹¹ 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.

¹² 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 .

¹³ 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).

¹⁴ Required by 105 ILCS 5/24-13.

¹⁵ 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.¹⁶ 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. ¹⁷

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

Leaves for Victims of Domestic or Sexual Violence ¹⁹

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.²⁰ 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.). ²¹

¹⁶ 820 ILCS 147/15.

¹⁷ 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.

¹⁸ 820 ILCS 147/.

¹⁹ 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). All districts must post this notice in a conspicuous place where notices to employees are customarily posted.

²⁰ 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.

²¹ 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,²² (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3,²³ 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. ²⁴

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

²² Required by 105 ILCS 5/24-13.

²³ 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.

²⁴ Required by 105 ILCS 5/24-6.2.

Professional Personnel

Student Teachers ¹

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 Code² 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:³

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. ⁴

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).⁵ 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

¹ 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)."

² 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.

³ 105 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.

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

⁵ 105 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. ⁷

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

⁶ Id.

⁷ 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.

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves ¹

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 ²

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

¹ 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/).

² 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. ³

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. ⁴

Vacation ⁵

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

³ 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).

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.

⁴ 105 ILCS 5/24-6.

⁵ 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. ⁶

Holidays ⁷

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 ⁸

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.

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

⁷ 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 (7th 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.

⁸ 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. ⁹

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. ¹⁰
2. School Visitation Leave. ¹¹
3. Leaves for Victims of Domestic or Sexual Violence. ¹²
4. **Child Bereavement Leave.** ¹³
5. Leave to serve as an election judge. ¹⁴

⁹ 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*.

¹⁰ 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.

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

¹² 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*.

¹³ 820 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*.

¹⁴ 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 ¹

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.² To fulfill that purpose, the Illinois State Board of Education prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.³

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. ⁴
- ~~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. ⁵
4. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation. ⁶
5. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. ⁷

¹ State or federal law controls this policy's content.

² 105 ILCS 5/27-1.

³ 23 Ill.Admin.Code §1, Appendix D.

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

⁵ 105 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).

⁶ 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. **8**

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)

Recommended for Adoption: December 15, 2016

⁷ 105 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.

⁸ 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 (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 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.² 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).³ 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.⁴

¹ 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. 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.

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."

² 7 C.F.R. §210.30(a).

³ 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).

⁴ *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.

Goals for Nutrition Education and Nutrition Promotion ⁵

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*. ⁶

Goals for Physical Activity ⁷

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*. ⁸
- 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*. ⁹
- 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). ¹⁰

⁵ 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.”

⁶ 105 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.

⁷ 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)).

⁸ 105 ILCS 5/27-5 and 27-6; 23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990).

⁹ *Id.*

¹⁰ 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. 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.

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). 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.

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:

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.

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.

- 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 Content¹

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,² (f) social studies, (g) art, (h) music,³ and (i) drug and substance abuse prevention.⁴ 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.⁵
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics,⁶ (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,⁷ (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.⁸

¹ 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.

² 105 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.

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*.

³ 23 Ill.Admin.Code §1.430.

⁴ 105 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.

⁵ 105 ILCS 5/10-20.53.

⁶ 105 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*.

⁷ 105 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.

⁸ 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, 96th 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.⁹ The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue¹⁰, 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.¹¹ 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.¹² 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.¹³

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.¹⁴
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.¹⁵
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

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.).

⁹ 105 ILCS 5/27-24.2.

¹⁰ Id.

¹¹ Id., amended by P.A. 99-720, eff. 1-1-17. Required beginning with the 2017-2018 school year.

¹² 105 ILCS 5/27-17.

¹³ 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.

¹⁴ 105 ILCS 5/27-23.3.

¹⁵ 105 ILCS 5/27-23.4.

individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.¹⁶

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.¹⁷
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.¹⁸
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*.¹⁹

¹⁶ 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)).

¹⁷ 105 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."

¹⁷ 105 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."

¹⁸ 105 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.

¹⁹ 105 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.²⁰
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.²¹
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). 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.

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. 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.²²

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.²³

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.²⁴

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.²⁵

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.²⁶

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.²⁷

16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.²⁸

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 ²⁹

²² 105 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.

²³ 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l).

²⁴ 105 ILCS 5/27-21; 23 Ill.Admin.Code §1.420(r).

²⁵ 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”

²⁶ 105 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.

²⁷ 105 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*.

²⁸ 105 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 5/2-3.80.³⁰
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.³¹

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 21st 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

²⁹ 105 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*.

³⁰ 105 ILCS 5/2-3.80(e) or (f).

³¹ 105 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 Children¹

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.² A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act.³ The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.⁴

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.⁵

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.⁶

¹ 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.

² For high school districts, delete "including a public pre-school education" at the end of the sentence.

³ 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 for helpful informational resources and training with regard to the education of homeless children in Illinois. See www2.ed.gov/programs/homeless/legislation.html for the U.S. Dept. of Education's information about federal requirements.

⁴ 42 U.S.C. §11432(g)(l)(J)(ii).

⁵ 105 ILCS 45/1-10.

⁶ 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.⁷ 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.⁸ 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.⁹ 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.¹⁰

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)

⁷ 42 U.S.C. §11432(g)(l)(J)(iii), 42 U.S.C. §11432(g)(4)(A), and 105 ILCS 45/1-15.

⁸ Required by 42 U.S.C. §11432(g)(7)(C).

⁹ Required by 105 ILCS 45/1-25.

Use this alternative for districts in suburban Cook County: replace “Regional Superintendent” with “appropriate Intermediate Service Center.”

¹⁰ 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 ¹

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

¹ 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.

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

¹ 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. 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.

² 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.

³ 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).

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 ¹

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. ²

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 ³

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.

¹ 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).

² This paragraph, or similar language, is mandatory for each district receiving Title I funds (20 U.S.C. §6321(c)).

³ 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*⁴

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)

Recommended for Adoption: December 15, 2016

⁴ 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 ¹

Credit for Non-District Experiences ²

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 ³
4. College courses offering dual credit courses at both the college and high school level ⁴
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education ⁵
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep) ⁶
7. Credit earned in a Vocational Academy ⁷

¹ 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).

² 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."

³ 105 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).

⁴ 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).

⁵ 105 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.

⁶ 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.⁸ 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.⁹ 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.¹⁰ The Superintendent or designee shall

⁷ 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.

⁸ 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*.

⁹ Optional, but allowed by 105 ILCS 5/27-22.

¹⁰ 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.¹¹

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.¹² 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.

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.

¹¹ 23 Ill.Admin.Code §1.425(f).

¹² 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 ¹³

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)

Recommended for Adoption: December 15, 2016

¹³ 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. ²
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*. ³
4. Utilizes professional testing practices. ⁴

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.⁵ 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 30th day of each school year, and

¹ 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.

² 105 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. 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."

³ 105 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.

⁴ Required by 105 ILCS 5/2-3.64a-5(c), added by P.A. 98-972.

⁵ 105 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.~~"

⁶ 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(a).

⁷ 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.⁶ Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.⁷

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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⁶ 105 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). 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*.

⁷ 105 ILCS 5/2-3.64a-5(e) governs recording assessment results in school student records.

Students

Student and Family Privacy Rights ¹

Surveys ²

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 ³

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 ⁴

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.

¹ 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.

² 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.

³ Required by 20 U.S.C. §§1232h(c)(1)(A)(i) and 1232h(c)(2)(A)(ii).

⁴ 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, ⁵ and/or
2. Refuse to allow their child or ward to participate in the activity described above. ⁶ The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material ⁷

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. ⁸

Physical Exams or Screenings ⁹

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. ¹⁰
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.). ¹¹

⁵ Id.

⁶ 20 U.S.C. §1232h(c)(2)(A)(ii).

⁷ Required by 20 U.S.C. §1232h(c)(1)(C)(i).

⁸ 20 U.S.C. §1232h(c)(6)(A).

⁹ 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.

¹⁰ 20 U.S.C. §1232h(c)(4)(B)(ii).

¹¹ 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*).¹²
4. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited ¹³

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.¹⁴

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: ¹⁵

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.¹⁶

Notification of Rights and Procedures ¹⁷

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.

¹² 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.

¹³ 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.

¹⁴ 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.

¹⁵ Id.

¹⁶ 105 ILCS 5/10-20.38.

¹⁷ 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)

Recommended for Adoption: December 15, 2016

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 ¹

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. ² 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. ³ Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers Within the District ⁴

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. ⁵ 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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¹ State law requires that intra-district transfers be covered by policy and controls this policy's content (105 ILCS 5/10-21.3a).

² 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).

³ 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).

⁴ 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.

⁵ 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 ¹

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.² A child entering first grade must be six years of age on or before September 1 of that school term.³ 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 31.⁴ A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.^{5 6}

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.⁷ When a certified copy of the birth certificate is

¹ 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.

² 105 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 18th birthday.

³ Optional sentence.

⁴ 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.

⁵ 105 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).

⁶ 105 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.

⁷ 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.⁸

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*.⁹

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.¹⁰ Students who are children of active duty military personnel transferring will be allowed to enter: (a)

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).

⁸ 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.

⁹ 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.

¹⁰ 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.¹¹

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.¹² 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. ¹³

¹¹ 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*.

¹² 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).

¹³ 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 Schools¹⁴

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]¹⁵

¹⁴ 105 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.

¹⁵ 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.
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.¹⁶

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.¹⁷ 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-enrollment¹⁸ [*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

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).

¹⁶ State law allows, but does not require, boards to waive nonresident tuition for these students (105 ILCS 5/10-22.5a).

¹⁷ 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.

¹⁸ 105 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

Residence¹

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.² A student's residence is the same as the person who has legal custody of the student.³

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.⁴

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.⁵

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.⁶

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

¹ State or federal law controls this policy's content.

² 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.

³ 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.**

⁴ 105 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).

⁵ 105 ILCS 5/10-20.12a.

⁶ 105 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.⁷

Requests for Nonresident Student Admission ⁸

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:⁹

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.¹⁰
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 Order¹¹

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.¹²

⁷ 105 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.

⁸ Optional. A district that wants to include this subhead should specify and customize the listed criteria to match local conditions.

⁹ 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).

¹⁰ 105 ILCS 5/10-20.12a specifies a formula for calculating the maximum amount a district can charge nonresident students.

¹¹ 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.

¹² 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 Status¹³

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 District¹⁴ 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

¹³ Id. See administrative procedure 7:60-AP, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

¹⁴ 105 ILCS 5/10-20.12b, as amended by P.A. 99-670, eff. 1-1-17.

Students

Attendance and Truancy ¹

Compulsory School Attendance ²

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. ³

Absenteeism and Truancy Program

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

¹ 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.

² 105 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.

³ 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. ⁴
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. ⁵
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. ⁶
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. ⁷
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.⁸ 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. ⁹
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

⁴ 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).

⁵ 105 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.

⁶ This notification is required by 105 ILCS 5/26-3b.

⁷ 23 Ill.Admin.Code §1.290(b)(2).

⁸ 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).

⁹ 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.¹³ 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.

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, 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 ¹

The following student support services may be provided by the School District:²

1. Health services supervised by a qualified nurse.³ 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.⁴

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability.⁵ 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.*

¹ State or federal law controls this policy's content.

² 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.

³ 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).

⁴ 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.

⁵ 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 ¹

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.² 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. ³

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. ⁴

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.⁵

A student who is eligible for special education may be excused from physical education courses in either of the following situations: ⁶

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). ⁷

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. ⁸

¹ 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.

² Medical Practice Act is found in 225 ILCS 60/.

³ 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.

⁴ Required by 105 ILCS 5/27-6 and 23 Ill.Admin.Code §1.425(d).

⁵ 105 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.

⁶ 105 ILCS 5/27-6(b).

⁷ 105 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)

Recommended for Adoption: December 15, 2016

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 ¹

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: ²
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District. ³
 - 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: ⁴
 - 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

¹ 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/. 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. 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.

² 105 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.

³ 105 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*.

⁴ 105 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. ⁵
- 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. ⁶
 - 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. ⁷
 - 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. ⁸
 - 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

⁵ 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

⁶ 105 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.

⁷ 105 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, generally and specifically [IHSA Concussion Protocols](#) and [IHSA Sports Medicine Acknowledgement & Consent Form \(Concussion, PES, Asthma Medication\)](#).

⁸ 105 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. ⁹
- 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. ¹⁰
 - 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. ¹¹
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*.¹² 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. ¹³
 4. Require all student athletes to view the Illinois High School Association's video about concussions. ¹⁴

⁹ 105 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.

¹⁰ 105 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*.

¹¹ 105 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.

¹² 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.

¹³ 105 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.

¹⁴ 105 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)

Recommended for Adoption: December 15, 2016

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.

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.

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 ¹

[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. ² 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 ³

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). ⁴

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 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.

² 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).

³ 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).

⁴ 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; ⁵
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; ⁶
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; ⁷
4. Is reasonably viewed as promoting illegal drug use; ⁸ 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. ⁹

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)

⁵ 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).

⁶ 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 (7th 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 (7th 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 (3rd 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 (3rd Cir 2013), *cert. denied* (2014) (school violated students' free speech rights by banning the wearing of cancer awareness bracelets containing the caption *I ♥ boobies*).

⁷ 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.

⁸ Morse v. Frederick, 551 U.S. 393 (2007).

⁹ 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)

Recommended for Adoption: December 15, 2016

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 ¹

[For high school or unit districts only]

Definitions ²

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*³ 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.⁴ Student journalists may not use school-sponsored media that: ⁵

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;⁶ or
4. Incites students to: ⁷

¹ State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled.

² Speech Rights of Student Journalists Act, 105 ILCS 80/5, added by P.A. 99-678.

³ Id. uses *adviser*, not advisor. Adviser is used throughout this policy for consistency with the statute.

⁴ 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.

⁵ 105 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.

⁶ 105 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 (1st Cir. 1997), *cert. denied* (1998). See the second sentence in f/n 1, above.

⁷ 105 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.⁸

Non-School Sponsored Publications Accessed or Distributed On Campus ⁹

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). ¹⁰

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; ¹¹

~~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*.~~

⁸ 105 ILCS 80/20, added by P.A. 99-678.

⁹ 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).

¹⁰ 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.

¹¹ 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).

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**

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 (7th 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).

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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 (7th 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 (7th 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)

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 (3rd 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.

18 105 ILCS 5/27-23.7.

Community Relations

Visitors to and Conduct on School Property ¹

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. ²

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. ³

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

¹ 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.

² 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.

³ 105 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,⁸ 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**

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. ¹⁴
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 ¹⁵

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 ¹⁶

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. ¹⁷ The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

¹³ 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.

¹⁴ 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.

¹⁵ 720 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*.

¹⁶ 105 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.

¹⁷ 105 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. ¹⁸

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: ¹⁹

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. ²⁰

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

¹⁸ 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).

¹⁹ 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.

²⁰ 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 ¹

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.² 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.³

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.⁴

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.⁵

¹ State or federal law controls this policy's content.

² 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. 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.”

³ 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)).

⁴ 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).

⁵ 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:⁶

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.⁷
2. Institute plans to make information regarding Title II's protection available to any interested party.⁸

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.⁹ 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.¹⁰

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

⁶ 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).

⁷ 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.**

⁸ 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.

⁹ The superintendent decides the appropriate response on a case-by-case basis.

¹⁰ 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.

Dear Mr. Bussard and the
RCCU 1 School board,

Thank you for the teacher
appreciation gift you gave us
during America Education Week.

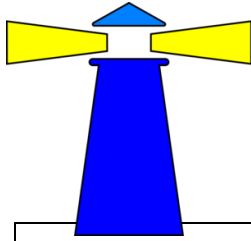
It is always nice to be appreciated!
Thanks again

Patti Davis

To the R.C.C.U. #1 Board:

Thank you so much for the
Teacher Appreciation gift. And thanks
for all you do for our students, teachers,
and schools!

Sincerely,
Chad Taylor



RCES

Building Report - December 2016

Enrollment Figures by Grade Level at the beginning of November 2016:											Totals
Pre-K	19	20	19	17	20	20	20	18	20	19	192 (17 jumpstart)
Kindg	22	22	22	22	21	21	19				149
1st	23	23	22	22	22	23	24				159
2nd	24	24	24	26	23	24					145
Pri LD/MMI	13										13
3rd	25	27	26	26	26	27					157
4th	27	26	26	26	26	26					157
5th	23	25	24	24	24	25					145
Int LD/MMI	16										16
Total											1133

SESE Classes	
ECE (1-Kg dual)	11
Off Site Location	11
Homebound	0
ERES/SESE Total	1155

October Attendance Report:	
Kindergarten	94.2
1st Grade	94.6
2nd Grade	94.5
3rd Grade	94.7
4th Grade	95.3
5th Grade	94.9

November Discipline Report:	
Bus Suspension	1
In School Suspension	3
Out of School Suspension	5

RCES News and Events:

- RCES would like to acknowledge all of the local counseling professionals, clergy, and businesses that helped out in our time of need after the passing of one of our students. They along with the staff at RCES all worked together to make this process as positive and uplifting as possible for our students. We really do have a great community of volunteers with big hearts!
- The annual Family Holiday Celebration was held at RCES on Monday, December 5th.
- 2nd/4th Grades hosted the second Leadership Day of the year on Friday, December 9th. Their service project was collecting items of need for local nursing homes and elderly citizens. The entire school dressed up in holiday attire that day to commemorate the event.
- The 4th Grade classes hosted their annual Grandparents Day on Monday, December 12th. Many grandparents, relatives, and friends of students were able to come in, be honored, and learn about RCES.



Richland County Middle School - December 2016

Enrollment:	6th grade ~	195
	7th grade ~	165
	8th grade ~	197
	Offsite	14

Attendance:	6th grade ~	94.80%
	7th grade ~	95.00%
	8th grade ~	93.70%

Suspensions:	In School	7 students @ 6 days
	Out of School	3 students @ 8 days

Month Activities:	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	

Events:	January	3	Teacher Institute
	January	4	School resumes for students
	January	5	Girls basketball @ Mt.Vernon, Boys basketball Home v. L-ville
	January	7	Girls basketball 7th NEC Tourney
	January	9	Boys basketball Home v. Vincennes Clark (band)
	January	10	Girls basketball Home v. Mt.Carmel (band)
	January	12	Girls basketball regionals @ Flora, Boys basketball @ Fairfield
	January	13	School improvement day 12:23 dismissal
	January	16	No School Martin Luther King Jr. Day
	January	17	Boys basketball @ North Knox
	January	19	Boys basketball Home v. Red Hill (band)
	January	21	Girls basketball State @ Rend Lake
	January	23	Boys basketball Home v. Vincennes Rivet (band)
	January	26	Boys basketball @ Mt.Carmel
January	28	Boys basketball 7th grade tourney @ Mt.Carmel	
January	30	Parent Advisory Council meeting 5:30PM	

**Richland County High School
Principal's Report
December 1, 2016**

1. The Drama Club will be performing their musical, *The Sound of Music*, on Friday, December 2, Saturday, December 3, and Sunday, December 4 in Sliva Auditorium.
2. The Art Department will present a student Art Show on Friday, December 2, Saturday, December 3, and Sunday, December 4. The exhibits will be displayed throughout the school from the front entrance to the lobby of the auditorium.
3. The Student Council will have a Blood Drive on Friday, December 2 from 8:00 am – 1:00 pm.
4. There will be a Christmas Choir Concert in Sliva Auditorium on Sunday, December 11 at 2:00 pm.
5. The Christmas Band Concert will be held on Thursday, December 15 at 7:00 pm in Sliva Auditorium.
6. Final exams are scheduled for Tuesday, December 20 during 2nd and 4th blocks and Wednesday, December 21 during 1st and 3rd blocks.
7. We will have a 1:58 pm dismissal on Wednesday, December 21.
8. 2nd quarter ends on Wednesday, December 21.
9. There is no school on Thursday, December 22 – Tuesday, January 3 for winter vacation. School will resume on Wednesday, January 4 for students.

Enrollment Totals for November:

Freshmen:	190
Sophomore:	200
Junior:	169
Senior:	172
Total:	731

Discipline for November:

In School Suspension:	1
Out of School Suspension:	1
Lunch Detention:	59
After School Detention:	22
Saturday School:	4

Percentage of Attendance: 91.70%

Fall 2016 RCHS Athletic Season Summaries

Sport: Boys and Girls Golf

Coaches: Curt Nealis-Head Coach; Patrick Mehaffey-Assistant Coach

Record: Boys 11-42; Girls- N/A (no team scores)

Conference Finish: 6th place LIC

Season Highlights and Outstanding accomplishments:

- 1st Team All Conference-Luke Shan and Madeline McKinney
- Sectional Qualifier- Coen McDowell

Total athletes in program: 12

Sport: Boys Soccer

Coaches: Head Coach-Kady Stallard; Assistant Coaches-Jason Burckhartt and Bong Ndlovu

Record: 6-8-5

Conference Finish: 1-1-1

Season Highlights and Outstanding accomplishments:

- Gavin Lathrop leading defender
- Kye Stallard assist leader with 10
- Josiah Burckhartt goals scored leader with 7

Total athletes in program: 26

Sport: Boys Cross Country

Coaches: Head Coach- Louis Gassmann; Assistant Coach-Denyse Eagleson

Record: 12-4

Conference Finish: 3rd Place LIC

Season Highlights and Outstanding accomplishments:

- Michael DeMeyer- 2nd place Fairfield Invite, 4th Olney Invite, 3rd Lawrenceville Invite, 3rd Robinson Invite, 4th Centralia Invite, 5th Little Illini Conference, 1st Benton Invite, 15th Danville Regional, 22nd Decatur Sectional, 2nd Team All-South (SICA)
- Nathan DeMeyer- 4th Fairfield Invite, 4th Lawrenceville Invite, 9th Robinson Invite, 9th Centralia Invite, 6th Little Illini Conference, 6th Benton Invite, 17th Danville Regional, 29th Decatur Sectional, 2nd Team All South (SICA)
- Tyler Hughes- 5th Fairfield Invite, 10th Lawrenceville Invite,
- Owen Powell- 6th Fairfield Invite, 9th Lawrenceville Invite
- Team Accomplishments- 1st place Fairfield Invite, 4th at Olney Invite, 2nd at Lawrenceville Invite, 4th at Robinson Invite, 6th Centralia Invite, 3rd Little Illini Conference, 5th Benton Invite, 8th Danville 2A Regional

Total athletes in boys/girls program: 23

Sport: Girls Cross Country

Coaches: Denyse Eagleson

Record: 7-4

Conference Finish: 2nd place LIC

Season Highlights and Outstanding accomplishments:

- Jynsen Yonaka @ Robinson 7th place overall
- Haven Doll @ Newton 5th place, Lawrenceville Invite 8th place, LIC meet 12 place
- Tristen Payne Robinson Invite-18th place, Benton Invite- 10th place, Danville Regional- 26th place, Olney Invite- 20th place, LIC meet- 3rd place
- Cameron Hough- Peoria Invite 53rd place, Olney Invite 2nd place, Robinson Invite 2nd place, Centralia Invite 5th place, LIC meet 1st place, Benton Invite 2nd place, Danville regional 8th place, Decatur (MacArthur) Sectional 22nd place
- Team Accomplishments- 1st place Fairfield Invite, Newton Quad, Lawrenceville Invite; 2nd place LIC, 4th place Robinson Invite, Benton Invite, 5th place Olney Invite, 7th place Danville Regional

Sport: Girls' Tennis

Coaches: Drew Muston- Head Coach, Richard Muston and Kris Muston- Assistant Coaches

Record: 15-4

Conference Finish: 2nd place LIC

Season Highlights and Outstanding accomplishments:

- Nicole Shan- Singles- Centralia Invite 1st place, Mattoon Singles 1st place, LIC 1st place, IHSA Clas A Sectional Champion, Top 32 in State, 1st team all conference
- Audrey Jensen/Logan Kauble-Doubles- Mattoon Doubles 1st place, Centralia Invite 1st place, LIC champions, 1st team all conference, 2nd team All-State
- Team Accomplishments: Centralia Invite Champions, Seniors' 57-11 record, Finished 13th as team in state tourney

Total athletes in program: 11

Sport: Volleyball

Coaches: Head Coach-Emily Rusk; Assistant Coaches- Jill Greenwood, Brenda Stallard, and Erin Taylor

Record: 21-12

Conference Finish: 3rd place LIC

Season Highlights and Outstanding accomplishments:

- Faith Stallard- All tournament team in the following tournaments: Casey, Fairfield, St. Anthony, 1st team all conference LIC,
- Addie Hemrich- All tournament team: St. Anthony, 2nd team LIC all-conference
- Paige Ginder- LIC 1st team all-conference
- Cheyla Lamb- LIC 2nd team all-conference
- Haley Rhoads-Honorable Mention LIC
- Team Accomplishments- 3rd in LIC, 20 win season, In top half of tournaments

Total athletes in program: 28

Sport: Football

Coaches: Head Coach-Matt Music; Assistant Coaches- Matt Powell, Brad Ameter, Hassan Steele, Chuck Snyder, Brian Mitchell, David Denton

Record: 5-5

Conference Finish: Tied for 3rd LIC

Season Highlights and Outstanding accomplishments:

- Gage Miller- School record for career in receptions (113), Receiving Touchdowns (20), Receiving Yards (1,652)
- Team-4A playoff qualifier

Total athletes in program: 46

Total athletes in Dance/Cheer program: 29

Total Athletes for Fall Sports RCHS: 175

Special Needs Board Report December 2016

- 385 - 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
- 7 – Homebound Student due to medical issues (2 which are Special Ed)
- 41 - 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 (4)
 - SESE Autism III** – Clay City Junior High (2)
 - ED** – Fresh Start TLC at Effingham (3)
 - Residential** – Merridel, Tx (1)
- 38** - Total number of students with Section 504 Plans
- 25 - Total number of pending re-evaluations
- 12 - Total number of pending initial evaluations
 - 5 - Total number of move in students (0 - Speech Only)
 - 2 - Total number of students who left district (0 - Speech Only)
- 60 - Total number of IEP meetings held in December

MSI – Moderate to Severely Impaired
ED – Emotional Disability
ECE – Early Childhood Education

Illinois State Board of Education

James T. Meeks, Chairman

Tony Smith, Ph.D., State Superintendent

December 8, 2016

Dear Mr. Bussard, Ms. Snider and Ms. Geier,

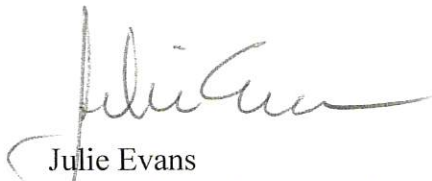
On behalf of the Illinois State Board of Education, I would like to express our sincere appreciation and gratitude for your hard work and diligence as an Illinois Race to the Top district. We have been privileged to work with extraordinary district teams who possess the skill, talent, expertise, attitude and lastly, but certainly not least, the determination to do the hard work of navigating the Race to the Top journey. Whether your journey is ending now, the final closing of the grant, or it ended a year ago, we wish to recognize and honor your district's efforts.

At times we know the work was challenging at best, but you and your staff, along with your Race to the Top coach, persevered and forged on to accomplish what you believed to be the most beneficial for your district. Many tremendous accomplishments have occurred as a result of this work and you all did a tremendous job of leading other districts and schools.

We are proud to share your great accomplishments with districts and schools not only in Illinois, but throughout the nation, as well as with the United States Department of Education. It is our hope that your community members, parents, staff and your Board of Education are aware of the great work your district has done. You have truly been pioneers in every sense of the word. We urge you to share your accomplishments with your stakeholders.

It has been our honor and privilege to know and work with you and we wish you the very best in your future endeavors. If we, at the State Board of Education, can ever be of assistance to you, please don't hesitate to reach out to us. We would be honored to help.

Sincerely,



Julie Evans

Center for Performance Supervisor, Race to the Top Lead
Illinois State Board of Education

Proposed 2016 Tax Levy
Richland County Community Unit School District No. 1
Olney, Illinois 62450

2016 Tax Levy

Payable in 2017

FY18 Budget

2015 EAV \$208,718,993

2016 Estimated EAV \$219,549,354
1.0499

2016 Estimated \$217,067,753
No Truth in Taxation Hearing Required

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					
Sub Total	\$ 7,785,791	\$ 3.73030	8,173,924	\$ 8,107,417	\$ 3.7350
Bonds**	\$ 1,617,930	\$ 0.77520	1,630,000	\$ 1,630,000	\$ 0.7509
Total with Bonds	\$ 9,403,721	\$ 4.50550	9,803,924	\$ 9,737,417	\$ 4.4859

*Unrestricted Funds

**Bond Payment without Abatement

12/12/2016



Richland County Community Unit School District No. 1
1100 East Laurel
Olney, Illinois 62450

Tax Levy Presentation

Tax Year	2016
Collectable	2017
Budget FY	2018

7:00 p.m.

Thursday, December 15, 2016
Richland County Community Unit School District No. 1
Richland County Administration Office Board Room

Introduction

Welcome to the Richland County Community Unit School District No. 1 Board of Education Meeting. Tonight we are discussing our 2016 Tax Levy.

Each year our district must levy or take action on a specified timetable to certify the amount of revenue required from local taxes. When we consider the levy we are looking to the next year. We file the levy now, the money is collected next summer and we will receive the revenue next summer/fall.

In this packet you will find:

- a) The Budget & Levy Cycle
- b) Steps of Levy Adoption
- c) 2016 Tax Levy Narrative
- d) 2016 Tax Levy

We thank you for attending tonight's meeting.

Budget and Levy Cycle

Taxing Body:

1. Prepares tentative budget;
2. Publishes Notice of Public Hearing: puts tentative budget on display 30 days before public hearing;
3. Hold public hearing;
4. Passes budget with changes in form of ordinances;
5. Publishes levy and holds public hearing if Truth in Taxation Act applies (i.e. levy greater than 105% of last year's extension).

Assessor:

1. Values property for taxation and hears initial appeals

Supervisor of Assessment:

1. Receives from assessors the value of property for taxation;
2. Makes assessment changes, sends change notices, publishes changes;
3. Sends tentative abstract to Property Administration Bureau at Department of Revenue

County Clerk:

1. Calculates tax rates for each combination of taxing districts;
2. Extends taxes on equalized assessed value and enters in Collector's books;
3. Delivers Collector's books to county treasurer by December.

County Treasurer:

1. Prepares tax bills and mails them;
2. Collects first installments for real estate;
3. Distributes tax money proportionately to taxing districts as tax money is collected;
4. Collects second installment for real estate;
5. Prepares delinquent tax list and sends Notice of Application for Judgment on Real Estate.

Circuit Court:

Pronounces judgment for sale of real estate due to nonpayment of taxes and rules on tax objections.

County Clerk & Treasurer:

Administers sale of real estate due to nonpayment of taxes.

Steps of Levy Adoption

1. District determines on a fund-by-fund basis the total revenue required for the coming school year.
2. District projects expenditures for the next year and estimates the revenue from all sources. The difference is the need for property taxes. ***The reality is that the school needs all of the tax revenue that it can legally secure.***
3. The formula governing tax revenue for each fund is subject to a maximum rate without referendum and with referendum. RCCU #1 rates and purpose of fund are as follows:

Educational	Includes all instruction-related items	\$1.84
Building & Grounds	The upkeep of building and grounds	.50
Transportation	Costs associated with bussing	.20
Working Cash	Funds dedicated to provide a cash reserve	.05
IMRF	The districts share of our required payments for employees	as needed
Social Security	The districts share of our required payments for employees	as needed
Fire Protection	Eligible code-required building Projects	.05
Tort Immunity	Costs related to the district’s insurance, attorney fees and risk management	as needed
Special Education	Costs associated with Special Education services	.04
Bond & Interest	Used solely for payments on debt	as needed

4. No levy action is needed for the bond and interest fund. The County Clerk extends taxes for debt service based on the levy resolutions filed when the bonds were sold. ***However, we always work closely with the clerk’s office and the bond company to assure the correct amount and payment. You will note the dollar amount for FY18.***

5. No expenditures can be made from the working cash fund. The total this fund is limited to is 85% of the sum of the most current education fund taxes and the corporate personal property replacement tax revenues for the past year. ***We are not even close to the limit.***
6. The final step in the levy process is to add up all the levies in all the funds and look at the result. This is where we consider the amount of funds the levy will produce. We consider:
 - The cost for property and homeowners throughout the district.
 - Comparison of cost from prior years.
 - Comparison of tax rates in other districts.
7. When the levy exceeds the previous tax year's operating fund extension by more than 5 percent then we are required to publish a Truth-in-Taxation notice and hold a hearing. This levy request does not require a Truth-in-Taxation Hearing.
8. The levy must be filed by the fourth Tuesday in December on the state issued form with the county clerks of Clay, Jasper, Lawrence, Richland and Wayne Counties. The clerks date, stamp and return a copy to the district.

The 2016 Tax Levy Narrative

Attached you will find the Proposed 2016 Tax Levy for Richland County Community Unit School District No. 1. This levy will be paid to the district in 2017 for the FY18 budget. This is the 2016-2017 school year and the fiscal year is always stated as the end of the year date. (Specifically, the fiscal year ends in June of 2017, so it is FY17. The 2017-2018 school year will be FY18.)

In 2015 our Equalized Assessed Value (EAV) was \$208,718,993. We are estimating that the EAV for 2016 will be approximately \$217,067,753. This is an increase of 4% more than the 2015 EAV.

In order to protect our district from any changes, I am using \$219,549,354 or a 4.99% increase over the 2015 EAV.

Therefore, column one is the fund. Column two is the amount of revenue we received in the 2015 extension. Column three is our 2015 tax rate.

Column four is the amount of our 2016 Levy. Column five is our estimate based on what we think we will receive, and then column six is the 2017 estimated rate.

You will note that the IMRF, Social Security and Tort Immunity Funds are unrestricted. The IMRF and Social Security funds are strictly for payment of our districts portion of IMRF or Social Security for our employees. We have and continue to maintain a positive balance in these funds. The balance must not be equal to the expenditure.

We have a slight increase in our Tort Immunity Fund. Our Risk Management Plan, which will be approved tonight, is an excellent plan and the 2017-2018 budget is attached.

With careful consideration of our taxpayers, community, and especially the district, I am requesting that we increase the Tort Immunity Fund to \$1,150,000. This fund provides assistance to our Education, Building & Transportation funds.

The 2016-2017 levy will be \$8,173,924 and with bonds it will be \$9,803,924.

As you look at the district tax rate for our sub-total we need to celebrate the fact that \$3.74 buys a RCCU #1 education. The additional \$0.7509 is for state-of-the-art facilities that are safe, attractive, and create a positive learning climate for students.

We are appreciative of our taxpayers and the support our district receives from our community. We receive about 44.2% of our dollars from local property taxes and other local funds. From the State we receive 46.6% from General State Aide other State funding and 9.2% from federal funds. Our concern for now and in the future is the state and federal funds!

We will continue to monitor expenses, utilize grant dollars, and do all that we can to balance the budget. We will work with all stakeholders. Our greatest challenge continues to be providing our students with the same or greater level of **academic excellence** with fewer dollars. Together we will continue to make this district the very best it can be!

Richland County CUSD #1



Risk Management Program

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TORT IMMUNITY ACT SUMMARY

The Local Governmental and Governmental Employees Tort Immunity Act allows school districts to levy tort funds to pay expenses related to risk management for the district. ***“Risk Management” is defined as a process that consists of identifying and analyzing loss exposures, selecting a technique or combination thereof to be used to handle each exposure, implementing the chosen techniques, and monitoring the decision made and implementing appropriate changes. It does not include safety practices of employees as part of their normal duties and arising out of their own common sense.***

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101ET) provide for a school district to levy a tax which when collected will pay the cost of risk care management (745 ILCS 10/9-107). In addition, this section (9-107) provides for funds raised pursuant to this section to be used to:

1. pay the cost of insurance, including all operating and administrative costs and expenses directly associated with claims services and risk management directly related to loss prevention and loss reduction, legal services
2. pay the costs of and principal and interest on bonds issued
3. pay judgments and settlements
4. pay the cost of risk management programs
5. fund wages and salaries of personnel only when part of a formal risk management process

The use of tort levy to partially fund wages and salaries of personnel is authorized only when part of a formal risk management process, which is designed to specifically address, and then reduce or eliminate the risk of exposure to tort liability. The process includes development of a risk management committee and following these four steps as a risk management committee:

1. Identify and analyze loss exposures;
2. Select techniques for treating loss exposure;
3. Implement selected techniques; and
4. Monitor and modify the risk management program.

Actions undertaken by employees “in the ordinary care for the safety of others” do not constitute risk management under the Act. The court decision affirms that with a proper risk management plan and process in place, a school district may allocate a portion of its employee compensation directly related to risk management responsibilities under the Act to its tort levy.

Legislation has stated that the purpose of the tort levy is to provide an “extraordinary tax” for a limited purpose, not to fund expenses more properly paid from general operating funds. Therefore; it is important for school districts utilizing tort money to review the risk management plan annually and the expenses being paid by the fund.

APPENDIX A
Risk Management Plan and Process

Richland County CUSD #1 Risk Management Plan

POLICY

The Board of Education of Richland County CUSD #1 recognizes its role of stewardship over the assets of the District, both human and financial. It interprets its responsibility in this area as requiring the highest possible concern for the safety of its students, employees, and the public. The District shall therefore have in operation a comprehensive Risk Management Program designed to protect the District against liability or loss which may be imposed upon it or one of its employees for a tortuous act, and to identify risk management, educational, inspectional and supervisory expenses directly attributable or relating to loss prevention and loss reduction.

The District recognizes its ability to budget for and thereby retain limited and predictable exposures to loss. It shall not be the District's practice to attempt to insure such foreseeable and bearable exposures, if alternatives can be achieved with due regard to sound risk management practices. Only when it is deemed that the District cannot eliminate or economically retain an exposure to loss shall it be transferred by purchase of insurance. Moreover, even if insurance is purchased, the District shall continue to perform sound risk management practices pursuant to this policy in order to minimize liability or loss and to reduce insurance premiums.

PURPOSE

Richland County CUSD #1, whose central office for operations and management is located in Olney, Illinois, shall have in operation a comprehensive Risk Management Program, which shall reduce or prevent the District's exposure to liability. It is of the utmost importance for the District:

1. To ensure that statutory and common law, health and safety rights are extended to all visitors, employees and students;
2. To make certain that the District's buildings and grounds are maintained in a safe condition;
3. To provide careful supervision and protection of all the District's real and personal property, including vehicles; and
4. Education and training for teachers and non-certified staff, administrators, and board members directly related to loss prevention and reduction.
5. To provide protection to the District against liability.

LEGAL AUTHORITY

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.) authorizes a school district to levy a tax which, when collected, will pay the cost of risk management for the district. In addition, 745 ILCS 10 Section 9-107 provides for funds raised pursuant to this Section to be used to pay the cost of insurance, including all operating and administrative costs and expenses directly associated therewith, claim services and risk management directly attributable to loss prevention, loss reduction, educational, inspectional and supervisory services directly relating to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or to otherwise pay the cost of risk management programs.

PROGRAM SUMMARY

This Risk Management Program identifies and establishes an effective risk management process that uses the District's physical and human resources to effectuate the policy and achieve the purposes set forth herein. The basis of this Risk Management Program include: (1) Identify and analyze loss exposures; (2) Select techniques for treating loss exposures; (3) Implement selected techniques; and (4) Monitor and modify the selected techniques. The district finds that the most effective manner in which to implement this Risk Management Program is to thoroughly integrate risk management into every level of the District's operations. All employees shall have the duty to perform all four steps of the risk management process for those areas over which they have responsibility and to report on their findings and recommendations.

RISK MANGEMENT PROCESS

The Risk Management Process is a cyclical process, with each step in the process building on the results of the previous step. A loss exposure is a set of circumstances that presents a possibility of loss, whether or not a loss actually takes place. More specific in terms of this Risk Management Program, the loss exposures to be addressed are circumstances that would give rise to liability or loss which may be imposed upon the District or one of its employees for a tortuous act. A tort is a wrong against another for which the law provides money damages as a remedy. A tort may include physical and/or emotional harm to a person, a violation of a person's legal rights, and/or physical harm to a person's property.

Identify and Analyze Loss Exposures

The first step in the Risk Management Process is to identify and analyze loss exposures. The steps to accomplish this include: (1) identifying persons and property exposed to loss and the circumstances that can cause loss and (2) measuring the possible frequency and severity of the loss exposures. Identification should be both an organized and continuing process that reviews all property, activities, and personnel to determine the loss exposures faced by the District. Measurement should review the number of accidents that are likely to occur, the severity of the dollar losses, and the various potential losses to be able to prioritize the exposures in order of importance.

Select Techniques for Treating Loss Exposures

Once the loss exposures have been identified and analyzed, the second step in the Risk Management Process is to develop techniques to manage those exposures that are significant and select the best fit for each exposure. There are essentially four risk-managing techniques:

Loss Exposure Avoidance, which eliminates the sources of loss exposures and replaces them with lower risk solutions;

Loss Transfer, which reallocates the exposures to others, such as the purchase of insurance;

Loss Exposure Control, which manages the loss in order to reduce the likelihood of its occurrence and/or minimizes the ramifications on the District and;

Loss Exposure Assumption, (also known as self-insurance) which acknowledges the existence of a specific loss exposure and a decision to accept the associated level of loss exposure with or without engaging any special efforts to control it.

It is possible that a combination of all four methods could be used. The District will determine the best method for treating loss exposures using the criteria of (1) feasibility of the method, (2) expected effectiveness of the method, (3) cost of the method, and (4) effect on the District's performance.

Implement Selected Techniques

The third step in the Risk Management Process is to implement the selected techniques using the District's physical and human resources. This includes determining how to implement the selected techniques, identify what person(s) will perform and monitor the techniques, and communicating that to the appropriate personnel, and may also include any educational, inspectional and supervisory tasks related thereto. The components of implementation may include but are not limited to educating the person(s) identified, and then supervising and inspecting the implementation of the technique to ensure that the technique is properly implemented and that the technique is achieving the desired results.

Monitor and Modify the Selected Techniques

The fourth step in the Risk Management Process is to monitor the implemented techniques to determine if they should be modified. The most effective way to monitor the selected techniques includes supervision and inspection by the District administration. In addition, it also requires self-reporting by the person(s) that has

been selected to implement the techniques. If the technique is not working and a correction is needed, the first three steps in the risk management process should be repeated.

RISK MANAGEMENT ORGANIZATION

The District finds that the most effective manner in which to implement this Risk Management Program is to thoroughly integrate risk management into every level of the District's operations. Every District employee, from the top to bottom, should understand the District's risks and his or her role in preventing and controlling potential losses.

The general, overall, responsibility for the development and maintenance of the District's Risk Management Program is the responsibility with the Superintendent. The Superintendent shall be responsible for development of the Program, identifying the various components of the Program, and delegating responsibilities for these components to the appropriate personnel, as necessity indicates. It is expected that the Superintendent would continually evaluate the effectiveness of the Program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities.

Administrative Committee

The Administrative Committee will include the Superintendent, Assistant Superintendent and their respective staff. The Administrative Committee may include other District employees at the discretion of the Superintendent. The general responsibility for the implementation and maintenance of this Risk Management Program rests with the Administrative Committee. The Committee should continually evaluate the effectiveness of the Program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities.

The Administrative Committee should assign District employees to serve on the Building Committees, and the members of the Administrative Committee should also serve on the Building Committees.

The Administrative Committee should review and consider the results of the Risk Management Process performed by all District employees, and perform the Risk Management Process for the areas over which they have sole responsibility.

In performing their responsibilities, the Administrative Committee should:

- Finalize the District's Risk Management Plan and changes, if any, to District policies, practices and procedures and job descriptions to implement and/or monitor the selected risk management techniques and communicate them to all District employees.
- Modify job descriptions for each employee who will be implementing and/or monitoring the selected risk management techniques;
- Ensure that each employee is aware of his/her revised job description that relates to his/her part in implementing and/or monitoring the selected risk management techniques;
- Provide training to an employee if necessary to support his/her responsibilities for implementing and/or monitoring the selected risk management techniques;
- Monitor and track sources and uses of funds;
- Monitor the overall success/failure of the selected risk management techniques on a regular basis, and revise the techniques, Risk Management Plan and District policies, practices and procedures and job descriptions as necessary; and
- Report to the Board on the Risk Management Program.

Building Committees

The members of the Building Committees should be appointed by the Administrative Committee, and should include their respective staffs. The Building Committees should implement the performance of the Risk Management Process by all District employees.

The Building Committee should review and consider the results of the Risk Management Process performed by all District employees, and perform the Risk Management Process for the areas over which they have sole responsibility.

In performing their responsibilities, the Building Committee should:

- Create & Communicate the risk management plan to all District employees;
- Communicate the results of their individual and employees' performances of the Risk Management Process to the other members of the Building Committee;
- Recommend job descriptions to the Administrative Committee for each employee who will be implementing and/or monitoring the selected risk management techniques;
- Ensure that each employee is aware of his/her revised job description that relates to his/her part in implementing and/or monitoring the selected risk management techniques;
- Provide training to an employee if necessary to support his/her responsibilities for implementing and/or monitoring the selected risk management techniques;
- Monitor the overall success/failure of the selected risk management techniques on a regular basis, and revise the techniques and Risk Management Plan as necessary; and
- Report to the Administrative Committee

Employee Participation

The District has determined that the most effective manner in which to implement this Risk Management Program is to thoroughly integrate risk management into every level of the District's operations. Every District employee, from top to bottom, should understand the District's risks and his or her role in preventing and controlling potential losses. All levels of employees have a duty to perform the four steps of the Risk Management Process for those areas over which they have responsibility and to report on their findings and recommendations.

It is critical that all District employees participate in this Risk Management Program to effectively implement the policy and achieve the purposes set forth herein. All District employees must perform the Risk Management process in the areas for which they have responsibility.

Accordingly, all District employees shall be expected to perform their additional duties in accordance with this Risk Management Program, and the job description of every employee position is hereby revised to include the extra duties and responsibilities required to fully implement and evaluate the risk management components of this Risk Management Program.

APPENDIX B

Risk Management and Job Descriptions

Current Richland County CUSD #1 Job Descriptions

It should be noted that all existing Richland County CUSD #1 Job Descriptions were reviewed in the creation of this Risk Management Program. Furthermore, it should be noted that all current Richland County CUSD #1 Educational Support Personnel job descriptions contain at least the following responsibilities relative to risk management:

- i “Perform Risk Care Management Duties:
 - Routinely supervise and monitor the behaviors of students and visitors while on district property or in district buildings or vehicles to assure safe and appropriate behaviors.
 - Maintain work areas and rooms in such a manner to assure compliance with health and safety standards.
 - Assume responsibility for inspecting district property and equipment within the employees charge to assure safe and effective operation.
 - Report all safety issues to the building principal or immediate supervisor in a timely manner.”
- ii “Maintain confidentiality of information about students as is expected of any staff member.”
- iii “All other duties required to address emergency situations.”

While all certificated staff member job descriptions contain the same duties, the wording is slightly different.

Additional Risk Management Duties

After concluding the review of current Richland County CUSD #1 job descriptions, the following list of additional risk management duties has been developed to clarify current practices and to delineate specific duties which can easily be declared risk management.

APPENDIX C

Tort Fund Expenditures

The general, overall, responsibility for the development and maintenance of the District's Risk Management Program rests, of course, with the Superintendent of Schools. The Superintendent shall be responsible for development of the Program, identifying the various components of the Program, and delegating responsibilities for these components to the appropriate personnel, as necessity indicates. It is expected that the Superintendent would continually evaluate the effectiveness of the Program, and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities. It is also expected that, because of the delegation of responsibilities, the Superintendent of Schools would spend no less than five percent (5%) of his/her time toward the fulfillment of this task.

A primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the District against liability. Portions of this risk management component shall include, but not be limited to:

1. Premiums for the various necessary insurances, including all Liability Insurance, Building and Fleet Insurance, Workers' Compensation, Unemployment Compensation, Personnel Bonds, etc.
2. Pay judgments or settlements arising against the District
3. Pay for all legal fees connected with protecting or defending the District against liability, including unfair labor practice charges, and employee collective bargaining.
4. Allowance for the time expended by assigned District personnel concerning the above delineated assignments.

The District's Superintendent, who serves in a business official capacity, is assigned the responsibility for the administration of this component of the Risk Management Program. He/she shall serve as the District's liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition he/she shall be responsible for all communications concerning claims against, or on behalf of, the District.

The District's Risk Management Program in relation to the safe conditions of the buildings and grounds, and protection of the District's real and personal property, shall primarily be the responsibility of the District's Maintenance and Custodial Services. Their responsibilities and duties shall include, but not be limited to:

1. The development and identification of the various components of responsibilities concerning inspection of buildings, grounds and equipment to provide protection to the local district, its students, employees and the public. Within this parameter, he/she shall be responsible for the supervision of the building custodians, daily inspection of buildings and grounds, the development and operation of the District's building security program, including the acquisition and supervision of necessary security personnel and purchasing of security devices.
2. The maintenance of the legal and safe conditions of buildings and grounds. He/she is responsible for the District's compliance with State and Federal Laws regarding student health and safety, asbestos, radon, lead, etc. He/she shall be responsible for the training of the District custodial personnel to perform work on safety and health matters.
3. The coordination of all personnel performing maintenance duties within the Risk Management Program – Contractual Custodial Company personnel, etc. It is expected that all contractual custodians would devote twenty percent (20%) of their time in daily inspection of their respective buildings or grounds responsibilities, to ensure a risk-free environment.
4. The bidding of supplies and contractual services in such a manner that the District meets all the requirements for Toxic Materials, Equal Opportunity Employment, Prevailing Wage Rates, comparable name equipment, responsible bidders, etc.

It is expected that the District's Maintenance and Custodial staff will expend 100% of his/her time directly related to fulfilling the responsibilities of his/her position in the District's Risk Management / Tort Avoidance Program.

The District's Risk Management Program in relation to safe conditions and supervision and protection of the District's real and personal property includes other components than those described in the responsibilities of the District's Maintenance and Custodial staff and the responsibilities of those directly supervised by the District's Maintenance staff. Included here are responsibilities performed by many different personnel:

1. The Fleet Supervisor is assigned the responsibility for the Risk Management Program regarding all aspects of the District's transportation program such as supervising transportation maintenance personnel, and drivers in their risk management responsibilities – the driver daily inspection of their busses for safety problems – and the maintenance personnel for the inspection of all busses and resultant efforts to correct any possible tort-producing deficiencies. The Fleet Supervisor is expected to devote fifty percent (50%) of his/her time to risk management functions.
2. Student Transportation – All bus drivers shall be responsible for the inspections (prior to each run) of their bus to ensure that the vehicle is free from any situation that would produce risk or tort possibilities. It is assumed that this task would require approximately one tenth of the time actually spent for transporting students and thus one tenth of the cost of bus service shall be included under the Risk Management Program.
3. Student Transportation – Contracted transportation maintenance personnel as needed are responsible also for the inspection of vehicles, both for legally required state inspections, and for provisions for maintaining risk-free student and employee operating conditions. Vehicles must be kept safe, not only for the students and employee safety, but also for the safety of the District property. Approximately one half (50%) of maintenance/mechanic personnel time will be devoted to these tasks.

The District's Risk Management Program in relation to the health and safety of District students and personnel is the responsibility of the Building Principals and their administrative staffs. The degree of this responsibility (time invested) varies in accordance to the number of students involved and, of course, the age of those students; and to the number of personnel involved. Building Principals and/or their assistants shall provide for the protection of students and personnel, and freedom from exposure to tort producing situations, which arise from, but are not limited to, the following:

1. Incidents in lunchrooms – protection
2. Incidents on playgrounds – protection
3. Incidents occurring during school athletics
4. Incidents occurring during physical education classes
5. Incidents occurring during manual or vocational training or shopwork
6. Incidents in connection with transportation of students
 - a. Before boarding
 - b. During transportation
 - c. After leaving school bus
7. Incidents in connections with safety of students from traffic hazards and exposure to risk
8. Incidents due to acts of fellow students
 - a. Committed in classroom
 - b. Committed outside classroom
9. Incidents due to lack or insufficiency of supervisors
 - a. Before school bus
 - b. During or between class periods

- c. During noon hour or recess periods
- d. After school bus
- e. Miscellaneous; undetermined time

It is expected that each Building Principal would spend approximately twenty percent (20%) of his/her time meeting his/her responsibilities associated with Risk Care Management.

One of the primary responsibilities of the School Nursing service is the protection of the health and safety of students and personnel. These positions are directly involved with the District's compliance to State health law, and ensuring that the student has been physically examined in a legal manner that ensures that the student is in a risk-free physical condition, both in relation to him/herself, and in relation to other students and District personnel. The Nurse has the additional risk management responsibility of reducing student/personnel exposure to communicable disease and other health and safety problems. Not only are they responsible for limiting exposure, but they are also responsible for the protection of students with specified health problems, health needs, and safety needs. The portion of his/her time devoted to limiting/avoiding Tort and situations arising from the health, safety, and physical conditions of all students should be no less than fifty percent (50%.)

The Director of Food Service and cooks have the responsibility to supervise the protection of students from health problems due to contaminated supplies, improperly stored, cooked or handled food or milk. He/she is also responsible for the protection of students and employees from harm due to improper or unsafe mechanical devices such as dishwasher thermostats, cutting utensils, steam tables, stoves, etc. The portion of time devoted to these activities should be no less than fifty percent (50%) for the Director and five percent (5%) for cooks.

The responsibilities of providing Special Education Services are directly interwoven into the District's Risk Management/Tort Avoidance program. The responsibilities are in four major areas:

1. The guarantee of protections of the constitutional and statutory rights of students.
2. The reducing of exposure to a tort situation involving the legal and proper student testing, evaluation, identification, and placement of Special Education students.
3. Providing for the confidentiality of student psychological profiles and records.
4. The discipline of Special Education students.

Because of the wide range of responsibilities, and the tort producing possibilities of these responsibilities, it is expected that fifty percent (50%) of the Administrative costs paid to South Eastern Special Education would be devoted to fulfilling these obligations.

The responsibilities of Playground/Lunch Supervisors are solely and completely within the realm of risk management functions. The responsibilities of their position as listed previously in relation to the health and safety of students as well as the supervision and protections of students make these functions fall totally within tort guidelines.

Since it is recognized that many other positions include assignments, which are ripe to create exposure to tort and risk situations, an effort has been made by the District to allocate a portion of their time to the Management Program. It is expected that all Athletic Directors, Physical Education Teachers, Coaches, Music Teachers, Career Technical Education Teachers, Science Lab Teachers, etc. will closely supervise their students and ensure that all students are protected from undue exposure to risk situations according to the allocations listed below:

1. Teachers of Art, Science, Agriculture, Vocational Education and Industrial Education (15%)
2. Teachers of Home Economics, Physical Education (and its Teacher's Assistants) and all other teachers (10%)
3. Coaches (10%)
4. Athletic Trainer (100%)

APPENDIX D
Salary Allocation Summaries

2017-2018 TORT/RISK MANAGEMENT EXPENDITURES

Superintendent	\$ 7,368
Principals	\$138,025
Cooks	\$ 19,074
Food Service Director	\$ 22,000
School Board Legal Liability / Workers' Compensation / Blanket Bond Liability / School Treasurer Bond / Unemployment	\$160,000
Legal Fees / Records Management for Tort Situations / Public Costs	\$ 12,000
District Maintenance	\$ 70,000
Nurses & Health Paraprofessional	\$ 75,000
Playground / Lunch Supervisors	\$ 50,000
Custodians	\$108,000
Special Education Services	\$ -
Multi-Peril / Liability Insurance / Boiler (Commercial Package)	\$117,500
Summer Maintenance Staff	\$ 45,000
Commercial Auto Insurance	\$ 30,000
Transportation Staff	\$ -
Fingerprinting and Bushue HR Yearly Costs	\$ 20,000
Athletic Trainer	\$ 20,000
Coaches & Teachers of Art, Science, Voc. Ed., Ind. Ed. & P.E.	\$245,353
Onsite Security Plan Service	\$ 3,000
Secure Backup of Computer System (Skyward/ISCorp)	\$ 7,680
Grand Total	\$ 1,150,000

Anticipated Revenue \$1,150,000

**RICHLAND COUNTY C. U. SCHOOL DISTRICT NO. 1
FUEL BIDS FOR JANUARY 1, 2017 – DECEMBER 31, 2017
OPEN PRICE**

	87 OCTANE W/ETHANOL	#2 DIESEL W/5%	PREMIUM ULS W/5%
PRICE	<u>1.39²</u>	<u>1.53⁸</u>	<u>1.53¹</u>
L.U.S.T. TAX	<u>.004</u>	<u>.004</u>	<u>.004</u>
ENVIRONMENTAL IMPACT TAX	<u>.008</u>	<u>.008</u>	<u>.008</u>
ILLINOIS MOTOR FUEL TAX	<u>.19</u>	<u>.215</u>	<u>.215</u>
TOTAL	<u>1.59⁴</u>	<u>1.76⁰</u>	<u>1.77⁸</u>

FIRM PRICE

	87 OCTANE W/ETHANOL	#2 DIESEL W/5%	PREMIUM ULS W/5%
PRICE	<u>1.69⁶</u>	<u>1.94</u>	<u>1.96⁴</u>
L.U.S.T. TAX	<u>.004</u>	<u>.004</u>	<u>.004</u>
ENVIRONMENTAL IMPACT TAX	<u>.008</u>	<u>.008</u>	<u>.008</u>
ILLINOIS MOTOR FUEL TAX	<u>.19</u>	<u>.215</u>	<u>.215</u>
TOTAL	<u>1.90⁰</u>	<u>2.16²</u>	<u>2.19⁰</u>

COLD WEATHER TREATMENT .0269 PER GALLON

WABASH VALLEY SERV. Co. - Roger Wintan

Company Name & Contact Person

909 N. Court

Address

Grayville, IL 62844

City, State, Zip Code

888-869-8127

Telephone No.

Roger Wintan
Signature

BID SPECIFICATIONS

2017 - 2018

Body Specifications

Bids will be received for providing three (3) 72 passenger conventional type bus bodies.

Body specifications are as follows:

1. Dual heater shut-off valves at the engine.
2. Dual heater complete with rear extension heater, right hand heater, and auxiliary heater booster circulating pump.
3. Electric self-defrosting outside mirrors to meet Illinois Department of Transportation standards.
4. Electric two-speed, intermittent, windshield wipers and electric wet-arm washers.
5. Five pound dry chemical fire extinguisher.
6. Right and left auxiliary defroster fans, minimum 6-inch diameter.
7. Undercoating to meet state specifications.
8. Headlights flash with alternating red loading lights.
9. Tinted windshield - sun shaded.
10. Large rear windows.
11. Acoustic ceiling.
12. Grey heavy-duty upholstery.
13. Electric operated stop arm with flashing lights.
14. Electric operated crossing arm with poly rod assembly with an interrupt switch located on the switch panel.
15. Folding steps and hand holds for cleaning windshields.
16. Interior dome lights, dual row with four rear lights on one switch; front lights to be on a separate switch.
17. 6-way adjustable drivers high back seat with cloth insert.
18. Upper and lower glass in rear emergency door.
19. Rubber mud flaps installed behind front and rear wheels.
20. Sliding two-piece glass window on driver's side.
21. Grey rubber floor covering; isle and entrance steps to be heavy-duty ribbed.
22. Locking fuel filler door.

23. Strobe light to meet Illinois Department of Transportation standards (low profile to be mounted midway back on roof).
24. Battery compartment to be sliding rack type.

25. Bodies shall meet all Federal and State standards, which are mandatory at the time bus is delivered to school and shall pass State vehicle inspection before acceptance by the school.
26. Winter front.
27. Access cover in floor for fuel-sending unit.
28. Ignition switch controlled electrical body panel switches.
29. Locking door on outside electrical access panel.
30. White-topped roof.
31. Twenty-eight percent (28%) dark tint side and rear windows.
32. Roof Hatch "Tran Spec" located in center of bus "Low Profile".
33. Lettering on sides of bus "Richland County Community Unit District No. 1".
34. Vandal Lock doors, front and rear.

35. Bus Camera System. (REI DVR System)
36. L.E.D. exterior lights on bus body (clearance, tail, brake, turn, back up, stop arm, 8-way loading) with correct colored lenses.
37. Master switch to shut off heaters, defrosters, radio, etc for noise at railroad tracks.
38. Seat belt ready seat frames for all passenger seats.
39. The first eight (4) seats on each side equipped/installed with 3 seat belts per seat.
40. New bus identification numbers are: 54, 56, 57.
These numbers should be placed; one on rear, one on left side, one on right side behind entrance door, and one on front on right front fender above bumper.
41. If DEF tank installed – Need DEF and fuel tank keyed different.
42. AM FM CD stereo system with P.A. 8 internal speakers.
43. Cruise Control

Chassis Specifications

Size of chassis desired is as follows:

Three (3) 72 passenger conventional (must be 72 passenger buses as requested).

Chassis shall meet all Federal and State standards, which are mandatory at the time bus is delivered to the school and shall pass State vehicle inspection before acceptance by the school.

In addition, chassis will be delivered complete as follows:

1. Engine to be a Diesel in-line 6 cylinder, 220 H.P. (min.).
2. Engine block heater - 1000-watt minimum.
3. Chassis shall be equipped with a tilt hood.
4. Tachometer installed.
5. Safety fuel tanks as specified in Section 12-813 of the Illinois Vehicle Code.
At least sixty (60) gallon fuel tank.
6. 11R22.5, 12 ply, radial, tubeless tires, highway tread on front & rear, with all tires complying with Federal and State standards.
7. Power steering.
8. Hydraulic brakes - heavy-duty - disc brakes front and rear.
9. Alternator - at least 240 AMP rating minimum.
10. Battery to be mounted inside compartment of body - 3 twelve-volt batteries (minimum).
11. Allison 2500 Series transmission with external oil filter to accommodate replaceable element.
12. Axle weight rating (minimum 9,000 lb. front, 19,000 lb. rear) to comply with Federal standards.
13. Instruments must include an electric or manual throttle, controlled by a separate knob or switch on the instrument panel.
14. Original inspection certificate.
15. Dual action heavy duty shocks front and rear.
16. Temperature gauge, oil gauge, voltmeter combination with warning lights.

Bid Sheet

2017-2018

**To: Board of Education
Richland County Community Unit School District No. 1
1100 East Laurel Street
Olney, IL. 62450**

We propose to furnish and deliver the school buses described in the Bid Notice at the following prices:

Diesel

Chassis Make _____

Chassis Engine _____

Body Make _____

<u>Total Bid Per Bus</u>	<u>Description</u>	<u>Trade-In Value</u>	<u>Net With Trade-In</u>
_____	Bus # 54	<u>NA</u>	<u>NA</u>
_____	Bus # 56	<u>NA</u>	<u>NA</u>
_____	Bus # 57	<u>NA</u>	<u>NA</u>
_____		_____	_____
		Total Bid Price/Per Bus	_____

Company _____
Dealer

Signed _____

Address _____

Telephone Number _____

To Whom It May Concern:

You are invited to submit a bid as per the following bid specifications for three (3) school buses for the Richland County Community Unit District No. 1.

Sincerely,

Larry Bussard
Superintendent of Schools
Richland County Community Unit School Dist. No. 1

LB/ch
Enclosure

Send Bus Bids To:

Mr. Jason Eckelberry
Midwest Bus Sales, Inc.
P.O. Box 188
Litchfield, IL. 62056

Mr. Ron Grant, Sales Manager
Midwest Transit Equipment, Inc.
146 West Issert Drive
Kankakee, IL. 60901

Mr. Ben Hanewinkel
Central States Bus Sales
2450 Cassens Drive
Fenton, Mo. 63026

Bid Information

Bidders shall submit detailed description and listing of standard equipment on units. Body and chassis must meet all specifications as stated.

Bids shall be submitted on the attached form.

Bids shall be received by 10:00 a.m. on January 11, 2017, and will be opened at that time. Bids are to be made firm for 45 days, and will be acted upon by the Richland County Board of Education at its regular meeting to be held on January 19, 2017.

It is further understood that at its option, the Board may purchase less than the total number of units on which proposals are invited, may reject any or all bids. The Board may also choose not to trade in any buses.

Delivery of new buses will not be accepted before July 1, 2017, but shall be received before August 1, 2017.

Sealed bids shall be addressed and mailed to:

Mr. Larry Bussard, Superintendent
Richland County Community Unit School District No. 1
1100 East Laurel Street
Olney, IL. 62450

Please mark the envelope **“BUS BIDS”**

By order of the Board of Education, Richland County Community Unit District No. 1, Olney, IL. 62450.

Alternative Bid #1. The district also requests a quote on a stock unit, with Cummins Diesel Engine and Allison Transmission. The stock unit must be closely equipped to the specifications listed in the bid packet. Please include an equipment sheet for any stock unit presented with this bid. The equipment sheet should clearly show the equipment included on both body and chassis for this unit.



RICHLAND COUNTY COMMUNITY UNIT NO. 1

1100 EAST LAUREL STREET • OLNEY, ILLINOIS 62450 • P/618.395.2324 • F/618.392.4147

Larry G. Bussard, Superintendent of Schools • Chris A. Simpson, Assistant Superintendent

VITA

POSITION: Richland County CUSD #1 Regular Bus Driver

NAME: Amy Angle

ADDRESS: 332 W. Lafayette St.
Olney, IL 62450

TELEPHONE NO: 618-553-8688

EDUCATION: N/A

WORK EXPERIENCE: Richland County CUSD #1 Bus Aide (8/25/08 – present)

CERTIFICATION: N/A

It is the recommendation of Larry Bussard, Superintendent and Brent Inyart, Fleet Supervisor, to transfer Amy Angle as a Richland County CUSD #1 Bus Aide to a Regular Bus Driver effective January 4, 2017.

A handwritten signature in blue ink, appearing to read 'Larry Bussard', is written over a horizontal line.

Larry Bussard, Superintendent



RICHLAND COUNTY COMMUNITY UNIT NO. 1

1100 EAST LAUREL STREET • OLNEY, ILLINOIS 62450 • P/618.395.2324 • F/618.392.4147

Larry G. Bussard, Superintendent of Schools • Chris A. Simpson, Assistant Superintendent

VITA

POSITION: Richland County CUSD #1 Special Needs Bus Driver

NAME: Cindy Schuetz

ADDRESS: 3162 N. Big Creek Rd.
Olney, IL 62450


TELEPHONE NO: 618-843-3126

EDUCATION: N/A

WORK EXPERIENCE: Richland County CUSD #1 Regular Bus Driver (8/13/13 – present)

CERTIFICATION: N/A

It is the recommendation of Larry Bussard, Superintendent and Brent Inyart, Fleet Supervisor, to transfer Cindy Schuetz as a Richland County CUSD #1 Regular Bus Driver to a Special Needs Bus Driver effective January 4, 2017.



Larry Bussard, Superintendent



RICHLAND COUNTY COMMUNITY UNIT NO. 1

1100 EAST LAUREL STREET • OLNEY, ILLINOIS 62450 • P/618.395.2324 • F/618.392.4147

Larry G. Bussard, Superintendent of Schools • Chris A. Simpson, Assistant Superintendent

VITA

POSITION: Richland County CUSD #1 Regular Bus Driver

NAME: Doug Wingert

ADDRESS: 625 W. St. John St.
Olney, IL 62450

TELEPHONE NO: 618-838-0707

EDUCATION: N/A

WORK EXPERIENCE: Richland County CUSD #1 Substitute Bus Driver (3/9/16 – present)

CERTIFICATION: N/A

It is the recommendation of Larry Bussard, Superintendent and Brent Inyart, Fleet Supervisor, to hire Doug Wingert as a Richland County CUSD #1 Regular Bus Driver effective January 4, 2017.



Larry Bussard, Superintendent



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

Date: November 23, 2016

To: Cris Edwards

From: Darrell Houchin, Athletic Director

Re: Spring 2017 Coaching Positions

I recommend the following people for RCMS coaching positions for Spring of 2017:

RCMS Head Boys Track Coach

Rick Franklin

RCMS Head Girls Track Coach

Jill Greenwood

RCMS Assistant Track Coach

Darrell Houchin



**Richland County High School
Athletic Department
Home of the Olney Tigers**

1200 E. Laurel St. Olney, IL 62450

Phone (618) 393-2191

Fax (618) 395-1256

Date: December 5, 2016

To: Chad LeCrone, Principal

Cc: Sonja Music

From: Curt Nealis, Athletic Director

Re: 2017 Spring Coaching Recommendations

I recommend the following people be approved as RCHS coaches for the spring 2017 season.

Sport	Position	Name
Softball	Head Coach	Matt Powell
Softball	Asst. Coach	Jessica VanDyke
Baseball	Head Coach	Brandis Grove
Baseball	F/S coach	Tony Duenas/Patrick Mehaffey
Boys' Track	Head Coach	Ryan Denton
Girls' Track	Head Coach	Amy Julian (approved Oct.2016)
Track	Asst. Coach	Louis Gassmann/Matt Music
Boys' Tennis	Head Coach	Drew Muston
Girls' Soccer	Head Coach	Amy Stallard
Girls' Soccer	Asst. Coach	TBD



**Richland County High School
Athletic Department
Home of the Olney Tigers**

1200 E. Laurel St. Olney, IL 62450

Phone (618) 393-2191

Fax (618) 395-1256

Date: December 2, 2106

To: Chad LeCrone, Principal

Cc: Sonja Music

From: Curt Nealis, Athletic Director

Re: Spring 2017 Volunteer Coaching Positions

I recommend the following volunteer assistant coaches be approved for the spring season of 2017. All are ASEP, NFHS, and/or IHSA certified.

Softball

Jill Ginder

Baseball

Terry Puckett

Boys' Tennis

Kris Muston

Dick Muston

**Dual Credit Memorandum of Agreement
Board of Education of Richland County School District
& Richland County Education Association, IEA/NEA**

This agreement is reached on this ___ day of _____, 2016 between the Board of Education of Richland County School District No. 1 (the district) and Richland County Education Association, IEA/NEA (the association).

WITNESSETH:

WHEREAS, The local Community College Board is drastically changing qualifications for high school teachers to teach dual credit courses on our campus; and

WHEREAS, if the district does nothing our students will lose the opportunity to earn dual credit in many of the district's core curriculum areas; and

WHEREAS, the parties have reached mutual agreement and wish to reduce that agreement to writing.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. **Incorporation of Recitals.** The parties hereby find that all of the recitals contained in the preambles to this MOA are full, true and correct and do incorporate them into this MOA by this reference.

2. **Tuition.** In consideration for the association's promises in paragraph 3, the district will reimburse a teacher the vouchered tuition costs (subject to appropriate tax and standard deductions) for courses to allow a teacher to meet the qualifications to teach dual credit courses, provided that, prior to enrolling in any such course, the teacher has been conferred a master's degree. The foregoing tuition assistance shall apply only to teachers who are teaching in an area in which IAI dual credit is available, and who apply to teach and are employed by the

district (at its exclusive discretion) to teach a dual credit course and need a course to meet the instructor qualifications. Prior to enrollment, each teacher seeking reimbursement must apply in writing to administration for approval, which approval shall be at the exclusive discretion of administration of the district. This MOA and its terms shall not apply to any teacher seeking an advanced degree in other areas (e.g., coursework toward a master's degree in educational administration, coursework toward a master's degree in curriculum and instruction, or additional graduate coursework to move across on the pay scale, etc.).

3. **Association advertisement.** In consideration for the district's agreement to pay tuition referenced hereinabove in paragraph 2, the association will educate its membership about the benefit to students of providing this financial assistance to teachers. The association will assist each teacher in the development of his or her five-year plan.

4. **Sunset.** This agreement shall sunset and cease to be effective on August 1, 2020. *Status quo* is hereby expressly waived, so that, in the event the parties fail to extend this MOU, it shall cease to be effective as though it never existed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be made and executed as of the date set hereinabove.

**BOARD OF EDUCATION OF
RICHLAND COUNTY SCHOOL
DISTRICT NO. 1**

President

Attest:

Secretary

**RICHLAND COUNTY EDUCATION
ASSOCIATION, IEA/NEA**

President

Attest:

Secretary

Macintosh HD:Users:djbraun:Desktop:MTBFM Work Product:Bargaining:Richland Co--Dual Credit Agreement-MOU.docx