

District 172 Regular Meeting of The
Board of Education
Thursday, September 18, 2025 Board Meeting

Media Center
2950 Glenwood Dyer Road
Lynwood, Illinois 60411

Mrs Shaunta Gray: Absent
Mrs Sonja Jenkins Brown: Present
Mrs Janell Krueger: Absent
Dr Stacey McJunkins: Present
Mrs Kim Newton: Present
Mrs Grace Snelling: Present
Jeff Walker: Present

Present: 5, Absent: 2.

1. CALL TO ORDER

Meeting called to order by President Sonja Jenkins-Brown at 7:18

2. ROLL CALL: President Jenkins-Brown, Dr. Stacey McJunkins, Mrs. Snelling, Mrs. Krueger, Mrs. Newton, Mr. Walker, Mrs. Gray

3. Motion To Open Public Hearing for the FY 26 School Budget

9. MOTION TO ADJOURN FROM COMMITTEE OF THE WHOLE. This motion, made by Dr Stacey McJunkins and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

Dr. Evans -

Budget - Funds

Operations

Transportation

MRF/social security

All funds did balance - We will be able to increase the fund balance moving forward

The budget for last year was good and a surplus - We spend more iftgh e money on salaries and benefits.

Question: Dr. McJunkins: The total revenue and working cash? Pleased share with us what would be allowable to transfer if necessary. You don't have expenditures coming out of that fund. We are always putting money into that as a levy. We would have to do a resolution and get it approved.

Question: Dr. McJunkins: What fund would the legal fee come out of? The board fund

Question: Dr. McJunkins: The transportation, are we to get reimbursed? Special

transportation and regular transportation have different rates. Some years money is not available.

4. Presentation of the FY 26 School Budget
5. Motion To Close The FY 26 Budget Hearing
5. Motion To Close The FY 26 Budget Hearing. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.
Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2
6. Motion To Reconvene the Regular Board Meeting
6. Motion To Reconvene the Regular Board Meeting. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.
Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2
7. ROLL CALL: President Jenkins-Brown, Dr. Stacey McJunkins, Mrs. Snelling, Mrs. Krueger, Mrs. Newton, Mr. Walker, Mrs. Gray
8. PLEDGE TO THE FLAG
9. Public Comment
9. Public Comment. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.
Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2
No Public Comment
10. Motion to Approve the Consent Agenda: 10.1-10.4
10. Motion to Approve the Consent Agenda: 10.1-10.4. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.
Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2
- 10.1. Motion to Approve Minutes
10.1. Motion to Approve Minutes. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.
Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2
- 10.2. Motion to Approve Personnel

10.2. Motion to Approve Personnel. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

10.2. Motion to Approve Personnel. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

10.3. Motion to Approve Payroll

10.3. Motion to Approve Payroll. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

10.4. Motion To Approve Payment of Bills

10.4. Motion To Approve Payment of Bills. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

11. Motion To Approve SY 26 Budget

11. Motion To Approve SY 26 Budget. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

12. Motion To Approve Annual Bullying Policy

12. Motion To Approve Annual Bullying Policy. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

13. Motion To Approve Press Plus Issue 119

14. Motion To Amend Triple I Conference Registration

14. Motion To Amend Triple I Conference Registration. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea,

Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14. Motion To Amend Triple I Conference Registration. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14.1. Motion To Approve Janelle Krueger Delegate & the Triple I Conference

14.1. Motion To Approve Janelle Krueger Delegate & the Triple I Conference.

This motion, made by Jeff Walker and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14.2. Motion to Approve Board President Sonja Jenkins-Brown for the Triple I Conference

14.2. Motion to Approve Board President Sonja Jenkins-Brown for the Triple I Conference. This motion, made by Jeff Walker and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14.3. Motion To Approve Board Secretary Grace Snelling for the Triple I Conference

14.3. Motion To Approve Board Secretary Grace Snelling for the Triple I Conference. This motion, made by Jeff Walker and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14.4. Motion To Approve: Dr. Stacey McJunkins for the Triple I Conference

14.4. Motion To Approve: Dr. Stacey McJunkins for the Triple I Conference. This motion, made by Jeff Walker and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14.5. Motion To Approve: Jeff Walker for the Triple I Conference

14.5. Motion To Approve: Jeff Walker for the Triple I Conference. This motion, made by Mrs Kim Newton and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14.6. Motion To Approve Kim Newton for the Triple I Conference

14.6. Motion To Approve Kim Newton for the Triple I Conference. This motion, made by Jeff Walker and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

14.7. Motion To cancel Triple I conference registration and fees for Shaunta Gray

14.7. Motion To cancel Triple I conference registration and fees for Shaunta Gray. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

In the past, Shaunta Gray has accepted the invite to meetings and conferences and did not show up, nor did she notify the President or Secretary of the Board that she would not be attending. We had to pay for the meeting or conference. We could better utilize these funds for our children at school.

15. Motion To Approve Team Dinner for the Triple I conference not to Exceed 1500 Dollars for Dinner and Gratuity. * \$100 meal reimbursement will not apply on team dinner night

15. Motion To Approve Team Dinner for the Triple I conference not to Exceed 1500 Dollars for Dinner and Gratuity. * \$100 meal ... This motion, made by Jeff Walker and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

15. Motion To Approve Team Dinner for the Triple I conference not to Exceed 1500 Dollars for Dinner and Gratuity. * \$100 meal ... This motion, made by Jeff Walker and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

16. Information Only

a. IASB School Calendar

b. Annual Board Calendar Template

c. Superintendent Declined Medical and Dental Insurance for SY 26 in alignment with the employment contract Dr. Nalls has opted to have the stipend deposited into her 403b Equitable and 457 Equitable.

16. Information Only a. IASB School Calendar b. Annual Board Calendar Template c. Superintendent Declined Medical and Dental ... This motion, made by Jeff Walker and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea,

Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

Information Only, A list of updates as to what is due:

IASB School Calendar Template

Superintendent declined Medical and Dental Insurance for SY 26 in alignment with the employment contract. Dr. Nalls has opted to have the stipend deposited into her 403b Equitable and 457 Equitable.

President of School trustees - amounts of money — the school budget must be approved, month by month and some of the things you should see on the agenda. It lets you know what is to be done. Read on your own

17. Motion To Approve Modifying Meal Reimbursement for Conference attendance to \$100.00 per day.

17. Motion To Approve Modifying Meal Reimbursement for Conference attendance to \$100.00 per day. This motion, made by Jeff Walker and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

18. Motion To Approve Board Super-Saturday IASB Professional Development Conference, hotel, team dinner and parking for 09/13/25: Nalls, Brown, Walker, Snelling, Newton, McJunkins

8. Motion To Approve Board Super-Saturday IASB Professional Development Conference, hotel, team dinner and parking for 09/13/25: ... This motion, made by Jeff Walker and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

19. Old Business Superintendent's SY 26 Evaluation and Board Retreat (Check Calendars and Set a Date).

19. Old Business Superintendent's SY 26 Evaluation and Board Retreat (Check Calendars and Set a Date). This motion, made by Mrs Kim Newton and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

Tentative Plans as discussed:

October 24, 2025, Friday, from 6:00 PM to 8:00 PM

October 25, 2025, Saturday, from 9:00 AM to 1:00 PM

We will need to verify if one of these dates is good for the School Board Attorney.

20. Motion to Approve the EIS compensation report

20. Motion to Approve the EIS compensation report. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

21. Motion to the IMRF compensation Report

21. Motion to the IMRF compensation Report. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

22. New Business:

23. Motion to Adjourn to Closed Session : Discussion on the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of 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.

23. Motion to Adjourn to Closed Session : Discussion on the appointment, employment, compensation, discipline, performance, or ... This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

23. Motion to Adjourn to Closed Session : Discussion on the appointment, employment, compensation, discipline, performance, or ... This motion, made by Dr Stacey McJunkins and seconded by Mrs Kim Newton, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

Closed session began at 7:45 and ended at 8:07

24. Motion to Adjourn

24. Motion to Adjourn. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

24. Motion to Adjourn. This motion, made by Mrs Kim Newton and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Janell Krueger: Absent, Mrs Sonja Jenkins Brown: Yea, Dr Stacey McJunkins: Yea, Mrs Kim Newton: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea

Yea: 5, Nay: 0, Absent: 2

The meeting ended at 8:07 PM

District Type:

- School District
- Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2025 - June 30, 2026

Accounting Basis:

- Cash
- Accrual

Balanced budget; no Deficit Reduction Plan is required.

Is this an amended budget? No

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

District Name: Sandridge SD 172
District RCDT No: 07016172002

If your FY2025 AFR states that you need to do a deficit reduction plan and your FY2026 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Sandridge SD 172, County of Cook, State of Illinois, for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

WHEREAS the Board of Education of Sandridge SD 172, County of Cook, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 18 day of September, 2025, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be beginning July 1, 2025 and ending June 30, 2026.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 18 day of September, 2025 by a roll call vote of _____ Yeas, and _____ Nays, to wit:

| ** MEMBERS VOTING YEA: | ** MEMBERS VOTING NAY: |
|------------------------|------------------------|
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* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.
 ** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.
 (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
 (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted through IWAS: <https://apps.isbe.net/iwas/asp/login.asp?s=true>
Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|--|--------|-------------|--------------------------|--------------|----------------|---------------------------------------|------------------|--------------|--------|--------------------------|---|
| 1 | <i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i> | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) | |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety | |
| 3 | ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) ¹ as of July 1, 2025 | | 5,846,609 | 436,666 | 342,223 | 191,520 | 100,847 | 0 | 541,510 | 25,716 | 12,882 | |
| 4 | RECEIPTS/REVENUES (without Student Activity Funds) | | | | | | | | | | | |
| 5 | LOCAL SOURCES | 1000 | 2,447,043 | 317,618 | 135,363 | 99,127 | 98,771 | 0 | 45,248 | 800 | 400 | |
| 6 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT | 2000 | 0 | 0 | | 0 | 0 | | | | | |
| 7 | STATE SOURCES | 3000 | 3,528,828 | 341,000 | 0 | 525,766 | 70,800 | 0 | 0 | 0 | 0 | |
| 8 | FEDERAL SOURCES | 4000 | 459,010 | 0 | 45,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 9 | Total Direct Receipts/Revenues ⁸ | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 | |
| 10 | Receipts/Revenues for "On Behalf" Payments ² | 3998 | | | | | | | | | | |
| 11 | Total Receipts/Revenues | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 | |
| 12 | DISBURSEMENTS/EXPENDITURES (without Student Activity Funds) | | | | | | | | | | | |
| 13 | INSTRUCTION | 1000 | 2,717,505 | | | | 55,646 | | | 0 | | |
| 14 | SUPPORT SERVICES | 2000 | 2,898,996 | 637,800 | | 624,300 | 107,505 | 0 | | 0 | 0 | |
| 15 | COMMUNITY SERVICES | 3000 | 3,750 | 0 | | 0 | 0 | | | 0 | | |
| 16 | PAYMENTS TO OTHER DISTRICTS & GOVT UNITS | 4000 | 814,600 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 17 | DEBT SERVICES | 5000 | 0 | 0 | 152,930 | 0 | 0 | | | 0 | 0 | |
| 18 | PROVISION FOR CONTINGENCIES | 6000 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 19 | Total Direct Disbursements/Expenditures ⁹ | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | | 0 | 0 | |
| 20 | Disbursements/Expenditures for "On Behalf" Payments ² | 4180 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 21 | Total Disbursements/Expenditures | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | | 0 | 0 | |
| 22 | Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures | | 30 | 20,818 | 27,433 | 593 | 6,420 | 0 | 45,248 | 800 | 400 | |
| 23 | OTHER SOURCES/USES OF FUNDS | | | | | | | | | | | |
| 24 | OTHER SOURCES OF FUNDS (7000) | | | | | | | | | | | |
| 25 | PERMANENT TRANSFER FROM VARIOUS FUNDS | | | | | | | | | | | |
| 26 | Abolishment the Working Cash Fund ¹⁶ | 7110 | | | | | | | | | | |
| 27 | Abatement of the Working Cash Fund ¹⁶ | 7110 | | | | | | | | | | |
| 28 | Transfer of Working Cash Fund Interest | 7120 | | | | | | | | | | |
| 29 | Transfer Among Funds | 7130 | | | | | | | | | | |
| 30 | Transfer of Interest | 7140 | | | | | | | | | | |
| 31 | Transfer from Capital Projects Fund to O&M Fund | 7150 | | 0 | | | | | | | | |
| 32 | Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund | 7160 | | 0 | | | | | | | | |
| 33 | Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund | 7170 | | | 0 | | | | | | | |
| 34 | SALE OF BONDS (7200) | | | | | | | | | | | |
| 35 | Principal on Bonds Sold ⁴ | 7210 | | | | | | | | | | |
| 36 | Premium on Bonds Sold | 7220 | | | | | | | | | | |
| 37 | Accrued Interest on Bonds Sold | 7230 | | | | | | | | | | |
| 38 | Sale or Compensation for Fixed Assets ⁵ | 7300 | | | | | | | | | | |
| 39 | Transfer to Debt Service to Pay Principal on Leases | 7400 | | | 0 | | | | | | | |
| 40 | Transfer to Debt Service to Pay Interest on Leases | 7500 | | | 0 | | | | | | | |
| 41 | Transfer to Debt Service Fund to Pay Principal on Revenue Bonds | 7600 | | | 0 | | | | | | | |
| 42 | Transfer to Debt Service Fund to Pay Interest on Revenue Bonds | 7700 | | | 0 | | | | | | | |
| 43 | Transfer to Capital Projects Fund | 7800 | | | | | | 0 | | | | |
| 44 | ISBE Loan Proceeds | 7900 | | | | | | | | | | |
| 45 | Other Sources Not Classified Elsewhere | 7990 | | | | | | | | | | |
| 46 | Total Other Sources of Funds ⁸ | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|--|--------|-------------|--------------------------|--------------|----------------|---------------------------------------|------------------|--------------|--------|--------------------------|---|
| 1 | <i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i> | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) | |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety | |
| 48 | OTHER USES OF FUNDS (8000) | | | | | | | | | | | |
| 49 | TRANSFER TO VARIOUS OTHER FUNDS (8100) | | | | | | | | | | | |
| 50 | Abolishment or Abatement of the Working Cash Fund ¹⁶ | 8110 | | | | | | | 0 | | | |
| 51 | Transfer of Working Cash Fund Interest | 8120 | | | | | | | 0 | | | |
| 52 | Transfer Among Funds | 8130 | | | | | | | | | | |
| 53 | Transfer of Interest ⁶ | 8140 | | | | | | | | | | |
| 54 | Transfer from Capital Projects Fund to O&M Fund | 8150 | | | | | | | | | | |
| 55 | Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund | 8160 | | | | | | | | | | |
| 56 | Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int Proceeds to Debt Service Fund | 8170 | | | | | | | | | | |
| 57 | Taxes Pledged to Pay Principal on Leases | 8410 | | | | | | | | | | |
| 58 | Grants/Reimbursements Pledged to Pay Principal on Leases | 8420 | | | | | | | | | | |
| 59 | Other Revenues Pledged to Pay Principal on Leases | 8430 | | | | | | | | | | |
| 60 | Fund Balance Transfers Pledged to Pay Principal on Leases | 8440 | | | | | | | | | | |
| 61 | Taxes Pledged to Pay Interest on Leases | 8510 | | | | | | | | | | |
| 62 | Grants/Reimbursements Pledged to Pay Interest on Leases | 8520 | | | | | | | | | | |
| 63 | Other Revenues Pledged to Pay Interest on Leases | 8530 | | | | | | | | | | |
| 64 | Fund Balance Transfers Pledged to Pay Interest on Leases | 8540 | | | | | | | | | | |
| 65 | Taxes Pledged to Pay Principal on Revenue Bonds | 8610 | | | | | | | | | | |
| 66 | Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds | 8620 | | | | | | | | | | |
| 67 | Other Revenues Pledged to Pay Principal on Revenue Bonds | 8630 | | | | | | | | | | |
| 68 | Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds | 8640 | | | | | | | | | | |
| 69 | Taxes Pledged to Pay Interest on Revenue Bonds | 8710 | | | | | | | | | | |
| 70 | Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds | 8720 | | | | | | | | | | |
| 71 | Other Revenues Pledged to Pay Interest on Revenue Bonds | 8730 | | | | | | | | | | |
| 72 | Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds | 8740 | | | | | | | | | | |
| 73 | Taxes Transferred to Pay for Capital Projects | 8810 | | | | | | | | | | |
| 74 | Grants/Reimbursements Pledged to Pay for Capital Projects | 8820 | | | | | | | | | | |
| 75 | Other Revenues Pledged to Pay for Capital Projects | 8830 | | | | | | | | | | |
| 76 | Fund Balance Transfers Pledged to Pay for Capital Projects | 8840 | | | | | | | | | | |
| 77 | Transfer to Debt Service Fund to Pay Principal on ISBE Loans | 8910 | | | | | | | | | | |
| 78 | Other Uses Not Classified Elsewhere | 8990 | | | | | | | | | | |
| 79 | Total Other Uses of Funds ⁹ | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 80 | Total Other Sources/Uses of Fund | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 81 | ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2026 | | 5,846,639 | 457,484 | 369,656 | 192,113 | 107,267 | 0 | 586,758 | 26,516 | 13,282 | |
| 82 | | | | | | | | | | | | |
| 83 | Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2025 | | 5,000 | | | | | | | | | |
| 84 | RECEIPTS/REVENUES (For Student Activity Funds) | | | | | | | | | | | |
| 85 | Total Student Activity Direct Receipts/Revenues (Local Sources) | 1799 | 0 | | | | | | | | | |
| 86 | DISBURSEMENTS/EXPENDITURES (For Student Activity Funds) | | | | | | | | | | | |
| 87 | Total Student Activity Direct Disbursements/Expenditures | 1999 | 0 | | | | | | | | | |
| 88 | Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures | | 0 | | | | | | | | | |
| 89 | Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2026 | | 5,000 | | | | | | | | | |
| 90 | | | | | | | | | | | | |

| | A | B | C | D | E | F | G | H | I | J | K | L |
|-----|---|--------|-------------|--------------------------|--------------|----------------|---------------------------------------|------------------|--------------|--------|--------------------------|-----------------|
| 1 | <i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i> | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) | |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety | |
| 91 | Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2025 | | 5,851,609 | 436,666 | 342,223 | 191,520 | 100,847 | 0 | 541,510 | 25,716 | 12,882 | |
| 92 | RECEIPTS/REVENUES (All Sources with Student Activity Funds) | | | | | | | | | | | |
| 93 | LOCAL SOURCES | 1000 | 2,447,043 | 317,618 | 135,363 | 99,127 | 98,771 | 0 | 45,248 | 800 | 400 | |
| 94 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 95 | STATE SOURCES | 3000 | 3,528,828 | 341,000 | 0 | 525,766 | 70,800 | 0 | 0 | 0 | 0 | |
| 96 | FEDERAL SOURCES | 4000 | 459,010 | 0 | 45,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 97 | Total Direct Receipts/Revenues ⁸ | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 | |
| 98 | Receipts/Revenues for "On Behalf" Payments ² | 3998 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 99 | Total Receipts/Revenues | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 | |
| 100 | DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds) | | | | | | | | | | | |
| 101 | INSTRUCTION | 1000 | 2,717,505 | | | | 55,646 | | | 0 | | |
| 102 | SUPPORT SERVICES | 2000 | 2,898,996 | 637,800 | | 624,300 | 107,505 | 0 | | 0 | 0 | |
| 103 | COMMUNITY SERVICES | 3000 | 3,750 | 0 | | 0 | 0 | | | 0 | | |
| 104 | PAYMENTS TO OTHER DISTRICTS & GOVT UNITS | 4000 | 814,600 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 105 | DEBT SERVICES | 5000 | 0 | 0 | 152,930 | 0 | 0 | | | 0 | 0 | |
| 106 | PROVISION FOR CONTINGENCIES | 6000 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 107 | Total Direct Disbursements/Expenditures ⁹ | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | | 0 | 0 | |
| 108 | Disbursements/Expenditures for "On Behalf" Payments ² | 4180 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 109 | Total Disbursements/Expenditures | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | | 0 | 0 | |
| 110 | Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures | | 30 | 20,818 | 27,433 | 593 | 6,420 | 0 | 45,248 | 800 | 400 | |
| 111 | OTHER SOURCES/USES OF FUNDS | | | | | | | | | | | |
| 112 | OTHER SOURCES OF FUNDS (7000) | | | | | | | | | | | |
| 113 | Total Other Sources of Funds ⁸ | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 114 | OTHER USES OF FUNDS (8000) | | | | | | | | | | | |
| 115 | Total Other Uses of Funds ⁹ | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 117 | Total Other Sources/Uses of Fund | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 118 | ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2026 | | 5,851,639 | 457,484 | 369,656 | 192,113 | 107,267 | 0 | 586,758 | 26,516 | 13,282 | |
| 119 | SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object) | | | | | | | | | | | |
| 121 | Description | Acct # | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) | Total By Object |
| 122 | | | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety | |
| 123 | Object Name | | | | | | | | | | | |
| 124 | Salaries | 100 | 3,637,543 | 0 | | 30,000 | | 0 | | 0 | 0 | 3,667,543 |
| 125 | Employee Benefits | 200 | 841,041 | 0 | | 3,300 | 163,151 | 0 | | 0 | 0 | 1,007,492 |
| 126 | Purchased Services | 300 | 970,529 | 283,000 | 0 | 591,000 | | 0 | | 0 | 0 | 1,844,529 |
| 127 | Supplies & Materials | 400 | 213,398 | 232,800 | | 0 | | 0 | | 0 | 0 | 446,198 |
| 128 | Capital Outlay | 500 | 6,000 | 112,000 | | 0 | | 0 | | 0 | 0 | 118,000 |
| 129 | Other Objects | 600 | 750,840 | 0 | 152,930 | 0 | 0 | 0 | | 0 | 0 | 903,770 |
| 130 | Non-Capitalized Equipment | 700 | 15,500 | 10,000 | | 0 | | 0 | | 0 | 0 | 25,500 |
| 131 | Termination Benefits | 800 | 0 | 0 | | 0 | | | | 0 | 0 | 0 |
| 132 | Total Expenditures | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | | 0 | 0 | 8,013,032 |

| 1 | A | B | C | D | E | F | G | H | I | J | K |
|----|--|--------|---------------------|----------------------------------|----------------------|------------------------|---|--------------------------|----------------------|--------------|----------------------------------|
| 2 | Description: Enter Whole Numbers Only | Acct # | (10) Educational | (20) Operations & Maintenance | (30) Debt Service | (40) Transportation | (50) Municipal Retirement/ Social Security | (60) Capital Projects | (70) Working Cash | (80) Tort | (90) Fire Prevention & Safety |
| 3 | BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)⁷ as of July 1, 2025 | | | | | | | | | | |
| 4 | | | 5,846,609 | 436,666 | 342,223 | 191,520 | 100,847 | 0 | 541,510 | 25,716 | 12,882 |
| 5 | Total Direct Receipts & Other Sources⁸ | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 |
| 6 | OTHER RECEIPTS | | | | | | | | | | |
| 7 | Interfund Loans Payable (Loans from Other Funds) | 411 | | | | | | | | | |
| 8 | Interfund Loans Receivable (Repayment of Loans) | 141 | | | | | | | | | |
| 9 | Notes and Warrants Payable | 433 | | | | | | | | | |
| 10 | Other Current Assets | 199 | | | | | | | | | |
| 11 | Total Other Receipts | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | Total Direct Receipts, Other Sources, & Other Receipts | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 |
| 13 | Total Amount Available | | 12,281,490 | 1,095,284 | 522,586 | 816,413 | 270,418 | 0 | 586,758 | 26,516 | 13,282 |
| 14 | OTHER DISBURSEMENTS | | | | | | | | | | |
| 15 | Interfund Loans Receivable (Loans to Other Funds) ¹⁰ | 141 | | | | | | | | | |
| 16 | Interfund Loans Payable (Repayment of Loans) | 411 | | | | | | | | | |
| 17 | Notes and Warrants Payable | 433 | | | | | | | | | |
| 18 | Other Current Liabilities | 499 | | | | | | | | | |
| 19 | Total Other Disbursements | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | Total Direct Disbursements, Other Uses, & Other Disbursements | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | 0 | 0 | 0 |
| 21 | ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2026 | | 5,846,639 | 457,484 | 369,656 | 192,113 | 107,267 | 0 | 586,758 | 26,516 | 13,282 |
| 22 | | | | | | | | | | | |
| 23 | Activity Funds BEGINNING CASH BALANCE ON HAND⁷ as of July 1, 2025 | | 5,000 | | | | | | | | |
| 24 | Total Direct Receipts & Other Sources⁸ | | 0 | | | | | | | | |
| 25 | Total Amount Available | | 5,000 | | | | | | | | |
| 26 | Total Direct Disbursements & Other Uses⁹ | | 0 | | | | | | | | |
| 27 | Activity funds ENDING CASH BALANCE ON HAND⁷ as of June 30, 2026 | | 5,000 | | | | | | | | |
| 28 | | | | | | | | | | | |
| 29 | Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of July 1, 2025 | | 5,851,609 | 436,666 | 342,223 | 191,520 | 100,847 | 0 | 541,510 | 25,716 | 12,882 |
| 30 | Total Direct Receipts & Other Sources⁸ | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 |
| 31 | Total Other Receipts | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 32 | Total Direct Receipts, Other Sources, & Other Receipts | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 |
| 33 | Total Amount Available | | 12,286,490 | 1,095,284 | 522,586 | 816,413 | 270,418 | 0 | 586,758 | 26,516 | 13,282 |
| 34 | Total Direct Disbursements & Other Uses⁹ | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | 0 | 0 | 0 |
| 35 | Total Other Disbursements | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 36 | Total Direct Disbursements, Other Uses, & Other Disbursements | | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | 0 | 0 | 0 | 0 |
| 37 | Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of June 30, 2026 | | 5,851,639 | 457,484 | 369,656 | 192,113 | 107,267 | 0 | 586,758 | 26,516 | 13,282 |

| | A | B | C | D | E | F | G | H | I | J | K |
|----|---|-------------|------------------|--------------------------|----------------|----------------|---------------------------------------|------------------|---------------|----------|--------------------------|
| 1 | | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety |
| 3 | RECEIPTS/REVENUES FROM LOCAL SOURCES (1000) | | | | | | | | | | |
| 4 | AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY | 1100 | | | | | | | | | |
| 5 | Designated Purposes Levies ^{11 (1110-1120)} | - | 2,156,552 | 312,638 | 124,663 | 92,927 | 22,269 | | 27,848 | | |
| 6 | Leasing Purposes Levy ¹² | 1130 | | | | | | | | | |
| 7 | Special Education Purposes Levy | 1140 | | | | | | | | | |
| 8 | FICA and Medicare Only Levies | 1150 | | | | | 63,652 | | | | |
| 9 | Area Vocational Construction Purposes Levy | 1160 | | | | | | | | | |
| 10 | Summer School Purposes Levy | 1170 | | | | | | | | | |
| 11 | Other Tax Levies <i>(Describe & Itemize)</i> | 1190 | 40,863 | | | | | | | | |
| 12 | Total Ad Valorem Taxes Levied by District | | 2,197,415 | 312,638 | 124,663 | 92,927 | 85,921 | 0 | 27,848 | 0 | 0 |
| 13 | PAYMENTS IN LIEU OF TAXES | 1200 | | | | | | | | | |
| 14 | Mobile Home Privilege Tax | 1210 | | | | | | | | | |
| 15 | Payments from Local Housing Authority | 1220 | | | | | | | | | |
| 16 | Corporate Personal Property Replacement Taxes ¹³ | 1230 | 25,000 | | | | 10,000 | | | | |
| 17 | Other Payments in Lieu of Taxes <i>(Describe & Itemize)</i> | 1290 | | | | | | | | | |
| 18 | Total Payments in Lieu of Taxes | | 25,000 | 0 | 0 | 0 | 10,000 | 0 | 0 | 0 | 0 |
| 19 | TUITION | 1300 | | | | | | | | | |
| 20 | Regular Tuition from Pupils or Parents (In State) | 1311 | | | | | | | | | |
| 21 | Regular Tuition from Other Districts (In State) | 1312 | | | | | | | | | |
| 22 | Regular Tuition from Other Sources (In State) | 1313 | | | | | | | | | |
| 23 | Regular Tuition from Other Sources (Out of State) | 1314 | | | | | | | | | |
| 24 | Summer School Tuition from Pupils or Parents (In State) | 1321 | | | | | | | | | |
| 25 | Summer School Tuition from Other Districts (In State) | 1322 | | | | | | | | | |
| 26 | Summer School Tuition from Other Sources (In State) | 1323 | | | | | | | | | |
| 27 | Summer School Tuition from Other Sources (Out of State) | 1324 | | | | | | | | | |
| 28 | CTE Tuition from Pupils or Parents (In State) | 1331 | | | | | | | | | |
| 29 | CTE Tuition from Other Districts (In State) | 1332 | | | | | | | | | |
| 30 | CTE Tuition from Other Sources (In State) | 1333 | | | | | | | | | |
| 31 | CTE Tuition from Other Sources (Out of State) | 1334 | | | | | | | | | |
| 32 | Special Education Tuition from Pupils or Parents (In State) | 1341 | | | | | | | | | |
| 33 | Special Education Tuition from Other Districts (In State) | 1342 | | | | | | | | | |
| 34 | Special Education Tuition from Other Sources (In State) | 1343 | | | | | | | | | |
| 35 | Special Education Tuition from Other Sources (Out of State) | 1344 | | | | | | | | | |
| 36 | Adult Tuition from Pupils or Parents (In State) | 1351 | | | | | | | | | |
| 37 | Adult Tuition from Other Districts (In State) | 1352 | | | | | | | | | |
| 38 | Adult Tuition from Other Sources (In State) | 1353 | | | | | | | | | |
| 39 | Adult Tuition from Other Sources (Out of State) | 1354 | | | | | | | | | |
| 40 | Total Tuition | | 0 | | | | | | | | |
| 41 | TRANSPORTATION FEES | 1400 | | | | | | | | | |
| 42 | Regular Transportation Fees from Pupils or Parents (In State) | 1411 | | | | | | | | | |
| 43 | Regular Transportation Fees from Other Districts (In State) | 1412 | | | | | | | | | |
| 44 | Regular Transportation Fees from Other Sources (In State) | 1413 | | | | | | | | | |
| 45 | Regular Transportation Fees from Co-curricular Activities (In State) | 1415 | | | | | | | | | |
| 46 | Regular Transportation Fees from Other Sources (Out of State) | 1416 | | | | | | | | | |
| 47 | Summer School Transportation Fees from Pupils or Parents (In State) | 1421 | | | | | | | | | |
| 48 | Summer School Transportation Fees from Other Districts (In State) | 1422 | | | | | | | | | |
| 49 | Summer School Transportation Fees from Other Sources (In State) | 1423 | | | | | | | | | |
| 50 | Summer School Transportation Fees from Other Sources (Out of State) | 1424 | | | | | | | | | |
| 51 | CTE Transportation Fees from Pupils or Parents (In State) | 1431 | | | | | | | | | |
| 52 | CTE Transportation Fees from Other Districts (In State) | 1432 | | | | | | | | | |
| 53 | CTE Transportation Fees from Other Sources (In State) | 1433 | | | | | | | | | |
| 54 | CTE Transportation Fees from Other Sources (Out of State) | 1434 | | | | | | | | | |
| 55 | Special Education Transportation Fees from Pupils or Parents (In State) | 1441 | | | | | | | | | |
| 56 | Special Education Transportation Fees from Other Districts (In State) | 1442 | | | | | | | | | |
| 57 | Special Education Transportation Fees from Other Sources (In State) | 1443 | | | | | | | | | |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|---|-------------|------------------|--------------------------|----------------|----------------|---------------------------------------|------------------|---------------|------------|--------------------------|
| 1 | | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety |
| 58 | Special Education Transportation Fees from Other Sources (Out of State) | 1444 | | | | | | | | | |
| 59 | Adult Transportation Fees from Pupils or Parents (In State) | 1451 | | | | | | | | | |
| 60 | Adult Transportation Fees from Other Districts (In State) | 1452 | | | | | | | | | |
| 61 | Adult Transportation Fees from Other Sources (In State) | 1453 | | | | | | | | | |
| 62 | Adult Transportation Fees from Other Sources (Out of State) | 1454 | | | | | | | | | |
| 63 | Total Transportation Fees | | | | | 0 | | | | | |
| 64 | EARNINGS ON INVESTMENTS | 1500 | | | | | | | | | |
| 65 | Interest on Investments | 1510 | 210,000 | 4,800 | 10,700 | 6,200 | 2,850 | | 17,400 | 800 | 400 |
| 66 | Gain or Loss on Sale of Investments | 1520 | | | | | | | | | |
| 67 | Unrealized Gain or Loss on Investments | 1530 | | | | | | | | | |
| 68 | Total Earnings on Investments | | 210,000 | 4,800 | 10,700 | 6,200 | 2,850 | 0 | 17,400 | 800 | 400 |
| 69 | FOOD SERVICE | 1600 | | | | | | | | | |
| 70 | Sales to Pupils - Lunch | 1611 | | | | | | | | | |
| 71 | Sales to Pupils - Breakfast | 1612 | | | | | | | | | |
| 72 | Sales to Pupils - A la Carte | 1613 | | | | | | | | | |
| 73 | Sales to Pupils - Other (Describe & Itemize) | 1614 | | | | | | | | | |
| 74 | Sales to Adults | 1620 | | | | | | | | | |
| 75 | Other Food Service (Describe & Itemize) | 1690 | | | | | | | | | |
| 76 | Total Food Service | | 0 | | | | | | | | |
| 77 | DISTRICT/SCHOOL ACTIVITY INCOME | 1700 | | | | | | | | | |
| 78 | Admissions - Athletic | 1711 | | | | | | | | | |
| 79 | Admissions - Other | 1719 | | | | | | | | | |
| 80 | Fees | 1720 | | | | | | | | | |
| 81 | Book Store Sales | 1730 | | | | | | | | | |
| 82 | Other District/School Activity Revenue (Describe & Itemize) | 1790 | | | | | | | | | |
| 83 | Student Activity Fund Revenues | 1799 | | | | | | | | | |
| 84 | Total District/School Activity Income (without Student Activity Funds 1799) | | 0 | 0 | | | | | | | |
| 85 | Total District/School Activity Income (with Student Activity Funds 1799) | | 0 | | | | | | | | |
| 86 | TEXTBOOK INCOME | 1800 | | | | | | | | | |
| 87 | Textbook Rentals - Regular Textbooks | 1811 | | | | | | | | | |
| 88 | Textbook Rentals - Summer School Textbooks | 1812 | | | | | | | | | |
| 89 | Textbook Rentals - Adult/Continuing Education Textbooks | 1813 | | | | | | | | | |
| 90 | Textbook Rentals - Other (Describe & Itemize) | 1819 | | | | | | | | | |
| 91 | Textbook Sales - Regular Textbooks | 1821 | | | | | | | | | |
| 92 | Textbook Sales - Summer School | 1822 | | | | | | | | | |
| 93 | Textbook Sales - Adult/Continuing Education | 1823 | | | | | | | | | |
| 94 | Textbook Sales - Other (Describe & Itemize) | 1829 | | | | | | | | | |
| 95 | Other Textbook Income (Describe & Itemize) | 1890 | | | | | | | | | |
| 96 | Total Textbooks | | 0 | | | | | | | | |
| 97 | OTHER REVENUE FROM LOCAL SOURCES | 1900 | | | | | | | | | |
| 98 | Rentals | 1910 | | 180 | | | | | | | |
| 99 | Contributions and Donations from Private Sources | 1920 | | | | | | | | | |
| 100 | Impact Fees from Municipal or County Governments | 1930 | | | | | | | | | |
| 101 | Services Provided Other Districts | 1940 | 1,055 | | | | | | | | |
| 102 | Refund of Prior Years' Expenditures | 1950 | | | | | | | | | |
| 103 | Payments of Surplus Moneys from TIF Districts | 1960 | | | | | | | | | |
| 104 | Drivers' Education Fees | 1970 | | | | | | | | | |
| 105 | Proceeds from Vendors' Contracts | 1980 | | | | | | | | | |
| 106 | School Facility Occupation Tax Proceeds | 1983 | | | | | | | | | |
| 107 | Payment from Other Districts | 1991 | | | | | | | | | |
| 108 | Sale of Vocational Projects | 1992 | | | | | | | | | |
| 109 | Other Local Fees (Describe & Itemize) | 1993 | 13,573 | | | | | | | | |
| 110 | Other Local Revenues (Describe & Itemize) | 1999 | | | | | | | | | |
| 111 | Total Other Revenue from Local Sources | | 14,628 | 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 112 | Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799) | 1000 | 2,447,043 | 317,618 | 135,363 | 99,127 | 98,771 | 0 | 45,248 | 800 | 400 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|--|--------|-------------|--------------------------|--------------|----------------|---------------------------------------|------------------|--------------|------|--------------------------|
| 1 | | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety |
| 113 | Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799) | | 2,447,043 | | | | | | | | |
| 114 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000) | | | | | | | | | | |
| 115 | Flow-Through Revenue from State Sources | 2100 | | | | | | | | | |
| 116 | Flow-Through Revenue from Federal Sources | 2200 | | | | | | | | | |
| 117 | Other Flow-Through Revenue (Describe & Itemize) | 2300 | | | | | | | | | |
| 118 | Total Flow-Through Receipts/Revenues From One District to Another District | 2000 | 0 | 0 | | 0 | 0 | | | | |
| 119 | RECEIPTS/REVENUES FROM STATE SOURCES (3000) | | | | | | | | | | |
| 120 | UNRESTRICTED GRANTS-IN-AID (3001-3099) | | | | | | | | | | |
| 121 | Evidence Based Funding Formula (Section 18-8.15) | 3001 | 3,437,219 | 341,000 | | 241,000 | 70,800 | | | | |
| 122 | Reorganization Incentives (Accounts 3005-3021) | 3005 | | | | | | | | | |
| 123 | Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize) | 3099 | | | | | | | | | |
| 124 | Total Unrestricted Grants-In-Aid | | 3,437,219 | 341,000 | 0 | 241,000 | 70,800 | 0 | | 0 | 0 |
| 125 | RESTRICTED GRANTS-IN-AID (3100-3900) | | | | | | | | | | |
| 126 | SPECIAL EDUCATION | | | | | | | | | | |
| 127 | Special Education - Private/Public Facility Tuition | 3100 | | | | | | | | | |
| 128 | Special Education - Orphanage - Individual | 3120 | 87,244 | | | | | | | | |
| 129 | Special Education - Orphanage - Summer Individual | 3130 | | | | | | | | | |
| 130 | Special Education - Other (Describe & Itemize) | 3199 | | | | | | | | | |
| 131 | Total Special Education | | 87,244 | 0 | | 0 | | | | | |
| 132 | CAREER AND TECHNICAL EDUCATION (CTE) | | | | | | | | | | |
| 133 | CTE - Technical Education - Tech Prep | 3200 | | | | | | | | | |
| 134 | CTE - Secondary Program Improvement (CTEI) | 3220 | | | | | | | | | |
| 135 | CTE - WECEP | 3225 | | | | | | | | | |
| 136 | CTE - Agriculture Education | 3235 | | | | | | | | | |
| 137 | CTE - Instructor Practicum | 3240 | | | | | | | | | |
| 138 | CTE - Student Organizations | 3270 | | | | | | | | | |
| 139 | CTE - Other (Describe & Itemize) | 3299 | | | | | | | | | |
| 140 | Total Career and Technical Education | | 0 | 0 | | | 0 | | | | |
| 141 | State Free Lunch & Breakfast | 3360 | 4,365 | | | | | | | | |
| 142 | School Breakfast Initiative | 3365 | | | | | | | | | |
| 143 | Driver Education | 3370 | | | | | | | | | |
| 144 | Adult Education (from ICCB) | 3410 | | | | | | | | | |
| 145 | Adult Education - Other (Describe & Itemize) | 3499 | | | | | | | | | |
| 146 | TRANSPORTATION | | | | | | | | | | |
| 147 | Transportation - Regular and Vocational | 3500 | | | | 175,858 | | | | | |
| 148 | Transportation - Special Education | 3510 | | | | 108,908 | | | | | |
| 149 | Transportation - Other (Describe & Itemize) | 3599 | | | | | | | | | |
| 150 | Total Transportation | | 0 | 0 | | 284,766 | 0 | | | | |
| 151 | Learning Improvement - Change Grants | 3610 | | | | | | | | | |
| 152 | Scientific Literacy | 3660 | | | | | | | | | |
| 153 | Truant Alternative/Optional Education | 3695 | | | | | | | | | |
| 154 | Early Childhood - Block Grant | 3705 | | | | | | | | | |
| 155 | Chicago General Education Block Grant | 3766 | | | | | | | | | |
| 156 | Chicago Educational Services Block Grant | 3767 | | | | | | | | | |
| 157 | School Safety & Educational Improvement Block Grant | 3775 | | | | | | | | | |
| 158 | Technology - Technology for Success | 3780 | | | | | | | | | |
| 159 | State Charter Schools | 3815 | | | | | | | | | |
| 160 | Extended Learning Opportunities - Summer Bridges | 3825 | | | | | | | | | |
| 161 | Infrastructure Improvements - Planning/Construction | 3920 | | | | | | | | | |
| 162 | School Infrastructure - Maintenance Projects | 3925 | | | | | | | | | |
| 163 | Other Restricted Revenue from State Sources (Describe & Itemize) | 3999 | | | | | | | | | |
| 164 | Total Restricted Grants-In-Aid | | 91,609 | 0 | 0 | 284,766 | 0 | 0 | 0 | 0 | 0 |
| 165 | Total Receipts/Revenues from State Sources | 3000 | 3,528,828 | 341,000 | 0 | 525,766 | 70,800 | 0 | 0 | 0 | 0 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|---|--------|-------------|--------------------------|--------------|----------------|---------------------------------------|------------------|--------------|------|--------------------------|
| 1 | | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety |
| 166 | RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000) | | | | | | | | | | |
| 167 | UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009) | | | | | | | | | | |
| 168 | Federal Impact Aid | 4001 | | | | | | | | | |
| 169 | Other Unrestricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i> | 4009 | | | | | | | | | |
| 170 | Total Unrestricted Grants-In-Aid Received Directly from Fed Govt | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 171 | RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090) | | | | | | | | | | |
| 172 | Head Start | 4045 | | | | | | | | | |
| 173 | Construction (Impact Aid) | 4050 | | | | | | | | | |
| 174 | MAGNET | 4060 | | | | | | | | | |
| 175 | Other Restricted Grants-in-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i> | 4090 | | | | | | | | | |
| 176 | Total Restricted Grants-In-Aid Received Directly from Federal Govt. | | 0 | 0 | | 0 | 0 | 0 | | | 0 |
| 177 | RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999) | | | | | | | | | | |
| 178 | TITLE V | | | | | | | | | | |
| 179 | Title V - Flexibility and Accountability | 4100 | | | | | | | | | |
| 180 | Title V - SEA Projects | 4105 | | | | | | | | | |
| 181 | Title V - Rural Education Initiative (REI) | 4107 | | | | | | | | | |
| 182 | Title V - Other <i>(Describe & Itemize)</i> | 4199 | | | | | | | | | |
| 183 | Total Title V | | 0 | 0 | | 0 | 0 | | | | |
| 184 | FOOD SERVICE | | | | | | | | | | |
| 185 | Breakfast Start-Up Expansion | 4200 | | | | | | | | | |
| 186 | National School Lunch Program | 4210 | | | | | | | | | |
| 187 | Special Milk Program | 4215 | | | | | | | | | |
| 188 | School Breakfast Program | 4220 | | | | | | | | | |
| 189 | Summer Food Service Admin/Program | 4225 | | | | | | | | | |
| 190 | Child and Adult Care Food Program | 4226 | | | | | | | | | |
| 191 | Fresh Fruit and Vegetables | 4240 | | | | | | | | | |
| 192 | Food Service - Other <i>(Describe & Itemize)</i> | 4299 | | | | | | | | | |
| 193 | Total Food Service | | 0 | | | | 0 | | | | |
| 194 | TITLE I | | | | | | | | | | |
| 195 | Title I - Low Income | 4300 | 250,149 | | | | | | | | |
| 196 | Title I - Low Income - Neglected, Private | 4305 | 26,168 | | | | | | | | |
| 197 | Title I - Migrant Education | 4340 | | | | | | | | | |
| 198 | Title I - Other <i>(Describe & Itemize)</i> | 4399 | | | | | | | | | |
| 199 | Total Title I | | 276,317 | 0 | | 0 | 0 | | | | |
| 200 | TITLE IV | | | | | | | | | | |
| 201 | Title IV - Student Support & Academic Enrichment Grant | 4400 | 17,044 | | | | | | | | |
| 202 | Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools | 4415 | | | | | | | | | |
| 203 | Title IV - 21st Century | 4421 | | | | | | | | | |
| 204 | Title IV - Other <i>(Describe & Itemize)</i> | 4499 | | | | | | | | | |
| 205 | Total Title IV | | 17,044 | 0 | | 0 | 0 | | | | |
| 206 | FEDERAL - SPECIAL EDUCATION | | | | | | | | | | |
| 207 | Federal Special Education - Preschool Flow-Through | 4600 | 5,600 | | | | | | | | |
| 208 | Federal Special Education - Preschool Discretionary | 4605 | | | | | | | | | |
| 209 | Federal Special Education - IDEA Flow Through | 4620 | 106,963 | | | | | | | | |
| 210 | Federal Special Education - IDEA Room & Board | 4625 | | | | | | | | | |
| 211 | Federal Special Education - IDEA Discretionary | 4630 | | | | | | | | | |
| 212 | Federal Special Education - IDEA - Other <i>(Describe & Itemize)</i> | 4699 | | | | | | | | | |
| 213 | Total Federal Special Education | | 112,563 | 0 | | 0 | 0 | | | | |
| 214 | CTE - PERKINS | | | | | | | | | | |
| 215 | CTE - Perkins-Title III E Tech Prep | 4770 | | | | | | | | | |
| 216 | CTE - Other <i>(Describe & Itemize)</i> | 4799 | | | | | | | | | |
| 217 | Total CTE - Perkins | | 0 | 0 | | | 0 | | | | |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|---|-------------|-------------|--------------------------|--------------|----------------|---------------------------------------|------------------|--------------|------|--------------------------|
| 1 | | | (10) | (20) | (30) | (40) | (50) | (60) | (70) | (80) | (90) |
| 2 | Description: Enter Whole Numbers Only | Acct # | Educational | Operations & Maintenance | Debt Service | Transportation | Municipal Retirement/ Social Security | Capital Projects | Working Cash | Tort | Fire Prevention & Safety |
| 218 | Federal - Adult Education | 4810 | | | | | | | | | |
| 219 | Qualified Zone Academy Bond Tax Credits | 4866 | | | | | | | | | |
| 220 | Qualified School Construction Bond Credits | 4867 | | | 45,000 | | | | | | |
| 221 | Build America Bond Tax Credits | 4868 | | | | | | | | | |
| 222 | Build America Bond Interest Reimbursement | 4869 | | | | | | | | | |
| 223 | Total Stimulus Programs | | 0 | 0 | 45,000 | 0 | 0 | 0 | | 0 | 0 |
| 224 | Race to the Top Program | 4901 | | | | | | | | | |
| 225 | Race to the Top - Preschool Expansion Grant | 4902 | | | | | | | | | |
| 226 | Title III - Instruction for English Learners & Immigrant Students | 4905 | | | | | | | | | |
| 227 | Title III - English Language Acquisition | 4909 | | | | | | | | | |
| 228 | McKinney Education for Homeless Children | 4920 | | | | | | | | | |
| 229 | Title II - Eisenhower - Professional Development Formula | 4930 | | | | | | | | | |
| 230 | Title II - Teacher Quality | 4932 | 23,996 | | | | | | | | |
| 231 | Title II - Part A - Supporting Effective Instruction - State Grants | 4935 | | | | | | | | | |
| 232 | Federal Charter Schools | 4960 | | | | | | | | | |
| 233 | State Assessment Grants | 4981 | | | | | | | | | |
| 234 | Grant for State Assessments and Related Activities | 4982 | | | | | | | | | |
| 235 | Medicaid Matching Funds - Administrative Outreach | 4991 | | | | | | | | | |
| 236 | Medicaid Matching Funds - Fee-For-Service Program | 4992 | 25,000 | | | | | | | | |
| 237 | Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe & Itemize)</i> | 4998 | 4,090 | | | | | | | | |
| 238 | Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State | | 459,010 | 0 | 45,000 | 0 | 0 | 0 | | 0 | 0 |
| 239 | TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES | 4000 | 459,010 | 0 | 45,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 240 | TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799) | | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,571 | 0 | 45,248 | 800 | 400 |
| 241 | TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799) | | 6,434,881 | | | | | | | | |

| | A | B | C | D | E | F | G | H | I | J | K |
|----|---|---------------|-------------------|----------------------------|-----------------------------|-------------------------------|-------------------------|------------------------|------------------------------------|-------------------------------|------------------|
| 1 | Description: Enter Whole Numbers Only | Funct # | (100) Salaries | (200) Employee Benefits | (300) Purchased Services | (400) Supplies & Materials | (500) Capital Outlay | (600) Other Objects | (700) Non-Capitalized Equipment | (800) Termination Benefits | (900) Total |
| 2 | | | | | | | | | | | |
| 3 | 10 - EDUCATIONAL FUND (ED) | | | | | | | | | | |
| 4 | INSTRUCTION (ED) | 1000 | | | | | | | | | |
| 5 | Regular Programs | 1100 | 1,831,455 | 410,345 | 7,405 | 80,073 | | | 10,000 | | 2,339,278 |
| 6 | Tuition Payment to Charter Schools | 1115 | | | | | | | | | 0 |
| 7 | Pre-K Programs | 1125 | | | | | | | | | 0 |
| 8 | Special Education Programs (Functions 1200 - 1220) | 1200 | 260,000 | 54,658 | | 5,000 | | | | | 319,658 |
| 9 | Special Education Programs Pre-K | 1225 | | | | | | | | | 0 |
| 10 | Remedial and Supplemental Programs K-12 | 1250 | | | | | | | | | 0 |
| 11 | Remedial and Supplemental Programs Pre-K | 1275 | | | | | | | | | 0 |
| 12 | Adult/Continuing Education Programs | 1300 | | | | | | | | | 0 |
| 13 | CTE Programs | 1400 | | | | | | | | | 0 |
| 14 | Interscholastic Programs | 1500 | 19,200 | 569 | 1,100 | 8,000 | | 200 | 4,000 | | 33,069 |
| 15 | Summer School Programs | 1600 | 25,000 | | | | | | | | 25,000 |
| 16 | Gifted Programs | 1650 | | | | | | | | | 0 |
| 17 | Driver's Education Programs | 1700 | | | | | | | | | 0 |
| 18 | Bilingual Programs | 1800 | | | 500 | | | | | | 500 |
| 19 | Truant Alternative & Optional Programs | 1900 | | | | | | | | | 0 |
| 20 | Pre-K Programs - Private Tuition | 1910 | | | | | | | | | 0 |
| 21 | Regular K-12 Programs Private Tuition | 1911 | | | | | | | | | 0 |
| 22 | Special Education Programs K-12 Private Tuition | 1912 | | | | | | | | | 0 |
| 23 | Special Education Programs Pre-K Tuition | 1913 | | | | | | | | | 0 |
| 24 | Remedial/Supplemental Programs K-12 Private Tuition | 1914 | | | | | | | | | 0 |
| 25 | Remedial/Supplemental Programs Pre-K Private Tuition | 1915 | | | | | | | | | 0 |
| 26 | Adult/Continuing Education Programs Private Tuition | 1916 | | | | | | | | | 0 |
| 27 | CTE Programs Private Tuition | 1917 | | | | | | | | | 0 |
| 28 | Interscholastic Programs Private Tuition | 1918 | | | | | | | | | 0 |
| 29 | Summer School Programs Private Tuition | 1919 | | | | | | | | | 0 |
| 30 | Gifted Programs Private Tuition | 1920 | | | | | | | | | 0 |
| 31 | Bilingual Programs Private Tuition | 1921 | | | | | | | | | 0 |
| 32 | Truants Alternative/Opt Ed Programs Private Tuition | 1922 | | | | | | | | | 0 |
| 33 | Student Activity Fund Expenditures | 1999 | | | | | | | | | 0 |
| 34 | Total Instruction¹⁴ (Without Student Activity Funds 1999) | 1000 | 2,135,655 | 465,572 | 9,005 | 93,073 | 0 | 200 | 14,000 | 0 | 2,717,505 |
| 35 | Total Instruction (With Student Activity Funds 1999) | 1000 | 2,135,655 | 465,572 | 9,005 | 93,073 | 0 | 200 | 14,000 | 0 | 2,717,505 |
| 36 | SUPPORT SERVICES (ED) | 2000 | | | | | | | | | |
| 37 | Support Services - Pupil | 2100 | | | | | | | | | |
| 38 | Attendance & Social Work Services | 2110 | 67,000 | 16,801 | | | | | | | 83,801 |
| 39 | Guidance Services | 2120 | | | | | | | | | 0 |
| 40 | Health Services | 2130 | 102,186 | 17,164 | 7,000 | 1,500 | | | | | 127,850 |
| 41 | Psychological Services | 2140 | | | 105,000 | | | | | | 105,000 |
| 42 | Speech Pathology & Audiology Services | 2150 | 89,000 | 9,706 | 6,700 | | | | | | 105,406 |
| 43 | Other Support Services - Pupils (Describe & Itemize) | 2190 | 37,100 | 4,015 | | | | | | | 41,115 |
| 44 | Total Support Services - Pupil | 2100 | 295,286 | 47,686 | 118,700 | 1,500 | 0 | 0 | 0 | 0 | 463,172 |
| 45 | Support Services - Instructional Staff | 2200 | | | | | | | | | |
| 46 | Improvement of Instruction Services | 2210 | 9,096 | 648 | 17,878 | 8,354 | | 2,000 | | | 37,976 |
| 47 | Educational Media Services | 2220 | 62,400 | 3,700 | 1,200 | | | | | | 67,300 |
| 48 | Assessment & Testing | 2230 | 109,883 | 36,250 | 5,000 | 9,000 | | | 1,500 | | 161,633 |
| 49 | Total Support Services - Instructional Staff | 2200 | 181,379 | 40,598 | 24,078 | 17,354 | 0 | 2,000 | 1,500 | 0 | 266,909 |
| 50 | Support Services - General Administration | 2300 | | | | | | | | | |
| 51 | Board of Education Services | 2310 | | | 362,000 | 2,500 | | 12,000 | | | 376,500 |
| 52 | Executive Administration Services | 2320 | 130,842 | 50,205 | 6,500 | 4,100 | | 2,500 | | | 194,147 |
| 53 | Special Area Administration Services | 2330 | 87,996 | 63,048 | 0 | | | | | | 151,044 |
| 54 | Tort Immunity Services | 2361, 2365 | | | | | | | | | 0 |
| 55 | Total Support Services - General Administration | 2300 | 218,838 | 113,253 | 368,500 | 6,600 | 0 | 14,500 | 0 | 0 | 721,691 |
| 56 | Support Services - School Administration | 2400 | | | | | | | | | |
| 57 | Office of the Principal Services | 2410 | 364,640 | 94,257 | 2,000 | 1,500 | 6,000 | 1,500 | | | 469,897 |
| 58 | Other Support Services - School Administration (Describe & Itemize) | 2490 | | | | | | | | | 0 |
| 59 | Total Support Services - School Administration | 2400 | 364,640 | 94,257 | 2,000 | 1,500 | 6,000 | 1,500 | 0 | 0 | 469,897 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|--|-------------|-------------------|----------------------------|-----------------------------|-------------------------------|-------------------------|------------------------|------------------------------------|-------------------------------|------------------|
| 1 | Description: Enter Whole Numbers Only | Funct # | (100) Salaries | (200) Employee Benefits | (300) Purchased Services | (400) Supplies & Materials | (500) Capital Outlay | (600) Other Objects | (700) Non-Capitalized Equipment | (800) Termination Benefits | (900) Total |
| 60 | Support Services - Business | 2500 | | | | | | | | | |
| 61 | Direction of Business Support Services | 2510 | | | | | | | | | 0 |
| 62 | Fiscal Services | 2520 | 81,532 | 13,889 | 42,000 | 1,000 | | | | | 138,421 |
| 63 | Operation & Maintenance of Plant Services | 2540 | 175,100 | 50,418 | | | | | | | 225,518 |
| 64 | Pupil Transportation Services | 2550 | | | | | | | | | 0 |
| 65 | Food Services | 2560 | 28,160 | 88 | 224,376 | 2,700 | | 700 | | | 256,024 |
| 66 | Internal Services | 2570 | | | 200 | | | | | | 200 |
| 67 | Total Support Services - Business | 2500 | 284,792 | 64,395 | 266,576 | 3,700 | 0 | 700 | 0 | 0 | 620,163 |
| 68 | Support Services - Central | 2600 | | | | | | | | | |
| 69 | Direction of Central Support Services | 2610 | | | | | | | | | 0 |
| 70 | Planning, Research, Development & Evaluation Services | 2620 | | | | | | | | | 0 |
| 71 | Information Services | 2630 | 76,500 | 6,530 | 84,960 | 88,171 | | | | | 256,161 |
| 72 | Staff Services | 2640 | 80,453 | 8,750 | 6,500 | | | | | | 95,703 |
| 73 | Data Processing Services | 2660 | | | 2,300 | | | | | | 2,300 |
| 74 | Total Support Services - Central | 2600 | 156,953 | 15,280 | 93,760 | 88,171 | 0 | 0 | 0 | 0 | 354,164 |
| 75 | Other Support Services - Misc. (Describe & Itemize) | 2900 | | | 3,000 | | | | | | 3,000 |
| 76 | Total Support Services | 2000 | 1,501,888 | 375,469 | 876,614 | 118,825 | 6,000 | 18,700 | 1,500 | 0 | 2,898,996 |
| 77 | COMMUNITY SERVICES (ED) | 3000 | | | 2,250 | 1,500 | | | | | 3,750 |
| 78 | PAYMENTS TO OTHER DIST & GOVT UNITS (ED) | 4000 | | | | | | | | | |
| 79 | Payments to Other Dist & Govt Units (In-State) | 4100 | | | | | | | | | |
| 80 | Payments for Regular Programs | 4110 | | | 77,060 | | | 13,163 | | | 90,223 |
| 81 | Payments for Special Education Programs | 4120 | | | 5,600 | | | | | | 5,600 |
| 82 | Payments for Adult/Continuing Education Programs | 4130 | | | | | | | | | 0 |
| 83 | Payments for CTE Programs | 4140 | | | | | | | | | 0 |
| 84 | Payments for Community College Programs | 4170 | | | | | | | | | 0 |
| 85 | Other Payments to In-State Govt Units - Programs (Describe & Itemize) | 4190 | | | | | | | | | 0 |
| 86 | Total Payments to Other Dist & Govt Units (In-State) | 4100 | | | 82,660 | | | 13,163 | | | 95,823 |
| 87 | Payments for Regular Programs - Tuition | 4210 | | | | | | 347,940 | | | 347,940 |
| 88 | Payments for Special Education Programs - Tuition | 4220 | | | | | | 370,837 | | | 370,837 |
| 89 | Payments for Adult/Continuing Education Programs - Tuition | 4230 | | | | | | | | | 0 |
| 90 | Payments for CTE Programs - Tuition | 4240 | | | | | | | | | 0 |
| 91 | Payments for Community College Programs - Tuition | 4270 | | | | | | | | | 0 |
| 92 | Payments for Other Programs - Tuition | 4280 | | | | | | | | | 0 |
| 93 | Other Payments to In-State Govt Units - Tuition (Describe & Itemize) | 4290 | | | | | | | | | 0 |
| 94 | Total Payments to Other Dist & Govt Units - Tuition (In State) | 4200 | | | | | | 718,777 | | | 718,777 |
| 95 | Payments for Regular Programs - Transfers | 4310 | | | | | | | | | 0 |
| 96 | Payments for Special Education Programs - Transfers | 4320 | | | | | | | | | 0 |
| 97 | Payments for Adult/Continuing Ed Programs - Transfers | 4330 | | | | | | | | | 0 |
| 98 | Payments for CTE Programs - Transfers | 4340 | | | | | | | | | 0 |
| 99 | Payments for Community College Program - Transfers | 4370 | | | | | | | | | 0 |
| 100 | Payments for Other Programs - Transfers | 4380 | | | | | | | | | 0 |
| 101 | Other Payments to In-State Govt Units - Transfers (Describe & Itemize) | 4390 | | | | | | | | | 0 |
| 102 | Total Payments to Other Dist & Govt Units-Transfers (In State) | 4300 | | | 0 | | | 0 | | | 0 |
| 103 | Payments to Other Dist & Govt Units (Out of State) | 4400 | | | | | | | | | 0 |
| 104 | Total Payments to Other Dist & Govt Units | 4000 | | | 82,660 | | | 731,940 | | | 814,600 |
| 105 | DEBT SERVICE (ED) | 5000 | | | | | | | | | |
| 106 | Debt Service - Interest on Short-Term Debt | 5100 | | | | | | | | | |
| 107 | Tax Anticipation Warrants | 5110 | | | | | | | | | 0 |
| 108 | Tax Anticipation Notes | 5120 | | | | | | | | | 0 |
| 109 | Corporate Personal Property Repl Tax Anticipated Notes | 5130 | | | | | | | | | 0 |
| 110 | State Aid Anticipation Certificates | 5140 | | | | | | | | | 0 |
| 111 | Other Interest on Short-Term Debt (Describe & Itemize) | 5150 | | | | | | | | | 0 |
| 112 | Total Debt Service - Interest on Short-Term Debt | 5100 | | | | | | 0 | | | 0 |
| 113 | Debt Service - Interest on Long-Term Debt | 5200 | | | | | | | | | 0 |
| 114 | Total Debt Service | 5000 | | | | | | 0 | | | 0 |
| 115 | PROVISION FOR CONTINGENCIES (ED) | 6000 | | | | | | | | | 0 |
| 116 | Total Direct Disbursements/Expenditures (without Student Activity Funds (1999)) | | 3,637,543 | 841,041 | 970,529 | 213,398 | 6,000 | 750,840 | 15,500 | 0 | 6,434,851 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|--|-------------|-------------------|----------------------------|-----------------------------|-------------------------------|-------------------------|------------------------|------------------------------------|-------------------------------|----------------|
| 1 | Description: Enter Whole Numbers Only | Funct # | (100) Salaries | (200) Employee Benefits | (300) Purchased Services | (400) Supplies & Materials | (500) Capital Outlay | (600) Other Objects | (700) Non-Capitalized Equipment | (800) Termination Benefits | (900) Total |
| 117 | Total Direct Disbursements/Expenditures (with Student Activity Funds 1999) | | 3,637,543 | 841,041 | 970,529 | 213,398 | 6,000 | 750,840 | 15,500 | 0 | 6,434,851 |
| 118 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999) | | | | | | | | | | 30 |
| 119 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999) | | | | | | | | | | 30 |
| 120 | | | | | | | | | | | |
| 121 | 20 - OPERATIONS AND MAINTENANCE FUND (O&M) | | | | | | | | | | |
| 122 | SUPPORT SERVICES (O&M) | 2000 | | | | | | | | | |
| 123 | Support Services - Pupil | 2100 | | | | | | | | | |
| 124 | Other Support Services - Pupils (Describe & Itemize) | 2190 | | | | | | | | | 0 |
| 125 | Support Services - Business | 2500 | | | | | | | | | |
| 126 | Direction of Business Support Services | 2510 | | | | | | | | | 0 |
| 127 | Facilities Acquisition & Construction Services | 2530 | | | | | 100,000 | | | | 100,000 |
| 128 | Operation & Maintenance of Plant Services | 2540 | | | 283,000 | 232,800 | 12,000 | | 10,000 | | 537,800 |
| 129 | Pupil Transportation Services | 2550 | | | | | | | | | 0 |
| 130 | Food Services | 2560 | | | | | | | | | 0 |
| 131 | Total Support Services - Business | 2500 | 0 | 0 | 283,000 | 232,800 | 112,000 | 0 | 10,000 | 0 | 637,800 |
| 132 | Other Support Services - Misc. (Describe & Itemize) | 2900 | | | | | | | | | 0 |
| 133 | Total Support Services | 2000 | 0 | 0 | 283,000 | 232,800 | 112,000 | 0 | 10,000 | 0 | 637,800 |
| 134 | COMMUNITY SERVICES (O&M) | 3000 | | | | | | | | | 0 |
| 135 | PAYMENTS TO OTHER DIST & GOVT UNITS (O&M) | 4000 | | | | | | | | | |
| 136 | Payments to Other Dist & Govt Units (In-State) | 4100 | | | | | | | | | |
| 137 | Payments for Regular Programs | 4110 | | | | | | | | | 0 |
| 138 | Payments for Special Education Programs | 4120 | | | | | | | | | 0 |
| 139 | Payments for CTE Program | 4140 | | | | | | | | | 0 |
| 140 | Other Payments to In-State Govt Units - Programs (Describe & Itemize) | 4190 | | | | | | | | | 0 |
| 141 | Total Payments to Other Dist & Govt Units (In-State) | 4100 | | | 0 | | | 0 | | | 0 |
| 142 | Payments to Other Dist & Govt Units (Out of State) ¹⁴ | 4400 | | | | | | | | | 0 |
| 143 | Total Payments to Other Dist & Govt Unit | 4000 | | | 0 | | | 0 | | | 0 |
| 144 | DEBT SERVICE (O&M) | 5000 | | | | | | | | | |
| 145 | Debt Service - Interest on Short-Term Debt | 5100 | | | | | | | | | |
| 146 | Tax Anticipation Warrants | 5110 | | | | | | | | | 0 |
| 147 | Tax Anticipation Notes | 5120 | | | | | | | | | 0 |
| 148 | Corporate Personal Prop Repl Tax Anticipated Notes | 5130 | | | | | | | | | 0 |
| 149 | State Aid Anticipation Certificates | 5140 | | | | | | | | | 0 |
| 150 | Other Interest on Short-Term Debt (Describe & Itemize) | 5150 | | | | | | | | | 0 |
| 151 | Total Debt Service - Interest on Short-Term Debt | 5100 | | | | | | 0 | | | 0 |
| 152 | Debt Service - Interest on Long-Term Debt | 5200 | | | | | | | | | 0 |
| 153 | Total Debt Service | 5000 | | | | | | 0 | | | 0 |
| 154 | PROVISION FOR CONTINGENCIES (O&M) | 6000 | | | | | | | | | 0 |
| 155 | Total Direct Disbursements/Expenditures | | 0 | 0 | 283,000 | 232,800 | 112,000 | 0 | 10,000 | 0 | 637,800 |
| 156 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures | | | | | | | | | | 20,818 |
| 157 | | | | | | | | | | | |
| 158 | 30 - DEBT SERVICE FUND (DS) | | | | | | | | | | |
| 159 | PAYMENTS TO OTHER DIST & GOVT UNITS (DS) | 4000 | | | | | | | | | |
| 160 | Payments to Other Dist & Govt Units (In-State) | 4100 | | | | | | | | | |
| 161 | Payments for Regular Programs | 4110 | | | | | | | | | 0 |
| 162 | Payments for Special Education Programs | 4120 | | | | | | | | | 0 |
| 163 | Other Payments to In-State Govt Units - Programs (Describe & Itemize) | 4190 | | | | | | | | | 0 |
| 164 | Total Payments to Other Dist & Govt Units (In-State) | 4000 | | | | | | 0 | | | 0 |
| 165 | DEBT SERVICE (DS) | 5000 | | | | | | | | | |
| 166 | Debt Service - Interest on Short-Term Debt | 5100 | | | | | | | | | |
| 167 | Tax Anticipation Warrants | 5110 | | | | | | | | | 0 |
| 168 | Tax Anticipation Notes | 5120 | | | | | | | | | 0 |
| 169 | Corporate Personal Prop Repl Tax Anticipation Notes | 5130 | | | | | | | | | 0 |
| 170 | State Aid Anticipation Certificates | 5140 | | | | | | | | | 0 |
| 171 | Other Interest on Short-Term Debt (Describe & Itemize) | 5150 | | | | | | | | | 0 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|--|-------------|-------------------|----------------------------|-----------------------------|-------------------------------|-------------------------|------------------------|------------------------------------|-------------------------------|----------------|
| 1 | Description: Enter Whole Numbers Only | Funct # | (100) Salaries | (200) Employee Benefits | (300) Purchased Services | (400) Supplies & Materials | (500) Capital Outlay | (600) Other Objects | (700) Non-Capitalized Equipment | (800) Termination Benefits | (900) Total |
| 172 | Total Debt Service - Interest On Short-Term Debt | 5100 | | | | | | 0 | | | 0 |
| 173 | Debt Service - Interest on Long-Term Debt | 5200 | | | | | | 41,730 | | | 41,730 |
| 174 | Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize) | 5300 | | | | | | 110,000 | | | 110,000 |
| 175 | Debt Service - Other (Describe & Itemize) | 5400 | | | | | | 1,200 | | | 1,200 |
| 176 | Total Debt Service | 5000 | | | 0 | | | 152,930 | | | 152,930 |
| 177 | PROVISION FOR CONTINGENCIES (DS) | 6000 | | | | | | | | | 0 |
| 178 | Total Direct Disbursements/Expenditures | | | | 0 | | | 152,930 | | | 152,930 |
| 179 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures | | | | | | | | | | 27,433 |
| 180 | | | | | | | | | | | |
| 181 | 40 - TRANSPORTATION FUND (TR) | | | | | | | | | | |
| 182 | SUPPORT SERVICES (TR) | 2000 | | | | | | | | | |
| 183 | Support Services - Pupils | 2100 | | | | | | | | | |
| 184 | Other Support Services - Pupils (Describe & Itemize) | 2190 | | | | | | | | | 0 |
| 185 | Support Services - Business | | | | | | | | | | |
| 186 | Pupil Transportation Services | 2550 | 30,000 | 3,300 | 591,000 | | | | | | 624,300 |
| 187 | Other Support Services - Business (Describe & Itemize) | 2900 | | | | | | | | | 0 |
| 188 | Total Support Services | 2000 | 30,000 | 3,300 | 591,000 | 0 | 0 | 0 | 0 | 0 | 624,300 |
| 189 | COMMUNITY SERVICES (TR) | 3000 | | | | | | | | | 0 |
| 190 | PAYMENTS TO OTHER DIST & GOVT UNITS (TR) | 4000 | | | | | | | | | |
| 191 | Payments to Other Dist & Govt Units (In-State) | 4100 | | | | | | | | | |
| 192 | Payments for Regular Program | 4110 | | | | | | | | | 0 |
| 193 | Payments for Special Education Programs | 4120 | | | | | | | | | 0 |
| 194 | Payments for Adult/Continuing Education Programs | 4130 | | | | | | | | | 0 |
| 195 | Payments for CTE Programs | 4140 | | | | | | | | | 0 |
| 196 | Payments for Community College Programs | 4170 | | | | | | | | | 0 |
| 197 | Other Payments to In-State Govt Units - Programs (Describe & Itemize) | 4190 | | | | | | | | | 0 |
| 198 | Total Payments to Other Dist & Govt Units (In-State) | 4100 | | | 0 | | | 0 | | | 0 |
| 199 | Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize) | 4400 | | | | | | | | | 0 |
| 200 | Total Payments to Other Dist & Govt Units | 4000 | | | 0 | | | 0 | | | 0 |
| 201 | DEBT SERVICE (TR) | 5000 | | | | | | | | | |
| 202 | Debt Service - Interest on Short-Term Debt | 5100 | | | | | | | | | |
| 203 | Tax Anticipation Warrants | 5110 | | | | | | | | | 0 |
| 204 | Tax Anticipation Notes | 5120 | | | | | | | | | 0 |
| 205 | Corporate Personal Prop Repl Tax Anticipation Notes | 5130 | | | | | | | | | 0 |
| 206 | State Aid Anticipation Certificates | 5140 | | | | | | | | | 0 |
| 207 | Other Interest on Short-Term Debt (Describe & Itemize) | 5150 | | | | | | | | | 0 |
| 208 | Total Debt Service - Interest On Short-Term Debt | 5100 | | | | | | 0 | | | 0 |
| 209 | Debt Service - Interest on Long-Term Debt | 5200 | | | | | | | | | 0 |
| 210 | Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize) | 5300 | | | | | | | | | 0 |
| 211 | Debt Service - Other (Describe & Itemize) | 5400 | | | | | | | | | 0 |
| 212 | Total Debt Service | 5000 | | | | | | 0 | | | 0 |
| 213 | PROVISION FOR CONTINGENCIES (TR) | 6000 | | | | | | | | | 0 |
| 214 | Total Direct Disbursements/Expenditures | | 30,000 | 3,300 | 591,000 | 0 | 0 | 0 | 0 | 0 | 624,300 |
| 215 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures | | | | | | | | | | 593 |
| 216 | | | | | | | | | | | |
| 217 | 50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS) | | | | | | | | | | |
| 218 | INSTRUCTION (MR/SS) | 1000 | | | | | | | | | |
| 219 | Regular Program | 1100 | | 47,039 | | | | | | | 47,039 |
| 220 | Pre-K Programs | 1125 | | | | | | | | | 0 |
| 221 | Special Education Programs (Functions 1200-1220) | 1200 | | 6,847 | | | | | | | 6,847 |
| 222 | Special Education Programs Pre-K | 1225 | | | | | | | | | 0 |
| 223 | Remedial and Supplemental Programs K-12 | 1250 | | | | | | | | | 0 |
| 224 | Remedial and Supplemental Programs Pre-K | 1275 | | | | | | | | | 0 |
| 225 | Adult/Continuing Education Programs | 1300 | | | | | | | | | 0 |

| 1 | A | B | C | D | E | F | G | H | I | J | K |
|-----|---|-------------|-------------------|----------------------------|-----------------------------|-------------------------------|-------------------------|------------------------|------------------------------------|-------------------------------|----------------|
| 2 | Description: Enter Whole Numbers Only | Funct # | (100) Salaries | (200) Employee Benefits | (300) Purchased Services | (400) Supplies & Materials | (500) Capital Outlay | (600) Other Objects | (700) Non-Capitalized Equipment | (800) Termination Benefits | (900) Total |
| 226 | CTE Programs | 1400 | | | | | | | | | 0 |
| 227 | Interscholastic Programs | 1500 | | 825 | | | | | | | 825 |
| 228 | Summer School Programs | 1600 | | 935 | | | | | | | 935 |
| 229 | Gifted Programs | 1650 | | | | | | | | | 0 |
| 230 | Driver's Education Programs | 1700 | | | | | | | | | 0 |
| 231 | Bilingual Programs | 1800 | | | | | | | | | 0 |
| 232 | Truant Alternative & Optional Programs | 1900 | | | | | | | | | 0 |
| 233 | Total Instruction | 1000 | | 55,646 | | | | | | | 55,646 |
| 234 | SUPPORT SERVICES (MR/SS) | 2000 | | | | | | | | | |
| 235 | Support Services - Pupil | 2100 | | | | | | | | | |
| 236 | Attendance & Social Work Services | 2110 | | 1,018 | | | | | | | 1,018 |
| 237 | Guidance Services | 2120 | | | | | | | | | 0 |
| 238 | Health Services | 2130 | | 12,588 | | | | | | | 12,588 |
| 239 | Psychological Services | 2140 | | | | | | | | | 0 |
| 240 | Speech Pathology & Audiology Services | 2150 | | 1,344 | | | | | | | 1,344 |
| 241 | Other Support Services - Pupils (Describe & Itemize) | 2190 | | | | | | | | | 2,097 |
| 242 | Total Support Services - Pupil | 2100 | | 17,047 | | | | | | | 17,047 |
| 243 | Support Services - Instructional Staff | 2200 | | | | | | | | | |
| 244 | Improvement of Instruction Services | 2210 | | 0 | | | | | | | 0 |
| 245 | Educational Media Services | 2220 | | 384 | | | | | | | 384 |
| 246 | Assessment & Testing | 2230 | | 2,058 | | | | | | | 2,058 |
| 247 | Total Support Services - Instructional Staff | 2200 | | 2,442 | | | | | | | 2,442 |
| 248 | Support Services - General Administration | 2300 | | | | | | | | | |
| 249 | Board of Education Services | 2310 | | | | | | | | | 0 |
| 250 | Executive Administration Services | 2320 | | 3,754 | | | | | | | 3,754 |
| 251 | Special Area Administrative Services | 2330 | | 1,879 | | | | | | | 1,879 |
| 252 | Claims Paid from Self Insurance Fund | 2361 | | | | | | | | | 0 |
| 253 | Risk Management and Claims Services Payments | 2365 | | | | | | | | | 0 |
| 254 | Total Support Services - General Administration | 2300 | | 5,633 | | | | | | | 5,633 |
| 255 | Support Services - School Administration | 2400 | | | | | | | | | |
| 256 | Office of the Principal Services | 2410 | | 21,724 | | | | | | | 21,724 |
| 257 | Other Support Services - School Administration (Describe & Itemize) | 2490 | | | | | | | | | 0 |
| 258 | Total Support Services - School Administration | 2400 | | 21,724 | | | | | | | 21,724 |
| 259 | Support Services - Business | 2500 | | | | | | | | | |
| 260 | Direction of Business Support Services | 2510 | | | | | | | | | 0 |
| 261 | Fiscal Services | 2520 | | 15,383 | | | | | | | 15,383 |
| 262 | Facilities Acquisition & Construction Services | 2530 | | | | | | | | | 0 |
| 263 | Operation & Maintenance of Plant Service | 2540 | | 21,123 | | | | | | | 21,123 |
| 264 | Pupil Transportation Services | 2550 | | | | | | | | | 0 |
| 265 | Food Services | 2560 | | 4,576 | | | | | | | 4,576 |
| 266 | Internal Services | 2570 | | | | | | | | | 0 |
| 267 | Total Support Services - Business | 2500 | | 41,082 | | | | | | | 41,082 |
| 268 | Support Services - Central | 2600 | | | | | | | | | |
| 269 | Direction of Central Support Services | 2610 | | | | | | | | | 0 |
| 270 | Planning, Research, Development & Evaluation Services | 2620 | | | | | | | | | 0 |
| 271 | Information Services | 2630 | | 12,577 | | | | | | | 12,577 |
| 272 | Staff Services | 2640 | | 7,000 | | | | | | | 7,000 |
| 273 | Data Processing Services | 2660 | | | | | | | | | 0 |
| 274 | Total Support Services - Central | 2600 | | 19,577 | | | | | | | 19,577 |
| 275 | Other Support Services - Misc. (Describe & Itemize) | 2900 | | | | | | | | | 0 |
| 276 | Total Support Services | 2000 | | 107,505 | | | | | | | 107,505 |
| 277 | COMMUNITY SERVICES (MR/SS) | 3000 | | | | | | | | | 0 |
| 278 | PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS) | 4000 | | | | | | | | | 0 |
| 279 | Payments for Regular Programs | 4110 | | | | | | | | | 0 |
| 280 | Payments for Special Education Programs | 4120 | | | | | | | | | 0 |
| 281 | Payments for CTE Programs | 4140 | | | | | | | | | 0 |
| 282 | Total Payments to Other Dist & Govt Units | 4000 | | 0 | | | | | | | 0 |
| 283 | DEBT SERVICE (MR/SS) | 5000 | | | | | | | | | 0 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|--|-------------|-------------------|----------------------------|-----------------------------|-------------------------------|-------------------------|------------------------|------------------------------------|-------------------------------|----------------|
| 1 | Description: Enter Whole Numbers Only | Funct # | (100) Salaries | (200) Employee Benefits | (300) Purchased Services | (400) Supplies & Materials | (500) Capital Outlay | (600) Other Objects | (700) Non-Capitalized Equipment | (800) Termination Benefits | (900) Total |
| 284 | Debt Service - Interest on Short-Term Debt | 5100 | | | | | | | | | |
| 285 | Tax Anticipation Warrants | 5110 | | | | | | | | | 0 |
| 286 | Tax Anticipation Notes | 5120 | | | | | | | | | 0 |
| 287 | Corporate Personal Prop Repl Tax Anticipation Notes | 5130 | | | | | | | | | 0 |
| 288 | State Aid Anticipation Certificates | 5140 | | | | | | | | | 0 |
| 289 | Other Interest on Short-Term Debt <i>(Describe & Itemize)</i> | 5150 | | | | | | | | | 0 |
| 290 | Total Debt Service | 5000 | | | | | | 0 | | | 0 |
| 291 | PROVISION FOR CONTINGENCIES (MR/SS) | 6000 | | | | | | | | | 0 |
| 292 | Total Direct Disbursements/Expenditures | | | 163,151 | | | | 0 | | | 163,151 |
| 293 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures | | | | | | | | | | 6,420 |
| 294 | | | | | | | | | | | |
| 295 | 60 - CAPITAL PROJECTS (CP) | | | | | | | | | | |
| 296 | SUPPORT SERVICES (CP) | 2000 | | | | | | | | | |
| 297 | Support Services - Business | | | | | | | | | | |
| 298 | Facilities Acquisition & Construction Services | 2530 | | | 0 | | | | | | 0 |
| 299 | Other Support Services - Business <i>(Describe & Itemize)</i> | 2900 | | | | | | | | | 0 |
| 300 | Total Support Services | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 301 | PAYMENTS TO OTHER DIST & GOVT UNITS (CP) | 4000 | | | | | | | | | |
| 302 | Payments to Other Dist & Govt Units (In-State) | 4100 | | | | | | | | | |
| 303 | Payments to Regular Programs | 4110 | | | | | | | | | 0 |
| 304 | Payment for Special Education Programs | 4120 | | | | | | | | | 0 |
| 305 | Payment for CTE Programs | 4140 | | | | | | | | | 0 |
| 306 | Payments to Other Govt Units - Programs (In-State) <i>(Describe & Itemize)</i> | 4190 | | | | | | | | | 0 |
| 307 | Total Payments to Other Districts & Govt Units | 4000 | | | 0 | | | 0 | | | 0 |
| 308 | PROVISION FOR CONTINGENCIES (CP) | 6000 | | | | | | | | | 0 |
| 309 | Total Direct Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 310 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures | | | | | | | | | | 0 |
| 311 | | | | | | | | | | | |
| 312 | 70 WORKING CASH FUND (WC) | | | | | | | | | | |
| 313 | | | | | | | | | | | |
| 314 | 80 - TORT FUND (TF) | | | | | | | | | | |
| 315 | INSTRUCTION (TF) | 1000 | | | | | | | | | |
| 316 | Regular Programs | 1100 | | | | | | | | | 0 |
| 317 | Tuition Payment to Charter Schools | 1115 | | | | | | | | | 0 |
| 318 | Pre-K Programs | 1125 | | | | | | | | | 0 |
| 319 | Special Education Programs (Functions 1200 - 1220) | 1200 | | | | | | | | | 0 |
| 320 | Special Education Programs Pre-K | 1225 | | | | | | | | | 0 |
| 321 | Remedial and Supplemental Programs K-12 | 1250 | | | | | | | | | 0 |
| 322 | Remedial and Supplemental Programs Pre-K | 1275 | | | | | | | | | 0 |
| 323 | Adult/Continuing Education Programs | 1300 | | | | | | | | | 0 |
| 324 | CTE Programs | 1400 | | | | | | | | | 0 |
| 325 | Interscholastic Programs | 1500 | | | | | | | | | 0 |
| 326 | Summer School Programs | 1600 | | | | | | | | | 0 |
| 327 | Gifted Programs | 1650 | | | | | | | | | 0 |
| 328 | Driver's Education Programs | 1700 | | | | | | | | | 0 |
| 329 | Bilingual Programs | 1800 | | | | | | | | | 0 |
| 330 | Truant Alternative & Optional Programs | 1900 | | | | | | | | | 0 |
| 331 | Pre-K Programs - Private Tuition | 1910 | | | | | | | | | 0 |
| 332 | Regular K-12 Programs Private Tuition | 1911 | | | | | | | | | 0 |
| 333 | Special Education Programs K-12 Private Tuition | 1912 | | | | | | | | | 0 |
| 334 | Special Education Programs Pre-K Tuition | 1913 | | | | | | | | | 0 |
| 335 | Remedial/Supplemental Programs K-12 Private Tuition | 1914 | | | | | | | | | 0 |
| 336 | Remedial/Supplemental Programs Pre-K Private Tuition | 1915 | | | | | | | | | 0 |
| 337 | Adult/Continuing Education Programs Private Tuition | 1916 | | | | | | | | | 0 |
| 338 | CTE Programs Private Tuition | 1917 | | | | | | | | | 0 |
| 339 | Interscholastic Programs Private Tuition | 1918 | | | | | | | | | 0 |
| 340 | Summer School Programs Private Tuition | 1919 | | | | | | | | | 0 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|---|-------------|----------|-------------------|--------------------|----------------------|----------------|---------------|---------------------------|----------------------|-------|
| 1 | Description: Enter Whole Numbers Only | Funct # | (100) | (200) | (300) | (400) | (500) | (600) | (700) | (800) | (900) |
| 2 | | | Salaries | Employee Benefits | Purchased Services | Supplies & Materials | Capital Outlay | Other Objects | Non-Capitalized Equipment | Termination Benefits | Total |
| 341 | Gifted Programs Private Tuition | 1920 | | | | | | | | | 0 |
| 342 | Bilingual Programs Private Tuition | 1921 | | | | | | | | | 0 |
| 343 | Truants Alternative/Opt Ed Programs Private Tuition | 1922 | | | | | | | | | 0 |
| 344 | Total Instruction¹⁴ | 1000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 345 | SUPPORT SERVICES (TF) | 2000 | | | | | | | | | |
| 346 | Support Services - Pupil | 2100 | | | | | | | | | |
| 347 | Attendance & Social Work Services | 2110 | | | | | | | | | 0 |
| 348 | Guidance Services | 2120 | | | | | | | | | 0 |
| 349 | Health Services | 2130 | | | | | | | | | 0 |
| 350 | Psychological Services | 2140 | | | | | | | | | 0 |
| 351 | Speech Pathology & Audiology Services | 2150 | | | | | | | | | 0 |
| 352 | Other Support Services - Pupils (Describe & Itemize) | 2190 | | | | | | | | | 0 |
| 353 | Total Support Services - Pupil | 2100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 354 | Support Services - Instructional Staff | 2200 | | | | | | | | | |
| 355 | Improvement of Instruction Services | 2210 | | | | | | | | | 0 |
| 356 | Educational Media Services | 2220 | | | | | | | | | 0 |
| 357 | Assessment & Testing | 2230 | | | | | | | | | 0 |
| 358 | Total Support Services - Instructional Staff | 2200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 359 | Support Services - General Administration | 2300 | | | | | | | | | |
| 360 | Board of Education Services | 2310 | | | | | | | | | 0 |
| 361 | Executive Administration Services | 2320 | | | | | | | | | 0 |
| 362 | Special Area Administration Services | 2330 | | | | | | | | | 0 |
| 363 | Claims Paid from Self Insurance Fund | 2361 | | | | | | | | | 0 |
| 364 | Risk Management and Claims Services Payments | 2365 | | | | | | | | | 0 |
| 365 | Total Support Services - General Administration | 2300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 366 | Support Services - School Administration | 2400 | | | | | | | | | |
| 367 | Office of the Principal Services | 2410 | | | | | | | | | 0 |
| 368 | Other Support Services - School Administration (Describe & Itemize) | 2490 | | | | | | | | | 0 |
| 369 | Total Support Services - School Administration | 2400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 370 | Support Services - Business | 2500 | | | | | | | | | |
| 371 | Direction of Business Support Services | 2510 | | | | | | | | | 0 |
| 372 | Fiscal Services | 2520 | | | | | | | | | 0 |
| 373 | Facilities Acquisition & Construction Services | 2530 | | | | | | | | | 0 |
| 374 | Operation & Maintenance of Plant Services | 2540 | | | | | | | | | 0 |
| 375 | Pupil Transportation Services | 2550 | | | | | | | | | 0 |
| 376 | Food Services | 2560 | | | | | | | | | 0 |
| 377 | Internal Services | 2570 | | | | | | | | | 0 |
| 378 | Total Support Services - Business | 2500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 379 | Support Services - Central | 2600 | | | | | | | | | |
| 380 | Direction of Central Support Services | 2610 | | | | | | | | | 0 |
| 381 | Planning, Research, Development & Evaluation Services | 2620 | | | | | | | | | 0 |
| 382 | Information Services | 2630 | | | | | | | | | 0 |
| 383 | Staff Services | 2640 | | | | | | | | | 0 |
| 384 | Data Processing Services | 2660 | | | | | | | | | 0 |
| 385 | Total Support Services - Central | 2600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 386 | Other Support Services - Misc. (Describe & Itemize) | 2900 | | | | | | | | | 0 |
| 387 | Total Support Services | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 388 | COMMUNITY SERVICES (TF) | 3000 | | | | | | | | | |
| 389 | PAYMENTS TO OTHER DIST & GOVT UNITS (TF) | 4000 | | | | | | | | | |
| 390 | Payments to Other Dist & Govt Units (In-State) | 4100 | | | | | | | | | |
| 391 | Payments for Regular Programs | 4110 | | | | | | | | | 0 |
| 392 | Payments for Special Education Programs | 4120 | | | | | | | | | 0 |
| 393 | Payments for Adult/Continuing Education Programs | 4130 | | | | | | | | | 0 |
| 394 | Payments for CTE Programs | 4140 | | | | | | | | | 0 |
| 395 | Payments for Community College Programs | 4170 | | | | | | | | | 0 |
| 396 | Other Payments to In-State Govt Units - Programs (Describe & Itemize) | 4190 | | | | | | | | | 0 |
| 397 | Total Payments to Other Dist & Govt Units (In-State) | 4100 | | | 0 | | | 0 | | | 0 |
| 398 | Payments for Regular Programs - Tuition | 4210 | | | | | | | | | 0 |

| 1 | A | B | C | D | E | F | G | H | I | J | K |
|-----|--|-------------|-------------------|----------------------------|-----------------------------|-------------------------------|-------------------------|------------------------|------------------------------------|-------------------------------|----------------|
| 2 | Description: Enter Whole Numbers Only | Funct # | (100) Salaries | (200) Employee Benefits | (300) Purchased Services | (400) Supplies & Materials | (500) Capital Outlay | (600) Other Objects | (700) Non-Capitalized Equipment | (800) Termination Benefits | (900) Total |
| 399 | Payments for Special Education Programs - Tuition | 4220 | | | | | | | | | 0 |
| 400 | Payments for Adult/Continuing Education Programs - Tuition | 4230 | | | | | | | | | 0 |
| 401 | Payments for CTE Programs - Tuition | 4240 | | | | | | | | | 0 |
| 402 | Payments for Community College Programs - Tuition | 4270 | | | | | | | | | 0 |
| 403 | Payments for Other Programs - Tuition | 4280 | | | | | | | | | 0 |
| 404 | Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i> | 4290 | | | | | | | | | 0 |
| 405 | Total Payments to Other Dist & Govt Units - Tuition (In State) | 4200 | | | | | | 0 | | | 0 |
| 406 | Payments for Regular Programs - Transfers | 4310 | | | | | | | | | 0 |
| 407 | Payments for Special Education Programs - Transfers | 4320 | | | | | | | | | 0 |
| 408 | Payments for Adult/Continuing Ed Programs - Transfers | 4330 | | | | | | | | | 0 |
| 409 | Payments for CTE Programs - Transfers | 4340 | | | | | | | | | 0 |
| 410 | Payments for Community College Program - Transfers | 4370 | | | | | | | | | 0 |
| 411 | Payments for Other Programs - Transfers | 4380 | | | | | | | | | 0 |
| 412 | Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i> | 4390 | | | | | | | | | 0 |
| 413 | Total Payments to Other Dist & Govt Units-Transfers (In State) | 4300 | | | 0 | | | 0 | | | 0 |
| 414 | Payments to Other Dist & Govt Units (Out of State) | 4400 | | | | | | | | | 0 |
| 415 | Total Payments to Other Dist & Govt Units | 4000 | | | 0 | | | 0 | | | 0 |
| 416 | DEBT SERVICE (TF) | 5000 | | | | | | | | | |
| 417 | Debt Service - Interest on Short-Term Debt | | | | | | | | | | |
| 418 | Tax Anticipation Warrants | 5110 | | | | | | | | | 0 |
| 419 | Tax Anticipation Notes | 5120 | | | | | | | | | 0 |
| 420 | Corporate Personal Property Replacement Tax Anticipation Notes | 5130 | | | | | | | | | 0 |
| 421 | State Aid Anticipation Certificates | 5140 | | | | | | | | | 0 |
| 422 | Other Interest or Short-Term Debt <i>(Describe & Itemize)</i> | 5150 | | | | | | | | | 0 |
| 423 | Debt Service - Interest on Long-Term Debt | 5200 | | | | | | | | | 0 |
| 424 | Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i> | 5300 | | | | | | | | | 0 |
| 425 | Debt Service - Other <i>(Describe & Itemize)</i> | 5400 | | | | | | | | | 0 |
| 426 | Total Debt Service | 5000 | | | 0 | | | 0 | | | 0 |
| 427 | PROVISION FOR CONTINGENCIES (TF) | 6000 | | | | | | | | | 0 |
| 428 | Total Direct Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 429 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures | | | | | | | | | | 800 |
| 430 | | | | | | | | | | | |
| 431 | 90 - FIRE PREVENTION & SAFETY FUND (FP&S) | | | | | | | | | | |
| 432 | SUPPORT SERVICES (FP&S) | 2000 | | | | | | | | | |
| 433 | Support Services - Business | 2500 | | | | | | | | | |
| 434 | Facilities Acquisition & Construction Services | 2530 | | | | | | | | | 0 |
| 435 | Operation & Maintenance of Plant Service | 2540 | | | | | | | | | 0 |
| 436 | Total Support Services - Business | 2500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 437 | Other Support Services - Misc. <i>(Describe & Itemize)</i> | 2900 | | | | | | | | | 0 |
| 438 | Total Support Services | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 439 | PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S) | 4000 | | | | | | | | | |
| 440 | Payments to Regular Programs | 4110 | | | | | | | | | 0 |
| 441 | Payments to Special Education Programs | 4120 | | | | | | | | | 0 |
| 442 | Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i> | 4190 | | | | | | | | | 0 |
| 443 | Total Payments to Other Districts & Govt Units (FPS) | 4000 | | | | | | 0 | | | 0 |
| 444 | DEBT SERVICE (FP&S) | 5000 | | | | | | | | | |
| 445 | Debt Service - Interest on Short-Term Debt | 5100 | | | | | | | | | |
| 446 | Tax Anticipation Warrants | 5110 | | | | | | | | | 0 |
| 447 | Other Interest on Short-Term Debt <i>(Describe & Itemize)</i> | 5150 | | | | | | | | | 0 |
| 448 | Total Debt Service - Interest on Short-Term Debt | 5100 | | | | | | 0 | | | 0 |
| 449 | Debt Service - Interest on Long-Term Debt | 5200 | | | | | | | | | 0 |
| 450 | Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i> | 5300 | | | | | | | | | 0 |
| 451 | Total Debt Service | 5000 | | | | | | 0 | | | 0 |
| 452 | PROVISIONS FOR CONTINGENCIES (FP&S) | 6000 | | | | | | | | | 0 |
| 453 | Total Direct Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|--|---------|----------|-------------------|--------------------|----------------------|----------------|---------------|---------------------------|----------------------|-------|
| 1 | Description: Enter Whole Numbers Only | Funct # | (100) | (200) | (300) | (400) | (500) | (600) | (700) | (800) | (900) |
| 2 | | | Salaries | Employee Benefits | Purchased Services | Supplies & Materials | Capital Outlay | Other Objects | Non-Capitalized Equipment | Termination Benefits | Total |
| 454 | Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures | | | | | | | | | | 400 |

| | B | C | D | E | F | G | H |
|----|--|-----------|--------------------|---|------------|-----------------------------------|---|
| 1 | If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H. | | | | | | |
| 2 | Revenue Check: OK | | | | | | |
| 3 | Expenditure Check: OK | | | | | | |
| 4 | Revenues Acct. (EstRev tab) | Amount | Describe Revenue | Expenditures Fund-Function (EstExp tab) | Amount | Describe Expenditures | |
| 5 | 1190 | \$ 40,863 | Supplemental taxes | 10-2190 | \$ 41,115 | Security officer salary | |
| 6 | 1290 | | | 10-2490 | | | |
| 7 | 1614 | | | 10-2900 | \$ 3,000 | Grant purchased services | |
| 8 | 1690 | | | 10-4190 | | | |
| 9 | 1790 | | | 10-4290 | | | |
| 10 | 1819 | | | 10-4390 | | | |
| 11 | 1829 | | | 10-4400 | | | |
| 12 | 1890 | | | 10-5150 | | | |
| 13 | 1993 | \$ 13,573 | Fees | 20-2190 | | | |
| 14 | 1999 | | | 20-2900 | | | |
| 15 | 2300 | | | 20-4190 | | | |
| 16 | 3099 | | | 20-4400 | | | |
| 17 | 3199 | | | 20-5150 | | | |
| 18 | 3299 | | | 30-4190 | | | |
| 19 | 3499 | | | 30-5150 | | | |
| 20 | 3599 | | | 30-5300 | \$ 110,000 | Debt - principal payments on debt | |
| 21 | 3999 | | | 30-5400 | \$ 1,200 | Debt related fees for services | |
| 22 | 4009 | | | 40-2190 | | | |
| 23 | 4090 | | | 40-2900 | | | |
| 24 | 4199 | | | 40-4190 | | | |
| 25 | 4299 | | | 40-4400 | | | |
| 26 | 4399 | | | 40-5150 | | | |
| 27 | 4499 | | | 40-5300 | | | |
| 28 | 4699 | | | 40-5400 | | | |
| 29 | 4799 | | | 50-2190 | \$ 2,097 | Security officer IMRF | |
| 30 | 4998 | \$ 4,090 | ESSER Revenue | 50-2490 | | | |
| 31 | | | | 50-2900 | | | |
| 32 | | | | 50-5150 | | | |
| 33 | | | | 60-2900 | | | |
| 34 | | | | 60-4190 | | | |
| 35 | | | | 80-2190 | | | |
| 36 | | | | 80-2490 | | | |
| 37 | | | | 80-2900 | | | |
| 38 | | | | 80-4190 | | | |
| 39 | | | | 80-4290 | | | |
| 40 | | | | 80-4390 | | | |
| 41 | | | | 80-4400 | | | |
| 42 | | | | 80-5150 | | | |
| 43 | | | | 80-5300 | | | |
| 44 | | | | 80-5400 | | | |
| 45 | | | | 90-2900 | | | |
| 46 | | | | 90-4190 | | | |
| 47 | | | | 90-5150 | | | |
| 48 | | | | 90-5300 | | | |

| DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only) | | | | | |
|---|-----------------------|------------------------------------|--------------------------|------------------------|-----------|
| Description | EDUCATIONAL FUND (10) | OPERATIONS & MAINTENANCE FUND (20) | TRANSPORTATION FUND (40) | WORKING CASH FUND (70) | TOTAL |
| Direct Revenues | 6,434,881 | 658,618 | 624,893 | 45,248 | 7,763,640 |
| Direct Expenditures | 6,434,851 | 637,800 | 624,300 | | 7,696,951 |
| Difference | 30 | 20,818 | 593 | 45,248 | 66,689 |
| Estimated Fund Balance - June 30, 2026 | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |

Balanced budget; no Deficit Reduction Plan is required.

A deficit reduction plan is required if the local board of education adopts (or amends) the 2025-2026 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).

Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2024-2025 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

| | A | B | C | D | E | F | G | |
|----|--|---|--|--|----------------------------|--------------------------|--------------|-----------|
| 1 | *School Districts Only | | DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2025-2026 | | | | | |
| 2 | | | | | | | | |
| 3 | 07016172002 | | | | | | | |
| 4 | <i>District Number</i> | | | | | | | |
| 5 | Sandridge SD 172 | | | | | | | |
| 6 | <i>District Name</i> | | Educational Fund | Operations & Maintenance Fund | Transportation Fund | Working Cash Fund | Total | |
| 7 | ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance) | | 5,846,609 | 436,666 | 191,520 | 541,510 | 7,016,305 | |
| 8 | RECEIPTS/REVENUES | | Acct # | | | | | |
| 9 | LOCAL SOURCES | | 1000 | 2,447,043 | 317,618 | 99,127 | 45,248 | 2,909,036 |
| 10 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT | | 2000 | 0 | 0 | 0 | 0 | |
| 11 | STATE SOURCES | | 3000 | 3,528,828 | 341,000 | 525,766 | 0 | 4,395,594 |
| 12 | FEDERAL SOURCES | | 4000 | 459,010 | 0 | 0 | 0 | 459,010 |
| 13 | Total Receipts/Revenues | | | 6,434,881 | 658,618 | 624,893 | 45,248 | 7,763,640 |
| 14 | DISBURSEMENTS/EXPENDITURES | | Funct # | | | | | |
| 15 | INSTRUCTION | | 1000 | 2,717,505 | | | | 2,717,505 |
| 16 | SUPPORT SERVICES | | 2000 | 2,898,996 | 637,800 | 624,300 | | 4,161,096 |
| 17 | COMMUNITY SERVICES | | 3000 | 3,750 | 0 | 0 | | 3,750 |
| 18 | PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS | | 4000 | 814,600 | 0 | 0 | | 814,600 |
| 19 | DEBT SERVICES | | 5000 | 0 | 0 | 0 | | 0 |
| 20 | PROVISION FOR CONTINGENCIES | | 6000 | 0 | 0 | 0 | | 0 |
| 21 | Total Disbursements/Expenditures | | | 6,434,851 | 637,800 | 624,300 | | 7,696,951 |
| 22 | Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures | | | 30 | 20,818 | 593 | 45,248 | 66,689 |
| 23 | OTHER SOURCES/USES OF FUNDS | | | | | | | |
| 24 | OTHER SOURCES OF FUNDS (7000) | | | 0 | 0 | 0 | 0 | 0 |
| 25 | OTHER USES OF FUNDS (8000) | | | 0 | 0 | 0 | 0 | 0 |
| 26 | TOTAL OTHER SOURCES/USES OF FUNDS | | | 0 | 0 | 0 | 0 | 0 |
| 27 | ESTIMATED ENDING FUND BALANCE | | | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |

| | A | B | H | I | J | K | L |
|----|--|---|---|--|----------------------------|--------------------------|--------------|
| 1 | *School Districts Only | | ESTIMATED BUDGET FY2026-2027 | | | | |
| 2 | | | | | | | |
| 3 | 07016172002 | | | | | | |
| 4 | <i>District Number</i> | | | | | | |
| 5 | Sandridge SD 172 | | | | | | |
| 6 | <i>District Name</i> | | Educational Fund | Operations & Maintenance Fund | Transportation Fund | Working Cash Fund | Total |
| 7 | ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance) | | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |
| 8 | RECEIPTS/REVENUES | | Acct # | | | | |
| 9 | LOCAL SOURCES | | 1000 | | | | |
| 10 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT | | 2000 | | | | |
| 11 | STATE SOURCES | | 3000 | | | | |
| 12 | FEDERAL SOURCES | | 4000 | | | | |
| 13 | Total Receipts/Revenues | | 0 | 0 | 0 | 0 | 0 |
| 14 | DISBURSEMENTS/EXPENDITURES | | Funct # | | | | |
| 15 | INSTRUCTION | | 1000 | | | | |
| 16 | SUPPORT SERVICES | | 2000 | | | | |
| 17 | COMMUNITY SERVICES | | 3000 | | | | |
| 18 | PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS | | 4000 | | | | |
| 19 | DEBT SERVICES | | 5000 | | | | |
| 20 | PROVISION FOR CONTINGENCIES | | 6000 | | | | |
| 21 | Total Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 |
| 22 | Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 |
| 23 | OTHER SOURCES/USES OF FUNDS | | | | | | |
| 24 | OTHER SOURCES OF FUNDS (7000) | | | | | | |
| 25 | OTHER USES OF FUNDS (8000) | | | | | | |
| 26 | TOTAL OTHER SOURCES/USES OF FUNDS | | 0 | 0 | 0 | 0 | 0 |
| 27 | ESTIMATED ENDING FUND BALANCE | | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |

| | A | B | M | N | O | P | Q |
|----|--|---|---|--|----------------------------|--------------------------|--------------|
| 1 | *School Districts Only | | ESTIMATED BUDGET FY2027-2028 | | | | |
| 2 | | | | | | | |
| 3 | 07016172002 | | | | | | |
| 4 | <i>District Number</i> | | | | | | |
| 5 | Sandridge SD 172 | | | | | | |
| 6 | <i>District Name</i> | | Educational Fund | Operations & Maintenance Fund | Transportation Fund | Working Cash Fund | Total |
| 7 | ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance) | | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |
| 8 | RECEIPTS/REVENUES | | Acct # | | | | |
| 9 | LOCAL SOURCES | | 1000 | | 0 | | |
| 10 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT | | 2000 | | 0 | | |
| 11 | STATE SOURCES | | 3000 | | 0 | | |
| 12 | FEDERAL SOURCES | | 4000 | | 0 | | |
| 13 | Total Receipts/Revenues | | 0 | 0 | 0 | 0 | 0 |
| 14 | DISBURSEMENTS/EXPENDITURES | | Funct # | | | | |
| 15 | INSTRUCTION | | 1000 | | 0 | | |
| 16 | SUPPORT SERVICES | | 2000 | | 0 | | |
| 17 | COMMUNITY SERVICES | | 3000 | | 0 | | |
| 18 | PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS | | 4000 | | 0 | | |
| 19 | DEBT SERVICES | | 5000 | | 0 | | |
| 20 | PROVISION FOR CONTINGENCIES | | 6000 | | 0 | | |
| 21 | Total Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 |
| 22 | Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 |
| 23 | OTHER SOURCES/USES OF FUNDS | | | | | | |
| 24 | OTHER SOURCES OF FUNDS (7000) | | 0 | | | | |
| 25 | OTHER USES OF FUNDS (8000) | | 0 | | | | |
| 26 | TOTAL OTHER SOURCES/USES OF FUNDS | | 0 | 0 | 0 | 0 | 0 |
| 27 | ESTIMATED ENDING FUND BALANCE | | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |

| | A | B | R | S | T | U | V |
|----|--|----------------|---|--|----------------------------|--------------------------|--------------|
| 1 | *School Districts Only | | ESTIMATED BUDGET FY2028-2029 | | | | |
| 2 | | | | | | | |
| 3 | 07016172002 | | | | | | |
| 4 | <i>District Number</i> | | | | | | |
| 5 | Sandridge SD 172 | | | | | | |
| 6 | <i>District Name</i> | | Educational Fund | Operations & Maintenance Fund | Transportation Fund | Working Cash Fund | Total |
| 7 | ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance) | | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |
| 8 | RECEIPTS/REVENUES | Acct # | | | | | |
| 9 | LOCAL SOURCES | 1000 | | | | | 0 |
| 10 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT | 2000 | | | | | 0 |
| 11 | STATE SOURCES | 3000 | | | | | 0 |
| 12 | FEDERAL SOURCES | 4000 | | | | | 0 |
| 13 | Total Receipts/Revenues | | 0 | 0 | 0 | 0 | 0 |
| 14 | DISBURSEMENTS/EXPENDITURES | Funct # | | | | | |
| 15 | INSTRUCTION | 1000 | | | | | 0 |
| 16 | SUPPORT SERVICES | 2000 | | | | | 0 |
| 17 | COMMUNITY SERVICES | 3000 | | | | | 0 |
| 18 | PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS | 4000 | | | | | 0 |
| 19 | DEBT SERVICES | 5000 | | | | | 0 |
| 20 | PROVISION FOR CONTINGENCIES | 6000 | | | | | 0 |
| 21 | Total Disbursements/Expenditures | | 0 | 0 | 0 | | 0 |
| 22 | Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures | | 0 | 0 | 0 | 0 | 0 |
| 23 | OTHER SOURCES/USES OF FUNDS | | | | | | |
| 24 | OTHER SOURCES OF FUNDS (7000) | | | | | | 0 |
| 25 | OTHER USES OF FUNDS (8000) | | | | | | 0 |
| 26 | TOTAL OTHER SOURCES/USES OF FUNDS | | 0 | 0 | 0 | 0 | 0 |
| 27 | ESTIMATED ENDING FUND BALANCE | | 5,846,639 | 457,484 | 192,113 | 586,758 | 7,082,994 |

| | A | B | W | X | Y | Z |
|----|--|----------------|---|--------------------|--------------------|--------------------|
| 1 | *School Districts Only | | SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption: <input type="text"/> (Enter as MM/DD/YY) | | | |
| 2 | | | | | | |
| 3 | 07016172002 | | | | | |
| 4 | <i>District Number</i> | | | | | |
| 5 | Sandridge SD 172 | | | | | |
| 6 | <i>District Name</i> | | FY2025-2026 | FY2026-2027 | FY2027-2028 | FY2028-2029 |
| 7 | ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i> | | 7,016,305 | 7,082,994 | 7,082,994 | 7,082,994 |
| 8 | RECEIPTS/REVENUES | Acct # | | | | |
| 9 | LOCAL SOURCES | 1000 | 2,909,036 | 0 | 0 | 0 |
| 10 | FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT | 2000 | 0 | 0 | 0 | 0 |
| 11 | STATE SOURCES | 3000 | 4,395,594 | 0 | 0 | 0 |
| 12 | FEDERAL SOURCES | 4000 | 459,010 | 0 | 0 | 0 |
| 13 | Total Receipts/Revenues | | 7,763,640 | 0 | 0 | 0 |
| 14 | DISBURSEMENTS/EXPENDITURES | Funct # | | | | |
| 15 | INSTRUCTION | 1000 | 2,717,505 | 0 | 0 | 0 |
| 16 | SUPPORT SERVICES | 2000 | 4,161,096 | 0 | 0 | 0 |
| 17 | COMMUNITY SERVICES | 3000 | 3,750 | 0 | 0 | 0 |
| 18 | PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS | 4000 | 814,600 | 0 | 0 | 0 |
| 19 | DEBT SERVICES | 5000 | 0 | 0 | 0 | 0 |
| 20 | PROVISION FOR CONTINGENCIES | 6000 | 0 | 0 | 0 | 0 |
| 21 | Total Disbursements/Expenditures | | 7,696,951 | 0 | 0 | 0 |
| 22 | Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures | | 66,689 | 0 | 0 | 0 |
| 23 | OTHER SOURCES/USES OF FUNDS | | | | | |
| 24 | OTHER SOURCES OF FUNDS (7000) | | 0 | 0 | 0 | 0 |
| 25 | OTHER USES OF FUNDS (8000) | | 0 | 0 | 0 | 0 |
| 26 | TOTAL OTHER SOURCES/USES OF FUNDS | | 0 | 0 | 0 | 0 |
| 27 | ESTIMATED ENDING FUND BALANCE | | 7,082,994 | 7,082,994 | 7,082,994 | 7,082,994 |

==
—

—

1.

2.

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2025-2026
through Fiscal Year 2028-2029

Sandridge SD 172 07016172002

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

Background and Narrative of Budget Reductions:

Assumptions Used in the Deficit Reduction Plan:

- **EBF and Estimated New Tier Funding:**

- **Equal Assessed Valuation and Tax Rates:**

- **Employee Salaries and Benefits:**

Deficit Reduction Plan-Background/Assumptions (School Districts Only)

***Fiscal Year 2025-2026
through Fiscal Year 2028-2029***

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance)? If yes, please explain:

**Evidence-Based Funding: Fiscal Year 2026 Spending Plan
Sandridge SD 172**

Part I: Achieving Student Growth and Making Progress Toward State Education Goals

The questions below allow you to indicate the strategic priorities and strategies that will drive your efforts to achieve student growth and make progress toward state education goals. These may involve investing in any combination of an Organizational Unit's core resources: time, money, people, and programs.

Collaboration Opportunity - Organizational Units may find that Part I is most easily and effectively completed if led by program leaders in consultation with finance leaders.

1) What are the Organizational Unit's strategic goals for student success for the 2025-26 school year? What measures will be used to evaluate progress? (No more than 2000 characters, including spaces.)

| | | Top Strategy 1 | Top Strategy 2 | Top Strategy 3 |
|----|---|----------------|----------------|----------------|
| 2) | Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.) | | | |
| | If "Other" was selected in question 2, please describe. (No more than 1000 characters, including spaces.) | | | |

Part II: Planned Use of Evidence-Based Funding

The questions below provide an opportunity to document the stakeholders with whom you consulted and the data you analyzed as you determined your strategic allocations of FY 2026 EBF dollars. Key statistics related to EBF distributions are provided for your reference. Form 50-36/50-39 is typically released before current-year appropriations are known. Therefore, the figures provided are for the prior fiscal year.

Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed if led by finance leaders in consultation with program leaders.

| | | | | | |
|--|---|----------------------------|-------------|--------------------------|-------------|
| Evidence-Based Funding Organizational Unit Results (FY 2025) | Final Resources / Adequacy Target = Percent of Adequacy | Average Student Enrollment | 444.75 | Adequacy Target | \$7,139,579 |
| | | Final Resources | \$4,343,793 | Percent of Adequacy | 61% |
| | Base Funding Minimum + Tier Funding = Gross State Contribution | Tier Assignment | 1 | Gross State Contribution | \$3,792,801 |
| | | FY25 Base Funding Minimum | \$3,300,471 | FY 2025 Tier Funding | \$492,330 |
| | Within FY 2025 Gross State Contribution, Resources Attributable to Specific Populations | Low-Income Students | \$1,210,171 | | |
| | | English Learners (Els) | \$36,990 | | |
| | | Special Education | \$209,832 | | |

| | | FY 2026 Tier Funding | Funding Type (Select) | *Note: Tier Funding allocations are published annually at https://www.isbe.net/Pages/ebfdistribution.aspx . Amounts are available in early August. Districts must use actual funding amounts if they are available before submitting the budget to ISBE. |
|----|--|----------------------|-----------------------|--|
| 1) | FY 2026 Tier Funding Allocation*: Enter the dollar amount of Tier Funding (e.g., NEW MONEY only) allocated to the Organizational Unit for FY 2026. Select whether the amount is estimated or actual funding. | | | |

| | | Data Source 1 | Data Source 2 | Data Source 3 |
|----|--|---------------|---------------|---------------|
| 2) | Select the top three sources of data used to inform the Organizational Unit's planned allocation of EBF dollars. (Select three different responses.) | | | |

| | | | | | | | |
|--|---|---|---|--|---|-------------------------------------|--|
| 3) | Indicate with which groups the Organizational Unit engaged to inform its intended allocation of EBF dollars. (Select any that apply; otherwise leave blank.) | Bilingual Program Director(s) | | Principals | | Bilingual Parent Advisory Committee | |
| | | Special Ed. Program Director(s) | | School Improvement Teams | | Other Parent Group(s) | |
| | | Other Program Leaders | | Teacher or Support Staff Unions | | Community Focus Group(s) | |
| | | School Board Members | | Other School Staff | | Other | |
| | [Optional] Provide a brief description of the Organizational Unit's process for consulting with internal and external stakeholders in determining the allocation of EBF dollars. (No more than 1000 characters, including spaces.) | | | | | | |
| | | Priority Investment 1 | Priority Investment 2 | Priority Investment 3 | | | |
| 4) | Given the data analyzed, the stakeholders consulted, and the priorities identified in Part I, indicate the top three priority investments the Organizational Unit will make with its FY 2026 Base Funding Minimum (e.g., excluding Tier Funding). Choose "Other" if investments do not match the provided list. (Select three different responses. "Other" may be selected more than once if needed.) | | | | | | |
| | If "Other" was selected in question 4, please describe. (No more than 1000 characters, including spaces.) | | | | | | |
| Cost Factor Table | | | | | | | |
| The table below presents the regionally adjusted amount embedded in the Organizational Unit's FY 2025 Adequacy Target for each of the 34 cost factors in the Evidence-Based Funding model (Column F). Column G is required for all Organizational Units that receive at least \$5,000 in Tier Funding, while column H is optional. Organizational Units may choose to provide additional narrative context in Columns I-M to elaborate on the figures included in the table. ISBE has produced guidance for populating the cost factor table. The guidance includes a definition for each cost factor, along with suggestions for using Employee Information System position codes and common expenditure accounts to support a determination of expenditures. This guidance is available at https://www.isbe.net/ebfspendingplan . | | | | | | | |
| 5) | <p>Column G: If the Organizational Unit will receive at least \$5,000 in FY 2026 Tier Funding (as entered in Q2.1/cell G31), column G is required. Please indicate the Organizational Unit's planned expenditures in FY 2026 from Tier Funds only. Organizational Units are not expected to place a value in each cell. Rather, the table allows for the communication of priority investments with new state resources for the current fiscal year. During years in which there is no new Tier Funding, column G will not be required. During years in which Tier Funding is available, the amount of new Tier Funding entered in Q2.1/cell G31 above must equal the sum in cell G90 below. If some or all Tier Funding is invested outside of the cost factors, enter a dollar amount in cell G89 and provide additional context in the space for a narrative beginning in row 93.</p> <p>Column H: Optionally, Organizational Units may populate column H with total planned expenditures in FY 2026 for each cost factor from all revenue sources (e.g., not just from EBF). By comparing the figures in column F to the figures entered in column H, the Organizational Unit may engage local stakeholders in productive dialogue about resource allocation decisions.</p> | | | | | | |
| Cost Factors | | Amount in FY 2025 Adjusted Adequacy Target | Budgeted FY 2026 Investments with New Tier Funding | Budgeted FY 2026 Expenditures (All Resources) | Optional District Narratives | | |
| | | | [N/A] | [Optional] | | | |
| Core Investments | Core Teachers | \$1,731,832 | | | Enter optional context for core investment decisions. | | |
| | Specialist Teachers | \$346,366 | | | | | |
| | Instructional Facilitator | \$167,719 | | | | | |
| | Core Intervention Teacher | \$74,373 | | | | | |
| | Substitute Teachers | \$62,597 | | | | | |
| | Guidance Counselor | \$100,135 | | | | | |
| | Nurse | \$38,096 | | | | | |
| | Supervisory Aide | \$64,281 | | | | | |
| | Librarian | \$85,223 | | | | | |
| | Librarian Aide | \$48,539 | | | | | |
| | Principal | \$125,635 | | | | | |
| | Assistant Principal | \$109,425 | | | | | |
| | School Site Staff | \$77,133 | | | | | |
| Subtotal | | \$3,031,353 | | | | | |

| | | | | | |
|--|----------------------------------|--------------------|--------------------|---|--|
| Per Student Investments | Gifted | \$39,825 | | | Enter optional context for per student investment decisions. |
| | Professional Development | \$55,594 | | | |
| | Instructional Materials | \$144,544 | | | |
| | Assessments | \$15,122 | | | |
| | Computer & Tech Equipment | \$253,952 | | | |
| | Student Activities | \$78,699 | | | |
| | Maintenance & Operations | \$667,570 | | | |
| | Central Office | \$445 | | | |
| | Employee Benefits | \$1,287,023 | | | |
| | Subtotal* | | \$3,016,632 | | |
| Additional Investments | Low-Income Intervention Teacher | \$147,462 | | | Enter optional context for additional investment decisions. |
| | Low-Income Pupil Support Staff | \$147,462 | | | |
| | Low-Income Extended Day Teacher | \$153,041 | | | |
| | Low-Income Summer School Teacher | \$153,041 | | | |
| | EL Intervention Teacher | \$18,333 | | | |
| | EL Pupil Support Staff | \$18,333 | | | |
| | EL Extended Day Teacher | \$19,130 | | | |
| | EL Summer School Teacher | \$19,130 | | | |
| | EL Core Teacher | \$22,319 | | | |
| | Sp Ed Teacher | \$251,083 | | | |
| | Sp Ed Instructional Assistant | \$103,309 | | | |
| | Sp Ed Psychologist | \$38,950 | | | |
| | Subtotal | | \$1,091,593 | | |
| Other Investments | | | | | |
| Total** | | \$7,139,579 | | | Tier Funding Check (Cell G90) |
| <p>*The subtotal for Per Student Investments is a calculated figure that adjusts salary portions of Central Office and Maintenance & Operations to account for regional salary differences. As a result, the sum of each individual cost factor will not equal the subtotal. **The total is the Final Adequacy Target (adjusted for Regionalization Factor) calculated in the Full FY 2025 EBF Calculation file. Due to differences in rounding, this figure may vary slightly from the sum of the subtotals in this table.</p> | | | | | |
| <p>If some or all Tier Funding was invested outside of the cost factors, please describe. (No more than 1000 characters, including spaces.)</p> | | | | | |
| Part III: Support for Special Student Groups | | | | | |
| <p>EBF statute sets aside specific allocations to be spent for special education, English learners, and low-income students. Per statute these designated funds must be spent on programs and services benefiting these specific student groups. Funds for English learners and low-income students must be spent in addition to, and not in lieu of, funding that supports general programs of instruction for all students. Funds attributable to special education must be used for the provision of special education facilities and services as outlined in ILCS 14-1.08. Current-year EBF amounts attributable to each of the special student groups must be reported in Question 1 below (cells G100-G102). If the Organizational Unit received at least \$5,000 for any of the student groups, a response to Questions 2 through 4 below is required. For amounts less than \$5,000, a response is optional for those questions. All other EBF funds may be spent in any manner deemed appropriate by the school district.</p> | | | | | |
| <i>Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed through collaboration between program leaders affiliated with each student group and finance leaders.</i> | | | | | |
| 1) FY 2026 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY26 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual. | Low-Income Students | Enter Amounts | Select type | *Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE. | |
| | English Learners | | | | |
| | Special Education | | | | |

| | | | | | | | | |
|--|--|---|--|---------------------------------------|--|------------------------------|--|--|
| 2) | Organizational Unit investment of EBF dollars for low-income students: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional | Low-Income Intervention Teacher | | Low-Income Extended Day Teacher | | Other Investments | | |
| | | [Optional - Enter \$] | | [Optional - Enter \$] | | [Optional - Enter \$] | | |
| | | Low-Income Pupil Support Staff | | Low-Income Summer School Teacher | | | | |
| | | [Optional - Enter \$] | | [Optional - Enter \$] | | | | |
| Additional context for the Organizational Unit's planned use of dollars attributable to low-income students in FY 2026. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) | | | | | | | | |
| 3) | Organizational Unit investment of EBF dollars for English learners: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional | English Learner Intervention Teacher | | English Learner Extended Day Teacher | | English Learner Core Teacher | | |
| | | [Optional - Enter \$] | | [Optional - Enter \$] | | [Optional - Enter \$] | | |
| | | English Learner Pupil Support Staff | | English Learner Summer School Teacher | | Other Investments | | |
| | | [Optional - Enter \$] | | [Optional - Enter \$] | | [Optional - Enter \$] | | |
| Additional context for the Organizational Unit's planned use of dollars attributable to English learners in FY 2026. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) | | | | | | | | |
| 4) | Organizational Units investment of EBF dollars for Special Education: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional | Special Education Teacher | | Special Education Psychologist | | | | |
| | | [Optional - Enter \$] | | [Optional - Enter \$] | | | | |
| | | Special Education Instructional Assistant | | Other Investments | | | | |
| | | [Optional - Enter \$] | | [Optional - Enter \$] | | | | |
| Additional context for the Organizational Unit's planned use of dollars attributable to Special Education students in FY 2026. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) | | | | | | | | |
| Plan Assurances | | | | | | | | |
| Please complete the assurances below related to Article 14C of the Illinois School Code, which contains provisions for EL services, parent participation, and the use of EBF dollars provided for English learners. It is the joint responsibility of home and serving entities to ensure compliance related to the use of state funding provided for English learners. Organizational Units should maintain supporting documentation (e.g., sign-in sheets, meeting agendas) to affirm the veracity of the below assurances. Responses in this section are only required if an Organizational Unit receives any amount of EBF dollars attributable to English learners. | | | | | | | | |
| <i>Collaboration Opportunity - Organizational Units may find that the plan assurances are most easily and effectively completed if led by program leaders.</i> | | | | | | | | |
| 1). "I hereby affirm that at least 60% of the school district's state funds attributable to English learners will be used for instructional costs of programs and services for English learners (function 1000), in accordance with Article 14C of the Illinois School Code. The remaining balance of state funds attributable to English learners will also be used to serve English learners." _____ | | | | | | | | |
| 2). "My school district has at least one attendance center with 20 or more English learners (including parental refusals) who speak the same home language other than English in grades K-12. Alternatively and/or additionally, my school district has at least one attendance center with 20 or more English learners (including parent refusals) who speak the same home language other than English in pre-K." _____ | | | | | | | | |
| 3). "I hereby affirm that the school district's BPAC will review this EBF Spending Plan by or before October 31, 2025." _____ | | | | | | | | |
| 4). Enter the anticipated date on which the BPAC review will take place and the name of the BPAC chair for SY 2025-26. BPAC Meeting (MM/DD/YYYY) _____ Name of Chair _____ | | | | | | | | |

| Spending Plan Completion Tracker | | |
|---|------------|---|
| Use the information below to confirm completion of all required questions. Note that the "status" column adjusts to responses, so the tracker is most helpful to consult <u>after</u> you have completed the spending plan. | | |
| Question | Status | Acceptance Criteria |
| Part 1, Q1 | Incomplete | Character length of response must be >10 and <=2000, including spaces. |
| Part 1, Q2 | Incomplete | A different response must be selected in G11, I11, and L11; cells cannot be blank. |
| Part 1, Q2 (Narrative) | Complete | Response required only if "Other" selected in G11, I11, or L11; character length of response must be >10 and <=1000, including spaces. |
| Part 2, Q1 | Incomplete | A numeric value must be entered in cell G31 (estimated or actual Tier Funding, or 0 if appropriations did not include Tier Funding). A type must be selected in cell H31. |
| Part 2, Q2 | Incomplete | A different response must be selected in G35, I35, and L35; cells cannot be blank. |
| Part 2, Q3 | Incomplete | At least one response must be selected. |
| Part 2, Q4 | Incomplete | Cells G43, I43, and L43 cannot be blank. "Other" may be selected more than once, but other responses may not be repeated. |
| Part 2, Q4 (Narrative) | Complete | Response required only if "Other" selected in G43, I43, or L43; character length of response must be >10 and <=1000, including spaces. |
| Part 2, Q5 (Cell G90) | Incomplete | Cell G90 must be equal to the value in cell G31. |
| Part 2, Q5 (Narrative) | Complete | Response required only if a value was entered in cell G89; character length of response must be >10 and <=1000, including spaces. |
| Part 3, Q1 Low-Income Funds | Incomplete | A numeric value must be entered. A type must be selected in cell H100. |
| Part 3, Q1 English Learner Funds | Incomplete | A numeric value must be entered, which may be "0" if the organizational unit received no funding for the specified student group. A type must be selected in cell H101. |
| Part 3, Q1 Spec. Ed. Funds | Incomplete | A numeric value must be entered. A type must be selected in cell H102. |
| Part 3, Q2 | Complete | At least one response must be selected. |
| Part 3, Q2 (Narrative) | Complete | Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces. |
| Part 3, Q3 | Complete | At least one response must be selected. |
| Part 3, Q3 (Narrative) | Complete | Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces. |
| Part 3, Q4 | Complete | At least one response must be selected. |
| Part 3, Q4 (Narrative) | Complete | Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces. |
| Assurances 1 | Complete | Response required if the value entered in cell G101>0. |
| Assurances 2 | Complete | Response required if the value entered in cell G101>0. |
| Assurances 3 | Complete | Response required if "Yes" selected in cell E133. |
| Assurances 4 (Meeting Date) | Complete | Response required if "Yes" selected in cell E133; enter date in MM/DD/YYYY format. |
| Assurances 4 (Name of Chair) | Complete | Response required if "Yes" selected in cell E133. |

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2026 budgeted expenditures over actual FY2025 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and must be submitted in conjunction with that report. An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET
(Section 17-1.5 of the School Code)

School District Name: **Sandridge SD 172**

RCDT Number: **07016172002**

| | | Estimated Actual Expenditures, Fiscal Year 2025 | | | | Budgeted Expenditures, Fiscal Year 2026 | | | |
|---|------------|---|-------------------------------|-----------|---------|---|-------------------------------|-----------|-------------|
| | | (10) | (20) | (80) | | (10) | (20) | (80) | |
| Description | Funct. No. | Educational Fund | Operations & Maintenance Fund | Tort Fund | Total | Educational Fund | Operations & Maintenance Fund | Tort Fund | Total |
| 1. Executive Administration Services | 2320 | 252,321 | | | 252,321 | 194,147 | | 0 | 194,147 |
| 2. Special Area Administration Services | 2330 | 164,593 | | | 164,593 | 151,044 | | 0 | 151,044 |
| 3. Other Support Services - School Administration | 2490 | | | | 0 | 0 | | 0 | 0 |
| 4. Direction of Business Support Services | 2510 | | | | 0 | 0 | 0 | 0 | 0 |
| 5. Internal Services | 2570 | | | | 0 | 200 | | 0 | 200 |
| 6. Direction of Central Support Services | 2610 | | | | 0 | 0 | | 0 | 0 |
| 7. Deduct - Early Retirement or other pension obligations required by state law and included above. | | | | | 0 | | | | 0 |
| 8. Totals | | 416,914 | 0 | 0 | 416,914 | 345,391 | 0 | 0 | 345,391 |
| 9. Estimated Percent Increase (Decrease) for FY2026 (Budgeted) over (Actual) FY 2025 | | | | | | | | | -17% |

Reference Description

- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3^a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5 The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117,1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
Only abatement of working cash fund can transfer its funds to any fund in most need of money (see 105 ILCS 5/20-10 for further explanation)

| CHECK FOR ERRORS | |
|---|--|
| This worksheet checks various cells to assure that selected items are in balance. | |
| Please fix errors below before submitting to ISBE. | |
| Budget Item References | Message |
| 1. Deficit Reduction Plan (DefReductPlan 23-27 tab) | |
| Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.) | Deficit Reduction Plan is not required |
| If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab) | |
| 2. Cover Page (Cover tab) | |
| District Name must be selected from drop-down. (Cell H13) | OK |
| Accounting Basis must be selected on Cover sheet. | OK |
| Dates (Day, Month, Year) must be input on Cover sheet. | OK |
| Board Names must be typed on Cover sheet. | ERROR - TYPE BOARD NAMES |
| 3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000). | |
| Estimated Beginning Fund Balance July, 1 2025 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.) | OK |
| Estimated Activity Fund Beginning Fund Balance July, 1 2025 (Cell C83) (Cell must have a number or zero. Do not leave blank.) | OK |
| Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52). | OK |
| Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53). | OK |
| Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60). | OK |
| Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64). | OK |
| Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68). | OK |
| Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72). | OK |
| Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76). | OK |
| 4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2024 (CashSum 5 tab, All Funds) cannot be negative. | |
| Educational (Fund 10 - Cell C3) | OK |
| Operations & Maintenance (Fund 20 - Cell D3) | OK |
| Debt Service (Fund 30 - Cell E3) | OK |
| Transportation (Fund 40 - Cell F3) | OK |
| Municipal Retirement/Social Security (Fund 50 - Cell G3) | OK |
| Capital Projects (Fund 60 - Cell H3) | OK |
| Working Cash (Fund 70 - Cell I3) | OK |
| Tort (Fund 80 - Cell J3) | OK |
| Fire Prevention & Safety (Fund 90 - Cell K3) | OK |
| Activity Funds (Cell C23) | OK |
| 5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2024 (CashSum 5 tab - All Funds) cannot be negative. | |
| Educational (Fund 10 - Cell C21) | OK |
| Operations & Maintenance (Fund 20 - Cell D21) | OK |
| Debt Service (Fund 30 - Cell E21) | OK |
| Transportation (Fund 40 - Cell F21) | OK |
| Municipal Retirement/Social Security (Fund 50 - Cell G21) | OK |
| Capital Projects (Fund 60 - Cell H21) | OK |
| Working Cash (Fund 70 - Cell I21) | OK |
| Tort (Fund 80 - Cell J21) | OK |
| Fire Prevention & Safety (Fund 90 - Cell K21) | OK |
| 6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab). | |
| Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15). | OK |
| Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16). | OK |
| 7. Estimated Revenue (EstRev 6-11 tab) | |
| Amounts must be input for revenue. | OK |
| 8. Estimated Expenditures (EstExp 12-20 tab) | |
| Amounts must be input for expenditures. | OK |
| 9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab. | |
| Include brief note(s) describing revenue source. | OK |
| Include brief note(s) describing expenditure use. | OK |
| 10. EBF Spending Plan | |
| All required questions have been answered. | INCOMPLETE |

End of Balancing



**FINAL
COMPREHENSIVE
BUDGET
PRESENTATION**

FOR YEAR ENDING JUNE 30, 2026



Budget Process

- Those procedures include:
 - Post notice of budget hearing and availability of budget for public inspection for at least 30 days prior to budget hearing.
 - Adopt budget at a public meeting held after the budget hearing no later than September 30.
 - Post budget on the district website.
 - Submit budget electronically to the Illinois State Board of Education.

Changes Tentative to Final

| FUNDS | TENTATIVE BUDGET | FINAL BUDGET | DIFFERENCE |
|---------------------------------------|------------------|--------------|--------------|
| Education Fund (10) | (\$228,379) | \$30 | \$228,404 |
| Operations/Maintenance (20) | 93,818 | 20,818 | (73,000) |
| Transportation (40) | 133,893 | 593 | (133,300) |
| IMRF/Social Security/Medicare (50/51) | <u>425</u> | <u>6,420</u> | <u>5,995</u> |
| TOTAL | 243 | 27,861 | \$ 28,104 |



BUDGETARY BASIS

- ▶ The budget is developed within the guidelines predicated by the Illinois State Board of Education and is organized into a series of accounts called funds.
 - ▶ The capital projects funds is prepared on a project-by-project basis
- ▶ Total revenue for all funds for the school district is estimated at \$8,114,774 and total expenditure appropriations amount to \$8,013,032.
- The 2025-2026 budget is balanced
 - There will be a surplus of \$101,472

FY26 Final Budget

Sound Stewardship of District Finances

| | Education | Operations and Maintenance | Debt Service | Transportation | Municipal Retirement | Working Cash | Tort | Life Safety | Total |
|------------------------------|------------------|----------------------------|----------------|----------------|----------------------|---------------|------------|-------------|------------------|
| Fund Balance - July 1, 2025 | 5,846,609 | 436,666 | 342,223 | 191,520 | 100,847 | 541,510 | 25,716 | 12,882 | 7,497,973 |
| Revenues: | | | | | | | | | |
| Real Estate Taxes | 2,197,415 | 312,638 | 124,663 | 92,927 | 85,922 | 27,848 | | | 2,841,412 |
| Other Local Source | 249,628 | 4,980 | 10,700 | 6,200 | 12,850 | 17,400 | 800 | 400 | 302,958 |
| Flow Through | 112,563 | | | | | | | | 112,563 |
| Evidence Based Funding | 3,437,219 | 341,000 | | 241,000 | 70,800 | | | | 4,090,019 |
| Other State Sources | 91,609 | | 45,000 | 284,766 | | | | | 421,375 |
| Federal Sources | 346,447 | | | | | | | | 346,447 |
| Total Revenues | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,572 | 45,248 | 800 | 400 | 8,114,775 |
| Expenditures: | | | | | | | | | |
| Salaries | 3,637,543 | - | | 30,000 | | | | | 3,667,543 |
| Employee Benefits | 841,041 | - | | 3,300 | 163,151 | | | | 1,007,492 |
| Purchased Services | 970,529 | 283,000 | | 591,000 | | | | | 1,844,529 |
| Supplies and Materials | 213,398 | 232,800 | | | | | | | 446,198 |
| Capital Outlay | 6,000 | 112,000 | | | | | | | 118,000 |
| Other Objects | 750,840 | - | 152,930 | - | | | | | 903,770 |
| Non-Capitalized Equipment | 15,500 | 10,000 | | | | | | | 25,500 |
| | - | - | | | | | | | |
| Total Expenditures | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | - | - | - | 8,013,032 |
| Revenue Over (Under) | | | | | | | | | |
| Expenditures | 30 | 20,818 | 27,433 | 593 | 6,421 | 45,248 | 800 | 400 | 101,742 |
| Fund Balance - June 30, 2026 | \$ 5,846,639 | \$ 457,484 | \$ 369,656 | \$ 192,113 | \$ 107,268 | \$ 586,758 | \$ 26,516 | \$ 13,282 | \$ 7,599,715 |



Questions

Sandridge Elementary School District 172
Final Budget FY26
Fiscal Year Ending June 30, 2026

| | Education | Operations and Maintenance | Debt Service | Transportation | Municipal Retirement | Capital Projects | Working Cash | Tort | Life Safety | Total |
|-------------------------------------|---------------------|-------------------------------|-------------------|-------------------|----------------------|------------------|-------------------|------------------|------------------|---------------------|
| Fund Balance - July 1, 2025 | 5,846,609 | 436,666 | 342,223 | 191,520 | 100,847 | - | 541,510 | 25,716 | 12,882 | 7,497,973 |
| Revenues: | | | | | | | | | | |
| Real Estate Taxes | 2,197,415 | 312,638 | 124,663 | 92,927 | 85,922 | | 27,848 | | | 2,841,412 |
| Other Local Source | 249,628 | 4,980 | 10,700 | 6,200 | 12,850 | | 17,400 | 800 | 400 | 302,958 |
| Flow Through | 112,563 | | | | | | | | | 112,563 |
| Evidence Based Funding | 3,437,219 | 341,000 | | 241,000 | 70,800 | | | | | 4,090,019 |
| Other State Sources | 91,609 | | 45,000 | 284,766 | | | | | | 421,375 |
| Federal Sources | 346,447 | | | | | | | | | 346,447 |
| Total Revenues | 6,434,881 | 658,618 | 180,363 | 624,893 | 169,572 | - | 45,248 | 800 | 400 | 8,114,775 |
| Expenditures: | | | | | | | | | | |
| Salaries | 3,637,543 | - | | 30,000 | | | | | | 3,667,543 |
| Employee Benefits | 841,041 | - | | 3,300 | 163,151 | | | | | 1,007,492 |
| Purchased Services | 970,529 | 283,000 | | 591,000 | | | | | | 1,844,529 |
| Supplies and Materials | 213,398 | 232,800 | | | | | | | | 446,198 |
| Capital Outlay | 6,000 | 112,000 | | | | | | | | 118,000 |
| Other Objects | 750,840 | - | 152,930 | - | | | | | | 903,770 |
| Non-Capitalized Equipment | 15,500 | 10,000 | | | | | | | | 25,500 |
| | - | - | | | | | | | | |
| Total Expenditures | 6,434,851 | 637,800 | 152,930 | 624,300 | 163,151 | - | - | - | - | 8,013,032 |
| Revenue Over (Under) | | | | | | | | | | |
| Expenditures | 30 | 20,818 | 27,433 | 593 | 6,421 | - | 45,248 | 800 | 400 | 101,743 |
| Fund Balance - June 30, 2026 | \$ 5,846,639 | \$ 457,484 | \$ 369,656 | \$ 192,113 | \$ 107,268 | \$ - | \$ 586,758 | \$ 26,516 | \$ 13,282 | \$ 7,599,716 |



SANDRIDGE SCHOOL DISTRICT 172
Lynwood, Illinois

For Action

TO: Board of Education
Sandridge Elementary School District 172

FROM: Dr. Kim Nalls, District Superintendent

DATE: September 15, 2025

RE: Approval of the Final 2025-2026 Budget

The Illinois School Code requires that the Board of Education prepare a tentative budget, publish notice the same, make it available for public inspection for a period of not fewer than 30 days, and hold a public hearing prior to adoption. The budget must be adopted in final form by the Board of Education no later than September 30.

During that time, a short summary of the budget will be presented, and the Board shall invite members of the public to comment on the budget at the hearing. Once that is done, the Board President should motion to close the budget hearing. The board can move on to other agenda items at this time. Then, separately, the Board would motion that the Board approve the 2025-2026 School District Budget as presented.

Overall revenues are estimated at \$8.11 million while overall expenditures are budgeted at \$8.01 million. The estimated surplus is \$101,742.

The administration recommends that the Board of Education approve the 2025-2026 final budget, as presented.

**CERTIFICATION OF BUDGET/APPROPRIATION
IN ACCORDANCE WITH CHAPTER 35 SECTION 200/18-50
ILLINOIS COMPLIED STATUTES***

The undersigned, being Clerk/Secretary and Chief Financial Officer of the Taxing District below name, do hereby certify that attached hereto is TRUE AND CORRECT COPY of the Budget/Appropriation of said District for the 2025-2026 fiscal year, adopted on September 18, 2025.

We further certify that the ESTIMATE OF REVENUES, by source, anticipated to be received by said Taxing District, either set forth in said document or attached hereto separately, is a true statement of said estimate.

Name of District: Sandridge Elementary School District 172

Signature of Clerk/Secretary: _____

Signature of Superintendent: _____

Date: September 18, 2025

*35 ILCS 200/18-50: The governing authority of each taxing district shall file with the county clerk within 30 days of their adoption a certified copy of its appropriation and budget ordinances or resolutions, as well as an estimate, certified by its chief fiscal officer, of revenues, by source, anticipated to be received by the taxing district in the following fiscal year. If the governing authority fails to file the required documents, the county clerk shall have the authority, after giving timely notice of the failure to the taxing district, to refuse to extend the tax levy until the documents are so filed.

In determining the amount of maximum tax authorized to be levied by any statute of this State, the assessed valuation of the current year of property as assessed and reviewed by the local assessment officials or the Department, and as equalized or confirmed by the Department, shall be used. (Source: P.A. 86-233; 86-953; 86-957; 86-1475; 87-17; 87-477; 87-895; 88-455.)

SANDRIDGE SD 172 COMMITTEE OF
THE WHOLE
Wednesday, August 13, 2025 6:00P.M.

Media Center
2950 Glenwood Dyer Road
Lynwood, Illinois 60411

Mrs Shaunta Gray: Present
Mrs Sonja Jenkins Brown: Present
Mrs Janell Krueger: Present
Dr Stacey McJunkins: Present
Mrs Kim Newton: Absent
Mrs Grace Snelling: Present
Jeff Walker: Present

Present: 6, Absent: 1.

Jeff Walker is participating remotely

Mrs Shaunta Gray: Absent

Present: 5, Absent: 2.

1. CALL TO ORDER

Adjourn from Committee of the Whole. This motion, made by Mrs Janell Krueger and seconded by Dr Stacey McJunkins, Passed. This motion, made by Mrs Janell Krueger and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

Meeting called to order by President Sonya Jenkins-Brown at 6:02 PM

2. ROLL CALL: President Jenkins-Brown, Dr. McJunkins, Mrs. Snelling, Mr. Walker, Mrs. Krueger, Mrs. Newton, Mrs. Gray

Motion to adjourn from COW. This motion, made by Mrs Janell Krueger and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

Kim Newton has notified Dr. Nalls that she will be absent this evening. Mr. Jeff Walker has been approved to join the meeting via zoom. He notified Dr. Nalls and Ms. Jenkins-Brown that he has to work on 08/13/25.

3. Superintendent Report

Superintendent's Report

Presenter: Dr. Kim Nalls

This evening, the Board will be presented with the **Fiscal Year 2026 School Budget**. In compliance with **Illinois State Board of Education (ISBE)** requirements (105 ILCS 5/17-1):

1. **Public Inspection** - The tentative budget was made available for public inspection for at least 30 days prior to this hearing, with proper public notice.
2. **Board Secretary's Duty** - The Board Secretary made the tentative budget available and arranged the public hearing in coordination with Dr. Evans.
3. **Public Hearing** - Held tonight, August 13, 2025, at 7:00 p.m.
4. **Budget Adoption** - Scheduled for September 18, 2025, ahead of the September 30 deadline.
5. **Submission/Filing** - Adopted budget will be submitted to ISBE by October 31, 2025, and filed with the county clerk(s) within 30 days.
6. **Online Publication** - Adopted budget will be posted on the district's website with notifications sent to parents.
7. **Amendments** - Follow the same process as original adoption.

Additional Updates:

- School resumes August 14, 2025. Board members are invited to welcome back over 325 students.
- Residency enforcement continues to protect district resources; inquiries from non-resident families should be referred to the school.
- **Action Items:**

- Increase CSBO Consultant Dr. Alicia Evans' hourly rate from \$125 to \$150.
- Approve Price Brothers Transportation for cooperative students (\$50 flat rate + \$2.75/mile, currently 3 students).
- Approve SUPERPSYCHED LLC for school psychological services at \$94/hour (Aug. 6, 2025 - June 12, 2026).
- Approve Open Kitchens contract for two workers: \$22,000 and \$30,000 (manager), due to August 8 resignations.
- Change November 21, 2025 Board meeting to November 13, 2025, due to IASB Triple I Conference.

Building and Grounds

Tri Electronics completed installation of the new intercom system. Trees have been trimmed around the track, and the building is in excellent condition. Appreciation is extended to Mr. Colyer and Mr. Hayes.

Finance Department Report

Presenter: Dr. Kim Nalls

Board to take action on bills totaling \$126,667.03.

Personnel Update

Presenter: Dr. Kim Nalls

Recommended Classified IMRF Hires:

1. **Desaundra Robinson** - \$55,000 plus benefits.
2. **Shaniqua Smith** - \$48,000 plus benefits (1:1 student support at Speed).
3. **Officer Michael Phillips** - \$40,000 plus benefits (Security/Truancy Officer).
4. **Monica Cousins** - PT Food Service Worker, \$20/hour, no benefits.
5. **Lakendra O. Bellinger** - PT Food Service Worker, \$20/hour, no benefits.

Motion to Adjourn from Committee of the Whole: _____ **Motion**
made Seconded by

All in Favor Meeting adjourned at 6:45 PM

4. Finance Department Report

Finance Department Report

Presenter: Dr. Kim Nalls

Board will take action on approving all bills totaling \$126,667.03. All documents have been added into the COW. Ms. White will continue to pay bill until the September Board meeting.

5. Personnel Update

Personnel Update

Presenter: Dr. Kim Nalls

Recommended Classified IMRF Hires:

1. **Desaundra Robinson** - \$55,000 plus benefits.
2. **Shaniqua Smith** - \$48,000 plus benefits (1:1 student support at Speed).
3. **Officer Michael Phillips** - \$40,000 plus benefits (Security/Truancy Officer).
4. **Monica Cousins** - PT Food Service Worker, \$20/hour, no benefits.

5. Lakendra O. Bellinger - PT Food Service Worker, \$20/hour, no benefits.

6. MOTION TO ADJOURN FROM COMMITTEE OF THE WHOLE

Motion to adjourn from Committee of the Whole. This motion, made by Mrs Janell Krueger and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

6. Motion to adjourn to committee of the whole. This motion, made by Mrs Janell Krueger and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

A motion was made to adjourn the COW at 6:45 pm.

SPECIAL BOARD MEETING FOR
SANDRIDGE SCHOOL DISTRICT 172
Wednesday, August 13, 2025 7:00 PM Central

Media Center
2950 Glenwood Dyer Road
Lynwood, Illinois 60411

Mrs Shaunta Gray: Absent
Mrs Sonja Jenkins Brown: Present
Mrs Janell Krueger: Present
Dr Stacey McJunkins: Present
Mrs Kim Newton: Absent
Mrs Grace Snelling: Present
Jeff Walker: Present

Present: 5, Absent: 2.

1. CALL TO ORDER

Meeting was called to order at 7:11 PM

2. ROLL CALL: Mrs. Snelling, Mrs. Gray, Ms. Krueger, Mrs. Newton, Dr. McJunkins, Mr. Walker, President Jenkins-Brown
Jeff Walker participated remotely due to work via Zoom

3. Pledge of Allegiance

4. PUBLIC COMMENT

There was no public comment for this meeting

5. Superintendent's Report

5. Superintendent's Report. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

Question: Dr. McJunkins, how are we supporting the children that are in need? All registration fees are waived, an activity fee is waived and uniform, shoes, breakfast and lunch are provided.

The superintendent reported for various areas due to teachers preparing for the first day of school. The Board will discuss

1. Public Inspection
2. Tentative Budget
3. Public Hearing
4. Budget Adoption
5. Submission Filing
6. Online Publication
7. Amendments

6. Motion To Approve Consent Agenda

6. Motion To Approve Consent Agenda. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

6.1. Motion To Approve Payroll

6.1. Motion To Approve Payroll. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

6.2. Motion To Approve the Payment of Bills

6.2. Motion To Approve the Payment of Bills. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

6.3. Motion To Approve Personnel

6.3. Motion To Approve Personnel. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

6.4. Motion To Approve Minutes

6.4. Motion To Approve Minutes. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

6.4. Motion To Approve Minutes. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

6.4. Motion To Approve Minutes. This motion, made by Mrs Janell Krueger and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

7. Motion To Approve Tentative Budget and end of the Year Trial Balances

7. Motion To Approve Tentative Budget and end of the Year Trial Balances. This motion, made by Dr Stacey McJunkins and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs

Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

What is the percentage rate based on funding: The determining factor as to how much we get? The Board of Education and relation to property taxes is a formula that will be put into the Friday Update.

8. Motion To Approve Price Brothers Transportation for SY 26

8. Motion To Approve Price Brothers Transportation for SY 26. This motion, made by Jeff Walker and seconded by Mrs Janell Krueger, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

8. Motion To Approve Price Brothers Transportation for SY 26. This motion, made by Jeff Walker and seconded by Mrs Janell Krueger, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

8. Motion To Approve Price Brothers Transportation for SY 26. This motion, made by Jeff Walker and seconded by Mrs Janell Krueger, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

9. Motion To Approve Dr. Alicia Evans CSBO Consultant SY 26 Rate \$150.00 per hour

9. Motion To Approve Dr. Alicia Evans CSBO Consultant SY 26 Rate \$150.00 per hour. This motion, made by Dr Stacey McJunkins and seconded by Mrs Janell Krueger, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

9. Motion To Approve Dr. Alicia Evans CSBO Consultant SY 26 Rate \$150.00 per hour. This motion, made by Dr Stacey McJunkins and seconded by Mrs Janell Krueger, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

10. Motion To Approve Superpsych Contract

10. Motion To Approve Superpsych Contract. This motion, made by Mrs Janell Krueger and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

11. Motion To Approve Open Kitchens Contract

11. Motion To Approve Open Kitchens Contract. This motion, made by Dr Stacey McJunkins and seconded by Mrs Janell Krueger, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

12. Motion To Change November COW/BOE meeting to November 13th

12. Motion To Change November COW/BOE meeting to November 13th. This motion, made by Dr Stacey McJunkins and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

Janell Krueger is not available that week. Jeff Walker will work locally and take a day off. Kreuetger will join virtually via Zoom.

13. Motion to Adjourn to Close Session:

Discussion on the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of 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.

13. Motion to Adjourn to Close Session: Discussion on the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of 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. This motion, made by Dr Stacey McJunkins and seconded by Jeff Walker, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2

14. ROLL CALL: Mrs. Snelling, Mrs. Gray, Ms. Krueger, Mrs. Newton, Dr. McJunkins, Mr. Walker, President Jenkins-Brown

15. Motion to Adjourn

15. Motion to Adjourn meeting at 7:44 PM. This motion, made by Mrs Janell Krueger and seconded by Dr Stacey McJunkins, Passed.

Mrs Shaunta Gray: Absent, Mrs Kim Newton: Absent, Mrs Sonja Jenkins Brown: Yea, Mrs Janell Krueger: Yea, Dr Stacey McJunkins: Yea, Mrs Grace Snelling: Yea, Jeff Walker: Yea
Yea: 5, Nay: 0, Absent: 2



Board of Education Meeting Date: **September 18, 2025**

Agenda Item: **Personnel Report**

Recommendation of the Superintendent

Pursuant to my duties as Superintendent, I respectfully submit the following personnel recommendations for the Board's consideration and approval:

A. Employment

Name: **Keith Evans**
Position: **Technology Aide**
Effective Date: **September 02, 2025**
Salary: **\$40.00 per hour (as needed; not exceeding 180 hrs.)**
Benefits: **None**

Name: **Juanita Guzman**
Position: **Translator**
Effective Date: **September 12, 2025**
Salary: **\$30,000 annually, 10 month employee**
Benefits: **Eligible IMRF employee; 14 sick days; 2 personal business days; medical, dental, vision, and life insurance aligned with the classified staff collective bargaining agreement**

B. Resignations

Shanicqua Smith **SPED One on One Nurse** **Effective August 22, 2025**

B. Stipends

| ACTIVITY | POSITION | SPONSOR | STIPEND |
|---------------------|----------------------|----------------------|--------------------|
| Girls Basketball | Athletic Coach | M. Phillips | \$1,450 per season |
| Girls Basketball | Athletic Asst. Coach | R. Harvey | \$1,450 per season |
| Girls Volleyball | Athletic Coach | M. Phillips | \$1,450 per season |
| Girls Volleyball | Athletic Asst. Coach | R. Harvey | \$1,450 per season |
| Girls Track & Field | Athletic Coach | R. Harvey | \$1,450 per season |
| Girls Track & Field | Athletic Asst. Coach | M."Reese" Richardson | \$1,450 per season |

DISTRICT ADMINISTRATION

DR. K. NALLS
SUPERINTENDENT

J. KOSINA
ASSISTANT SUPERINTENDENT

C. WHITE
DIRECTOR OF BUILDING AND FINANCE

D. HOOK
DIRECTOR OF STUDENT SERVICES

R. LOUISSAINT
DIRECTOR OF TECHNOLOGY

SCHOOL ADMINISTRATION

K. POLK
PRINCIPAL

C. VANDER KUYL
ASSISTANT PRINCIPAL

BOARD OF EDUCATION

S. JENKINS BROWN
PRESIDENT

DR. S. MCJUNKINS
VICE PRESIDENT

G. SNELLING
SECRETARY

J. KRUEGER
MEMBER

K. NEWTON
MEMBER

J. WALKER
MEMBER

S. GRAY
MEMBER



| | | | |
|--------------------|----------------------|----------------------|---|
| Boys Basketball | Athletic Coach | R. Harvey | \$1,450 per season |
| Boys Basketball | Athletic Asst. Coach | M."Reese" Richardson | \$1,450 per season |
| Boys Track & Field | Athletic Coach | R. Harvey | \$1,450 per season |
| Boys Track & Field | Athletic Asst. Coach | M."Reese" Richardson | \$1,450 per season |
| Cheerleading | Athletic Coach | M. Cousins | \$1,050 per year |
| Cheerleading | Athletic Asst. Coach | L. Motley | \$1,050 per year |
| Drama Club | Coordinator | L. Hines | \$650 per year |
| Drama Club | Coordinator | J. Lloyd | \$650 per year |
| Student Council | Advisor | J. Hagle | \$850 per year |
| Student Council | Advisor | E. Hines | \$850 per year |
| Mentoring | Mentor | R. Ginaven | \$42 per hr.; Not exceeding 20 hrs per mentee |
| Mentoring | Mentor | S. Winfrey | \$42 per hr.; Not exceeding 20 hrs per mentee |

Board Action:

It is recommended that the Board of Education approve the personnel actions as presented above.

Motion:

Roll Call Vote:

Aye: _____ **Nay:** _____ **Abstain:** _____

Second:

Respectfully submitted,

Dr. Kim Nalls

Superintendent of Schools Sandridge School District 172

SANDRIDGE SCHOOL DIST 172

Payroll Journal Totals

Fiscal Year: 2025-2026

Pay Cycle: Pay Period: Start Date: End Date: Pay Date:

| | | | | |
|--------------|---|------------|------------|------------|
| Semi-Monthly | 3 | 08/01/2025 | 08/15/2025 | 08/08/2025 |
| Semi-Monthly | 4 | 08/16/2025 | 08/31/2025 | 08/25/2025 |

| Item | Amount | Match-Amount | Wage Basis | Payee |
|------|--------|--------------|------------|-------|
|------|--------|--------------|------------|-------|

Bank Account: 181 477 1 EXPENSE ACCOUNT

| | | | | |
|---|------------|------------|------------|--|
| GROSS PAY: | 198,501.75 | | | |
| OVERTIME: | 0.00 | | | |
| AXA 403B SEMI-MONTHLY | 2,781.00 | 0.00 | 30,225.63 | AXA EQUITABLE_15089 |
| BC/BS PRETAX HMO | 1,169.94 | 3,098.29 | 22,541.08 | BLUE CROSS BLUE SHIELD |
| BC/BS PRETAX PPO | 1,955.79 | 18,520.55 | 91,709.47 | BLUE CROSS BLUE SHIELD |
| DEARBORN LIFE INSURANCE | 25.32 | 114.20 | 163,757.61 | DEARBORN LIFE INSURANCE COMPANY |
| DENTAL INSURANCE HMO | 30.60 | 0.00 | 4,476.11 | DELTA DENTAL OF ILLINOIS |
| DENTAL INSURANCE PPO | 502.53 | 564.78 | 101,167.74 | DELTA DENTAL OF ILLINOIS RISK |
| DIRECT DEPOSIT NET PAY | 145,416.42 | 0.00 | 0.00 | HARRIS BANK DIRECT DEPOSIT |
| DIRECT DEPOSIT- FLAT AMOUNT | 1,700.00 | 0.00 | 25,576.73 | HARRIS BANK DIRECT DEPOSIT |
| EYE MED | 64.62 | 57.90 | 94,958.84 | EYEMED VISION CARE/FSL |
| FED TAX W/H | 17,216.88 | 0.00 | 180,987.89 | E F T P S_6200 |
| FICA - MEDICARE | 2,908.85 | 2,908.85 | 200,611.70 | E F T P S_6200 |
| FICA - SOC SEC | 3,610.00 | 3,610.00 | 58,225.91 | E F T P S_6200 |
| IEA-NEA | 459.65 | 0.00 | 36,670.83 | SANDRIDGE EDUCATION ASSN |
| ILLINOIS STATE TAX W/H | 8,886.43 | 0.00 | 180,987.89 | ILL DEPT OF REVENUE_1587 |
| IMRF | 1,799.87 | 1,971.83 | 39,996.38 | ILL MUNICIPAL RETIREMENT FUND_1598 |
| IMRF BOARD PAID EE | 0.00 | 631.49 | 14,033.26 | ILL MUNICIPAL RETIREMENT FUND_1598 |
| IMRF BOARD PAID ER | 0.00 | 691.84 | 14,033.26 | ILL MUNICIPAL RETIREMENT FUND_1598 |
| LIBERTY NATIONAL LIFE INSURANCE | 127.00 | 0.00 | 6,731.10 | LIBERTY NATIONAL LIFE |
| LIBERTY NATIONAL LIFE INSURANCE-Pre Tax | 113.87 | 0.00 | 14,036.19 | LIBERTY NATIONAL LIFE |
| SEA Union Dues - Local | 18.60 | 0.00 | 36,670.83 | SANDRIDGE EDUCATION ASSN |
| T.H.I.S. | 795.65 | 592.31 | 88,404.81 | TEACHERS HEALTH INSURANCE SECURITY_6129 |
| THIS BOARD PAID | 0.00 | 927.29 | 59,064.60 | TEACHERS HEALTH INSURANCE SECURITY_6129 |
| TRS | 7,956.43 | 512.75 | 88,404.81 | TEACHERS RETIREMENT SYS OF IL STATE_3164 |
| TRS - BOARD PAID .58 | 0.00 | 342.59 | 59,064.60 | TEACHERS RETIREMENT SYS OF IL STATE_3164 |
| TRS - BOARD PAID 9.0 | 0.00 | 5,315.81 | 59,064.60 | TEACHERS RETIREMENT SYS OF IL STATE_3164 |
| TRS - FEDERAL FUNDS | 0.00 | 2,142.62 | 20,721.81 | TEACHERS RETIREMENT SYS OF IL STATE_3164 |
| TRS SSP PRETAX 03 | 343.56 | 0.00 | 12,220.53 | VOYA SSP |
| Deductions Total: | | 197,883.01 | 42,003.10 | |
| Employee Net: | | 618.74 | | |
| Bank Acct Total: | | 240,504.85 | | |

Item

Amount Match-Amount

Wage Basis Payee

Grand Total: 240,504.85

End of Report

SANDRIDGE SCHOOL DIST 172

Payroll Fund Totals

Fiscal Year: 2025-2026

| | | | | |
|-------------------|--------------------|--------------------|------------------|------------------|
| Pay Cycle: | Pay Period: | Start Date: | End Date: | Pay Date: |
|-------------------|--------------------|--------------------|------------------|------------------|

| | | | | |
|--------------|---|------------|------------|------------|
| Semi-Monthly | 3 | 08/01/2025 | 08/15/2025 | 08/08/2025 |
| Semi-Monthly | 4 | 08/16/2025 | 08/31/2025 | 08/25/2025 |

| FUND | GROSS | FICA | RETIREMENT | BENEFITS | TOTALS |
|------|-------|------|------------|----------|--------|
|------|-------|------|------------|----------|--------|

Semi-Monthly - Period Number: 3

| | | | | | |
|----------------------|--------------------|-------------------|-------------------|-------------------|--------------------|
| 10 | 51,753.78 | 0.00 | 3,738.29 | 6,832.22 | 62,324.29 |
| 50 | 0.00 | 0.00 | 1,432.26 | 0.00 | 1,432.26 |
| 51 | 0.00 | 2,342.03 | 0.00 | 0.00 | 2,342.03 |
| Period Total: | \$51,753.78 | \$2,342.03 | \$5,170.55 | \$6,832.22 | \$66,098.58 |

Semi-Monthly - Period Number: 4

| | | | | | |
|----------------------|---------------------|-------------------|-------------------|--------------------|---------------------|
| 10 | 146,747.97 | 0.00 | 6,095.08 | 15,523.50 | 168,366.55 |
| 50 | 0.00 | 0.00 | 1,862.90 | 0.00 | 1,862.90 |
| 51 | 0.00 | 4,176.82 | 0.00 | 0.00 | 4,176.82 |
| Period Total: | \$146,747.97 | \$4,176.82 | \$7,957.98 | \$15,523.50 | \$174,406.27 |

| | | | | | |
|----------------------|---------------------|-------------------|--------------------|--------------------|---------------------|
| Grand Totals: | \$198,501.75 | \$6,518.85 | \$13,128.53 | \$22,355.72 | \$240,504.85 |
|----------------------|---------------------|-------------------|--------------------|--------------------|---------------------|

End of Report

SANDRIDGE SCHOOL DIST 172

Payroll Journal Summary

Fiscal Year: 2025-2026

Compare two periods

Group:

Type:

Category:

Includes All Periods

Difference: \$0.00

| Pay Cycle: | Pay Period: | Start Date: | End Date: | Pay Date: |
|--------------|-------------|-------------|------------|------------|
| Semi-Monthly | 3 | 08/01/2025 | 08/15/2025 | 08/08/2025 |
| Semi-Monthly | 4 | 08/16/2025 | 08/31/2025 | 08/25/2025 |

Sorted by Check Location, Name

Include time card positions

Name: All

| Name of Employee | Employee ID | GROSS | DEDUCTIONS | NET |
|-----------------------|-------------|----------|------------|--------|
| Ashmon, Mikayla A | AS89297 | 610.00 | 46.67 | 563.33 |
| Ashmon-Logan, Anita L | AS48018 | 2,986.00 | 2,986.00 | 0.00 |
| Blair, Walter | BL05134 | 4,227.26 | 4,227.26 | 0.00 |
| Breese, Amy L | BR80468 | 3,410.41 | 3,410.41 | 0.00 |
| Bristow, Natalie | BR88557 | 2,740.83 | 2,740.83 | 0.00 |
| Church, Abigale L | CH88032 | 2,084.37 | 2,084.37 | 0.00 |
| Coffey, Anne L | CO47139 | 1,171.10 | 1,171.10 | 0.00 |
| Colyer, Anthony | CO47036 | 4,229.16 | 4,229.16 | 0.00 |
| Conrad, Tara B | CO49899 | 2,821.72 | 2,821.72 | 0.00 |
| Conroy, Catherine | CO42825 | 3,209.36 | 3,209.36 | 0.00 |
| Cousins, Monica | CO87882 | 220.00 | 220.00 | 0.00 |
| Dockery, Kahleiah S | DO23067 | 2,285.62 | 2,285.62 | 0.00 |
| Doty, Candice D | DO28443 | 3,305.01 | 3,305.01 | 0.00 |
| Evans, Mark A | EV42596 | 2,594.29 | 2,594.29 | 0.00 |
| Ginaven, Rebecca M | GI82613 | 3,726.46 | 3,726.46 | 0.00 |
| Hagle, Jordan | HA48795 | 2,762.76 | 2,762.76 | 0.00 |
| Hale, Kristin | KR48813 | 3,383.08 | 3,383.08 | 0.00 |
| Harvey, Robert D | HA64032 | 5,176.16 | 5,176.16 | 0.00 |
| Hayes, Clyde L | HA22696 | 6,607.59 | 6,607.59 | 0.00 |
| Hines, Emma K | HI07868 | 1,480.21 | 1,480.21 | 0.00 |
| Hines, Leah | HI42566 | 2,750.21 | 2,750.21 | 0.00 |
| Hook, David | HO60410 | 8,999.62 | 8,999.62 | 0.00 |
| Hurd, Tiffany B | HU84890 | 3,051.48 | 3,051.48 | 0.00 |
| Jackson, Patti | JA24306 | 2,594.29 | 2,594.29 | 0.00 |
| Karnemaat, Carey P | KA07609 | 2,462.85 | 2,462.85 | 0.00 |
| Kosina, Joseph | KO84738 | 9,990.14 | 9,990.14 | 0.00 |
| Legraff, Rosa E | LE06988 | 4,905.84 | 4,905.84 | 0.00 |

| Name of Employee | Employee ID | GROSS | DEDUCTIONS | NET |
|----------------------------|-------------|-----------|------------|-------|
| Lipkovitch, Lisa | LI40618 | 2,594.29 | 2,594.29 | 0.00 |
| Lloyd, Jessica | LL40107 | 1,171.10 | 1,171.10 | 0.00 |
| Logan, David NMI | LO25091 | 70.00 | 70.00 | 0.00 |
| Louissaint, Matthew | LO29035 | 960.00 | 960.00 | 0.00 |
| Louissaint, Roosevelt | LO49107 | 6,375.00 | 6,375.00 | 0.00 |
| Moirano, Gina M | MO09490 | 2,640.13 | 2,640.13 | 0.00 |
| Moore, Deborah L | MO68865 | 3,703.32 | 3,703.32 | 0.00 |
| Morgan, Tamrah | MO28467 | 3,341.64 | 3,341.64 | 0.00 |
| Morris, Amelia A | MO48414 | 2,285.62 | 2,285.62 | 0.00 |
| Motley, Latrese | MO60895 | 3,787.86 | 3,787.86 | 0.00 |
| Nalls, Kim | NA45191 | 18,607.69 | 18,607.69 | 0.00 |
| Phillips, Michael L | PH88296 | 1,666.67 | 1,666.67 | 0.00 |
| Polk, Kalea M | PO29758 | 8,443.00 | 8,443.00 | 0.00 |
| Pruitt, Rodney | PR69560 | 2,771.47 | 2,771.47 | 0.00 |
| Purcell, Melinda E | PU23392 | 1,480.21 | 1,480.21 | 0.00 |
| Redmerski, Gail | RE29622 | 2,513.20 | 2,513.20 | 0.00 |
| Richardson, Maurice | RI29937 | 3,831.86 | 3,831.86 | 0.00 |
| Richardson, Maurice U | RI65013 | 1,171.10 | 1,171.10 | 0.00 |
| Robinson, DeSeandra V | RO48184 | 3,564.54 | 3,564.54 | 0.00 |
| Robinson, Martha | RO06023 | 3,909.38 | 3,909.38 | 0.00 |
| Sellers, Keon S | SE66529 | 2,216.16 | 2,216.16 | 0.00 |
| Snelling, Mack | SN05762 | 60.00 | 4.59 | 55.41 |
| Vander Kuyf, Christopher J | VA27778 | 7,708.34 | 7,708.34 | 0.00 |
| Wade, Katrina | WA27704 | 1,666.67 | 1,666.67 | 0.00 |
| Wall, Christine | WA72166 | 2,134.72 | 2,134.72 | 0.00 |
| White, Charlotte | WH44743 | 6,794.18 | 6,794.18 | 0.00 |
| Williams, Tina N | WI84145 | 3,104.11 | 3,104.11 | 0.00 |
| Winfrey, Sylvia | WI20818 | 3,726.46 | 3,726.46 | 0.00 |
| Wingard, Michelle L | WI04713 | 2,417.21 | 2,417.21 | 0.00 |

End of Report

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|-------------|
| Amazon Capital Services | | | | | | |
| Check Group: September 2025 | | | | | | |
| SUPPLIES- TEACHER REIMBURSEMENT | | 1 | 260060 | V833243 9/10/2025 | 10.5.1100.490.0000.00.00 SUPPLIES- TEACHER REIMBURSEMENT | \$169.58 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$169.58 |
| Vendor Total: | | | | | | \$169.58 |
| Bluum | | | | | | |
| Check Group: September 2025 | | | | | | |
| Vendor: BLUUM Quote: #372660 DELL, CHROMEBOOK 3100, INTEL CELERON N4020, 4GB, 32GB, 11.6" Non Touch Display, WITH ADAPTER - Grade A+ | | 125 | 260035 | V230693 9/10/2025 | 10.5.2630.410.0000.00.00 General Supplies | \$15,625.00 |
| Vendor: BLUUM, Quote: #372660 Google Chrome OS Management Console License, Education | | 125 | 260035 | V230693 9/10/2025 | 10.5.2630.410.0000.00.00 General Supplies | \$3,750.00 |
| BLUUM, Quote: #372660 HP ProBook 460 G11 16" Notebook - WUXGA - Intel Core Ultra 7 155U - vPro Technology - 16 GB - 512 GB SSD - English Keyboard - Pike Silver Aluminum | | 5 | 260035 | V230693 9/10/2025 | 10.5.2630.410.0000.00.00 General Supplies | \$4,747.80 |
| Shipping and Handling | | 1 | 260035 | V230693 9/10/2025 | 10.5.2630.410.0000.00.00 General Supplies | \$385.26 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$24,508.06 |
| Check Group: September 2025 | | | | | | |
| Vendor: BLUUM, Quote: #378 Alunno Always-On 11.6" Chromebook Case583 | | 100 | 260070 | V278249 9/10/2025 | 10.5.2630.410.0000.00.00 General Supplies | \$1,176.00 |
| GenVendor: BLUUM, Quote: #378583 Targus Classic Slim TCT027US Carrying Case (Briefcase) for 15" to 16" Notebook - Black - TAA Compliant | | 20 | 260070 | V278249 9/10/2025 | 10.5.2630.410.0000.00.00 General Supplies | \$621.60 |
| Check #: 0 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|--|------------------------------|
| | | | | | | PO/Invoice Total: \$1,797.60 |
| | | | | | | Vendor Total: \$26,305.66 |
| BSN SPORTS LLC | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| ULTRA BREAKAWAY COMPETITION QUOTE # 21653753 DATED 8-25-25 | | 1 | 260113 | V552680 9/9/2025 | 10.5.1500.700.0000.00.00 Basketball Back Boards/Volleyball | \$899.98 |
| | | | | | | Check #: 0 |
| | | | | | | PO/Invoice Total: \$899.98 |
| | | | | | | Vendor Total: \$899.98 |
| C & T LAWN & LANDSCAPE | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # CI-21191 - LAWN MAINTENANCE FOR THE MONTH OF AUGUST 2025 | | 1 | 260151 | V291580 9/10/2025 | 20.5.2540.300.0000.00.00 Purchased Services | \$621.00 |
| | | | | | | Check #: 0 |
| | | | | | | PO/Invoice Total: \$621.00 |
| | | | | | | Vendor Total: \$621.00 |
| CDS OFFICE TECHNOLOGIES. | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # inv1714665 DATED 8-8-25 BILLING PERIOD 8-22-25 THRU 9-21-25 Information Services- Internet/Phone | | 1 | 260144 | V269861 9/11/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$491.60 |
| | | | | | | Check #: 0 |
| | | | | | | PO/Invoice Total: \$491.60 |
| | | | | | | Vendor Total: \$491.60 |
| CINTAS CORPORATION # 319 | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # 4236731704 - FLOOR MAT SERVICE - 26 TRAFFIC MATS | | 1 | 260096 | V439247 9/9/2025 | 20.5.2540.310.0000.00.00 Professional & Technical Service | \$220.10 |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|--|----------|
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$220.10 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # 4237540825 - FLOOR MAT SERVICE - 26 FLOOR MATS | | 1 | 260097 | V705255 9/9/2025 | 20.5.2540.310.0000.00.00 Professional & Technical Service | \$220.10 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$220.10 |
| Check Group: | | | | | | |
| INVOICE # 5288221505 - ANTISEPTIC WIPES, HARD SURFACE DISINFECTANT X 3, GAUZE PADS. ELASTIC TAPE, COLD PACKS, HYDROCORTISONE CREAM, FIRST AID CREAM, STPAIN CLINICAL GEL, ANTACID, PEPTUM TABS, ANTI-DIARRHEAL CAPLETS,ALEVE, TYLENOL, BAYER, GLUCOSE MELTS, EYEWASH BOX, BURN RELIEF PACKETS | | 1 | 260135 | V437947 9/9/2025 | 20.5.2540.400.0000.00.00 Supplies And Materials | \$349.01 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$349.01 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # 4241126588 - MATT SERVICES FOR 26 FLOOR MATTS | | 1 | 260153 | V157512 9/11/2025 | 20.5.2540.310.0000.00.00 Professional & Technical Service | \$220.10 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$220.10 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # 9336048067 - ZOLL 3 AED AUTOMATIC AGREEMENT | | 1 | 260155 | V194174 9/10/2025 | 20.5.2540.320.0000.00.00 Property Services | \$391.50 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$391.50 |
| Check Group: SEPTEMBER 2025 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054 09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|--|-------------|
| INVOICE # 4242684323 - 26 TRAFFIC MATS, WEEKLY MAT SERVICE 9/8/2025 | | 1 | 260156 | V780302 9/11/2025 | 20.5.2540.310.0000.00.00 Professional & Technical Service | \$220.10 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$220.10 |
| | | | | | Vendor Total: | \$1,620.91 |
| Education Walkthrough | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Quote QU-157464, Quote Date 08/29/2025, Education Walkthrough, School License, Admin License to conduct Walkthroughs | | 5 | 260134 | V884881 9/11/2025 | 10.5.2210.310.4932.00.00 Title II Lexia Registration PD | \$1,500.00 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$1,500.00 |
| | | | | | Vendor Total: | \$1,500.00 |
| FIRST STUDENT | | | | | | |
| Check Group: SEPTEMBER 202523962. | | | | | | |
| invoice # 12068123 dated 8-11-25 routes july 2025 esy | | 1 | 260159 | V191789 9/11/2025 | 40.5.2550.331.0000.00.00 Pupil Transportation-First Student | \$19,719.36 |
| monitors Pupil Transportation-First Student | | 1 | 260159 | V191789 9/11/2025 | 40.5.2550.331.0000.00.00 Pupil Transportation-First Student | \$4,242.68 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$23,962.04 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice # 12061410 dated 6-26-25 ECHO June 2025 (HTS) home to school routes Pupil Transportation-Spec. Ed | | 1 | 260160 | 544.34 9/11/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$418.22 |
| monitors Pupil Transportation-Spec. Ed | | 1 | 260160 | 544.34 9/11/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$126.12 |
| | | | | | Check #: 0 | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|--|-----------------------------|
| | | | | | | PO/InvoiceTotal: \$544.34 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice # 12061397 dated 6-17-25 Pupil Transportation-First Student | | 1 | 260162 | V75585 9/11/2025 | 40.5.2550.331.0000.00.00 Pupil Transportation-First Student | \$7,673.76 |
| monitors | | 1 | 260162 | V75585 9/11/2025 | 40.5.2550.331.0000.00.00 Pupil Transportation-First Student | \$1,345.24 |
| | | | | | | Check #: 0 |
| | | | | | | PO/InvoiceTotal: \$9,019.00 |
| | | | | | | Vendor Total: \$33,525.38 |
| HIMES, PETRARCA & FESTER | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Invoice 56372, Invoice Date 09/02/2025, Himes, Petrarca, and Fester - Attorneys at Law, Chartered, General Legal Services | | 1 | 260157 | V535017 9/11/2025 | 10.5.2310.318.0000.00.00 Legal Services | \$1,977.50 |
| | | | | | | Check #: 0 |
| | | | | | | PO/InvoiceTotal: \$1,977.50 |
| | | | | | | Vendor Total: \$1,977.50 |
| HOMEWOOD DISPOSAL SERV, I 1525 | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice # 9532997 dated 9-1-25 monthly charge September 2025 | | 1 | 260142 | V369894 9/11/2025 | 20.5.2540.321.0000.00.00 Sanitation Services | \$440.00 |
| environmental fee Sanitation Services | | 1 | 260142 | V369894 9/11/2025 | 20.5.2540.321.0000.00.00 Sanitation Services | \$8.80 |
| fuel adjustment Sanitation Services | | 1 | 260142 | V369894 9/11/2025 | 20.5.2540.321.0000.00.00 Sanitation Services | \$35.20 |
| | | | | | | Check #: 0 |
| | | | | | | PO/InvoiceTotal: \$484.00 |
| | | | | | | Vendor Total: \$484.00 |

IL. Department of Employment Security

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|--------------|
| Check Group: SEPTEMBER 2025 | | | | | | |
| PAYMENT FOR UNEMPLOYMENT INSURANCE CONTRIBUTIONS | | 1 | 260146 | V791626 9/11/2025 | 10.5.2310.318.0000.00.00 Legal Services | \$2,761.93 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$2,761.93 |
| | | | | | Vendor Total: | \$2,761.93 |
| ILLINOIS SCHOOL DISTRICT AGENCY | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Annual Renewal (Student Accident) | | 1 | 260161 | V121576 9/11/2025 | 10.5.2310.380.0000.00.00 Insurance (Other Than Emp Benefits) | \$1,915.00 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$1,915.00 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice # 109642 dated 6-30-25 Annual Renewal contribution amount renewal of school board legal liability plan of coverage | | 1 | 260163 | V225911 9/11/2025 | 10.5.2310.380.0000.00.00 Insurance (Other Than Emp Benefits) | \$2,449.00 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$2,449.00 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice 109621 dated 6-30-25 Annual Renewal (Umbrella Contribution) | | 1 | 260164 | V392676 9/11/2025 | 10.5.2310.380.0000.00.00 Insurance (Other Than Emp Benefits) | \$5,454.00 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$5,454.00 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Annual Package Renewal | | 1 | 260166 | V309395 9/11/2025 | 10.5.2310.380.0000.00.00 Insurance (Other Than Emp Benefits) | \$105,011.00 |
| | | | | | Check #: 0 | |
| | | | | | PO/InvoiceTotal: | \$105,011.00 |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|-----------------------------|
| | | | | | | Vendor Total: \$114,829.00 |
| LYNWOOD, VILLAGE OF | 1756 | | | | | |
| Check Group: September 2025 | | | | | | |
| DUE 9-15-25 Water/Sewer Service | | 1 | 260143 | V236873 9/11/2025 | 20.5.2540.370.0000.00.00 Water/Sewer Service | \$41.55 |
| | | | | | | PO/InvoiceTotal: \$41.55 |
| | | | | | | Vendor Total: \$41.55 |
| Pitney Bowes Inc. | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # 3107341221 DATED 8-11-25 METER RENTAL Rentals | | 1 | 260145 | V344779 9/11/2025 | 10.5.2310.325.0000.00.00 Rentals | \$184.17 |
| | | | | | | PO/InvoiceTotal: \$184.17 |
| | | | | | | Vendor Total: \$184.17 |
| Price Brothers Transportation LLC | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Invoice 4256, Invoice Date 09/04/2025, Transportation: Sandridge to 265 Duke Dr., R. Alston | | 11 | 260136 | V248926 9/9/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$683.10 |
| Invoice 4256, Invoice Date 09/04/2025, Transportation: Wentworth Jr. High to 705 Michelle Dr., A. Kimbrough | | 8 | 260136 | V248926 9/9/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$932.40 |
| Invoice 4256, Invoice Date 09/04/2025, Transportation: Sandridge to 98 Bolzano Ct., P. Powell | | 9 | 260136 | V248926 9/9/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$563.85 |
| | | | | | | PO/InvoiceTotal: \$2,179.35 |
| | | | | | | Vendor Total: \$2,179.35 |
| QUALITY ALARM SYSTEMS, IN | 9789 | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|------------------------------------|
| LYNWOOD, VILLAGE OF | 1756 | | | | | |
| Check Group: September 2025 | | | | | | |
| DUE 9-15-25 Water/Sewer Service | | 1 | 260143 | V236873 9/11/2025 | 20.5.2540.370.0000.00.00 Water/Sewer Service | \$41.55 |
| | | | | | Check #: 0 | |
| | | | | | | <u>PO/InvoiceTotal: \$41.55</u> |
| | | | | | | Vendor Total: \$41.55 |
| Pitney Bowes Inc. | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # 3107341221 DATED 8-11-25 METER RENTAL Rentals | | 1 | 260145 | V344779 9/11/2025 | 10.5.2310.325.0000.00.00 Rentals | \$184.17 |
| | | | | | Check #: 0 | |
| | | | | | | <u>PO/InvoiceTotal: \$184.17</u> |
| | | | | | | Vendor Total: \$184.17 |
| Price Brothers Transportation LLC | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Invoice 4256, Invoice Date 09/04/2025, Transportation: Sandridge to 265 Duke Dr., R. Alston | | 11 | 260136 | V248926 9/9/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$683.10 |
| Invoice 4256, Invoice Date 09/04/2025, Transportation: Wentworth Jr. High to 705 Michelle Dr., A. Kimbrough | | 8 | 260136 | V248926 9/9/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$932.40 |
| Invoice 4256, Invoice Date 09/04/2025, Transportation: Sandridge to 98 Botzano Ct., P. Powell | | 9 | 260136 | V248926 9/9/2025 | 40.5.2550.331.0000.00.15 Pupil Transportation-Spec. Ed | \$563.85 |
| | | | | | Check #: 0 | |
| | | | | | | <u>PO/InvoiceTotal: \$2,179.35</u> |
| | | | | | | Vendor Total: \$2,179.35 |
| QUALITY ALARM SYSTEMS, IN | 9789 | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1054

09/11/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---------------------------------------|---------------------------|
| | | | | | | Vendor Total: \$20,160.00 |
| ZANER-BLOSER INC. | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Quote 00071667, Quote Date 08/19/2025, Zaner-Bloser, Instructional Textbooks, Handwriting 2025, Grade 3, Student Edition | | 55 | 260112 | V551815 9/9/2025 | 10.5.1100.420.0000.00.00 Textbooks | \$819.50 |
| Shipping / Processing | | 1 | 260112 | V551815 9/9/2025 | 10.5.1100.420.0000.00.00 Textbooks | \$81.95 |
| Check #: 0 | | | | | | |
| | | | | | | PO/InvoiceTotal: \$901.45 |
| | | | | | | Vendor Total: \$901.45 |
| | | | | | | Grand Total: \$211,588.06 |

End of Report

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1044

09/03/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|----------------|
| Corwin Press Inc. | | | | | | |
| Check Group: september 2025 | | | | | | |
| shipping for po#260001 invoice #153938K1 dated 6-26-25Supplies School Improvement | | 1 | 260132 | V295721 9/3/2025 | 10.5.2210.410.4331.00.00 Supplies School Improvement | \$81.95 |
| Check #: 172013767 | | | | | | |
| PO/InvoiceTotal: | | | | | | <u>\$81.95</u> |
| Vendor Total: | | | | | | <u>\$81.95</u> |
| Grand Total: | | | | | | <u>\$81.95</u> |

End of Report

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1043

09/03/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|--|-------------------------------------|
| BLOOM TOWNSHIP TRUSTEE OF SCHOOLS | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| annual invoice for services provided by Bloom Township Trustees of Schools January 2025 | 102144 | 1 | 260129 | V574805 9/3/2025 | 10.5.2310.317.0000.00.00 Audit/Financial Services | \$5,500.00 |
| February 15, 2025 service payment | | 1 | 260129 | V574805 9/3/2025 | 10.5.2310.317.0000.00.00 Audit/Financial Services | \$5,500.00 |
| April 15, 2025 service payment | | 1 | 260129 | V574805 9/3/2025 | 10.5.2310.317.0000.00.00 Audit/Financial Services | \$5,500.00 |
| June 15, 2025 service payment | | 1 | 260129 | V574805 9/3/2025 | 10.5.2310.317.0000.00.00 Audit/Financial Services | \$5,500.00 |
| Check #: 172013763 | | | | | | |
| | | | | | | PO/InvoiceTotal: <u>\$22,000.00</u> |
| | | | | | | Vendor Total: <u>\$22,000.00</u> |
| NICOR GAS_8577 | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| DELIVERY CHARGES 7-10-25 THRU 8/7/25 UTILITY | | 1 | 260130 | V26707 9/3/2025 | 20.5.2540.465.0000.00.00 Natural Gas | \$204.87 |
| ADDITIONAL PRODUCTS AND SERVICES Natural Gas | | 1 | 260130 | V26707 9/3/2025 | 20.5.2540.465.0000.00.00 Natural Gas | \$127.96 |
| Check #: 172013764 | | | | | | |
| | | | | | | PO/InvoiceTotal: <u>\$332.83</u> |
| | | | | | | Vendor Total: <u>\$332.83</u> |
| PITNEY BOWES GLOBAL FIN'L SERVICES LLC | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| ink cartridge | 100533 | 1 | 260108 | V178247 9/3/2025 | 10.5.1100.410.0000.00.00 General Supplies | \$91.29 |
| Check #: 172013765 | | | | | | |
| | | | | | | PO/InvoiceTotal: <u>\$91.29</u> |
| | | | | | | Vendor Total: <u>\$91.29</u> |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1043

09/03/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|---|-------------|
| Workers' Compensation | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice 109196 dated 1-31-25 ADJUSTMENT OF CONTRIBUTION AMOUNT * THIS INVOICE REFLECTS THE ADDITIONAL CONTRIBUTION DUE BASED ON THE RECENTLY COMPLETED AUDIT ON PAYROLL DATA* | | 1 | 260131 | V780239 9/3/2025 | 10.5.2310.380.0000.00.00 Insurance (Other Than Emp Benefits) Check #: 172013766 | \$8,001.00 |
| PO/InvoiceTotal: | | | | | | \$8,001.00 |
| Vendor Total: | | | | | | \$8,001.00 |
| Grand Total: | | | | | | \$30,425.12 |

End of Report

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1042 09/02/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|--|-------------------------------------|
| BLOOM TOWNSHIP TRUSTEE OF SCHOOLS | | | | | | |
| Check Group: September 2025 | | | | | | |
| skyward conversion invoice due July 15, 2025 Audit/Financial Services | 102144 | 1 | 260127 | V337102 9/2/2025 | 10.5.2310.317.0000.00.00 Audit/Financial Services | \$13,481.00 |
| | | | | | | Check #: 172013750 |
| | | | | | | PO/InvoiceTotal: <u>\$13,481.00</u> |
| | | | | | | Vendor Total: <u>\$13,481.00</u> |
| CALUMET CITY PLUMBING CO, INC. | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE #68903 - MULTIPLE TOILET LEAKS FIXED, PLUMBER LABOR AND SERVICE TRUCK CHARGES | | 1 | 260111 | V886623 8/27/2025 | 20.5.2540.320.0000.00.00 Property Services | \$1,688.86 |
| | | | | | | Check #: 172013751 |
| | | | | | | PO/InvoiceTotal: <u>\$1,688.86</u> |
| | | | | | | Vendor Total: <u>\$1,688.86</u> |
| CINTAS CORPORATION # 319 | | | | | | |
| Check Group: September 2025220.10 | | | | | | |
| INVOICE # 4238990592 - MAT SERVICE - 26 MATS | | 1 | 260110 | V418407 8/26/2025 | 20.5.2540.310.0000.00.00 Professional & Technical Service | \$220.10 |
| | | | | | | Check #: 172013752 |
| | | | | | | PO/InvoiceTotal: <u>\$220.10</u> |
| | | | | | | Vendor Total: <u>\$220.10</u> |
| ComEd | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| due 10-13-25 Electricity | | 1 | 260124 | V554638 8/28/2025 | 20.5.2540.466.0000.00.00 Electricity | \$8,376.35 |
| | | | | | | Check #: 172013753 |
| | | | | | | PO/InvoiceTotal: <u>\$8,376.35</u> |
| | | | | | | Vendor Total: <u>\$8,376.35</u> |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1042

09/02/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|---|-------------|
| Corwin Press Inc. | | | | | | |
| Check Group: September 2025 | | | | | | |
| Supplies School Improvement - Paperback Book, "Visible Learning for Teachers - Maximizing Impact on Learning," | | 39 | 260001 | V547069 8/29/2025 | 10.5.2210.410.4331.00.00 Supplies School Improvement | \$1,792.05 |
| Check #: 172013754 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$1,792.05 |
| Vendor Total: | | | | | | \$1,792.05 |
| Crisis Prevention Institute Inc. | | | | | | |
| Check Group: september 2025 | | | | | | |
| Invoice NAIN-173983, Invoice Date 07/10/2025, Crisis Prevention Institute, Annual Membership Fee, CHris VanderKuyf, Cert Year 8/12/2025-8/11/2026 | | 1 | 260102 | V244117 8/26/2025 | 10.5.2150.300.4620.00.00 Purchased Services | \$200.00 |
| Check #: 172013755 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$200.00 |
| Vendor Total: | | | | | | \$200.00 |
| CURRICULUM ASSOCIATES LLC | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Quote 391766.3, Quote Date 07/16/2025, Curriculum Associates, 2025-2026 Curriculum, i-Ready Classroom | | 1 | 260040 | V483388 8/28/2025 | 10.5.1100.420.0000.00.00 Textbooks | \$10,852.80 |
| Quote 391766.3, Quote Date 07/16/2025, Curriculum Associates, 2025-2026 Curriculum, i-Ready | | 1 | 260040 | V483388 8/28/2025 | 10.5.1100.420.0000.00.00 Textbooks | \$19,332.50 |
| Quote 391766.3, Quote Date 07/16/2025, Curriculum Associates, 2025-2026 Curriculum, Toolbox | | 1 | 260040 | V483388 8/28/2025 | 10.5.1100.420.0000.00.00 Textbooks | \$3,017.50 |
| Shipping / Tax / Other | | 1 | 260040 | V483388 8/28/2025 | 10.5.1100.420.0000.00.00 Textbooks | \$976.76 |
| Check #: 172013756 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$34,179.56 |
| Vendor Total: | | | | | | \$34,179.56 |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1042

09/02/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount | |
|--|----------|--------|---------|-------------------------|---|------------|-----|
| Easter Seals Metropolitan Chicago Inc. | | | | | | | |
| Check Group: September 2025 20259188.0 | | | | | | | |
| Invoice 32580, Invoice Date 07/31/2025, EasterSeals, July 2025 Tuition, E. Jones | 19 | 260103 | V186162 | 8/26/2025 | 10.5.4210.670.0000.00.00 Alternative Program Tuition | \$9,188.02 | .00 |
| Check #: 172013757 | | | | | | | |
| PO/InvoiceTotal: | | | | | | \$9,188.02 | .00 |
| Vendor Total: | | | | | | \$9,188.02 | 00 |
| IESA | | | | | | | |
| Check Group: September 2025 | | | | | | | |
| 2026 9th grade boys track school ID 1877 Update ID 38673 Interscholastic Dues/Fees | 1 | 260128 | V250515 | 9/2/2025 | 10.5.1500.640.0000.00.00 Interscholastic Dues/Fees | \$70.00 | 00 |
| 2026 8th grade girls track Interscholastic Dues/Fees | 1 | 260128 | V250515 | 9/2/2025 | 10.5.1500.640.0000.00.00 Interscholastic Dues/Fees | \$70.00 | 00 |
| Check #: 172013758 | | | | | | | |
| PO/InvoiceTotal: | | | | | | \$140.00 | 00 |
| Vendor Total: | | | | | | \$140.00 | 00 |
| Illinois ASBO | | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | | |
| invoice # 0064325 Bookkeprs Confrence (03/14/2025) | 1 | 260116 | 280.00 | 8/27/2025 | 10.5.2320.640.0000.00.00 Dues And Fees | \$280.00 | 00 |
| Check #: 172013759 | | | | | | | |
| PO/InvoiceTotal: | | | | | | \$280.00 | 00 |
| Check Group: SEPTEMBER 2025 | | | | | | | |
| invoice # 0064035 Student Activity Funds Sminar 02/06/2025 | 1 | 260117 | V79202 | 8/27/2025 | 10.5.2320.640.0000.00.00 Dues And Fees | \$265.00 | 00 |
| Check #: 172013759 | | | | | | | |
| PO/InvoiceTotal: | | | | | | \$265.00 | 00 |
| Vendor Total: | | | | | | \$545.00 | 00 |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1042

09/02/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|---------|
| invoice # 466654 dated 6-17-25 South Cook Meeting Fee (06/17/2025) - Dr. Kim Nalls | | 1 | 260122 | V91756 8/27/2025 | 10.5.2310.640.0000.00.00 Dues And Fees | \$30.00 |
| South Cook Meeting Fee (06/17/2025) - Sonja Jenkins Brown | | 1 | 260122 | V91756 8/27/2025 | 10.5.2310.640.0000.00.00 Dues And Fees | \$30.00 |
| South Cook Meeting Fee (06/17/2025) - Jeff Walker | | 1 | 260122 | V91756 8/27/2025 | 10.5.2310.640.0000.00.00 Dues And Fees | \$30.00 |
| South Cook Meeting Fee (06/17/2025) - Janell Krueger | | 1 | 260122 | V91756 8/27/2025 | 10.5.2310.640.0000.00.00 Dues And Fees | \$30.00 |

Check #: 172013760

PO/InvoiceTotal: \$120.00

Vendor Total: \$8,930.00

RING CENTRAL, INC

Check Group: SEPTEMBER 2025

| | | | | | | |
|---|--|---|--------|----------------------|--|------------|
| invoice # cd001172046 dated 7-23-25 subscription 7-22-25 thru 8-21-25 | | 1 | 260114 | V429628 8/27/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$1,483.90 |
| credit for return 450 business IP phoneInformation Services- Internet/Phone | | 1 | 260114 | V429628 8/27/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | (\$537.00) |

Check #: 172013761

PO/InvoiceTotal: \$946.90

Check Group: SEPTEMBER 2025

| | | | | | | |
|--|--|---|--------|----------------------|--|----------|
| service 8-22-25 thru 9-21-25invoice # cd001198619 dated 8-23-25 Information Services- Internet/Phone | | 1 | 260115 | V560578 8/27/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$898.57 |
|--|--|---|--------|----------------------|--|----------|

Check #: 172013761

PO/InvoiceTotal: \$898.57

Vendor Total: \$1,845.47

St. Coletta's of Illinois Inc.

Check Group: september 2025

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1042

09/02/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|----------------------|-----------------------------|-------------|
| Invoice 31691, Invoice Date 07/31/2025, St. Coletta's of Illinois, Summer School Tuition, July 2025, C. Tensley | | 22 | 260101 | V865978 | 10.5.4210.670.0000.00.00 | \$5,347.54 |
| | | | | 8/25/2025 | Alternative Program Tuition | |
| Invoice 31691, Invoice Date 07/31/2025, St. Coletta's of Illinois, Summer School Tuition, July 2025, C. Tensley, AIDE Required | | 22 | 260101 | V865978 | 10.5.4210.670.0000.00.00 | \$5,101.14 |
| | | | | 8/25/2025 | Alternative Program Tuition | |
| | | | | | Check #: 172013762 | |
| | | | | | PO/InvoiceTotal: | \$10,448.68 |
| Check Group: September 2025 | | | | | | |
| Invoice 31713, Invoice Date 08/26/2025, St. Coletta's of Illinois, August 2025, Summer School Tuition, C. Tensley | | 6 | 260123 | V374874 | 10.5.4210.670.0000.00.00 | \$1,458.42 |
| | | | | 8/27/2025 | Alternative Program Tuition | |
| Invoice 31713, Invoice Date 08/26/2025, St. Coletta's of Illinois, August 2025, Summer School Tuition, C. Tensley, 1:1 Aide | | 6 | 260123 | V374874 | 10.5.4210.670.0000.00.00 | \$1,391.22 |
| | | | | 8/27/2025 | Alternative Program Tuition | |
| | | | | | Check #: 172013762 | |
| | | | | | PO/InvoiceTotal: | \$2,849.64 |
| | | | | | Vendor Total: | \$13,298.32 |
| | | | | | Grand Total: | \$93,884.73 |

End of Report

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1040

08/21/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|--|------------|
| AMELIA MORRIS | | | | | | |
| Check Group: September 2025 | | | | | | |
| SUPPLIES- TEACHER REIMBURSEMENT | | 1 | 260092 | V206155 8/21/2025 | 10.5.1100.490.0000.00.00 SUPPLIES- TEACHER REIMBURSEMENT | \$250.00 |
| Check #: 172013737 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$250.00 |
| Vendor Total: | | | | | | \$250.00 |
| AT & T. | | | | | | |
| Check Group: September 2025 | | | | | | |
| invoice # 4678585014 dated 8-7-25 Information Services- Internet/Phone | | 1 | 260094 | V606655 8/21/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$1,203.82 |
| current charges due 9-6-25 Information Services- Internet/Phone | | 1 | 260094 | V606655 8/21/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$1,204.71 |
| Check #: 172013738 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$2,408.53 |
| Vendor Total: | | | | | | \$2,408.53 |
| CINTAS CORPORATION # 319 | | | | | | |
| Check Group: September 2025 | | | | | | |
| INVOICE # 4239732521 - FLOOR MAT SERVICE - 26 FLOOR MATS | | 1 | 260090 | V64968 8/21/2025 | 20.5.2540.310.0000.00.00 Professional & Technical Service | \$220.10 |
| Check #: 172013739 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$220.10 |
| Vendor Total: | | | | | | \$220.10 |
| ComEd | | | | | | |
| Check Group: September 2025 | | | | | | |
| service 6/15/25 thru 7/15/25 Electricity | | 1 | 260093 | V892169 8/21/2025 | 20.5.2540.466.0000.00.00 Electricity | \$8,757.76 |
| Check #: 172013740 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1040

08/21/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|--|-----------------------------|
| | | | | | | PO/InvoiceTotal: \$8,757.76 |
| | | | | | | Vendor Total: \$8,757.76 |
| GLOBAL WATER TECHNOLOGY INC. Check Group: SEPTEMBER 2025 | | | | | | |
| SERVICE PROPOSAL - WATER TREATMENT PROPOSAL AND EQUIPMENT/INSTALLATION FOR BOILER SYSTEMS - | | 1 | 260057 | V874832 8/12/2025 | 20.5.2540.700.0000.00.00 O&M Noncapitalized Equipment Check #: 172013741 | \$1,265.00 |
| | | | | | | PO/InvoiceTotal: \$1,265.00 |
| | | | | | | Vendor Total: \$1,265.00 |
| LAUTERBACH & AMEN, LLP Check Group: September 2025 | | | | | | |
| invoice #103603 dated 4-24-25 Audit/Financial Services | | 1 | 260086 | V469402 8/20/2025 | 10.5.2310.317.0000.00.00 Audit/Financial Services Check #: 172013742 | \$4,500.00 |
| | | | | | | PO/InvoiceTotal: \$4,500.00 |
| | | | | | | Vendor Total: \$4,500.00 |
| METROPOLITAN FIRE PROTECTION INC. Check Group: september 2025 | | | | | | |
| PROPOSAL/QUOTE - REPACK THE 1ST INCOMING 4 INCH CONTROL VALVE. VALVE LEAKS WHEN EXERCISED. THIS WILL REQUIRE WATER TO THE BUILDING TO BE SHUT DOWN FOR SEVERAL HOURS PLUS TESTING | | 1 | 260025 | V272961 8/21/2025 | 20.5.2540.310.0000.00.00 Professional & Technical Service Check #: 172013743 | \$1,150.00 |
| | | | | | | PO/InvoiceTotal: \$1,150.00 |
| | | | | | | Vendor Total: \$1,150.00 |
| NICOR GAS_8577 Check Group: September 2025 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1040

08/21/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|------------|
| Nicor Gas due 8/28/25 Natural Gas | | 1 | 260079 | V58071 8/20/2025 | 20.5.2540.465.0000.00.00 Natural Gas | \$380.12 |
| | | | | | Check #: 172013744 | |
| | | | | | PO/InvoiceTotal: | \$380.12 |
| | | | | | Vendor Total: | \$380.12 |
| SITE SERVICES | | | | | | |
| Check Group: September 2025 | | | | | | |
| QUOTE - POTHOLE PATCHING THROUGHOUT PARKING LOT AND SINK HOLE ASPHALT PATCHING ON WALKING PATH | | 1 | 260061 | V917817 8/21/2025 | 20.5.2540.319.0000.00.00 Other Prof/Technical Services | \$2,334.00 |
| | | | | | Check #: 172013745 | |
| | | | | | PO/InvoiceTotal: | \$2,334.00 |
| | | | | | Vendor Total: | \$2,334.00 |
| Symone Baggett | | | | | | |
| Check Group: September 2025 | | | | | | |
| reimbursement for registration for student: Brayden Walters | | 1 | 260089 | V549504 8/21/2025 | 10.4.0000.000.1999.03.00 Other Local Revenues | \$125.00 |
| | | | | | Check #: 172013746 | |
| | | | | | PO/InvoiceTotal: | \$125.00 |
| | | | | | Vendor Total: | \$125.00 |
| The Master Teacher Inc. | | | | | | |
| Check Group: september 2025 | | | | | | |
| Invoice 116809188, Invoice Date 08/05/2025, The Master Teacher, Paraeducator Online Training - Annual Subscription | | 5 | 260100 | V847032 8/21/2025 | 10.5.2150.300.4620.00.00 Purchased Services | \$410.00 |
| | | | | | Check #: 172013747 | |
| | | | | | PO/InvoiceTotal: | \$410.00 |
| | | | | | Vendor Total: | \$410.00 |
| TIFFANY HURD | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1040

08/21/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|---|-------------|
| Check Group: September 2025 | | | | | | |
| SUPPLIES- TEACHER REIMBURSEMENT | | 1 | 260095 | V912465 8/21/2025 | 10.5.1100.490.0000.00.00 SUPPLIES- TEACHER REIMBURSEMENT | \$91.49 |
| Check #: 172013748 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$91.49 |
| Vendor Total: | | | | | | \$91.49 |
| UNITED MAINTENANCE COMPANY, INC | | | | | | |
| Check Group: September 2025 | | | | | | |
| INVOICE # UMC1810255 - STRIP AND WAX OF SCHOOL BUILDING, COMPLETED JUNE AND JULY OF 2025 | | 1 | 260098 | V337098 8/21/2025 | 20.5.2540.322.0000.00.00 Cleaning Services | \$9,183.63 |
| Check #: 172013749 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$9,183.63 |
| Vendor Total: | | | | | | \$9,183.63 |
| Grand Total: | | | | | | \$31,075.63 |

End of Report

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1032

08/18/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|--|----------|
| Bluum | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Vendor: BLUUM, Invoice 1011146 Shipping Cost General Supplies | | 1 | 260071 | V497509 8/13/2025 | 10.5.2630.410.0000.00.00 General Supplies | \$56.67 |
| Check #: 172013718 | | | | | | |
| PO/Invoice Total: | | | | | | \$56.67 |
| Vendor Total: | | | | | | \$56.67 |
| C & T LAWN & LANDSCAPE | | | | | | |
| Check Group: September 2025 | | | | | | |
| PROPOSAL FOR BRANCH TRIMMING - CUT, HAUL AWAY AND DISPOSE OF LOW HANGING BRANCHES FROM TREE THAT WAS STRUCK BY LIGHTNING AND OTHER LOW BRANCHES HANGING OVER THE WALKING PATH ON WESTSIDE OF SCHOOL PROPERTY | | 1 | 260007 | V932989 8/15/2025 | 20.5.2540.300.0000.00.00 Purchased Services | \$550.00 |
| Check #: 172013719 | | | | | | |
| PO/Invoice Total: | | | | | | \$550.00 |
| Vendor Total: | | | | | | \$550.00 |
| David Hook | | | | | | |
| Check Group: September 2025 | | | | | | |
| Employee Reimbursement: David Hook, Tuition Reimbursement, University of St. Francis, Summer 2025 Semester, Intro to Special Education | | 1 | 260077 | V401302 8/15/2025 | 10.5.2330.230.0000.00.00 Tuition | \$840.00 |
| Check #: 172013720 | | | | | | |
| PO/Invoice Total: | | | | | | \$840.00 |
| Vendor Total: | | | | | | \$840.00 |
| Deborah Mason | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Invoice #1090 dated 8-14-25 completion of SD 172 TRS annual report Professional & Technical Service | | 1 | 260082 | V984980 8/18/2025 | 10.5.2520.310.0000.00.00 Professional & Technical Service | \$522.50 |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1032

08/18/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount | |
|--|----------|--------|---------|--------------------------|------------------------------|--|--|
| Check #: 172013721 | | | | | | | |
| | | | | | | PO/InvoiceTotal: <u> </u> | |
| | | | | | | \$522.50 | |
| | | | | | | Vendor Total: <u> </u> | |
| | | | | | | \$522.50 | |
| GLOBAL WATER TECHNOLOGY INC. | | | | | | | |
| Check Group: September 2025 | | | | | | | |
| invoice #159346 dated 7-28-25 5 gallon dome bottom bag filter feederO&M Noncapitalized Equipment | 1 | 260078 | V372319 | 20.5.2540.700.0000.00.00 | | \$1,060.00 | |
| | | | | 8/15/2025 | O&M Noncapitalized Equipment | | |
| 6 bags for bypass wingert O&M Noncapitalized Equipment | 1 | 260078 | V372319 | 20.5.2540.700.0000.00.00 | | \$168.00 | |
| | | | | 8/15/2025 | O&M Noncapitalized Equipment | | |
| Check #: 172013722 | | | | | | | |
| | | | | | | PO/InvoiceTotal: <u> </u> | |
| | | | | | | \$1,228.00 | |
| | | | | | | Vendor Total: <u> </u> | |
| | | | | | | \$1,228.00 | |
| NORTH AMERICAN CORP OF ILLINOIS | | | | | | | |
| Check Group: September 2025 | | | | | | | |
| QUOTE - 4 CASES OF ROLL TOWELS, 1 CASE OF NEUTRAL CLEANER, 8 CASES OF HAND SOAP, 1 CASE OF GLASS CLEANER, 1 CASE OF SANITIZER WIPES, 4 CASES OF HAND SANITIZER, 4 CASES OF BATH TISSUE | 1 | 260041 | V778057 | 20.5.2540.400.0000.00.00 | | \$1,461.66 | |
| | | | | 8/15/2025 | Supplies And Materials | | |
| Check #: 172013723 | | | | | | | |
| | | | | | | PO/InvoiceTotal: <u> </u> | |
| | | | | | | \$1,461.66 | |
| | | | | | | Vendor Total: <u> </u> | |
| | | | | | | \$1,461.66 | |
| SCOPE | | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | | |
| Dues And Fees 2026 | 1 | 260072 | V714851 | 10.5.2310.640.0000.00.00 | | \$2,000.00 | |
| | | | | 8/13/2025 | Dues And Fees | | |
| Check #: 172013724 | | | | | | | |
| | | | | | | PO/InvoiceTotal: <u> </u> | |
| | | | | | | \$2,000.00 | |
| | | | | | | Vendor Total: <u> </u> | |
| | | | | | | \$2,000.00 | |
| STAPLES ADVANTAGE_5620 | 5620 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1032

08/18/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|--|-------------|
| Check Group: September 2025 | | | | | | |
| General Supplies | | 1 | 260059 | V892070 8/18/2025 | 10.5.1100.410.0000.00.00 General Supplies | \$602.84 |
| | | | | | Check #: 172013725 | |
| | | | | | PO/InvoiceTotal: | \$602.84 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| General Supplies | | 1 | 260062 | V747947 8/18/2025 | 10.5.2410.410.0000.00.00 General Supplies | \$68.32 |
| | | | | | Check #: 172013725 | |
| | | | | | PO/InvoiceTotal: | \$68.32 |
| | | | | | Vendor Total: | \$671.16 |
| The Master Teacher Inc. | | | | | | |
| Check Group: September 2025 | | | | | | |
| Invoice 116809261, Invoice Date 08/11/2025, The Master Teacher, Paraeducator Online Training - Annual Subscription | | 1 | 260084 | V774998 8/18/2025 | 10.5.2150.300.4620.00.00 Purchased Services | \$82.00 |
| | | | | | Check #: 172013726 | |
| | | | | | PO/InvoiceTotal: | \$82.00 |
| | | | | | Vendor Total: | \$82.00 |
| UNITED MAINTENANCE COMPANY, INC | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # UMC151684 - CUSTODIAL SERVICES FOR AUGUST 2025 | | 1 | 260083 | V481620 8/18/2025 | 20.5.2540.322.0000.00.00 Cleaning Services | \$9,354.81 |
| | | | | | Check #: 172013727 | |
| | | | | | PO/InvoiceTotal: | \$9,354.81 |
| | | | | | Vendor Total: | \$9,354.81 |
| | | | | | Grand Total: | \$16,766.80 |

End of Report

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1030

08/12/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|--|------------|
| A T & T MOBILITY | | | | | | |
| 19572 | | | | | | |
| Check Group: August 2025 | | | | | | |
| ADY with managed router invoice 5106554018 dated 7-7-25Information Services- Internet/Phone | | 1 | 260064 | V110225 8/8/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$1,203.82 |
| Check #: 172013710 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$1,203.82 |
| Vendor Total: | | | | | | \$1,203.82 |
| AAC FINANCIAL SERVICES LLC | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| Invoice # SANFY2601 DATED 8-10-25 (ENATATIVE BUDGET AND BOARD PRESENTATION FY 2026 BUDGET PREP AND UPLOADProfessional & Technical Service | | 1 | 260068 | V180348 8/12/2025 | 10.5.2520.310.0000.00.00 Professional & Technical Service | \$2,000.00 |
| Check #: 172013711 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$2,000.00 |
| Vendor Total: | | | | | | \$2,000.00 |
| BMO HARRIS | | | | | | |
| 15358 | | | | | | |
| Check Group: AUGUST 2025 | | | | | | |
| intuit qbooks | | 1 | 260063 | V900692 8/7/2025 | 10.5.2630.470.0000.00.00 Computer Software | \$75.00 |
| WALDO COONEY'S PIZZA | | 1 | 260063 | V900692 8/7/2025 | 10.5.2320.410.0000.00.00 General Supplies | \$107.77 |
| INDEED DR. NALLS | | 1 | 260063 | V900692 8/7/2025 | 10.5.2320.300.0000.00.00 Purchased Services | \$264.73 |
| OPENAL CHATGPT DR. NALLS | | 1 | 260063 | V900692 8/7/2025 | 10.5.2320.300.0000.00.00 Purchased Services | \$20.00 |
| GUS BOCKS HARDWARE CLYDE HAYES | | 1 | 260063 | V900692 8/7/2025 | 20.5.2540.410.0000.00.00 General Supplies | \$59.93 |
| Gasoline | | 1 | 260063 | V900692 8/7/2025 | 20.5.2540.464.0000.00.00 Gasoline | \$88.72 |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1030

08/12/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|--|-----------------------------|
| GUS BOCKS HARDWARE | | 1 | 260063 | V900692 8/7/2025 | 20.5.2540.410.0000.00.00 General Supplies | \$35.56 |
| | | | | | Check #: 172013712 | |
| | | | | | | PO/InvoiceTotal: \$651.71 |
| | | | | | | Vendor Total: \$651.71 |
| CDS OFFICE TECHNOLOGIES. | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice # INV1709947 dated 7-21-25 information Services- Internet/Phone | | 1 | 260066 | V787378 8/12/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$491.60 |
| | | | | | Check #: 172013713 | |
| | | | | | | PO/InvoiceTotal: \$491.60 |
| | | | | | | Vendor Total: \$491.60 |
| Check Group: SEPTEMBER 2025 | | | | | | |
| invoice # INV1702498 dated 6-11-25 Information Services- Internet/Phone | | 1 | 260067 | V552222 8/12/2025 | 10.5.2630.310.0000.00.00 Information Services- Internet/Phone | \$491.60 |
| | | | | | Check #: 172013713 | |
| | | | | | | PO/InvoiceTotal: \$491.60 |
| | | | | | | Vendor Total: \$983.20 |
| J M A ARCHITECTS 18132 | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |
| INVOICE # 7269 - BILLING HOURS THROUGH JUNE 27TH, 2025 - PROJECT MANAGEMENT, PROJECT ARCHITECT, CLERICAL/ADMINISTRATIVE SERVICES RELATED TO SCHOOL MAINTENANCE GRANT PROJECTS | | 1 | 260065 | V323706 8/12/2025 | 20.5.2530.500.3999.00.00 Capitalized Equipment | \$1,690.00 |
| | | | | | Check #: 172013714 | |
| | | | | | | PO/InvoiceTotal: \$1,690.00 |
| | | | | | | Vendor Total: \$1,690.00 |
| LYNWOOD, VILLAGE OF 1756 | | | | | | |
| Check Group: SEPTEMBER 2025 | | | | | | |

SANDRIDGE SCHOOL DIST 172

Voucher Detail Listing

Voucher Batch Number: 1030

08/12/2025

Fiscal Year: 2025-2026

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|---|---------|
| SERVICES FROM 6-1-25 FROM 7-10-25 DUE 8-15-25Water/Sewer Service | | 1 | 260069 | V512554 8/12/2025 | 20.5.2540.370.0000.00.00 Water/Sewer Service | \$51.75 |
| Check #: 172013715 | | | | | | |

| | |
|------------------|------------|
| PO/InvoiceTotal: | \$51.75 |
| Vendor Total: | \$51.75 |
| Grand Total: | \$6,580.48 |

End of Report

| <i>Voucher Number</i> | <i>Date</i> | <i>SEPTEMBER 2025 BILL PAYMENTS</i> | <i>Total</i> |
|-----------------------|-------------|-------------------------------------|---------------------|
| 1054 | 9/11/2025 | | \$211,588.06 |
| 1043 | 9/3/2025 | | \$30,425.12 |
| 1042 | 9/2/2025 | | \$93,884.73 |
| 1040 | 8/21/2025 | | \$31,075.63 |
| 1032 | 8/18/2025 | | \$16,766.80 |
| 1031 | 8/18/2025 | | \$475.00 |
| 1030 | 8/12/2025 | | \$6,580.48 |
| | | | \$390,795.82 |

SANDRIDGE SCHOOL DIST 172 VOUCHER

Voucher No: 1054

Voucher Date: 09/11/2025

Prepared By: _____

Printed: 09/11/2025 12:34:47 PM

SANDRIDGE SCHOOL DIST 172 is hereby authorized to draw warrants against SANDRIDGE SCHOOL DIST 172 funds for the sum of \$211,588.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sonja Jenkins Brown President

Dr. Stacey McJunkins Vice President

Grace Snelling Secretary

Jeff Walker Board Member

Janell Krueger Board Member

Shaunta Gray Board Member

Kim Newton Board Member

SANDRIDGE SCHOOL DIST 172

| Fund | | Amount |
|------|----------------------------|---------------------|
| 10 | Educational | \$170,430.87 |
| 20 | Operations And Maintenance | \$2,832.46 |
| 40 | Transportation | \$38,324.73 |
| | | <hr/> |
| | | \$211,588.06 |

SANDRIDGE SCHOOL DIST 172 VOUCHER

Voucher No: 1044

Voucher Date: 09/03/2025

Prepared By: _____

Printed: 09/11/2025 12:35:50 PM

SANDRIDGE SCHOOL DIST 172 is hereby authorized to draw warrants against SANDRIDGE SCHOOL DIST 172 funds for the sum of \$81.95 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sonja Jenkins Brown President

Dr. Stacey McJunkins Vice President

Grace Snelling Secretary

Jeff Walker Board Member

Janell Krueger Board Member

Shaunta Gray Board Member

Kim Newton Board Member

SANDRIDGE SCHOOL DIST 172

| Fund | | Amount |
|------|-------------|----------------|
| 10 | Educational | \$81.95 |
| | | <hr/> |
| | | \$81.95 |

SANDRIDGE SCHOOL DIST 172 VOUCHER

Voucher No: 1043

Voucher Date: 09/03/2025

Prepared By: _____

Printed: 09/11/2025 12:36:19 PM

SANDRIDGE SCHOOL DIST 172 is hereby authorized to draw warrants against SANDRIDGE SCHOOL DIST 172 funds for the sum of \$30,425.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sonja Jenkins Brown President

Dr. Stacey McJunkins Vice President

Grace Snelling Secretary

Jeff Walker Board Member

Janell Krueger Board Member

Shaunta Gray Board Member

Kim Newton Board Member

SANDRIDGE SCHOOL DIST 172

| Fund | | Amount |
|------|----------------------------|--------------------|
| 10 | Educational | \$30,092.29 |
| 20 | Operations And Maintenance | \$332.83 |
| | | <hr/> |
| | | \$30,425.12 |

SANDRIDGE SCHOOL DIST 172 VOUCHER

Voucher No: 1042

Voucher Date: 09/02/2025

Prepared By: _____

Printed: 09/11/2025 12:36:53 PM

SANDRIDGE SCHOOL DIST 172 is hereby authorized to draw warrants against SANDRIDGE SCHOOL DIST 172 funds for the sum of \$93,884.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sonja Jenkins Brown President

Dr. Stacey McJunkins Vice President

Grace Snelling Secretary

Jeff Walker Board Member

Janell Krueger Board Member

Shaunta Gray Board Member

Kim Newton Board Member

SANDRIDGE SCHOOL DIST 172

| Fund | | Amount |
|------|----------------------------|--------------------|
| 10 | Educational | \$83,599.42 |
| 20 | Operations And Maintenance | \$10,285.31 |
| | | <hr/> |
| | | \$93,884.73 |

SANDRIDGE SCHOOL DIST 172 VOUCHER

Voucher No: 1040

Voucher Date: 08/21/2025

Prepared By: _____

Printed: 09/11/2025 12:37:52 PM

SANDRIDGE SCHOOL DIST 172 is hereby authorized to draw warrants against SANDRIDGE SCHOOL DIST 172 funds for the sum of \$31,075.63 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sonja Jenkins Brown President

Dr. Stacey McJunkins Vice President

Grace Snelling Secretary

Jeff Walker Board Member

Janell Krueger Board Member

Shaunta Gray Board Member

Kim Newton Board Member

SANDRIDGE SCHOOL DIST 172

| Fund | | Amount |
|------|----------------------------|--------------------------|
| 10 | Educational | \$7,785.02 |
| 20 | Operations And Maintenance | \$23,290.61 |
| | | <hr/> \$31,075.63 |

SANDRIDGE SCHOOL DIST 172 VOUCHER

Voucher No: 1032

Voucher Date: 08/18/2025

Prepared By: _____

Printed: 09/11/2025 12:47:36 PM

SANDRIDGE SCHOOL DIST 172 is hereby authorized to draw warrants against SANDRIDGE SCHOOL DIST 172 funds for the sum of \$16,766.80 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sonja Jenkins Brown President

Dr. Stacey McJunkins Vice President

Grace Snelling Secretary

Jeff Walker Board Member

Janell Krueger Board Member

Shaunta Gray Board Member

Kim Newton Board Member

SANDRIDGE SCHOOL DIST 172

| Fund | | Amount |
|------|----------------------------|--------------------|
| 10 | Educational | \$4,172.33 |
| 20 | Operations And Maintenance | \$12,594.47 |
| | | <hr/> <hr/> |
| | | \$16,766.80 |

SANDRIDGE SCHOOL DIST 172 VOUCHER

Voucher No: 1030

Voucher Date: 08/12/2025

Prepared By: _____

Printed: 09/11/2025 12:46:23 PM

SANDRIDGE SCHOOL DIST 172 is hereby authorized to draw warrants against SANDRIDGE SCHOOL DIST 172 funds for the sum of \$6,580.48 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sonja Jenkins Brown President

Dr. Stacey McJunkins Vice President

Grace Snelling Secretary

Jeff Walker Board Member

Janell Krueger Board Member

Shaunta Gray Board Member

Kim Newton Board Member

SANDRIDGE SCHOOL DIST 172

| Fund | | Amount |
|------|----------------------------|-------------------|
| 10 | Educational | \$4,654.52 |
| 20 | Operations And Maintenance | \$1,925.96 |
| | | <hr/> |
| | | \$6,580.48 |



SANDRIDGE SD 172 BULLYING POLICY: UPDATED ON 09.18.25

Purpose

To ensure a timely, consistent, transparent, compassionate response to all reports of bullying, to protect students' legal rights, and to comply with Illinois law, ISBE policy, and PRESS Plus standards.

Definitions

- **Bullying** means any severe or pervasive physical or verbal act or conduct, including communications made electronically (cyber-bullying), directed toward a student or students, that has or can be reasonably predicted to do one or more of the following:
 1. Place the student(s) in reasonable fear of harm to the student's person or property;
 2. Cause a substantially detrimental effect on the student's physical or mental health;
 3. Substantially interfere with the student's academic performance; or
 4. Substantially interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.
- **Restorative measures** means school-based interventions to repair relationships, teach social/emotional skills, support wellbeing, in lieu of or in addition to disciplinary actions.
- "Discrimination, harassment, retaliation" are addressed as required by state/federal law, e.g. IHRA, Title IX, etc.

Reporting Bullying

1. **Who may report**
 - Students, parents/guardians, staff, or any member of the school community.
 - Reports may be made verbally, in writing, or anonymously, in person or electronically.
2. **Where to report**
 - To designated staff (e.g. building principal or designee) whose name, email, and phone are clearly published in student handbook, website, school office.
3. **Mandatory reporting**
 - All school personnel who become aware of bullying must report in accordance with these procedures.

Investigation Procedures

1. **Initial intake**
 - Within **1 school day** of receipt of a bullying complaint, the school must notify the building principal (or designee).
 - Determine whether the complaint falls under the bullying policy.

DISTRICT ADMINISTRATION

DR. K. NALLS
SUPERINTENDENT

J. KOSINA
ASSISTANT
SUPERINTENDENT

C. WHITE
DIRECTOR OF
BUILDING AND FINANCE

D. HOOK
DIRECTOR OF
STUDENT SERVICES

R. LOUISSAINT
DIRECTOR OF TECHNOLOGY

SCHOOL ADMINISTRATION

K. POLK
PRINCIPAL

C. VANDER KUYL
ASSISTANT PRINCIPAL

BOARD OF EDUCATION

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J. KRUEGER
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MEMBER

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MEMBER



2. Notification to parents/guardians

- Within **24 hours** of becoming aware of a bullying incident (**i.e. when administration is made aware of a student's involvement as victim or aggressor**), school shall notify the parent(s)/legal guardian(s) of **all students involved** (complainant, victim, alleged perpetrator). This includes:
 - That an incident has occurred (not necessarily all details yet, to preserve the integrity of investigation),
 - Availability of support/intervention services (social work, counseling, psychological, restorative measures).
- Use all contact information the school has or can reasonably obtain.

3. Investigation timeline

- The investigation must be conducted promptly and reasonably. **Complete the investigation within 10 school days** of receipt of report, except where additional time is needed due to complexity.
- If unable to complete within 10 school days, principal or designee must **notify the parents/guardians** of the delay, reasons for delay, and an estimated timeline.

4. Stakeholder involvement

- Include appropriate school support personnel (counselors, psychologists, social workers) and staff with training in bullying prevention.
- Ensure that students, parents/guardians have opportunity to share information.

Outcomes, Interventions, and Resolution

1. Findings

- After investigation, school must provide information to parent(s)/guardian(s) of those involved regarding:
 - Findings of the investigation;
 - Actions taken to address the incident;
 - Disciplinary consequences, if any;
 - Restorative measures or supports to be put in place.

2. Available support services

- Victim(s) and aggressor(s) should be informed of support services: counseling, psychological services, social/emotional learning, peer mediation, restorative practices.

3. Protection and prevention

- Take steps to ensure no retaliation occurs.
- Monitor any implemented interventions.
- Review any need for adjustments ongoingly.



Parent/Guardian Notification Schedule Summary

| Event | When Notification Required | Who is Notified | What Information Must Be Shared (Initial) |
|---|-------------------------------------|---|---|
| School becomes aware of bullying involving a student | Within 24 hours | Parent(s)/guardians of <i>all</i> students involved | Notice that incident reported; that investigation will follow; what support/intervention resources are available |
| Investigation completed (or extended beyond 10 school days) | At completion; or when delay occurs | Parent(s)/guardians of students involved | Findings; actions taken; disciplinary and/or restorative outcomes; opportunity to meet with administration to discuss findings and remedy |

Recordkeeping & Reporting

- Maintain records of all reports, investigations, findings, actions taken, communications with parents/guardians.
- Data must be non-identifiable and submitted to ISBE as required under state law. ([Illinois State Board of Education](#))
- The bullying prevention policy must be reviewed every two years, updated if needed, filed with ISBE by **September 30** each year. ([Illinois State Board of Education](#))

Compliance & Communication

- These procedures shall be included in the district's student handbook, posted on district website, and shared annually with students, staff, parents/guardians. ([Illinois State Board of Education](#))
- Staff training on bullying prevention, investigation, and notification procedures to be conducted regularly.

Legal References

- Illinois School Code 105 ILCS 5/27-23.7 – Bullying Prevention Act, including the 24-hour notification requirement. ([Illinois General Assembly](#))
- ISBE Bullying Prevention Policy Requirements and Guidance. ([Illinois State Board of Education](#))

Document Status: Adopted with Additional District Edits

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

New/Unpublished Section

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, [PRESSPlus1](#) or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A). [PRESSPlus2](#)

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year. [PRESSPlus3](#)
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35. [PRESSPlus4](#)
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person. [PRESSPlus5](#)
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45. [PRESSPlus6](#)
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40. [PRESSPlus7](#)
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25. [PRESSPlus8](#)
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). [PRESSPlus9](#) Confidentiality procedures will: [PRESSPlus10](#)
 - a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
 - b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-

20(c). [PRESSPlus11](#)

10. Complies with State and federal law and aligns with Board policies. [PRESSPlus12](#)

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus13](#) a Complaint Manager, or any employee with whom the person is comfortable speaking. [PRESSPlus14](#)

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus15](#)

Nondiscrimination Coordinator:

Name [Dr. Kim Nalls](#)

Address [2950 Glenwood Dyer Road
Lynwood, IL. 60411](#)

Email knalls@sandridgesd172.net

Telephone [708 895-2450](tel:708895-2450)

Title IX Coordinator:

Name [Mr. Christopher Vanderkuyl](#)

Address [2950 Glenwood Dyer Road
Lynwood, IL. 60411](#)

Email cvanderkuyl@sandridgesd172.net

Telephone [708895-2450](tel:708895-2450)

Complaint Managers:

Name [Joseph Kosina](#)

Address [2950 Glenwood Dyer Road
Lynwood IL. 60411](#)

Email jkosina@sandridgesd172.net

Telephone [708 895-2450](tel:708895-2450)

Name [Charlotte White](#)

Address [2950 Glenwood
Dyer Road Lynwood IL.
60411](#)

Email cwhite1@sandridesd172.net

Telephone [708 895-2450](tel:708895-2450)

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to

have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Policy Review [PRESSPlus16](#)

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited [PRESSPlus17](#)

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

LEGAL REF.:

105 ILCS 5/26A.

105 ILCS 10/, III. School Student Records Act.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a

diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. **Issue 118, April 2025**

PRESSPlus 2. This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed 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 goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: www.isbe.net/Documents/ess-task-force-final-report0610.pdf.

105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed.

Issue 118, April 2025

PRESSPlus 3. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. See footnote 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for further information about training requirements. **Issue 118, April 2025**

PRESSPlus 5. 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance. **Issue 118, April 2025**

PRESSPlus 6. 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 7. 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See policy 7:10, *Equal Educational*

Opportunities, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, available at PRESS Online by logging in at www.iasb.com. Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60. **Issue 118, April 2025**

PRESSPlus 8. 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Sample administrative procedures are available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 9. 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The ESS Law amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. **Issue 118, April 2025**

PRESSPlus 10. Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. The Ill. School Student Records Act (ISSRA) permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance. Issue 118, April 2025**

PRESSPlus 11. 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 12. See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online

by logging in at www.iasb.com, for a list of board policies implicated by the ESS Law and that may interact with this policy. **Issue 118, April 2025**

PRESSPlus 13. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 14. By including "any employee" in this list, 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. **Issue 118, April 2025**

PRESSPlus 15. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

PRESSPlus 16. 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 17. 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Review and Monitoring

1:10 School District Legal Status

The [Illinois Constitution](#) requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities. [PRESSPlus1](#)

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

[Ill. Constitution, Art. X](#), Sec. 1.

[105 ILCS 5/10-1](#) *et seq.*

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the Board of Education; Indemnification)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

1:20 District Organization, Operations, and Cooperative Agreements

The District is organized and operates as an Elementary District serving the needs of children in Early Childhood through grade 8 and others as required by the School Code. [PRESSPlus1](#)

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:

Special Education Joint Agreement (SPEED)

LEGAL REF.:

[Ill. Constitution, Art. VII](#), Sec. 10.

[5 ILCS 220/](#), Intergovernmental Cooperation Act.

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Review and Monitoring

1:30 School District Philosophy

Mission Statement [PRESSPlus1](#)

The Sandridge School Community will provide all students with the opportunity to grow in knowledge and understanding, socially and ethically, in order to become life-long learners and responsible citizens in a complex and changing society.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

PRESSPlus Comments

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Issue 119, June 2025

Document Status: Review and Monitoring

2:10 School District Governance

The District is governed by a Board of Education consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools. [PRESSPlus1](#)

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[105 ILCS 5/10-1](#), [5/10-10](#), [5/10-12](#), [5/10-16.5](#), [5/10-16.7](#), and [5/10-20.5](#).

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Update Date Only

2:50 Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur: [PRESSPlus1](#)

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.:

[10 ILCS 5/2A-1.1](#), [5/22-17](#), and [5/22-18](#).

[105 ILCS 5/10-10](#), [5/10-16](#), and [5/10-16.5](#).

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 114, March 2024

Document Status: Update Date Only

2:60 Board Member Removal from Office

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the appropriate Intermediate Service Center 4, Region 7 (South Cook) to remove such member from office. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 114, March 2024

Document Status: Draft Update

2:80 Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Sandridge School District 172, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Sandridge SD 172;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Sandridge SD 172; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence, of the President, the Vice President will administer the oath. If neither is available, the Board member with

the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards (Code)*. [PRESSPlus1 Q1](#)

LEGAL REF.:

[105 ILCS 5/10-16.5.](#)

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), [2:60 \(Board Member Removal from Office\)](#), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

Questions and Answers:

***Required Question 1. The School Code does not specifically address what happens when board members violate their oath of office, nor does it create an opportunity to take legal action for such violations. *Collins v. Bd. of Educ. of North Chicago Comm. Unit Sch. Dist. 187*, 792 F.Supp.2d 992 (N.D.Ill. 2011). **Consult the board attorney for guidance when considering any type of disciplinary action or sanction against a board member.**

Depending on the situation, a board self-evaluation or private one-on-one meetings with a board member may be appropriate to address an issue relating to board member behavior (for a list of IASB workshops, see www.iasb.com/conference-training-and-events/training/workshops/). When a board member's violation of the oath of office also constitutes a willful failure to perform his or her official duties, the board may request the regional superintendent to remove the member from office. See sample policy 2:60, *Board Member Removal from Office*, available at PRESS Online by logging in at www.iasb.com, at footnote 2, for further discussion. A board member whose conduct violates conflict of interest laws may also be subject to criminal liability and removal from office. See sample policy 2:100, *Board Member Conflict of Interest*, and its footnotes, for additional information. In consultation with the board attorney, a board may also consider other actions to address a member's violation of the oath of office, such as publicly censuring a member. *Houston Comm. College System v. Wilson*, 595 U.S. 468 (2022) (holding that a college board of trustees did not violate a trustee's First Amendment rights when it adopted a resolution censuring him for "reprehensible" conduct). Other sanctions may be also warranted, depending on the facts. For example, in *Earnest v. Jasper Cty. Comm. Unit Sch. Dist. No. 1*, 371 F.Supp.3d 459 (S.D.Ill 2019), a court held a board member was not deprived of his liberty interest under the 14th Amendment when the board limited his access to confidential board packet information after it found the board member shared confidential personnel and student information with members of the public.

To encourage appropriate conduct, boards may wish to have their policy express potential consequences for violating the oath of office or the *Code of Conduct for Members of School Boards*. Such boards may add the following sentence to the end of this policy:

"A board member who fails to abide by the oath of office or the *Code* may be subject to action by the Board, including, but not limited to, formal censure and/or referral to the Regional Superintendent for removal from office under Board policy 2:60, *Board Member Removal from Office*."

Has the Board adopted this policy to include the optional sentence shown above?

No. (Default)

Yes. (For districts in suburban Cook County, IASB will replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director.")

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 119, June 2025**

Document Status: Draft Update

2:130 Board-Superintendent Relationship

The Board of Education directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide ~~general~~ [PRESSPlus1](#) direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.:

[105 ILCS 5/10-16.7](#) and [5/10-21.4](#).

CROSS REF.: 3:40 (Superintendent)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Update Date Only

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. [PRESSPlus1](#)

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 114, March 2024

Document Status: Update Date Only

2:160 Board Attorney

The Board of Education may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. [PRESSPlus1](#)

The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Superintendent or Board President;
2. Represent the District in any matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
5. Be available for telephone consultation.

The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent and Board President are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter. The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

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

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

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 115, June 2024

Document Status: Review and Monitoring

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends. [PRESSPlus1](#)

Policy Development

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions, and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Words Importing Gender

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If

reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

[105 ILCS 5/10-20.5.](#)

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
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Issue 119, June 2025

Document Status: Adopted with Additional District Edits

2:265 Title IX Grievance Procedure

Title has been updated. Original Title: Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) [PRESSPlus1](#) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus2](#) or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus3](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus4](#)

Title IX Coordinator:

Name [Mr. Christopher Vanderkuy](#)

Address [2950 Glenwood Dyer Road Lynwood IL. 60411](#)

Email cvanderkuy@sandridgesd172.net

Telephone [708 895-2950](#)

Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the

Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training [PRESSPlus5](#) on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [PRESSPlus6](#)
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. Rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. See the sample policy 2:265's footnotes, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 118, April 2025**

PRESSPlus 2. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 3. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 4. While the name and contact information is required by law to be listed, it is not part of the adopted policy and does not require board action. It is important for the updated name and contact information to be inserted into this policy and regularly monitored. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. If the district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. The Title IX Coordinator with ultimate oversight should be listed in this policy.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 5. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney** if the board wants the district to use a live hearing in its grievance process.

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant." After inserting the underscored text, use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 6. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. *Preponderance of evidence* is a standard of proof used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019*. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*.

Clear and convincing is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure***. For boards that choose the *clear and convincing evidence* standard of proof, delete “~~*preponderance of*~~” and insert “*clear and convincing*.” Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Implemented as Presented by IASB

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

The Board of Education fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Answers to FAQs: Vacancies on the Board of Education*, published by a committee of the Ill. Council of School Attorneys (ICSA), and available at: www.iasb.com/law/vacancies.cfm. [PRESSPlus1](#)

Confirm that the Board must fill the vacancy by appointment.

| Guidelines | Explanation |
|---|--|
| Review Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment. Consult the Board Attorney as needed. | Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10. |
| In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be <i>held over</i> by the incumbent member, and (2) the process by which the Board will fill the seat. | The School Code partially addresses the concept of a <i>holdover seat</i> ; it states “no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified.” 105 ILCS 5/10-11. |

Notify the Intermediate Service Center Executive Director of the vacancy within five days of its occurrence (105 ILCS 5/10-10).

Develop a list of qualifications for appointment of a person to fill the vacancy.

| Guidelines | Explanation |
|---|-------------|
| At a minimum, a candidate must meet the following qualifications: <ul style="list-style-type: none"> • Be a United States citizen • Be at least 18 years of age | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Be a resident of Illinois and District for at least one year immediately preceding the appointment • Be a registered voter • Not be a child sex offender • Not hold an incompatible public office • Not have a prohibited interest in any contract with the District • Not be a school trustee • Not hold certain types of prohibited State or federal employment | <p>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.</p> <p>For guidance discussing other qualifications that the Board may want to consider, see IASB’s <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>For guidance regarding conflict of interest and incompatible offices, see <i>Answers to FAQs Regarding Conflict of Interest and Incompatible Offices</i> (ICSA), available at: www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.</p> |
| <p>When additional qualifications apply, the following items may be included in the Board’s list of qualifications:</p> <ul style="list-style-type: none"> • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. | <p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district’s incorporated and unincorporated areas. 105 ILCS 5/10-11.</p> <p>Note: If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c).</p> |

Decide who will receive completed vacancy applications.

| Guidelines | Explanation |
|--------------------------|-------------|
| The Board President will | |

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|---|---|
| <p>accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p> | <p>Who accepts vacancy applications is at the Board’s sole discretion. According to Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent’s secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p> |
|---|---|

Create the Board member vacancy announcement.

| Announcement | Explanation |
|---|---|
| <p>School District _____ Board Member Vacancy</p> <p>The School District is accepting applications to fill the vacancy resulting from [<i>reason for vacancy</i>] of [<i>former Board member’s name</i>].</p> | <p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board’s sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District’s website and in the local newspaper(s).</p> |
| <p>The individual selected will serve on the School Board from the date of appointment to [<i>date</i>].</p> | <p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine the length of the appointment.</p> |
| <p>The School District [<i>School District’s philosophy or mission statement</i>].</p> | <p>See Board policy 1:30, <i>School District Philosophy</i>, for the District’s mission statement that is specific to the community’s goals.</p> |
| <p>Applicants for the Board vacancy must be: [<i>Board’s list of qualifications</i>].</p> | <p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy above</i>.</p> |
| <p>Applicants should show familiarity with the Board’s policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board’s policies are available at [<i>locations</i>].</p> | <p>Listing this along with the Board’s list of qualifications assists candidates in understanding a Board member’s duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the School Board; Indemnification</i>; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p> |
| <p>Applications may be obtained at [<i>location and address and/or website</i>] beginning on [<i>date and time</i>].</p> <p>Completed applications may be</p> | <p>See action item titled <i>Decide who will receive completed vacancy applications above</i>.</p> |

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| turned in by <i>[time and date]</i> to <i>[name and title of person receiving applications]</i> . | |
|--|--|

- Publicize the vacancy announcement by placing it on the District’s website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**
- Accept and review applications from prospective candidates (see Decide who will receive completed vacancy applications above).**
- Contact appropriate applicants for interviews (see Decide who will receive completed vacancy applications above).**
- Develop interview questions.**

| Interview Questions | Explanation |
|--|--|
| Why do you want to be a Board member? What specific skills would you bring to the Board? Please give specific examples of your ability in interpersonal relationships and teamwork. What do you see as the role of a Board member? What have you done to prepare yourself for the challenges of being a Board member? Please describe your previous community or nonprofit experiences. What areas in the district would you like to see the Board strengthen? | <p>Interview questions are at the Board’s sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB’s Recruiting School Board Candidates, available at: www.iasb.com/training/recruiting.cfm</p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p> |

| | |
|--|--|
| <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p> | |
|--|--|

Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).

| Interview Plan | Explanation |
|--|--|
| <p>In each interview, the Board President will:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board’s interview process, selection process, and ask the candidate if he or she has questions about the Board’s process for filling a vacancy by appointment.</p> <p>Describe the District’s philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p> <p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board’s decision.</p> | <p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings. 105 ILCS 5/10-13.</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p> |

Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10).

Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).

Announce the appointment to District staff and community.

| Announcement | Explanation |
|--|--|
| <p>The Board appointed [<i>appointee's name</i>] to fill the vacancy on the Board.</p> <p>The appointment will be from [<i>date</i>] to [<i>date</i>].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [<i>Appointee's name</i>] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [<i>Appointee's name</i>] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p> | <p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p> |

Administer the Oath of Office and begin orientation.

| Guidelines | Explanation |
|---|--|
| <p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p> | <p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p> |
| <p>See Board policy 2:120, <i>Board Member Development</i>, and exhibit 2:120-E1, <i>Guidelines for Serving as a Mentor to a New School Board Member</i>.</p> | <p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.</p> |

Inform IASB of the newly appointed Board member's name and directory information.

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is **Rewritten** for PRESS Plus Issue 115. Minor updates were made to the **PRESS** sample in response to a five-year review. A redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 115, June 2024**

Document Status: Draft Update - Rewritten

2:120-E1 Exhibit - Guidelines for Serving as a Mentor to a New Board of Education Member

On District letterhead [PRESSPlus1](#)

Date

Dear Board of Education Member:

Thank you for agreeing to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and to help the new Board member be comfortable and become an effective member of our governance team. Follow these guidelines to maximize your mentoring effectiveness:

1. During your first contact with the new Board member, introduce yourself and explain that you will serve as the new Board member's mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already provided the new Board member with a web link or paper copy of the Board's policies, as well as other helpful material.
2. Share your knowledge and experiences with the new Board member. Take a personal interest in helping the new Board member succeed.
3. Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.
4. Be prepared to introduce the new Board member at upcoming Board events until the new Board member becomes a familiar face.
5. Be available and maintain a helpful attitude.

Being a mentor can bring rewards to you, the new Board member, and the District. You will assist the new Board member in becoming an effective member of the Board and ensuring skilled and knowledgeable future leadership for the District. Thank you for your assistance and commitment.

Sincerely,

Board of Education President

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update

2:120-E2 Exhibit - Website Listing of Development and Training Completed by Board Members

District website administrator master: [PRESSPlus1](#) Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development and leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements and other professional development activities that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

| Name | Development and Training Activity and Provider | Date Completed |
|------|--|----------------|
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IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by [Article 23 of the School Code](#). The vision of IASB is excellence in local school board governance in support of quality public education.

For more information regarding IASB and its programs visit www.iasb.com.

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Update Date Only

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the Board of Education to discuss District business only at a properly noticed Board meeting. [5 ILCS 120/](#). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*. [PRESSPlus1](#)

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." [5 ILCS 140/2](#). Email sent or received by an individual Board member may be, depending on

the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. [50 ILCS 205/](#). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board

member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4](#)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 114, March 2024

Document Status: Implemented as Presented by IASB

2:160-E Exhibit - Checklist for Selecting a Board Attorney

The Board of Education selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an inhouse attorney. For more information, call the Ill. Association of School Board's (IASB) Office of General Counsel; see its current phone numbers at www.iasb.com/about-us/staff/#office-general-counsel. [PRESSPlus1](#)

Determine what type of legal services the District needs.

1. Review Board policy 2:160, *Board Attorney*. **Note:** Critically analyze whether the District's legal needs are best served by in-house attorneys or outside attorneys/law firms. Many districts use a combination of these services. Many districts also use multiple attorneys/law firms for their specialties, e.g., different law firms for bond counsel, special education, or labor law. Some boards also approve a panel of attorneys and allow the administration to choose which attorney to use.
2. Consider the following factors to analyze the type(s) of legal services needed for the District including, but are not limited to:
 - District's size;
 - Any past and current experiences with legal matters;
 - Complexity of the District's legal needs;
 - Availability of expertise; and
 - Cost of outside fees compared to internal staff expenses for an in-house arrangement.

Develop a list of qualifications necessary for providing quality legal services to the District.

1. Review Board policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
 - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)
 - Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
 - Substantive knowledge and experience in the legal areas matching District's needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of

Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District's identified needs and may change from time to time.

- Experience in all aspects of contract, employment, and school law
- Experience that meets the District's needs, including litigation experience in State and federal courts
- Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
- Demonstrated knowledge of and ability to apply professional responsibility rules
- Accessibility for the District's identified needs, e.g., evening Board meetings, phone calls, etc.
- Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
- When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

Develop the RFP.

1. Insert the list of qualifications that the Board developed.

2. Include the following information:

- The deadline for responses to be submitted
- The location (address or email) where responses should be sent
- A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
- Significant information about the District (see Board policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
- The scope of work, e.g., "The Board Attorney will provide legal advice concerning [*typical duties, specific duties, excluded duties*]."
- Qualifications
- Details about interviews and presentations

3. Specify what responders must include in their responses, such as the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
- A summary of the responder's relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP's qualifications
- References including current or past clients

Announce the RFP.

1. Title the announcement. **Note:** How and where the RFP is announced are at the Board's sole discretion. The Board may want to announce the RFP during an open meeting, post it on the District's website, mail or email it to local law firms, and/or place it in the local newspaper(s) or other legal publications. A directory of those lawyers belonging to the ICSA is on the IASB website, www.iasb.com. A printed copy is available upon request. Inclusion in the directory does not represent an IASB endorsement. Some attorneys who practice school law do not belong to ICSA. Other online sources, such as the Ill. State Bar Association, also maintain directories of information about attorneys. The Board may want to title the announcement "The [Insert District's name] School Board Requests Proposals to Provide Legal Services."
2. Announce that the Board seeks an attorney or law firm to serve as its Board Attorney.
3. Inform the reader that the attorney or law firm selected will serve either *at will* or from the date of appointment to [date]. The length of the appointment is at the Board's discretion.
4. State the School District's philosophy or mission statement.
5. Insert the RFP location and contact information with the beginning date and time.
6. Tell prospective responders that completed RFPs must be returned by [certain time and date] to [name and title of person receiving applications].

Receive and manage responses to the RFP.

1. Review Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts applications is at the Board's sole discretion and should be decided by the Board prior to posting the RFP announcement.
2. The Board will discuss, at an open meeting, its process to review the applications and who will contact RFP responders for an interview.
3. The designated person will contact RFP responders for interviews.

Develop interview questions if the Board interviews attorneys or law firms.

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:
 - What do you see as your role as Board Attorney?
 - How many other school districts do you currently represent?
 - What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
 - How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
 - What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
 - How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, require

attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, sample policy 2:160, *Board Attorney*.

- How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *III. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *III. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *III. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- Will you try to shape Board decisions or do you have a whatever the Board decides philosophy? See the discussion about the *III. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *III. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- Do you provide your school Board clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ...involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

Develop an interview protocol. Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:

- Introduce Board members to the responder
- Describe the Board’s interview process, selection process, and ask the responder if he or she has questions about the Board’s process for selecting its attorney
- Describe the District’s philosophy or mission statement
- Describe the Board Attorney position by reviewing the RFP
- Begin asking the interview questions (see *Develop interview questions*, above)
- Ask the responder whether he or she has any questions for the Board
- Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board’s decision

Conduct a reference check and other background investigation(s).

1. The Board President may perform this check or direct the Superintendent to:
 - Check the ARDC’s master roll of attorneys as “Authorized to Practice Law” (To do this, enter the attorney’s name into the ARDC’s registration and public disciplinary records database at: www.iardc.org/Lawyer/Search.)
 - Click on the attorney’s name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
 - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
3. Call references provided by the responder.

Enter into a written agreement or engagement letter with the selected attorney or law firm.

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
 - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)
 - The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services or engagement letter*) for these provisions:
 - Fee arrangement
 - Scope of services

- Which attorneys will be providing legal services
- A statement that the Board controls all legal decisions
- A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
- Board's right to terminate the services of the attorney and law firm at any time for any reason

4. Approve the *agreement for legal services or engagement letter* during an open Board meeting.

Announce the appointment to District staff and community.

1. The contents of the announcement and length of time it is displayed are at the Board's sole discretion.
2. The Board may want to consider announcing during an open meeting. See Board policy 8:10, *Connection with the Community*.
3. The Board may want to include the following information in its announcement:
 - The Board appointed [attorney's name or law firm name] as the Board Attorney
 - The appointment will begin on [date] for [length of time]
 - The Board previously established qualifications for the Board Attorney in a careful and thoughtful manner, e.g., "[Attorney or lawfirm's name] meets these qualifications and has demonstrated the willingness to accept its duties and responsibilities. [Attorney or law firm's name] brings a clear understanding of the demands and expectations of the Board Attorney position along with a constructive attitude toward the challenge."

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is **Rewritten** for PRESS Plus Issue 115. Minor updates were made to the **PRESS** sample, including a corrected link to the Ill. Attorney Registration and Disciplinary Commission. A redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 115, June 2024**

Document Status: Draft Update - Rewritten

2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern, and the meeting will have no physical presence of a quorum and participation by audio or video. [PRESSPlus1](#)

Note: If a Board committee uses this exhibit, replace Board President, Vice President, and Superintendent with the appropriate committee leaders.

Consult the Board Attorney for guidance.

Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1). **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Agency Act (IEMA) uses "public health emergency;" this exhibit matches the IEMA term because it governs disaster declarations.

Insert Disaster Declaration or Executive Order number [] or attach to this document.

The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2) and 140/2(e)) signs below that the following three **Steps** were executed by:

Step 1. Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7)) (*check Yes or No, below*):

Yes; it is an emergency meeting, and I:

- a. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A);
- b. Stated the nature of the emergency at the beginning of the meeting; and
- c. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*).
Note: In this situation, a verbatim recording is not limited to closed meetings only.
- d. Move to Step 2, below.

No; it is a regular or special meeting, and I:

- a. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7). **Note:** 5 ILCS 120/7(e) does not have the "if any" exception for school boards that do not have websites. Consult the Board Attorney regarding alternate ways to communicate notice of a meeting when the District does not have a website and a Disaster Declaration or Executive Order has been issued.

Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.

b. Move to Step 2, below.

Step 2. Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2)). (*check Yes or No, below*):

Yes; in-person attendance is practical, prudent, or feasible, and I:

- a. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5)), and
- b. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4).
- c. Move to Step 3, below.

No; in-person attendance is not practical, prudent, or feasible, and I:

- a. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2).
- b. Included the written determination made in letter a., above, on the Board's published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A).
- c. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4).

Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).

Include this written determination on the Board/committee's published notice and agenda for the audio or video meeting, and in the meeting minutes.

d. Move to Step 3, below.

Step 3. During the meeting, I:

Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9). **Sample text follows below in the subhead Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.**

Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4).

Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations:

1. Announced themselves present (5 ILCS 120/7(e)(3)), and
2. Verified that they could hear one another and all discussion and testimony. Id.

See exhibits 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

Attach to this document copies or information about where these minutes may be found.

Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8)) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

Conducted all votes by roll call, so each Board member's vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6)), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes*, but ensure all votes are recorded as roll call votes pursuant to the example below):

| | |
|--------|--------|
| "Yeas" | "Nays" |
|--------|--------|

Motion: Carried Failed

Executed or directed execution of the subhead below **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.**

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

The text below may be used for the actual report.

The Board of Education met on [*insert date*] with no physical presence of quorum to conduct its business.

The verbatim [*circle one*] audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c)(no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA). 5 ILCS 120/7(e)(9).

Insert links to the verbatim recording of meeting here or attach to this document.

Note: Consult the Board Attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the

physical presence of a quorum due to a public health emergency.

Completed By: _____

Title: _____

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update

2:220-E4 Exhibit - Open Meeting Minutes

[PRESSPlus1](#)

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a Board of Education meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of **Board** members making specific points during discussion. Requests from individual Board members to include their vote or an opinion **in the minutes** [PRESSPlus2](#) are handled according to Board policy 2:220, *Board of Education Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective **but positive/constructive** tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

Open Meeting Minutes

Date: _____ Time: _____

Location: _____

Type of meeting: Regular Special Reconvened or rescheduled Emergency

Name of person taking the minutes: _____

Name of person presiding: _____

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by: _____

Motion: To approve

To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: _____

Action: Passed Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: _____

Motion made by: _____

Motion: To approve

To approve subject to incorporation of the following amendment(s):

Motion seconded by: _____

Action: Passed Failed

Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses))*

Summary of discussion:

Motion to approve the consent agenda made by: _____

Motion seconded by: _____

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

"Yeas"

"Nays"

Action: Passed Failed

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: _____

Topic:

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item:

Summary of discussion:

Motion made by: _____

Motion to:

Motion seconded by: _____

Action: Passed Failed

(If a roll call vote occurred, record the vote of individual Board members.)

"Yeas"

"Nays"

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert exhibit 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by: _____

Motion seconded by: _____

Action: Passed Failed

Time of adjournment: _____

Post-Meeting Action

Date minutes approved: _____

Date minutes were available for public inspection: _____

Date minutes were posted on District website: _____

PRESSPlus Comments

PRESSPlus 1. The footnote information previously included above within a popup note has been deleted. Footnotes are not intended to be included in an adopted policy and/or implemented board exhibit. Up-to-date footnote information can be found by viewing the Policy Reference Manual samples available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

PRESSPlus 2. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. [5 ILCS 120/2.06](#)(e). The following subheads implement the logistics of granting this access.

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)* _____

In the presence of: *(Check appropriate box and insert name on line. [PRESSPlus1](#))*

Records Secretary _____

Administrative official of the public body _____

Any elected official of the public body _____

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (*Swanson v. Bd. of Police Commissioners*, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature

Date

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name (*Please print*) _____

In the presence of: (*Check appropriate box and insert name on line.*)

Records Secretary _____

Administrative official of the public body _____

Any elected official of the public body _____

Access denied **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to [5 ILCS 120/2.06\(c\)](#).

For requesting Board member: (*Read the following and sign below.*)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (*Swanson v. Bd. of Police Commissioners*, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature

Date

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update - Rewritten

2:240-E1 Exhibit - PRESS Issue Updates

This exhibit is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB’s full-maintenance policy update service, the **PRESS Plus** Online User Guide and video tutorials, available at www.iasb.com/policy-services-and-school-law/policy-services/press-plus/, provide further guidance. [PRESSPlus1](#)

| Actor | Action |
|--|--|
| Superintendent | <p>Manages the process for the Board to receive PRESS updates to policies.</p> <p>Requests review of recommended revisions by the Board Attorney, as appropriate.</p> <p>Manages the Board’s compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list action to consider, adopt, implement, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.</p> |
| Superintendent or Superintendent’s Secretary | <p>Updates the District’s <i>Roster</i> as follows:</p> <ol style="list-style-type: none"> 1. Go to www.iasb.com and click on the Member Login button. 2. Log in using your email address and password. If you do not know your password, use the “forgot your password?” link. 3. At the bottom of your Profile page, click on Districts You Manage and then the District name. 4. Review and verify or change the District’s existing records. Ensure that all current board members, administrators, and anyone else on staff who needs access to PRESS Online are listed with their current email addresses. For detailed roster management instructions, see www.iasb.com/IASB/media/Documents/rostermanagementinstructions.pdf. |
| | <p>Logs in to PRESS Online as follows:</p> <ol style="list-style-type: none"> 1. Go to www.iasb.com and click on the Member Login button. 2. Log in using your email address and password. If you do not know your password, use the “forgot your password?” link. 3. Under “Quick Links,” click “PRESS Login.” |

| | |
|--|--|
| Designated support staff | <p>To each member of the Policy Committee, full Board, and/or other interested school official, emails or otherwise distributes the following:</p> <ol style="list-style-type: none"> 1. PRESS Update Memo; 2. PRESS video tutorial link at: www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/; 3. Committee worksheets (showing tracked changes in redline); and 4. Current District policy in relevant areas. <p>As appropriate, includes new and revised policies in the Board meeting packets.</p> <p>After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows District process for updating paper and online manuals.</p> <p>Considers distributing the PRESS Update Memo to Building Principals.</p> |
| Policy Committee (or Full Board) | <p>Considers each PRESS update. Reviews all footnote changes.</p> <p>Decides which changes require Board discussion and which are appropriate as consent agenda items. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; updating legal references; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language.</p> <p>Presents recommendations regarding PRESS updates to the Board at a regularly scheduled meeting.</p> |
| Full Board | <p>Conducts a first reading of the policies that are recommended for adoption or revision. Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.</p> <p>During the next regular meeting, conducts a second reading.</p> <p style="padding-left: 40px;">A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</p> |
| Assistant Superintendents, Directors, Building Principals, and supervisory employees | <p>Reads the PRESS Update Memo (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).</p> |
| | <p>For further clarification, view the online tutorial for PRESS, available at</p> |

Anyone

www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/.

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update - Rewritten

2:240-E2 Exhibit - Developing Local Policy

| Actor PRESSPlus1 | Action |
|---|---|
| Anyone (Superintendent, Board of Education member, staff, parent, student, community member, or Board Attorney) | Brings a concern that may necessitate a new policy or a current policy's revision to the attention of the Board of Education. |
| Superintendent | <p>Confers with the Board Attorney as appropriate.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list actions to consider, adopt, implement, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</p> |
| Policy Committee (or Full Board) | <p>First, answers these questions to decide whether new policy language is needed:</p> <ol style="list-style-type: none"> 1. Does the IASB Policy Reference Manual provide guidance? 2. Is the request something that should be covered in policy (i.e., Board work), or is it something that should be covered in an administrative procedure (i.e., staff work)? 3. Is it already covered in Board policy? Checks for policies that cover similar or connected topics. Tools such as search engines, Tables of Contents, cross references, and indexes at PRESS Online can be used to identify relevant policy numbers to check for in the Board's policy manual. <p>Second, uses a 3-step process to draft new policy language:</p> <ol style="list-style-type: none"> 1. Frames the question and discusses the topic. 2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as those who may be affected by the policy and those who will implement the policy. 3. Drafts or requests the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's |

| | |
|--|--|
| | <p>mission, vision, goals, and objectives.</p> <p>Third, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number.</p> <p>The PRESS coding system reserves policy numbers ending in a '0' and '5' for PRESS material. Locally developed Board policies should use policy numbers ending in 2, 4, 6, or 8.</p> |
| Full Board | <p>Conducts a first reading of the policy that is recommended for adoption or revision. Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.</p> <p>During the next regular meeting, conducts a second reading.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p>After the second reading, consider and take action to approve the policy at a duly convened open meeting.</p> |
| Designated support staff | <p>After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows District process for updating paper and online manuals.</p> |
| Assistant Superintendents, Directors, Building Principals, and supervisory employees | <p>Reads adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).</p> |

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Review and Monitoring

3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations. [PRESSPlus1](#)

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Complaints)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Update Date Only

4:20 Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money. [PRESSPlus1](#)

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 20-25 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting. These bills are reviewed by the Board semi-monthly, after which they may be approved for payment by Board order signed by the Board President and Secretary or by a majority of the Board. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. [PRESSPlus1](#)

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

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

LEGAL REF.:

[105 ILCS 5/8-16](#), [5/10-7](#), and [5/10-20.19](#).

[23 Ill.Admin.Code §100.70](#).

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

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Review and Monitoring

4:90 Student Activity and Fiduciary Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months may be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20](#), [100.80](#), and [100.85](#).

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Update Date Only

4:110 Transportation

Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. [PRESSPlus1](#)

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 1½ 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.

Bus schedules and routes shall be determined by the bus company and School Secretary and shall be altered only with the School Secretary's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

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

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. 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.

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

Pre-Trip and Post-Trip Vehicle Inspection

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.:

[20 U.S.C. §6312\(c\)\(5\)\(B\)](#), Elementary and Secondary Education Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-22.22](#) and [5/29-1](#) *et seq.*

[105 ILCS 45/1-15](#) and [/1-17](#).

[625 ILCS 5/1-148.3a-5](#), [5/1-182](#), [5/11-1414.1](#), [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 Part 440](#).

CROSS REF.: 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

4:180 Pandemic Preparedness; Management; and Recovery

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or appropriate Intermediate Service Center.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to [20 ILCS 3305/7](#), and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of [105 ILCS 5/10-30](#); and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.5](#), [5/10-20.56](#), and [5/10-30](#).

[5 ILCS 120/2.01](#) and [120/7](#)(e), Open Meetings Act.

[20 ILCS 2305/2](#)(b), Ill. Dept. of Public Health Act (Part 1).

[20 ILCS 3305/](#), Ill. Emergency Management Agency Act.

[115 ILCS 5/](#), Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Document Status: Update Date Only

5:35 Compliance with the Fair Labor Standards Act

Job Classifications [PRESSPlus1](#)

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

Workweek and Compensation

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

Overtime

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

Suspension Without Pay

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

Administrative Implementation

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

LEGAL REF.:

[820 ILCS 105/4a.](#)

29 U.S.C. §201 et seq., Fair Labor Standards Act; 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

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

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Update Date Only

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies. [PRESSPlus1](#)

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#); [29 C.F.R. §1630.1](#) *et seq.*

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1](#) *et seq.*

[105 ILCS 5/24-5](#).

[20 ILCS 2305/6](#), Department of Public Health Act.

[820 ILCS 40/](#), Personnel Record Review Act.

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Document Status: Update Date Only

5:180 Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary. [PRESSPlus1](#)

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans with Disabilities Act.

[105 ILCS 5/10-22.4](#), [5/24-12](#), and [5/24-13](#).

Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that

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Issue 115, June 2024

Document Status: Review and Monitoring

5:20-E Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants school boards other powers that are not inconsistent with their duties; [PRESSPlus1](#)

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/1-5](#)) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act ([5 ILCS 430/5-65](#)) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/70-5](#)) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Sandridge School District 172, Cook County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 15th day of January, 2020.

Attested by: Board President

Attested by: Board Secretary

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Update Date Only

5:210 Resignations

Please refer to the current **Agreement Between the Board of Education Sandridge School District #172 and the Sandridge Education Association, IEA-NEA**. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/24-14.](#)

Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

ADOPTED: June 21, 2017

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 113, October 2023

Document Status: Adopted as Presented by IASB

5:250 Leaves of Absence

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, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Maternity/Paternity Leave, Association Leave

Please refer to the current Agreement Between the Board of Education Sandridge School District #172 and the Sandridge Education Association, IEA-NEA.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family Bereavement Leave

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 family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of

the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member 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 Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave [PRESSPlus1](#)

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, ^{Q1} an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Leaves for Service in the Military

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

General Assembly

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

Leave for Employment in Department of Defense

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

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. 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.

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

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid

leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, [PRESSPlus2](#) without suffering adverse employment action.

The Victims' Economic Security and Safety Act ([VESSA](#)) 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, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

Leaves to Serve as an Officer, ~~or~~ Trustee, or Representative of a Specific Organization [PRESSPlus3](#)

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, (2) up to 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, ~~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, ~~and~~ (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

Leave to Serve as an Election Judge

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.

COVID-19 Paid Administrative Leave

~~During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, When applicable, [PRESSPlus4](#) paid administrative leave related to COVID-19 will be granted is available to eligible employees in accordance with State law. if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.~~

~~For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 ILCS 5/10-20.83 (final citation pending).~~

~~The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.~~

~~As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee. An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.~~

LEGAL REF.:

105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

[10 ILCS 5/13-2.5](#), Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

820 ILCS 154/, [Child Family Bereavement Leave Act](#).

[820 ILCS 156/](#), [Child Extended Bereavement Leave Act](#).

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

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

Questions and Answers:

***Required Question 1. How many full-time employees does the district employ?

- The district employs more than 250 employees. (Default)
 - The district employs between 50-249 employees. (IASB will substitute the following sentence: "Accordingly, if the District employs at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss.")
 - The district employs fewer than 50 employees. (IASB will delete the subhead regarding Child Extended Bereavement Leave and the Legal Reference to 820 ILCS 156/.)
-

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Child Extended Bereavement Leave Act, 820 ILCS 156/, added by P.A. 103-466. **Issue 113, October 2023**

PRESSPlus 2. Updated in response to the Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 103-314, eff. 1-1-24. Under 820 ILCS 180/20(a)(4), added by P.A. 103-314, eff. 1-1-24, an employee is not entitled to more than two work weeks (10 work days) if the leave is to attend a wake or funeral (or an alternative event), make end-of-life arrangements, or grieve due to the death of a family or household member killed in a crime of violence. In these circumstances, the leave must be completed within 60 days after the date on which the employee receives notice of the death. Employees may qualify for unpaid leave under both VESSA and the Family Bereavement Leave Act; leave taken under one act does not diminish the availability of leave under the other. **Issue 113, October 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/24-3.5, added by P.A. 103-308, eff. 1-1-24. The

statewide teacher association is required to reimburse a district for substitute teaching costs incurred due to the teacher's absence. **Issue 113, October 2023**

PRESSPlus 4. Updated for continuous improvement. **Issue 113, October 2023**

Document Status: Review and Monitoring

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will [PRESSPlus1](#)

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

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

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions

- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Update Date Only

5:290 Employment Termination and Suspensions

Resignation and Retirement[PRESSPlus1](#)

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

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#).

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#) (outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the

overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

LEGAL REF.:

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#)

[5 ILCS 430](#) *et seq.*, State Officials and Employees Ethics Act.

[325 ILCS 5/7.4](#)(c-10), Abused and Neglected Child Reporting Act.

[820 ILCS 105/4a](#), Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 115, June 2024

Document Status: Update Date Only

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#), and (2) are not represented by an exclusive bargaining representative. [PRESSPlus1](#)

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

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

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

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

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

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

29 U.S.C. §201 et seq., Fair Labor Standards Act; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its

policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 115, June 2024

Document Status: Update Date Only

6:40 Curriculum Development

Adoption [PRESSPlus1](#)

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.:

[20 U.S.C. §1681](#), Title IX of the Education Amendments of 1972, implemented by [34 C.F.R. Part 106](#).

[105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 7:15 (Student and Family Privacy Rights)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 114, March 2024

Document Status: Update Date Only

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following: [PRESSPlus1](#)

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41](#), [5/2-3.66](#), [5/10-20.9a](#), [5/13B](#), [5/26-2a](#), [5/26-13](#), [5/26-14](#), and [5/26-16](#).

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by

logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary

- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Adopted as Presented by IASB

6:230 Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with, (1) State law and Ill. State Board of Education (ISBE) rule, and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. The program adheres to the principles of the American Library Association's *Library Bill of Rights*, which indicate that materials should not be proscribed or removed because of partisan or doctrinal disapproval. [Q1 PRESSPlus1](#)
6. Staff members are invited to recommend additions to the collection.
7. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.
8. ~~The program is guided by the principles of the American Library Association's *Library Bill of Rights* and its interpretation for school libraries.~~

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

LEGAL REF.:

75 ILCS 10/8.7.

[23 Ill.Admin.Code §1.420\(o\).](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

Questions and Answers:

***Required Question 1. Updated in response to 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24, requiring districts that wish to be eligible for State library grants (e.g., school library grants under 75 ILCS 10/8.4) to adopt the American Library Association's Library Bill of Rights (available at <https://www.ala.org/advocacy/intfreedom/librarybill>) or a written statement prohibiting the practice of banning books. In order to be eligible for a School Library Grant, a district must also be a member in good standing of a regional multitype library system (e.g., Illinois Heartland Library System or Reaching Across Illinois Library System) or have applied for membership and been approved for membership in such a system within specific timeframes. 23 Ill.Admin.Code §3035.120.

If the board prefers the alternative language permitted by 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24, for Standard #5, it may substitute with the following: "The practice of banning books or other materials within the District's library media program is prohibited."

Which policy language has the board adopted?

- The program adheres to the principles of the American Library Association's Library Bill of Rights, which indicate that materials should not be proscribed or removed because of partisan or doctrinal disapproval. (Default)
 - The practice of banning books or other materials within the District's library media program is prohibited. (IASB will make this substitution.)
-

PRESSPlus Comments

PRESSPlus 1. Updated in response to 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24. **Issue 113, October 2023**

Document Status: Review and Monitoring

7:90 Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian. [PRESSPlus1](#)

Early Dismissal Announcement

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

CROSS REF.: 4:170 (Safety)

~~ADOPTED: December 15, 2010~~

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Review and Monitoring

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the [U.S.](#) and [Illinois](#) Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. [PRESSPlus1](#)

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

LEGAL REF.:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

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

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Draft Update

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There On School Property by Students [PRESSPlus1](#)

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent shall request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the

following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

[T.L.O. v. New Jersey, 469 U.S. 325 \(1985\).](#)

[Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 \(1995\).](#)

[Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 \(2009\).](#)

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

[Right to Privacy in the School Setting Act, 105 ILCS 75/](#), [Right to Privacy in the School Setting Act.](#)

[Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 \(7th Cir. 1993\).](#)

[People v. Dilworth, 169 Ill.2d 195 \(1996\), cert. denied, 116 S.Ct. 1692](#) [517 U.S. 1197](#) (1996).

[People v. Pruitt, 278 Ill.App.3d 194 \(1st Dist. 1996\), app. denied, 167 Ill.2d 564](#) [667 N.E. 2d 1061](#) (Ill.App.1, 1996).

[T.L.O. v. New Jersey, 469 U.S. 325 \(1985\).](#)

[Vernonia School Dist. 47J v. Acton, 515 U.S. 646 \(1995\).](#)

[Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 \(2009\).](#)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Update Date Only

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. The Board reserves the right to hold transcripts or other student records until restitution is made. [PRESSPlus1](#)

LEGAL REF.:

740 ILCS 115/, Parental Responsibility Law.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Draft Update

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, 5/22-80, and 25/2. [PRESSPlus1](#)

23 Ill.Admin.Code §1.530(b).

~~105 ILCS 5/10-20.54.~~

~~105 ILCS 5/22-80 added by P.A. 99-245; if approved by the House and signed by the Governor, SB219 will extend the effective date to the 2016-2017 school year.~~

~~105 ILCS 25/1.15.~~

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 119, June 2025**

Document Status: Review and Monitoring

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are: [PRESSPlus1](#)

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

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

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

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
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Issue 119, June 2025

Document Status: Implemented as Presented by IASB

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. **Board Policy 7:10, *Equal Educational Opportunities*** cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 2:265, *Title IX Grievance Procedure*, contains the process that must be followed for complaints of Title IX harassment. [PRESSPlus1](#)
3. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, prohibits any person from discriminating against or harassing a student based on race, color, or national origin.
4. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
5. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
6. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
7. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
8. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. It recognizes that students have the right to wear hairstyles historically associated with race, ethnicity, or hair texture, and to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity, or other characteristic protected by State law.
9. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
10. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
11. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 114, March 2024**

Document Status: Draft Update

8:80 Gifts to the District

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

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. [PRESSPlus1](#) The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

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

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments; implemented by [34 C.F.R. Part 106.](#)

[105 ILCS 5/16-1.](#)

[23 Ill.Admin.Code §200.40.](#)

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

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a

quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Review and Monitoring

8:110 Public Suggestions and Complaints

The Board is interested in receiving suggestions and complaints from members of the community. A member of the public should follow the chain of authority when bringing a matter of concern before the District, by first contacting the Building Principal. If the issue is not resolved, the matter then can be appealed to the Superintendent, and finally, the Board. [PRESSPlus1](#)

A parent/guardian with a particular concern regarding a student, should first contact the teacher, before taking the matter to a higher administrative officer or the Board.

An individual who is not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

LEGAL REF.:

[115 ILCS 5/14](#)(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

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
Progress Report p. 4

Revisions to Policies, Administrative Procedures, and Exhibits (numerical table) p. 5

Next Issue: Fall Legislative Update

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to www.iasb.com and click on the  button on the top navigation.
- 1. Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from info@iasb.com, if you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing on to www.iasb.com, please contact Michael Ifkovits at mifkovits@iasb.com.
- 3. Click the  button on the top navigator bar. This will bring you to your account page
- 4. Under "**Quick Links**," click on "**PRESS Login**."

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and **PRESS** Editor, djacobson@iasb.com; Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, jduffy@iasb.com; Maryam Brotine, Associate General Counsel and Assistant **PRESS** Editor, mbrotine@iasb.com; or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, mmikhail@iasb.com.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (**PRM**) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a.k.a. "tracked changes."

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use **PRM** pages to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), available on IASB's website.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

- 1:10, School District Legal Status
- 1:20, District Organization, Operations, and Cooperative Agreements
- 1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
- 1:30, School District Philosophy
- 2:10, School District Governance
- 2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member
- 2:120-E2, Website Listing of Development and Training Completed by Board Members
- 2:125-E3, Resolution to Regulate Expense Reimbursements
- 2:130, Board-Superintendent Relationship
- 2:200-AP, Types of School Board Meetings
- 2:220-E4, Open Meeting Minutes
- 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
- 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
- 2:240, Board Policy Development
- 2:240-E1, **PRESS** Issue Updates
- 2:240-E2, Developing Local Policy
- 3:30, Chain of Command
- 3:30-E, Organizational Chart for Administration
- 3:70-AP, Succession Plan
- 4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
- 4:15-E2, Statement for Purpose of Collecting Social Security Numbers
- 4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
- 4:50, Payment Procedures
- 4:55, Use of Credit and Procurement Cards
- 4:120-AP, Food Services; Competitive Foods; Exemptions
- 4:170-AP5, Unsafe School Choice Option
- 4:180-AP2, Pandemic Influenza Surveillance and Screening
- 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic - **DELETED**
- 5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media
- 5:170-AP1, Copyright Compliance
- 5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works
- 5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment
- 5:170-E1, Request to Reprint or Adapt Material

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, Board Policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

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 Does Not Meet Applicable State Certification/Licensure Requirements
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
5:240-AP, Suspensions
6:120-AP4, Care of Students with Diabetes
6:190-AP, Eligibility for Participation in Extracurricular Activities
6:235-E5, Children's Online Privacy Protection Act
6:250-AP, Resource Persons and/or School Volunteers; Screening

7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students
7:90, Release During School Hours
7:130, Student Rights and Responsibilities
7:140, Search and Seizure
7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program
7:300, Extracurricular Athletics
8:80, Gifts to the District
8:95-E2, Verification of School Visitation
8:110, Public Suggestions and Concerns

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** material is updated:

2:80, Board Member Oath and Conduct
4:175-AP1, Criminal Offender Notification Law; Screening
4:180, Pandemic Preparedness; Management; and Recovery
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases
7:325, Student Fundraising Activities
8:30-AP, Definition of Child Sex Offender

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Progress Report - The contents of this table frequently change.

| Topic | Our Response |
|---|---|
| <p>U.S. Supreme Court Hears Case on Parent Opt-Out from Use of LGBTQ+ Books in Elementary School Classrooms</p> <p>On April 22, 2025, the U.S. Supreme Court heard arguments in the case of <u>Mahmoud v. Taylor</u>. The Board of Education of Montgomery County Public Schools in Maryland was sued by a group of parents after it decided the schools should no longer provide parents with notice and the ability to opt their children out of classroom lessons that included books with LGBTQ+ characters and themes. The parents claimed the Board’s decision to deny opt-out requests conflicted with the parents’ religious beliefs. At the oral argument, a majority of the justices appeared sympathetic to the parents’ position. The Board argued it was not operationally feasible to allow for such opt-outs, and that the students’ mere exposure to such material in class did not burden the parents’ exercise of religion. The U.S. Supreme Court is expected to issue a decision in this case by early July.</p> | <p>After the U.S. Supreme Court’s decision is issued in this case, affected PRESS materials, which may include policies 6:40, <i>Curriculum Development</i>, 6:210, <i>Instructional Materials</i>, and/or 6:260, <i>Complaints About Curriculum, Instructional Materials, and Programs</i>, will be updated in the fall PRESS issue.</p> |
| <p>Ill. General Assembly Passes Immigration Bill Impacting Schools</p> <p>As its spring session came to close, the 104th General Assembly passed HB 3247, which is intended to protect the right of immigrant students to access a free, public education in Illinois. Assuming the bill is signed into law by the Governor, it will require each school board to adopt a policy by 7-1-26 that prohibits the exclusion of a child or their parent/guardian from activities or programs because of a child’s or parent’s/guardian’s perceived or actual immigration status, among other provisions. The bill also requires schools to develop procedures by 7-1-26 for reviewing and authorizing requests from law enforcement agents attempting to enter a school.</p> | <p>If HB 3247 becomes law, affected PRESS materials, including policy 7:150, <i>Agency and Police Interviews</i>, and administrative procedure 7:150-AP, <i>Agency and Police Interviews</i>, will be updated in the fall PRESS issue.</p> |

PRESS Issue 119 Trivia

119 pages • 40,254 words • 56 PRM materials

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

DELETED. This material has been deleted from the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

Revisions to Policies, Administrative Procedures, and Exhibits

| Number and Title | Revision Descriptions |
|--|---|
| 1:10, School District Legal Status | The Legal References are updated with a minor style change in response to a five-year review. <input type="checkbox"/> |
| 1:20, District Organization, Operations, and Cooperative Agreements | The Legal References are updated with a minor style change in response to a five-year review. The footnotes are updated for continuous improvement. <input type="checkbox"/> |
| 1:20-AP, Checklist for Handling Intergovernmental Agreement Requests | The procedure is updated in response to a five-year review. <input type="checkbox"/> |
| 1:30, School District Philosophy | The policy is unchanged in response to a five-year review. <input type="checkbox"/> |
| 2:10, School District Governance | The policy is unchanged. The footnotes are updated in response to a five-year review. <input type="checkbox"/> |
| 2:80, Board Member Oath and Conduct | The policy, Cross References, and footnotes are updated. The policy is updated to correct the title of IASB's <i>Code of Conduct for Members of School Boards</i> . The footnotes and Cross References are updated in response to Ill. Council of School Attorneys member feedback regarding oath of office violations. Footnote 1 is updated to include optional language a board can adopt to express potential consequences if a board member violates his or her oath of office. <input type="checkbox"/> |
| 2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member | The exhibit is updated in response to a five-year review. <input type="checkbox"/> |
| 2:120-E2, Website Listing of Development and Training Completed by Board Members | The exhibit is updated in response to a five-year review. <input type="checkbox"/> |
| 2:125-E3, Resolution to Regulate Expense Reimbursements | The exhibit is unchanged in response to a five-year review. <input type="checkbox"/> |

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | | |
|---|---|--------------------------|
| 2:130, Board-Superintendent Relationship | The policy and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 2:200-AP, Types of School Board Meetings | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 2:220-E4, Open Meeting Minutes | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 2:240, Board Policy Development | The policy is unchanged. The footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 2:240-E1, PRESS Issue Updates | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 2:240-E2, Developing Local Policy | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 2:250-E3, Recurrent Requestor Notification | The exhibit is unchanged in response to a five-year review. | <input type="checkbox"/> |
| 3:30, Chain of Command | The policy is unchanged in response to a five-year review. | <input type="checkbox"/> |
| 3:30-E, Organizational Chart for Administration | The exhibit is unchanged in response to a five-year review. | <input type="checkbox"/> |
| 3:70-AP, Succession Plan | The procedure is unchanged in response to a five-year review. | <input type="checkbox"/> |
| 4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 4:15-E2, Statement for Purpose of Collecting Social Security Numbers | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 4:50, Payment Procedures | The policy is unchanged in response to a five-year review. | <input type="checkbox"/> |
| 4:55, Use of Credit and Procurement Cards | The policy is unchanged. The footnotes are updated in response to a five-year review. | <input type="checkbox"/> |

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | | |
|--|---|--------------------------|
| 4:120-AP, Food Services; Competitive Foods; Exemptions | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 4:170-AP5, Unsafe School Choice Option | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 4:175-AP1, Criminal Offender Notification Law; Screening | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 4:180, Pandemic Preparedness; Management; and Recovery | The policy is unchanged. The footnotes are updated in response to the deletion of 4:180-AP3, <i>Grant Flexibility; Payment of Employee Salaries During a Pandemic</i> , and for continuous improvement. | <input type="checkbox"/> |
| 4:180-AP2, Pandemic Influenza Surveillance and Screening | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic | DELETED. The procedure is deleted in response to a five-year review. | <input type="checkbox"/> |
| 5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media | The exhibit is unchanged in response to a five-year review. | <input type="checkbox"/> |
| 5:170-AP1, Copyright Compliance | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 5:170-E1, Request to Reprint or Adapt Material | The exhibit is unchanged in response to a five-year review. | <input type="checkbox"/> |
| 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 Does Not Meet Applicable State Certification/Licensure Requirements | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 5:240-AP, Suspensions | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | | |
|---|---|--------------------------|
| 6:120-AP4, Care of Students with Diabetes | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 6:190-AP, Eligibility for Participation in Extracurricular Activities | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 6:235-E5, Children’s Online Privacy Protection Act | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 6:250-AP, Resource Persons and/or School Volunteers; Screening | The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students | The policy and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:90, Release During School Hours | The policy and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:130, Student Rights and Responsibilities | The Legal References are updated with minor style changes in response to a five-year review. The footnotes are updated for continuous improvement. | <input type="checkbox"/> |
| 7:140, Search and Seizure | The policy, Legal References, and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases | The exhibit is updated in response to 77 Ill. Admin. Code Part 690, amended by 48 Ill. Reg. 15900, revising reporting requirements for certain diseases or conditions. | <input type="checkbox"/> |
| 7:300, Extracurricular Athletics | The Legal References and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:325, Student Fundraising Activities | The policy and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 8:30-AP, Definition of Child Sex Offender | The procedure is updated in response to 720 ILCS 5/11-9.3(d), amended by P.A. 103-1071, eff. 7-1-25, amending certain sex offense definitions as they relate to juvenile sex offenders. | <input type="checkbox"/> |
| 8:80, Gifts to the District | The policy, Legal References, and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 8:95-E2, Verification of School Visitation | The exhibit is unchanged in response to a five-year review. | <input type="checkbox"/> |

Acknowledgement to PRESS Advisory Board

The **P**olicy **R**eference **E**ducation **S**ubscription **S**ervice (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

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IASB Staff Members, especially Policy Services Directors and select Outreach and Training and Governmental Relations Directors

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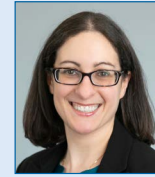
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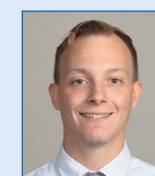
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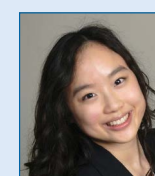
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BOARD OF EDUCATION

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expenses

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense 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.

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

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated

expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

Types of Official Business for Expense 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. Board members will be reimbursed for meal costs up to \$100.00 per day consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses

incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.:

[105 ILCS 5/10-20](#) and [5/10-22.32](#).

Local Government Travel Expense Control Act, [50 ILCS 150/](#).

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

Adopted: August 13, 2024

Sandridge SD 172

Illinois Association of School Boards

2921 Baker Drive • Springfield, Illinois 62703-5929 / One Imperial Place 1 East 22nd St., Suite 310 • Lombard, Illinois 60148-6120

Compiled by IASB Communications – August 2025

This calendar contains references exclusively from the Illinois Compiled Statutes. Illinois state administrative agency regulations and federal law are not included. Parentheses () indicate the applicable Illinois statute. Unless otherwise indicated, statutory references are to the School Code, 105 ILCS 5/1-1 et seq. For brevity, references to the regional superintendent include Intermediate Service Centers.

NOTE: Each school board shall annually prepare a calendar for the school term specifying the opening and closing dates and providing a minimum term of at least 185 days to insure 176 days of actual pupil attendance; provided that any of the four days allowed by law for teachers' institute, but not used as such, shall increase the minimum term by such days not used. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect. (10-19). All commemorative school holidays under 105 ILCS 5/24-2 and state commemorative holidays under 5 ILCS 490/ are optional to observe.

| Date | Event | | |
|--|--|-----------------------|--|
| AUGUST 2025 | | 15 | Last day to submit certification of all student transportation claims for reimbursement for the school year ending June 30 to the State Superintendent of Education. (29-5) |
| Prior to the Start of the School Year | Each school board must file the district's threat assessment procedure and a list identifying the members of the threat assessment team(s) with local law enforcement and the regional office of education. (105 ILCS 128/45) | 31 Sunday | Last day for regional superintendent to file with ISBE an affidavit showing which treasurers of school districts are properly bonded. (3-8 and 8-2) |
| Before the 30th Day of the School Year | School districts must report certain student assessment information using a form developed by the Illinois State Board of Education (ISBE). (22-82) | SEPTEMBER 2025 | |
| 1 | Last day to file with the regional superintendent a list of all unfilled teaching positions in the district. (10-20.27) | 1 | Labor Day; a legal school holiday. (24-2) |
| 1 | Last day for high school boards to certify to the non-high school board the estimated amount of tuition charges for the succeeding school year. (12-22) | 7 Sunday-9 | Consortium of State School Boards Association (COSSBA), Federal Advocacy Conference, Washington, D.C. |
| 14 | Last day for school districts to forward a detailed statement of the moneys contributed to the Teachers' Retirement System, including any additional contributions due to the System, to the secretary of the System. (40 ILCS 5/16-155) | 11 | September 11th Day of Remembrance; a commemorative school holiday. (24-2) |
| 15 | Last day for school board to transmit claims to ISBE for extraordinary special education services. (14-7.02) | 17 | Constitution Day, a commemorative school holiday. (24-2) |
| 15 | Last day for the school district to transmit claims for special education costs to the State Superintendent of Education. (14-12.01) | 22-24 | Rosh Hashanah |
| | | 22-October 1 | Navratri |
| | | 30 | Last day on which regional superintendents shall notify, in writing, the presidents of school trustees and clerks and secretaries of school boards the dates and amounts of money distributed to the school treasurer. (3-14.17) |

| Date | Event | | |
|---------------------|--|----------------------|---|
| | | 13 | Columbus Day; a legal school holiday. (24-2) |
| 30 | This is the end of the first quarter of the fiscal year in most Illinois school districts and the last day for the school board to adopt and file with the ISBE its balanced budget for 2025-2026 fiscal year. (17-1) NOTE: School districts are required to disclose the cash reserve balance and secured obligations of all funds held by the district related to its operational levy, at a public hearing where the district certifies the budget and levy. (17-1.3) Within 30 days of its adoption, a certified copy of the annual budget and estimate of revenues for the next fiscal year must be filed with the county clerk. (17-1 and 35 ILCS 200/18-50) | 13-17 | National School Lunch Week. |
| | | 15 | Last day for school district to file with ISBE a one-page report that lists the actual administrative expenditures for the prior year from the district's audited Annual Financial Report, and the projected administrative expenses for the current year from the adopted budget. (17-1.5) NOTE: School districts are required to approve the "Shared Services and Fiscal Efficiency" report to accompany the Annual Financial Report, at an open meeting allowing for public comment. The regional superintendent is required to publish a composite form of the report for all school districts in their region in an annual financial report. (17-1.1) |
| OCTOBER 2025 | | | |
| During October | During the month of October, the quarterly meeting of regional board of school trustees must be held. (6-18) | 15 | Last day to submit annual report to ISBE disclosing the number of teachers dismissed or removed as a result of the board's decision to decrease the number of teachers employed. (10-20.26) |
| 1 | Recycling Day; a commemorative school holiday. (24-2) | 15 | Last day for school district to submit to the regional superintendent one copy of the Annual Financial Report and its annual audit. (3-7) |
| 1 | Last day for school board to forward administrator and teacher salary and benefits report to ISBE. The information must be presented at a regular school board meeting prior to this reporting to ISBE. Report must be posted on the school district's website. (10-20.47) | 15 | Last day for township school treasurer and school districts to file the annual financial condition report with the regional superintendent. (3-15.1) |
| 1 | On the first school day of October the secretary of the board shall report to the regional superintendent and Secretary of State a list of students who have left school and been removed from the regular attendance rolls (except transferees) during the previous attendance quarter. (26-3a) | 15 | Last day for township land commissioners to file certified annual audit with regional superintendent and ISBE. (15-27) |
| 1-2 | Yom Kippur | 20-21 | Diwali |
| 2 | Dussehra | 20-24 | National School Bus Safety Week. |
| 6 | Township treasurer reports and submits books to school trustees; also, makes semi-annual examination of each school district's records. (8-14 and 8-17) | 31 | Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending September 30, 2025. |
| 6 | In Class II counties (Cook): (1) Quarterly meeting of township school trustees; (2) township trustees make apportionment and distribution of unused funds to the districts from the permanent township fund. (5-16 and 5-17) | NOVEMBER 2025 | |
| 7 | Iraq and Afghanistan Veterans Remembrance Day; a commemorative school holiday. (24-2) | 1 Saturday | Last day for school district to submit to the State Superintendent of Education reimbursement claim for summer school for children with disabilities. (18-4.3) |
| 9 | Leif Erikson Day, a commemorative school holiday. (24-2) | 2-Sunday | Standard Time returns; set clocks back one hour. |
| | | 10 | Korean War Veterans' Day; a commemorative school holiday. (24-2) |
| | | 11 | Veterans' Day; a legal school holiday. (24-2) |
| | | 15 Saturday | Illinois School Board Members' Day. |

The Truth in Taxation Act: requires boards of education to determine (not less than 20 days prior to the adoption of the aggregate tax levy) the amount of money to be raised by property taxes. (Property Tax Code, 35 ILCS 200/18-60) If the estimate of the aggregate tax levy exceeds 105% of the amount extended the previous year, a public hearing on the proposed tax levy must be held. (35 ILCS 200/18-70) Notice of levy hearings must be published in a local newspaper no more than 14 days nor less than seven days prior to the date of the public hearing and if the taxing district maintains a website, then the notice (or link to the notice) must be posted on or near the top of the district's website homepage for at least 30 consecutive days if the website is maintained by the full-time staff of the taxing district. (35 ILCS 200/18-75, 18-80)

| Date | Event | | |
|----------------------|--|---------------------|--|
| 15 Saturday | Last day for regional superintendent to submit district annual financial reports and audits to ISBE. (3-7 and 3-15.1) | 29 | Last day for the school board to adopt resolutions putting public policy questions on the ballot at the March 17, 2026, General Primary Election. (10 ILCS 5/28-2(c)) |
| 15 Saturday | Last day for schools to report to ISBE the number of children who have received or been exempted from the required immunizations and health examinations. (22-105) | | NOTE: The local school board election authority is responsible for receiving and certifying petitions and resolutions for referenda. (10 ILCS 5/28-2 and 28-5) |
| 17-21 | American Education Week. | 30 | The annual tax levy must be certified by the school board and filed with the county clerk on or before the last Tuesday in December. (17-11, 35 ILCS 200/18-15) |
| 21-23 | Joint Annual Conference of Illinois Association of School Boards, Illinois Association of School Administrators, and Illinois Association of School Business Officials; Chicago. | JANUARY 2026 | |
| 27 | Thanksgiving Day; a legal school holiday. (24-2) | During January | During the month of January, the quarterly meeting of regional board of school trustees must be held. (6-18) |
| 28 | Native American Heritage Day (24-2) | Also | At the beginning of each calendar or fiscal year, the school board must give notice of its schedule of regular meetings, including dates, times, and places. Notice must include publication on the school district's website. (5 ILCS 120/2.02) |
| 30 Sunday | Last day for publishing annual fiscal statement of school district, commonly known as the "Annual Statement of Affairs." (10-17) The report must be made available by posting on the district's website and in a newspaper of general circulation in the school district. | 1 | New Year's Day; a legal school holiday. (24-2) |
| 30 Sunday | Last day to publish in conjunction with the "Annual Statement of Affairs" on the school district website and in a newspaper of general circulation in the school district the annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. (10-20.44) NOTE: The statement shall be prepared by the township school treasurer for those school districts in Cook County that are under the jurisdiction of township trustees/treasurers. (10-17) | Also | On the first school day of January the secretary of the board shall report to the regional superintendent and Secretary of State a list of students who have left school during the previous attendance quarter. (26-3a) |
| DECEMBER 2025 | | 5 | In Class II counties (Cook): (1) Quarterly meeting of township school trustees; and (2) township trustees make apportionment and distribution of unused funds to the districts from the permanent township fund. (5-16 and 5-17) |
| 1 | Deadline for the Reduction in Force (RIF) Joint Committee to be established and begin its meetings. (24-12) | 7 | Orthodox Christmas |
| 1 | Last day to make publicly available the report of the number of children who have received or been exempted from the required immunizations and health examinations. (22-105) | 8 | Last day for the board secretary to certify public policy questions to the election authority for referendum at the March 17, 2026, General Primary Election. (10 ILCS 5/28-5) |
| 3 | Illinois Statehood Day, a commemorative holiday. (5 ILCS 490/195) | 15 | Last day for affected school districts to file a petition with the regional superintendent to opt out of the required summer food service program. (105 ILCS 126/20) |
| 7-Sunday | Pearl Harbor Veterans' Day; a commemorative school holiday. (24-2) | 17 Saturday | Muhammad Ali's birthday; a commemorative school holiday. (24-2) |
| 14 Sunday-22 | Hanukkah. | 19 | Martin Luther King, Jr. birthday observance; a legal school holiday. (24-2) |
| 25 | Christmas Day; a legal school holiday. (24-2) | 28 | Christa McAuliffe Day; a commemorative school holiday. (24-2) |
| | | 31 | Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending December 31, 2025. |

School districts having an aggregate property tax levy of more than \$5 million shall make a good faith effort to electronically publish information about whether vendors doing business with the school district are minority-owned, women-owned, or veteran-owned, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act and whether the vendor holds certifications or self-certifies those categories; if self-certifying, then the district shall publish if the vendor is a small business under the federal Small Business Administration standards. (35 ILCS 200/18-50.2)

| Date | Event | APRIL 2026 | |
|----------------------|---|--------------|--|
| FEBRUARY 2026 | | During April | During the month of April, the quarterly meeting of the regional board of school trustees must be held. (6-18) |
| 1 Sunday | Last day for district superintendent to certify to the county clerk the names and addresses of school employees who are required to file the statement of economic interests. (5 ILCS 420/4A-101.5, and 4A-106.5) | 1 | Last day for the school board to give its superintendent notice, in writing, if it intends not to renew his or her expiring employment contract, stating the specific reason therefore, unless the contract specifically provides otherwise. (10-21.4) |
| 1 Sunday | Last day that the RIF Joint Committee can reach agreement to apply the sequence of dismissal for that school year. (24-12) | Also | On the first school day of April the secretary of the board shall report to the regional superintendent and Secretary of State a list of students who have left school during the previous attendance quarter. (26-3a) |
| 1 Sunday | Last day to distribute copies of the educational support personnel employee sequence of dismissal list to the exclusive bargaining representative. (10-23.5) | | |
| 6 | Commemorative holiday honoring Ronald Reagan. (5 ILCS 490/2) | 1-9 | Passover. |
| | | 3 | Good Friday. |
| 12 | Abraham Lincoln's birthday; a legal school holiday. (24-2) | 5 | Easter Sunday. |
| 15 Sunday | Susan B. Anthony's birthday; a commemorative school holiday. (24-2) | 7 | Township treasurer reports and submits books to school trustees; also, makes examination of each school district's records. (8-14) |
| 23-27 | Public Schools Week | 7 | In Class II counties (Cook): (1) Quarterly meeting of township school trustees; and (2) township trustees make semi-annual apportionment and distribution of unused funds to the districts from the permanent township fund. (5-16 and 5-17) |
| 18 | Ramadan begins | | |
| MARCH 2026 | | | |
| 1 Sunday | Last day for evaluation of principals or assistant principals holding a single-year contract or a principal in their final year of a multi-year contract. (24A-15) | 7 | Last day for the election authority to canvass the election returns and report results of the March 17, 2026 General Primary Election to the board secretary. The board secretary is then required to transmit election results to the school board. (10 ILCS 5/17-22 and 22-17) |
| 2 | Casimir Pulaski birthday observance; a legal school holiday. (24-2) | | |
| 4 | Mayors' Day; a commemorative holiday for Chicago Public Schools. (24-2) | 12 | Orthodox Easter Sunday |
| | | 19-25 | National Library Week. |
| 8 Sunday | Daylight Savings Time begins; set clocks ahead one hour. | 24 | Arbor and Bird Day; a commemorative school holiday. (24-2) |
| 13-15 Sunday | Consortium of State School Boards Associations (COSSBA) Conference, Louisville, Kentucky | 30 | Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending March 31, 2026. |
| 17 | General Primary Election (10 ILCS 5/2A-1.1) | | |
| 19 | Ramadan ends | | |
| 20 | Eid-al-Fitr | | |
| 29 Sunday | Vietnam War Veterans' Day; a commemorative school holiday. (24-2) | | |

School board members, superintendents, building principals, heads of departments, employees with authority over or directly responsible for negotiating contracts amounting to \$1,000 or more, hearing officers, supervisors with authority over 20 or more employees, and any employee in a position that requires an administrative or chief business official certificate are required by law to file a **statement of economic interests** each calendar year. The statement must be filed, in a form provided by law, with the county clerk no later than May 1 each year. (Ill. Governmental Ethics Act, 5 ILCS 420/4A-101.5, 4A-105)

| Date | Event | | |
|------------------|---|------------|--|
| MAY 2026 | | Also | The first school day in July the secretary of the school board shall report to the regional superintendent and Secretary of State a list of students who have left school during the previous attendance quarter. (26-3a) |
| 1 | Last day to file required Statement of Economic Interests with the county clerk. (5 ILCS 420/4A-105) | Also | At the beginning of each calendar or fiscal year, the school board must give notice of its schedule of regular meetings, including dates, times, and places. Notice must include publication on the school district's website. (5 ILCS 120/2.02) |
| 4-8 | Teacher Appreciation Week. | | |
| 4-8 | Illinois Law Week. (27-1025) | | |
| 5 | National Teacher Day. | | |
| 25 | Memorial Day observance; a legal school holiday. (24-2) | 1 | First day of the fiscal year in most Illinois school districts. The board of education shall adopt and file with ISBE an annual balanced budget within or before the first quarter of the fiscal year. (17-1) Within 30 days of its adoption, the annual budget must be filed with the county clerk and ISBE. (17-1 and 35 ILCS 200/18-50) |
| JUNE 2026 | | | |
| 14 Sunday | Flag Day. | 4 Saturday | Independence Day; a legal school holiday. (24-2) |
| 15 | Last day for the school district to certify to the State Superintendent of Education claim for tuition for children from orphanages and children's homes. Claims submitted by June 15 may be amended until August 1. (18-3) | 6 | In Class II counties (Cook): (1) Quarterly meeting of township school trustees; and (2) township trustees make apportionment and distribution of unused funds to the districts from the permanent township fund. (5-16 and 5-17) |
| 19 | Juneteenth National Freedom Day, a legal school holiday. (24-2) | 7 | Last day for Secretary or clerk of the school board to file annual statistical report with the treasurer. (10-8) |
| 26-27 Saturday | Eid-al-Adha | 15 | Last day for submitting to regional superintendent a statement of condition of schools within each township during previous fiscal year. As a practical matter, this requirement only applies to school districts in Cook County sharing a relationship with a township treasurer or trustee. (5-18) |
| 30 | Last day for schools to report to ISBE the number of children who have received or been exempted from the required dental and health examinations. (22-105) | 29 | Last day for the regional superintendent to survey and inspect schools and notify each school board, in writing, whether or not schools in their district have been kept as required by law under terms of state life-safety standards. (3-14.21) |
| 30 | Last day on which township treasurer shall deliver to regional superintendent a statement showing the condition of township funds. (8-13) | 31 | Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending June 30, 2026. |
| 30 | End of fiscal year for most school districts. | | |
| 30 | Effective date of the annual school audit. (3-7) | | |
| JULY 2026 | | | |
| During July | During the month of July, township land commissioners must have an audit of the funds under their jurisdiction. (15-27) | | |
| Also | During the month of July the quarterly meeting of regional board of school trustees must be held. (6-18) | | |

Written notice to employees from the school board must be served at least: (1) on or before April 15 upon a probationary teacher who is not being reemployed for the following school term; and (2) on or before April 15, along with a statement of honorable dismissal and the reason therefor, before the end of the school term for both tenured and probationary teachers who are being honorably discharged because of a reduction in staff or discontinuation of a program. A sequence of honorable dismissals per 24-12 must be distributed to the exclusive bargaining representative at least 75 days before the end of the school term.

Also – By April 15, a list (established in consultation with the exclusive bargaining representative) showing the length of continuing service of each teacher, or a list showing an alternative method for determining the sequence of dismissal established as provided in 24-12, must be distributed to the exclusive bargaining representative. Any employee not properly notified is deemed re-employed for the following year. (24-11 and 24-12)

NOTE: Collective bargaining agreements and/or evaluation plans may have different notice requirements from those provided in the statute. The employer should be careful to meet all relevant notice requirements.

| Date | Event | SEPTEMBER 2026 | |
|--|--|----------------|---|
| AUGUST 2026 | | 7 | Labor Day; a legal school holiday. (24-2) |
| Before the 30th Day of the School Year | School districts must report certain student assessment information using a form developed by ISBE. (22-82) | 11 | September 11th Day of Remembrance; a commemorative school holiday. (24-2) |
| 1 Saturday | Last day to file with the regional superintendent a list of all unfilled teaching positions in the district. (10-20.27) | 11-13 Sunday | Rosh Hashanah |
| 1 Saturday | Last day for high school boards to certify to the non-high school board the estimated amount of tuition charges for the succeeding school year. (12-22) | 15 | For claims payable in FY 2026 only , last day for school board to transmit claims to ISBE for extraordinary special education services. (14-7.02) |
| 14 | Last day for school districts to forward a detailed statement of the moneys contributed to the Teachers' Retirement System, including any additional contributions due to the System, to the secretary of the System. (40 ILCS 5/16-155) | 17 | Constitution Day, a commemorative school holiday. (24-2) |
| 15 Saturday | Last day for the school district to transmit claims for special education costs to the State Superintendent of Education. (14-12.01) | 21-23 | Consortium of State School Boards Association (COSSBA), Federal Advocacy Conference, Washington, D.C. |
| 15 Saturday | Last day to submit certification of all student transportation claims for reimbursement for the school year ending June 30 to the State Superintendent of Education. (29-5) | 30 | Last day on which regional superintendents shall notify, in writing, the presidents of school trustees and clerks and secretaries of school boards the dates and amounts of money distributed to the school treasurer. (3-14.17) |
| 17 | Last day for the school board to adopt resolutions putting public policy questions on the ballot at the November 3, 2026 General Election. (10 ILCS 5/28-2(c)) NOTE: The local school board election authority is responsible for receiving and certifying petitions and resolutions for referenda. (10 ILCS 5/28-2 and 28-5) | 30 | This is the end of the first quarter of the fiscal year in most Illinois school districts and the last day for the school board to adopt and file with the ISBE its balanced budget for 2026-2027 fiscal year. (17-1) Within 30 days of its adoption, the annual budget must be filed with the county clerk. (17-1 and 35 ILCS 200/18-50) |
| 27 | Last day for the board secretary to certify public policy questions to the election authority for referendum at the November 3, 2026 General Election. (10 ILCS 5/28-5) | | |
| 31 | Last day for regional superintendent to file with ISBE an affidavit showing which treasurers of school districts are properly bonded. (3-8 and 8-2) | | |

The Open Meetings Act requires that each school board review minutes from all closed meetings every six months or as soon thereafter as practicable taking into account the nature and meeting schedule of the public body. Ad hoc committees may choose to review at the next scheduled ad hoc meeting or six months from the last review of closed session minutes, whichever date is later. At such meetings, the board must determine the need for confidentiality for all or any part of those minutes still exists or that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Although discussion of closed meeting minutes takes place in a closed meeting, the board's determinations must be made and reported in open session. (5 ILCS 120/2.06)

This calendar is published for informational purposes only and is not a substitute for legal advice from the school district legal counsel. IASB does not guarantee this calendar's accuracy and will not be responsible for damages caused by reliance on it.

10

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Annual Board Calendar Template

Board on Track Recommended Calendar Overview

School boards have a significant amount of work to manage, numerous deadlines to track, and many intersections between the work of various committees.

To ensure that the board's time is structured for maximum efficiency and impact, we recommend that the board chair and the CEO/Superintendent (with input from committee chairs) create a calendar outlining the key work of the board for the year.

While it may take some time to develop this type of calendar initially, the effort is well worth it. The work of a school or district governing board is cyclical, and once created, the calendar can often be reused in future years with only minor adjustments.

A clear calendar can also help the board determine how many meetings are necessary, when deeper strategy sessions may be needed to explore key issues, and how to balance regular oversight with long-term planning.

By providing a detailed roadmap for the year, the board can have confidence that major responsibilities and strategic priorities are being addressed in a timely manner.

What follows is a recommended calendar. We have outlined when we believe key tasks should occur, but every school and district is unique, so feel free to adapt this calendar as needed by moving items to the most appropriate month.

Board on Track Recommended Calendar

| | | July | August | September | October |
|-------------------|------------------------------------|------|--|--|--|
| Finance | Budgeting | | | | <ul style="list-style-type: none"> ✓ Work with CEO/Superintendent and finance staff to develop scenarios and meaningful time frame for multi- year budget projections ✓ Discuss staff and CEO/Superintendent pay scale with CEO/Superintendent and determine any necessary research and revision |
| | Audit | | | | <ul style="list-style-type: none"> ✓ Complete annual audit |
| Governance | Current Board Composition | | <ul style="list-style-type: none"> ✓ Review Board on Track Board Composition Analysis ✓ Clarify when trustee term limits expire if need be ✓ Complete Board on Track 3-year analysis template | <ul style="list-style-type: none"> ✓ Share results of three year analysis with full board | |
| | Board Structure | | <ul style="list-style-type: none"> ✓ Revise full board and individual trustee job descriptions based on actual practice and Board on Track examples Determine whether bylaws need to be revised | <ul style="list-style-type: none"> ✓ Ask each officer to complete a job description based on Board on Track samples ✓ Ask each committee to complete a revised job description based on Board on Track samples ✓ Board approve revised set of bylaws if need be | <ul style="list-style-type: none"> ✓ Ask each committee to complete a template outlining what the full board, vs. committee vs. CEO/Superintendent role is ✓ Revised job descriptions approved by the full board |
| | Board Meetings | | | | |
| | Officer Succession Planning | | <ul style="list-style-type: none"> ✓ Clarify when officer terms expire ✓ Based on term limits map out multi-year officer needs | | |

| | | November | December | January | February |
|-------------------|------------------------------------|--|--|---|--|
| Finance | Budgeting | <ul style="list-style-type: none"> ✓ Review multi-year, multi-scenario budget projections with CEO/Superintendent and finance staff | <ul style="list-style-type: none"> ✓ Present multi-year, multi-scenario budgets to board to inform key drivers conversation ✓ Discuss key drivers of budget for the next fiscal year: <ul style="list-style-type: none"> – Number of students – Number of new staff slots – Pay scale changes – Anticipated per pupil tuition – Facilities plans | <ul style="list-style-type: none"> ✓ Review first draft of budget for next fiscal year | <ul style="list-style-type: none"> ✓ Present first draft of budget for next fiscal year to full board |
| | Audit | <ul style="list-style-type: none"> ✓ Share findings with full board | | | |
| Governance | Current Board Composition | | | | |
| | Board Structure | <ul style="list-style-type: none"> ✓ Completed committee charts approved by the board | | | |
| | Board Meetings | <ul style="list-style-type: none"> ✓ Evaluate board meeting effectiveness ✓ Review open meeting law compliance at full board meeting | <ul style="list-style-type: none"> ✓ Evaluate board meeting effectiveness ✓ Administer open meeting quiz to trustees | <ul style="list-style-type: none"> ✓ Evaluate board meeting effectiveness | <ul style="list-style-type: none"> ✓ Evaluate board meeting effectiveness |
| | Officer Succession Planning | | | | |

| | | March | April | May | June |
|-------------------|------------------------------------|---|--|--|---|
| Finance | Budgeting | ✓ Work with CEO/Superintendent and finance staff on revisions for first draft | ✓ Present final budget for next fiscal year to full board for approval | | |
| | Audit | | | | |
| Governance | Current Board Composition | | <ul style="list-style-type: none"> ✓ Conduct individual trustee assessment--use this to inform nominations at the annual meeting ✓ Develop a plan in conjunction with Board chair to provide feedback to each trustees ✓ Hold individual trustee meetings to give feedback on performance to date | ✓ Hold individual trustee meetings | ✓ Make recommendations for additional terms based on individual trustee assessments |
| | Board Structure | | | | |
| | Board Meetings | ✓ Evaluate board meeting effectiveness | ✓ Evaluate board meeting effectiveness | ✓ Evaluate board meeting effectiveness | ✓ Evaluate board meeting effectiveness |
| | Officer Succession Planning | | ✓ Start conversations for annual meeting | | ✓ Conduct annual meeting |

| | | July | August | September | October |
|---|--|---|--|--|--|
| Development | Development Plan | | ✓ Draft an annual fund development plan | ✓ Share plan with full board, have full board approve the plan | ✓ Implement development plan |
| | Full Board Role | | ✓ Clarify the role of the full board in development | ✓ Have the full board approve a statement of clear expectations for individual trustees ✓ Create a method to track individual trustee support of the development plan | ✓ Track individual trustee support of the development plan |
| Academic Achievement | Academic Oversight | | | | ✓ Provide a board training in conjunction with CEO/Superintendent on what assessments the school uses and what each one assesses |
| CEO / Superintendent Support & Evaluation | Measurable Goals | | ✓ Finalize goals against which to measure CEO/Superintendent's performance for the year | ✓ Approve CEO/Superintendent's goals at a full board meeting | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting |
| | Succession Planning | ✓ Review the Board on Track recommended process to create a short and long-term succession plan | ✓ CEO/Superintendent drafts a short and long term succession plan and reviews with CEO/Superintendent Support and Eval Committee | ✓ CEO/Superintendent Support and Eval Committee presents short and long term succession plans to full board for approval | |
| | CEO/Superintendent Feedback and Evaluation | | ✓ Review with Board on Track recommended annual support and evaluation process | ✓ Set dates and reminders to prep for December and March CEO/Superintendent check ins | |

| | | July | August | September | October |
|---|--|---|---|--|--|
| Development | Development Plan | ✓ Implement development plan | ✓ Implement development plan | ✓ Implement development plan | ✓ Implement development plan |
| | Full Board Role | ✓ Track individual trustee support of the development plan | ✓ Conduct board education as needed | ✓ Track individual trustee support of the development plan | ✓ Track individual trustee support of the development plan Conduct board education as needed |
| Academic Achievement | Academic Oversight | ✓ Complete first committee check in of year on interim assessments using Board on Track assessment check in question list | ✓ Update board on learning's from first committee interim assessment check in | ✓ Provide a board training in conjunction with CEO/Superintendent on what assessments the organization uses and what each one assesses | ✓ Complete second committee check in of year on interim assessments using Board on Track assessment check in question list |
| CEO / Superintendent Support & Evaluation | Measurable Goals | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting |
| | Succession Planning | ✓ | | | |
| | CEO/Superintendent Feedback and Evaluation | <ul style="list-style-type: none"> ✓ Gather board input and CEO/Superintendent self-reflection; plan December check-in conversation. ✓ Ensure that staff satisfaction survey is completed | <ul style="list-style-type: none"> ✓ Conduct December CEO/Superintendent check in | | <ul style="list-style-type: none"> ✓ Gather board input and CEO/Superintendent self-reflection; plan March check-in. ✓ Ensure that parent satisfaction survey is completed |

| | | March | April | May | June |
|--|---|---|---|---|---|
| Development | Development Plan | ✓ Implement development plan | ✓ Implement development plan | ✓ Implement development plan | ✓ Implement development plan |
| | Full Board Role | ✓ Track individual trustee support of the development plan | ✓ Track individual trustee support of the development plan ✓ Conduct board education as needed | ✓ Track individual trustee support of the development plan | ✓ Track individual trustee support of the development plan |
| Academic Achievement | Academic Oversight | ✓ Update board on learning's from second committee interim assessment check in | | ✓ Review end of the year state assessment data (timing varies a great deal by state) at a committee level | ✓ Share review of end of the year state assessment data with full board (timing varies a great deal by state) |
| CEO / Superintendent Support & Evaluation | Measurable Goals | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting | ✓ Report on progress towards goals at monthly CEO/Superintendent Support and Eval Committee meeting |
| | Succession Planning | | | | |
| | CEO/Superintendent Feedback and Evaluation | ✓ Conduct March CEO/Superintendent check in | ✓ Incorporate staff surveying into CEO/Superintendent evaluation process as needed | | ✓ Conduct an end of the year CEO/Superintendent evaluation |

BOARD OF EDUCATION

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expenses

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense 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.

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

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated

expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

Types of Official Business for Expense 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. Board members will be reimbursed for meal costs up to \$100.00 per day consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses

incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.:

[105 ILCS 5/10-20](#) and [5/10-22.32](#).

Local Government Travel Expense Control Act, [50 ILCS 150/](#).

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

Adopted: August 13, 2024

Sandridge SD 172

EIS Administrator and Teacher Salary and Benefits Report - School Year 2025

9/18/2025 12:27 pm

Sandridge SD 172
2950 Glenwood Dyer Rd, Lynwood, IL 60411
070161720020000

Selection Criteria: (Employer) Employees = All

| Name | Position | Base Salary | FTE | Vacation Days | Sick Days | Bonuses | Annuities | Retirement Enhancements | Other Benefits |
|-----------------------|---|--------------|------|---------------|-----------|---------|-----------|-------------------------|----------------|
| Adamson, Stuart S | 200-Teacher | \$91,651.26 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$13,636.78 | \$14,491.92 |
| Aldridge, Justine | 200-Teacher | \$63,402.33 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$6,947.21 | \$6,784.50 |
| BLAIR, WALTER | 202-Bilingual Education Teacher | \$97,787.30 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$14,134.55 | \$7,630.53 |
| BONDISMITH, STEPHANIE | 200-Teacher | \$36,291.01 | 0.58 | 0 | 14 | \$0.00 | \$0.00 | \$5,171.13 | \$178.75 |
| BREESE, AMY L | 200-Teacher | \$77,672.81 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$12,085.26 | \$0.00 |
| BRISTOW, NATALIE | 200-Teacher | \$62,237.65 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$10,483.91 | \$0.00 |
| CONRAD, TARA B | 200-Teacher | \$64,111.22 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$10,668.45 | \$0.00 |
| CONROY, CATHERINE | 153-Special Education Supervisor | \$73,023.25 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$11,566.20 | \$2,728.56 |
| DOTY, CANDICE D | 200-Teacher | \$75,234.65 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$11,769.56 | \$9,093.12 |
| GINAVEN, REBECCA M | 200-Teacher | \$84,983.84 | 1.00 | 0 | 12 | \$0.00 | \$0.00 | \$13,124.53 | \$0.00 |
| HALE, KRISTIN | 200-Teacher | \$77,040.65 | 1.00 | | | | | | |
| HESTER, ABENI | 200-Teacher | \$87,500.00 | 1.00 | 20 | 14 | \$0.00 | \$0.00 | \$42,780.00 | \$0.00 |
| HINES, EMMA K | 200-Teacher | \$35,000.00 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$8,159.92 | \$2,728.56 |
| Hines, Leah | 200-Teacher | \$35,000.00 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$5,428.35 | \$2,783.04 |
| HOOK, DAVID | 152-Special Education Director | \$104,850.00 | 1.00 | 20 | 14 | \$0.00 | \$0.00 | \$38,467.50 | \$0.00 |
| Jackson, Patti Ann | 200-Teacher | \$58,851.26 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$9,114.93 | \$2,298.00 |
| Kosina, Joseph | 101-Assistant/Associate District Superintendent | \$116,390.00 | 1.00 | 20 | 14 | \$0.00 | \$0.00 | \$38,467.50 | \$0.00 |
| LEEP, KAREN | 200-Teacher | \$67,557.16 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$10,948.09 | \$0.00 |
| Lipkovitch, Lisa | 200-Teacher | \$60,012.51 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$7,528.92 | \$3,218.16 |
| Miller, Charles | 200-Teacher | \$52,872.11 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$6,810.54 | \$2,783.04 |
| MORRIS, AMELIA A | 200-Teacher | \$51,708.58 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$8,263.12 | \$2,783.04 |
| Motley, LaTrese | 200-Teacher | \$30,000.00 | 1.00 | | | | | | |
| NALLS, KIM | 100-District Superintendent | \$189,901.10 | 1.00 | 20 | 14 | \$0.00 | \$0.00 | \$38,467.50 | \$0.00 |
| POLK, KALEA M | 103-Principal | \$98,365.00 | 1.00 | 20 | 14 | \$0.00 | \$0.00 | \$38,467.50 | \$0.00 |
| PRUITT, RODNEY | 610-Resource Teacher Elementary | \$62,338.43 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$10,690.03 | \$2,783.04 |
| REDMERSKI, GAIL | 200-Teacher | \$56,971.97 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$7,281.02 | \$2,458.08 |
| Richards, Angela D | 200-Teacher | \$48,702.11 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$6,393.69 | \$3,199.55 |
| RICHARDSON, MAURICE | 200-Teacher | \$87,421.99 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$13,391.99 | \$18,715.44 |
| ROBINSON, MARTHA | 200-Teacher | \$89,216.54 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$13,352.83 | \$2,783.04 |
| Shelton-James, Brooke | 200-Teacher | \$60,012.51 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$7,667.41 | \$9,884.88 |

| Name | Position | Base Salary | FTE | Vacation Days | Sick Days | Bonuses | Annuities | Retirement Enhancements | Other Benefits |
|--------------------|------------------------------------|-------------|------|---------------|-----------|---------|-----------|-------------------------|----------------|
| WADE, KATRINA | 200-Teacher | \$35,000.00 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$5,044.82 | \$3,272.40 |
| Wall, Christine | 250-Special Education Teacher | \$48,216.83 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$6,973.52 | \$2,783.04 |
| White, Charlotte M | 114-Chief School Business Official | \$79,155.50 | 1.00 | 0 | 20 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Williams, Tina | 200-Teacher | \$54,395.00 | 0.43 | 0 | 14 | \$0.00 | \$0.00 | \$6,952.50 | \$0.00 |
| WINFREY, SYLVIA | 200-Teacher | \$84,983.84 | 1.00 | 0 | 14 | \$0.00 | \$0.00 | \$13,123.02 | \$2,783.04 |

| Totals | | | | | | | | | |
|------------------------------------|--|-------------------------------------|--|----------------------------------|--|--|--|-------------------------------------|--|
| Distinct Employee Count: 35 | | Distinct Positions Count: 35 | | Total Positions Count: 35 | | Vacation Days: 100 | | Sick Days: 466 | |
| Base Salary: \$2,497,858.41 | | Bonuses: \$0.00 | | Annuities: \$0.00 | | Retirement Enhancements: \$453,362.28 | | Other Benefits: \$106,163.73 | |